

Township of Selwyn Regular Council Meeting

Tuesday, April 13, 2021 – 5:00 PM

Virtual Council Meeting

Watch the meeting via livestreaming

<https://www.youtube.com/user/SelwynTownship>

Moment of Silent Reflection

Please observe a moment of silence, so that Council, staff and members of the public can quietly reflect on our duty to the community that we are trying to serve.

Notification to Members of the Public

Members of the public, staff, presenters and members of Council please be advised that meetings are broadcast and recorded and made available on the internet.

Declaration of Pecuniary Interest and the General Nature Thereof

1. Minutes

(a) Minutes – Open Session

- Motion to adopt the minutes of the regular Council meeting of March 23, 2021 and the minutes of the special Council meeting of March 23, 2021.
- Discussion out of the minutes

2. Deputations and/or Invited Persons and/or Public Meetings

- a) 5:00 PM - Chantal Simmons – Building Inspector/Plans Examiner Introductions
- b) 5:05 PM - Chris Kawalec – Community Safety and Wellbeing Plan Update
- c) 5:20 PM - Gail Moorehouse – CFDC Business Reopening Program

d) 5:30 – Public Meeting – Zoning By-law Amendments

i) Jeannette Thompson, Planner – Zoning By-law Amendment
C-05-21 – 1961 Fourteenth Line – Smith Ward

- Agency Comments
- Draft Zoning By-law Amendment and Schedule A

3. Question Period

15 minutes, one question per person at a time, on a rotating basis

If a member of the public has a question please send an [email](#) by 4:30 PM on the day of the meeting noting your question which will be read into the public record and responded to during the meeting. An email will be sent following the meeting with a link to the recording.

4. Municipal Officer's & Staff Reports - Direction

(a) Janice Lavalley, Chief Administrative Officer – 2021 Work Plans 1st Quarter Update (hard copy provided)

1. Chief Administrative Officer
2. Building and Planning Department (Statistics & Building Permit Key Performance Indicators- KPI)
3. Community & Corporate Services/Clerk's Department
4. Finance Department
5. Fire Department (Calls per Hall, Monthly Calls & 1st Quarter Graph)
6. Human Resources
7. Library (Circulation Stats & Programming Stats)
8. Parks and Recreation
9. Public Works

(b) R. Lane Vance, Manager of Financial Services – 1st Quarter Financial Update

- Financial Statements

(c) R. Lane Vance, Manager of Financial Services - AMO Gas Tax – One Time Funding 2021

- (d) R. Lane Vance, Manager of Financial Services – Woodland Acres Water and Sewer Budget
 - PSAB Compliance Report – Woodland Acres
 - Budget Narrative and Worksheets – Department # 32
 - Woodland Acres – Consolidated Charges 2021
 - Reserve Summary for Woodland Acres
 - Capital Worksheets and Attachments
- (e) Jeannette Thompson, Planner - Proposed Zoning By-law Amendment to Regulate Rooming/Boarding Houses
 - Draft Zoning By-law Amendment
- (f) Jeannette Thompson, Planner - New Official Plan Project Update
- (g) Andrew Bowyer, Fire Prevention Officer - Open Air Burning By-law
 - Outdoor Fire Containers and Campfires
 - Draft Open Air Burning By-law
- (h) Janice Lavalley, Chief Administrative Officer, Rick Dunford, Manager of Public Works, Randy Lean, Landfill Site Operator – Smith Landfill Site Tipping Fees
 - Attachment – Site Services Review (Cambium)

Consent Items

All matters listed under Consent Items are considered to be routine, housekeeping, information or non-controversial in nature and to facilitate Council's consideration can be approved by one motion

5. Municipal Officer's & Staff Reports – Information/Housekeeping/Non-Controversial

- (a) Robert Lamarre, Manager of Building and Planning - Designation By-law – 44 Bridge Street
 - Heritage Designation Evaluation
 - Heritage Brief Staff Report
 - Draft Designation By-law
- (b) Jeannette Thompson, Planner - Minister Zoning Orders

- (c) Rick Dunford, Manager of Public Works – Gravel Crushing Tender Results
- (d) Rick Dunford, Manager of Public Works – Surface Treatment Tender Results
- (e) Rick Dunford, Manager of Public Works – Smith Landfill Annual Report
 - Cambium – Executive Summary
- (f) Scott Warren, Capital Project Coordinator & R. Lane Vance, Manager of Financial Services - Streetlight Project – Procurement Update
- (g) Angela Chittick, Manager of Community & Corporate Services/Clerk Various By-laws
 - Court Security Agreement and Correspondence

6. Correspondence for Discussion and/or Decision

- (a) Correspondence Report – April 13, 2021

Correspondence for Direction

Recommendation:

That the following items of correspondence be received for information and that staff proceed with the recommended direction therein:

1. Peterborough Chamber of Commerce - Letter to Premier Ford Requesting Equitable Safety Standards

That the letter from Stuart Harrison, President and CEO, Peterborough Chamber of Commerce requesting equitable safety standards be received for information; and

That the Township of Selwyn supports the Peterborough Chamber of Commerce's request to the Ontario government to establish a Responsible Business Protocol that includes a Safe Operating Framework (by business sector) and a Community Contact Reduction Framework (based on regional virus spread).

Correspondence for Information

Recommendation:

That the following items of correspondence be received for information:

2. AMO Update – Long-Term Care Modernization and Expansion, Asset Management Plan Timelines Extended and Age-Friendly Community Planning
3. AMO Update – OPP Detachment Board Composition Process, Personal Support Worker Temporary Pay Extended and By-Name Lists
4. AMO Update – Federal Gas Tax and Updated COVID-19 Regulations
5. AMO Update - One-Time Doubling of Gas Tax Funds in 2021
6. AMO Update – OCLIP Payment, Bill 257 Submission and Amended COVID-19 Orders
7. AMO Update – Provincial Budget Highlights + Bill 257 Referred to Committee
8. AMO Update – Provincial COVID-19 Lock Down, Water Taking Changes and Long-Term Care Medication Safety
9. Peterborough Public Health - Notice of Public Meeting - Sewage Fee Schedule Amendment
10. ORCA – 2020 Annual Report
11. MPAC – 2020 Annual Report
12. Kawartha Chamber of Commerce and Tourism – NewsFlash! March 23rd & 30th and April 6th, 2021
13. Trent Lands & Natural Areas Plan
14. Trent University – News Release and Project Background: Trent and People Care Communities Long-Term Care Home
15. Ministry of Infrastructure - Extended Timelines
16. Ontario Provincial Police - Community Safety and Policing Act Update, Board Proposal Process and Questions / Answers
17. EOWC - News release - Establishes 2021 Priorities
18. Ontario Waterpower Association - Proclaiming June 20th as Waterpower Day
19. EORN - 2021 Ontario Budget
20. Niagara Region - Homelessness, Mental Health and Addiction
21. Grey Highlands and Edwardsburgh Cardinal – Ontario Fire College Closure
22. Fort Erie - Cannabis Licencing and Enforcement, Advocate the Province of Ontario to Adjust the Capacity Limits, Homelessness, Mental Health and Addiction and McNally House Hospice's Life in Every Moment Campaign
23. Owen Sound - Municipal Insurance Rates
24. Kingsville - Bill C-21 - Firearms Amendment
25. Orangeville - Withdraw Schedule 3 from Bill 257

26. Cochrane - MeeQuam Youth Residence Closure
27. South Glengarry - Provincial Vaccine Rollout
28. Morris -Turnberry - Gravenhurst Fire College
29. Township of Hudson - Support for Fire Departments
30. Town of Caledon - Support for a Suicide and Crisis Prevention Hotline and Ontario Fire College Closure
31. Town of Amherstburg - Universal Paid Sick Days in Ontario and the Agricultural Tile Drainage Installation Act
32. Township of Muskoka - The Decibel Coalition
33. Pickle Lake - Municipal Act and Elections Act

7. Peterborough County Report

- (a) Peterborough County Report – April 13, 2021

County Correspondence for Direction:

None.

County Correspondence for Information:

Recommendation

That the following items of correspondence from the County of Peterborough be received for information:

1. Media Release - Mayor and Warden United on Need for More Vaccines
2. EORN – Partners with Rogers Communications – News Release, Backgrounder and Q & A
3. County Official Plan Project: Focus on the Built Environment
4. Tender Award - Microsurfacing
5. Supply and Delivery of Unleaded Gasoline and Diesel Fuel
6. James A. Gifford Causeway, Chemong Bridge & County Road 14 Rehabilitation Consultant Selection
7. Technical Advisory Committee Meeting Minutes – March 11, 2021
8. Official Plan Amendment No. 61 to the Official Plan – 724 Centre Line Selwyn
 - Amendment No. 61
 - Technical Report
 - Township Resolution
9. Regular Council Minutes – March 17, 2021

8. Committee Reports

- (a) Library Board Minutes – January 19, 2021 and February 23, 2021

- (b) Economic Development & Business Committee Minutes – February 22, 2021, March 5 and March 22, 2021

- (c) Accessibility Advisory Committee Minutes – March 24, 2021

Request for Endorsement – Recommendation:

That Selwyn Township provide a letter to support the request of CELA (Centre for Equitable Library Access) urging the Federal Government to fully restore funding for accessible reading materials.

- (d) Heritage Committee Minutes – March 25, 2021

Request for Endorsement - Recommendation:

That the Council of the Township of Selwyn support the recruitment of additional Municipal Heritage Committee members to serve on the Municipal Heritage Committee for the remaining term of Council and that staff be authorized to advertise to recruit members.

9. Petitions

10. Council Portfolio Updates

Council to provide brief verbal update related to the following portfolios where necessary:

- Community Services, Transportation and Housing – Councillor Donna Ballantyne
- Economic Development, Business Retention and Attraction, Planning and Building Client Services – Deputy Mayor Sherry Senis
- Public Works and Recreation – Councillor Gerry Herron
- Sustainability, Culture and Senior Services – Councillor Anita Locke
- Governance and Inter-Governmental Relations – Mayor Andy Mitchell

11. Other, New & Unfinished Business

12. By-laws

- (a) 2021 - 026 – Heritage Designation By-law – 44 Bridge Street
- (b) 2021 - 027 – Assume portion of Arnott Drive
- (c) 2021 - 028 - Amend Lakefield Parking By-law - Queen Street - Bus Stop
- (d) 2021 - 029 - Authorizing - Prison Transport Funding
- (e) 2021 – 032 – Zoning By-law Amendment - 1961 Fourteenth Line

- (f) 2021 – 033 - Agreement - Service Contract Dan Healey – Decorative Street Lights Lakefield
- (g) 2021 - 034 - Open Air Burning By-law
- (h) 2021 – 035 - Confirming

Adjournment

Draft Subject to Approval

Regular Council Meeting
 March 23, 2021
 Page 1 of 6

Corporation of the Township of Selwyn

**Regular Council Meeting
 Tuesday, March 23, 2021**

Virtual Council Meeting

A regular meeting of the Council of the Township of Selwyn was held on Tuesday, March 23, 2021.

Council Present (Virtual):

Mayor Andy Mitchell
 Deputy Mayor Sherry Senis
 Councillor Donna Ballantyne
 Councillor Gerry Herron
 Councillor Anita Locke

Staff Present (Virtual):

Janice Lavalley, Chief Administrative Officer
 R. Lane Vance, Manager of Finance/Treasurer
 Robert Lamarre, Manager of Building and Planning
 Angela Chittick, Manager of Community & Corporate Services/Clerk
 Jeannette Thompson, Planner
 Mike Richardson, Manager of Recreation
 Rick Dunford, Manager of Public Works
 Gord Jopling, Fire Chief
 Ted Jackman, Deputy Fire Chief
 Michelle Thornton, Deputy Treasurer/I. T. Coordinator
 Tania Goncalves, Deputy Clerk

The Council meeting commenced at 6:25 PM with Mayor Mitchell in the Chair.

Declaration of Pecuniary Interest

None.

Minutes**Resolution No. 2021 – 071 – Minutes**

Deputy Mayor Sherry Senis – Councillor Anita Locke –

That the minutes of the regular Council meeting of March 9, 2021 and the special Council meeting of March 3, 2021 - CAO Evaluation No. 4 be adopted.

Carried.

Deputations and/or Invited Persons and/or Public Meeting

Resident Arthur Tarala made a presentation to Council regarding the issuance of a building permit for his property located at 2628 Deramore Road.

**Resolution No. 2021 – 072 – Building Permit Issuance – Tarala – 2628
 Deramore Road.**

Councillor Gerry Herron – Councillor Anita Locke –

That the presentation from Arthur Tarala be received for information.

Carried.

Municipal Officers & Staff Reports – Direction**Resolution No. 2021 – 073 – Zoning By-law Amendment – 1824 Eighth Line**

Deputy Mayor Sherry Senis – Councillor Gerry Herron –

That the report of the Planner regarding Zoning By-law Amendment related to lands described as Part Lot 24, Concession 8 in the Smith Ward (File No. C-02-20) be received for information; and

Draft Subject to Approval

Regular Council Meeting
 March 23, 2021
 Page 2 of 6

That By-law 2021-015, being a By-law to amend the site-specific zone category, Rural Residential Exception 413 (RR-413) Zone, of the subject lands; to Rural Residential Exception 413-holding (RR-413(h)) Zone, be brought forward to the By-law section of the agenda for consideration.

Carried.

Resolution No. 2021 – 074 – Motor Vehicle Accident Billing

Councillor Anita Locke – Councillor Gerry Herron –

That the report from the Fire Chief regarding the Fire Department Motor Vehicle Accident (MVA) billing policy be received for information; and that By-law 2021-023, being a By-law to adopt the Motor Vehicle Accident Billing Policy, be brought forward to the By-laws section of the agenda for consideration.

Carried.

Resolution No. 2021 – 075 – Curbside Garbage Collection Contract Extension

Deputy Mayor Sherry Senis – Councillor Anita Locke –

That the report of the Chief Administrative Officer with regard to the extension of the Curbside Garbage Collection Contract be received for information, and

That By-law 2021 – 022, being a By-law to authorize the execution of a Memorandum of Understanding with Waste Connections of Canada Inc. for an extension of the current curbside garbage collection contract, be brought forward to the By-laws section of the agenda for consideration.

Carried.

Resolution No. 2021 – 076 – Generator System Replacement at Various Selwyn Water and Wastewater Facilities

Councillor Anita Locke – Councillor Donna Ballantyne –

That the report of the Manager of Financial Services and the Project Coordinator – Water & Sewer with respect to the Generator System Replacement at Various Selwyn Water and Wastewater Facilities be received for information; and

That Selwyn Township enter into an agreement with Supply Point Inc. to complete services for the removal and installation of generators at various water and wastewater facilities for a contract value of \$367,500 (HST excluded); and

That By-law 2021-021, being a By-law to authorize the execution of an agreement between Supply Point Inc. and the Township of Selwyn for generator system replacements at various Selwyn water and wastewater facilities be forwarded to the By-law section of the agenda for Council consideration; and

That Council confirms that the costs for oversizing of the generators to accommodate future demand will be calculated and recovered through future development charges.

Carried.

Consent**Resolution No. 2021 – 077 – Health Canada Cannabis Enforcement**

Councillor Donna Ballantyne – Councillor Anita Locke –

That the Township of Selwyn supports the resolution passed by the Township of Brock pertaining to Cannabis Production and Processing and further requests that Health Canada consider the following:

1. Require Federal Licenses and Registrations for Designated Growers to conform with local zoning and control by-laws;
2. Ensure local authorities are provided with notification of any licence issuance, amendment, suspension, reinstatement or revocation within their region;
3. Provide dedicated communication with local governments and Police services;

Draft Subject to Approval

Regular Council Meeting
 March 23, 2021
 Page 3 of 6

4. Provide lawful authority to Police agencies to lay charges when registered or licences operations grow in excess of their registration or licence through Health Canada; and
5. Provide enforcement support and guidance to local municipalities for dealing with land use complaints relating to Cannabis; and

Further that a copy of this resolution be forwarded to MP Maryam Monsef; MPP Dave Smith; the Minister of Agriculture, Food and Rural Affairs; the Minister of Agriculture and Agri-Food; the Township of Brock and the Peterborough Police and OPP – Peterborough Detachment with the request that the Federal government enact legislation to better support local governments with land use management and enforcement issues as they relate to Cannabis Production and Processing.

Carried.

Resolution No. 2021 – 078 – Speed Awareness Policy – OPP

Deputy Mayor Sherry Senis – Councillor Donna Ballantyne –

That the updated Speed Awareness Policy as endorsed by the Police Services Board and as amended by Council be approved.

Carried.

Resolution No. 2021 – 079 – Municipal Officer's and Staff Reports – Information/Housekeeping/Non-Controversial

Councillor Anita Locke – Councillor Donna Ballantyne –

That the report from the Fire Chief regarding the Fire Safety Grant be received for information; and that the grant be used for further firefighter training offered at the Eastern Ontario Emergency Training Academy; and that a budget amendment report be brought to a future meeting to formally amend the 2021 budget; and

That the report of the Manager of Community & Corporate Services/Clerk, with respect to approving the licensing of a new group to conduct lotteries, be received for information; and that approval be given to license the Peterborough Regional Health Centre Foundation to conduct lottery gaming events in the Township of Selwyn, subject to all of the required documentation to comply with AGCO regulations being submitted to the Township's satisfaction; and

That the report of the Manager of Community & Corporate Services/Clerk, with respect to the operating agreement with the City of Peterborough regarding the rural bus service, be received for information; and that By-law 2021 - 024, being a By-law to authorize the execution of an agreement with the City of Peterborough for the operation of a rural bus service in Selwyn Township be brought forward to the By-laws section of the agenda for consideration; and

That the report of the Deputy Fire Chief regarding the Request for Proposal for two (2) new Fire Rescue Boats for the Fire Department be received for information; and that the purchase of two (2) new Boat, Motor and Trailer Packages at the price of \$47,844.00 plus HST from Paris Marine in the Township of Selwyn be approved; and

Correspondence for Direction

That the following items of correspondence be received for information and that staff proceed with the recommended direction therein:

1. EORN Gig Broadband Project

That the letter from the County of Peterborough regarding the EORN Gig Broadband Project be received for information; and

That the Township of Selwyn supports EORN's project proposal to bring up to 1 Gigabyte or 1,000 Megabits of broadband speed to our residents and businesses, ensuring that our municipality's needs are met today and long into the future; and

2. Animal Welfare Legislation

That the letter from Margaret McCullough regarding the sale of companion animals from unregistered breeders be received for information; and

That the Township of Selwyn support Margaret McCullough's e-petition to endorse the passing of progressive legislation to protect animals from being abused, sold or neglected within their municipality; and

Correspondence for Information

That the following items of correspondence be received for information:

3. AMO Update – Phase II Vaccinations Plan, Bill 257 – Supporting Broadband Expansion and Firefighter Training Modernization
4. AMO Update – Additional Transit Funding, Municipal Modernization Funding and Public Health Vaccination Plans
5. AMO Update – Municipal Councillor Code of Conduct Consultations
6. AMO Update – Social Services Funding to Protect the Homeless and Ontario Vaccine Rollout Update
7. AMO Update – New Support for Local Fire Services and Updated COVID-19 Vaccine Tools and Resources
8. Special Investigations Unit - January - March 2020 - Quarterly Report
9. Ministry of Municipal Affairs and Housing - COVID-19 Recovery Funding
10. Fire Marshal's Communique - Ontario Fire College Training Modernization
11. Kawartha Chamber of Commerce & Tourism – NewsFlash! March 9th and March 16th, 2021
12. Board of Health Meeting Minutes - March 10, 2021
13. Letter from MP's - Bill C-213 and the Canada Pharmacare Act
14. Township of South Glengarry - Provincial Vaccine Rollout
15. Brock Township - Health Canada Cannabis Enforcement
16. Howick Township - Tile Drain Installation Act and Background Information
17. Township of Adjala-Tosorontio - Title Drainage Installation Act
18. Town of Bracebridge, Brock Township, Morris-Turnberry, Leamington and Township of Limerick - Ontario Fire College Closure
19. Municipality of Grey Highlands - Minister's Zoning Orders
20. Town of Blue Mountains – COVID Relief Funding
21. Township of Terrace Bay - Community Safety & Well-Being Extension Request
22. Municipality of Shuniah - Municipal Insurance Rates
23. Muskoka District - Request to Reverse the Decision to Close the Ontario Fire College; and

County Correspondence for Information:

That the following items of correspondence from the County of Peterborough be received for information:

1. County Official Plan Project:
 - Focus on Transportation and Mobility Report
 - Focus on Healthy Communities Report
 - Focus on Public Safety Report
 - Focus on Aggregate Resources
 - Focus on Agriculture and Rural Areas Report and Provincial Mapping

- Focus on Waterfront Development
2. Peterborough County Organizational and Service Delivery Review:
 - Lang Pioneer Village Advisory Committee Recommendations Report
 - Working Group Recommendations to Council Report
 - Sub Committee Activities and Action Items
 - Infrastructure Services Department Service Delivery Review - Project Status Report
 3. News Release and Photo - Lighting Installed at Intersection of CR18 (8th Line) and CR20 (Selwyn Road)
 4. Regular County Council Minutes – March 3, 2021; and

Committee Reports

That the minutes of the Smith-Ennismore Police Services Board of January 25, 2021; and

That the minutes of the Peterborough Police Services Board of January 25, 2021 be received for information.

Carried.

Petitions

None.

Council Portfolio Updates

Verbal updates were provided by Council members regarding the following Council Portfolios:

- Community Services, Transportation and Housing – Councillor Donna Ballantyne
- Economic Development, Business Retention and Attraction, Planning and Building Client Services – Deputy Mayor Sherry Senis
- Public Works and Recreation – Councillor Gerry Herron
- Sustainability, Culture and Senior Services – Councillor Anita Locke
- Governance and Inter-Governmental Relations – Mayor Andy Mitchell

Other, New & Unfinished Business

Resolution No. 2021 – 080 – Special Meeting – May 13, 2021 at 3:30 PM – Cannabis Best Practices Review and Initial Recommendations

Councillor Anita Locke – Councillor Donna Ballantyne –

That a special meeting of Council be scheduled for May 13, 2021 at 3:30 PM so that Council may discuss cannabis best practices, review and initial recommendations.

Carried.

By-laws

Resolution No. 2021 – 081 – By-laws First, Second & Third Reading

Councillor Anita Locke – Councillor Donna Ballantyne –

That By-law 2021-015, being a By-law to amend the site-specific zone category, Rural Residential Exception 413 (RR-413) Zone, for lands described as Part Lot 24, Concession 8 in the Smith Ward; to Rural Residential Exception 413-holding (RR-413(h)) Zone; and

Draft Subject to Approval

Regular Council Meeting
March 23, 2021
Page 6 of 6

That By-law 2021–021, being a By-law to authorize a service agreement with Supply Point Inc. related to generator system replacements; and

That By-law 2021-022, being a By-law to authorize the execution of a Memorandum of Understanding with Waste Connections of Canada Inc.; and

That By-law 2021-023, being a By-law to adopt the Motor Vehicle Accident Billing Policy; and

That By-law 2021-024, being a By-law to authorize the execution of a service contract with the City of Peterborough for Rural Bus Services be read a first, second and third time and finally passed.

Carried.

Resolution No. 2021 – 082 – Confirming By-law

Deputy Mayor Sherry Senis – Councillor Donna Ballantyne –

That By-law 2021-025, a By-law to confirm the proceedings of the meeting of Council held on March 23, 2021 be read a first, second and third time and finally passed.

Carried.

Adjournment**Resolution No. 2021 – 083 – Adjournment**

Councillor Gerry Herron - Councillor Anita Locke –

That the meeting be adjourned. (7:40 PM)

Carried.

Draft Subject to Approval

1. a)
Special Council Meeting
March 23, 2021
Page 1 of 2

Corporation of the Township of Selwyn

Special Council Meeting Tuesday, March 23, 2021

Virtual Council Meeting

A special meeting of the Council of the Township of Selwyn was held on Tuesday, March 23, 2021 to discuss the Building and Planning Services Review Implementation Dashboard.

Council Present (Virtual):

Mayor Andy Mitchell
Deputy Mayor Sherry Senis
Councillor Donna Ballantyne
Councillor Gerry Herron
Councillor Anita Locke

Staff Present (Virtual):

Janice Lavalley, Chief Administrative Officer
Angela Chittick, Manager of Community & Corporate Services /Clerk
Robert Lamarre, Manager of Building and Planning
Jeannette Thompson, Planner
Tania Goncalves, Deputy Clerk

The Council meeting commenced at 4:32 PM with Mayor Mitchell in the Chair.

Declaration of Pecuniary Interest

None.

Minutes

None.

Deputations and/or Invited Persons and/or Public Meeting

None.

Question Period

None.

Municipal Officers & Staff Reports – Direction

Resolution No. 2021 – 069 – Building and Planning Services Review Implementation - Dashboard

Deputy Mayor Sherry Senis – Councillor Donna Ballantyne –
That the Building and Planning Services Review Implementation Dashboard Updates be brought forward to Council as part of the staff quarterly reports and further that the next update be provided in Q2 2021.

Carried.

Consent Items

None.

Petitions

None.

Draft Subject to Approval

1. a)
Special Council Meeting
March 23, 2021
Page 2 of 2

Council Portfolio Updates

None.

Other, New & Unfinished Business

None.

By-laws

None.

Adjournment

Resolution No. 2021 – 070 – Adjournment

Deputy Mayor Sherry Senis – Councillor Anita Locke –
That the meeting be adjourned. (4:43 PM.)

Carried.

Township of Selwyn Council Presentation

April 13, 2021

Community Safety & Well-being Plan

Chris Kawalec

Community Development Program Manager



Bill 175

Safe Ontario Act 2018

- Every municipal Council shall prepare and adopt a **Community Safety and Well-Being (CSWB) Plan** before July 1, 2021.
- Establish a representative **Advisory Committee**.
- Engage in broad community **consultations**.



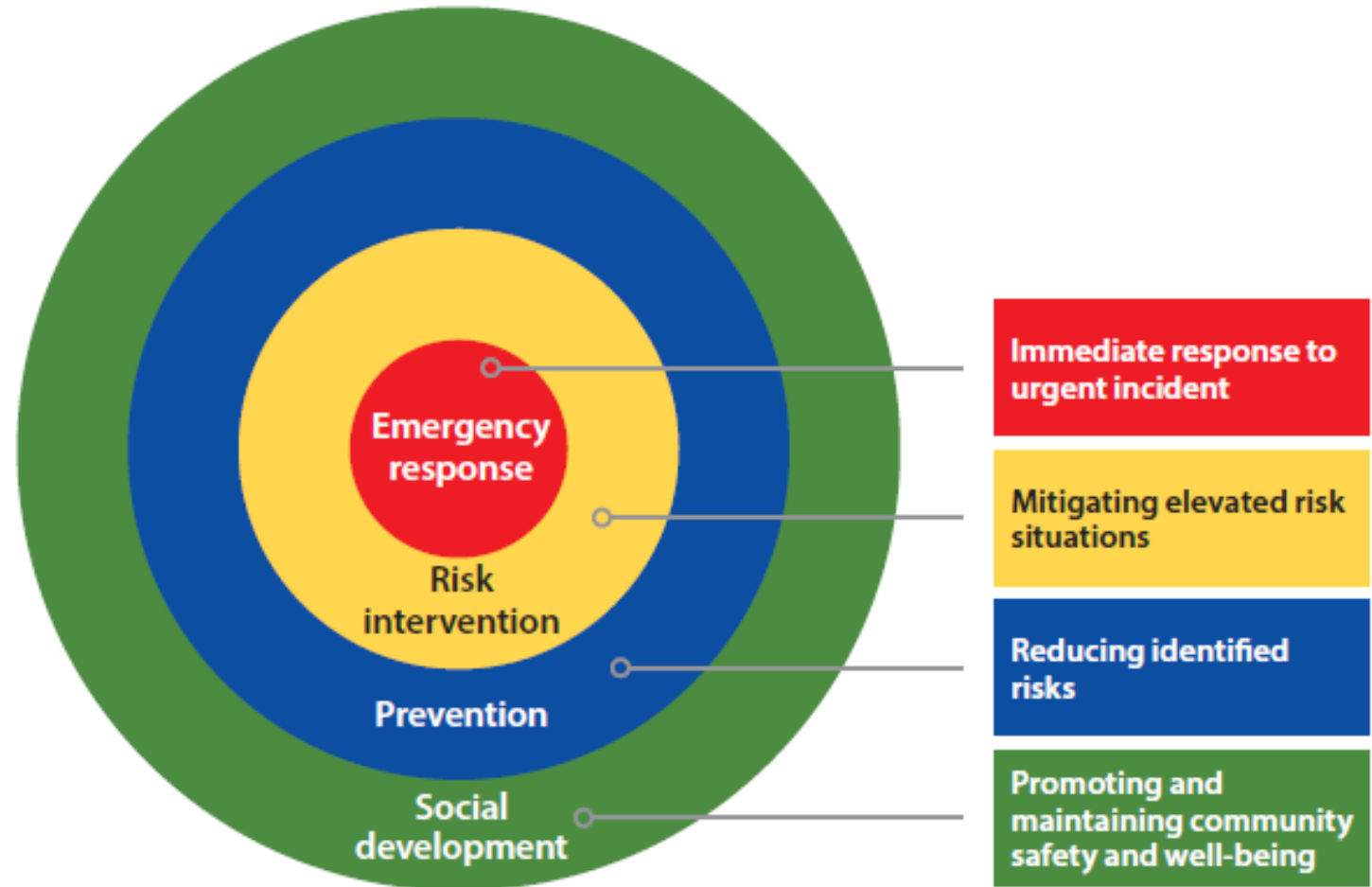
Community Safety & Well-being Plan

“CSWB planning involves taking an integrated approach to service delivery by working across a wide range of sectors, agencies and organizations (including, but not limited to, local government, police services, health/mental health, education, social services, and community and custodial services for children and youth) to proactively develop and implement evidence-based strategies and programs to address local priorities (i.e., risk factors, vulnerable groups, protective factors) related to crime and complex social issues on a sustainable basis.”



The Community Safety & Well-being Approach

It is a long-term strategy to make safety and well-being a reality for vulnerable individuals, families, groups, and locations. The Plan will include strategies at four levels of intervention: social development, prevention, risk intervention, and emergency response.



CSWB Plan

A CSWB plan must include:

- Local priority risk factors that have been identified based on community consultations and multiple sources of data;
- Evidence-based programs and strategies to address those priority risk factors; and
- Measurable outcomes with associated performance measures.



Sample CSWB Plan Priorities

Region of Halton

- Reduce hospital readmissions for individuals with mental health issues.
- Enhance access to mental health supports for adolescents and youth.
- Establish a proactive response to opioid misuse.
- Coordinate efforts to reduce homelessness and prevent eviction.
- Improve responses to sexual assault and support survivors.

City of Thunder Bay

- Smart on Crime
- Strong Neighbourhoods
- Safe Women & Children
- Empowered Youth

Region of Niagara

- Addictions\Substance Misuse
- Affordable Housing
- Mental health
- Poverty and Income
- Homelessness

Sample CSWB Plan Priorities

Region of Peel

- Family violence
- Mental health and addictions
- Systemic discrimination

Prince Edward County

- Assist emergency responders in reaching their destinations in a quicker and safer manner.
- Reduce the incidents of seniors becoming targets of fraudulent behaviour.
- Encourage and support seniors' mobility and independence.
- Support for seniors to maintain their independence and social connections.
- Increase awareness by low-income individuals of, and access to available federal, provincial, municipal and charitable funds, credits and services to support increased personal and family income.
- As a community collaborative, develop and actionable strategy that:
 - Improves the outcomes and experiences of people living with mental health and/or addiction issues.
 - Reduces police involvement in mental health related incidents.

City Council

December 14, 2020

- Hire a Diversity, Equity, & Inclusion Officer for two years.
- Develop a City\County Diversity, Equity, & Inclusion Plan.
- Develop a City\County Community Safety and Wellbeing Plan.





CSWB Plan

Meeting in Norwood, February 7, 2020

- Representative from:
 - City of Peterborough
 - County of Peterborough
 - Townships
 - Peterborough Public Health
 - City Police
 - OPP
 - EMS
- Discuss collaborative approach to developing Plan.

Diversity, Equity, and Inclusion Plan

- Identify and address forms of discrimination that create barriers to service access and community engagement, and inhibit flexibility, participation and equity in the workplace;
- Work with marginalized groups to counter historical, attitudinal, structural, and institutional practices that inhibit inclusivity; and
- Implement programs and initiatives and provide services that recognize the full range of human difference and realize the goals of fairness, justice and nondiscrimination.



Community Safety & Well-being Plan

Chris Kawalec

Community Development Program Manager

ckawalec@peterborough.ca

705.748.8830 x.3834

Questions?





Community Futures Peterborough

*Selwyn Township Business Reopening Program
Final Report to Selwyn Township Council*

April 13, 2021



Agenda

- Overall Results
 - Business Satisfaction
 - Distribution of Funds
 - Sectors Reached
 - How funds were spent

Project end date:
March 31, 2021



Phase 2 - Quotes of appreciation

1

"...we have incurred a lot of unexpected costs with PPE and additional sanitation. This grant has helped us cut some of the cost."

Central Smith Ice Cream

2

"This grant allowed us to increase our safety protocols and open safely during the pandemic. This resulted in the Safe Travel Stamp from TIAO"

The Village Inn

3

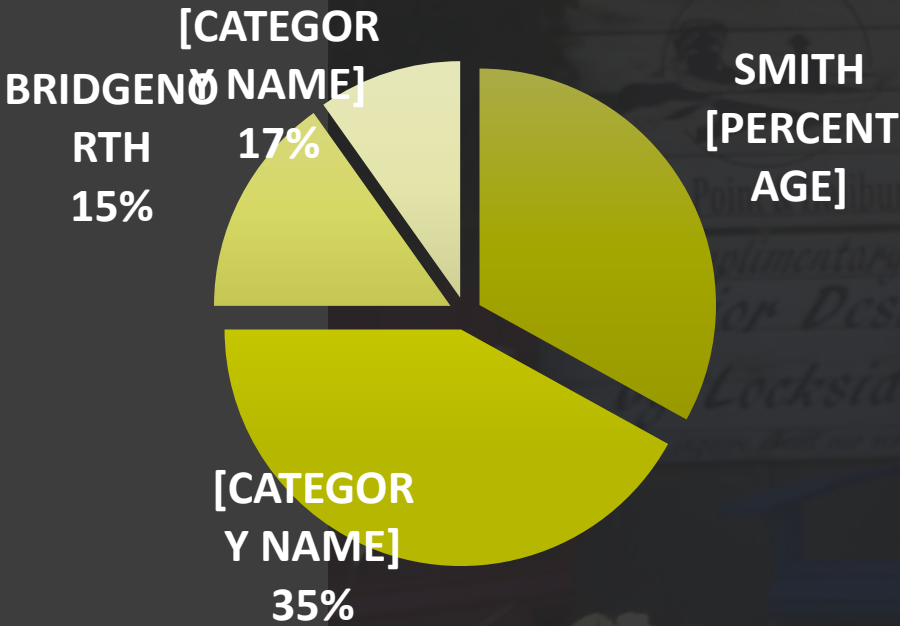
"...it has allowed us to install more sanitation stations and has given us the ability to ensure our safety measures continue to be top-notch."

Griffin's Greenhouse



Distribution of Funds

- Phase 1 \$ 206,342
- Phase 2 \$43,658



Business Sectors

112 Business Represented

Retail	32 storefronts
Food Services	24 business (Restaurants, Catering)
Fitness	7 business
Tourism	5 resorts
Service Industry	34 business (Hairstylist, RMT, Professionals)
Community Service	10 church, farmers market, Legion, Chamber



How Business Used Funds

Improve the safety of their staff
and clients:

- Plexiglass dividers
- Safety Adaptation
- PPE & Sanitization
- Signage



Fund breakdown

Phase 1 - \$206,342 109 business

Phase 2 - \$43,658 24 business

Total \$250,000 112 business supported

Total Claims 133

- 44% of business claimed less than \$2500.
- 56% of business claimed the max of \$2500.



Thank you

Selwyn Township Business Reopening Program

Community Futures Peterborough appreciated the opportunity to engage and work closer with the business of Selwyn along with the team at the township office.

We have experienced greater awareness for our programs and increase requests for financial assistance through other programs.



Your VISION Our SUPPORT

Growing a sustainable community together.



Contacts

Visit our website at www.cfpeterborough.ca

Gail Moorhouse

Executive Director

gail@cfpeterborough.ca

705 745-5434 x 223

270 George Street, Main Floor- Unit 103
Peterborough, Ontario K9J 3H1



Selwyn Planning Department

From: Ashley Henderson
Sent: March 23, 2021 3:02 PM
To: Jeannette Thompson
Cc: Selwyn Planning Department
Subject: FW: ZBLA - Notice of Public Meeting - 1961 14th Line April 13, 2021 COA Meeting

FYI....

From: Teper, Aaron (MTO) <Aaron.Teper@ontario.ca>
Sent: March 23, 2021 3:02 PM
To: Ashley Henderson <ahenderson@selwyntownship.ca>
Cc: Tolles, Cheryl (MTO) <Cheryl.Tolles@ontario.ca>
Subject: RE: ZBLA - Notice of Public Meeting - 1961 14th Line April 13, 2021 COA Meeting

Good Afternoon Ashley,

Thank you for circulating minor variance/zoning application to MTO for review. Please accept this as a formal response from the Ministry of Transportation. MTO has reviewed the application in accordance with the *Public Transportation and Highway Improvement Act* (PTHIA) and Highway Access Management Guideline and offers following comments:

The ministry has reviewed the application for 1961 14th Line and has determined that the subject lands are not within our permit control area, therefore, MTO has no comments to offer.

Thank you for the opportunity to comment.

Aaron Teper
Planning Intern
Corridor Management Section
MTO Eastern Region
Aaron.Teper@ontario.ca

From: Ashley Henderson <ahenderson@selwyntownship.ca>
Sent: March 23, 2021 2:56 PM
To: Teper, Aaron (MTO) <Aaron.Teper@ontario.ca>; Angela Chittick <achittick@selwyntownship.ca>; Alanna Boulton <alanna.boulton@pc.gc.ca>; Andy Mitchell <amitchell@selwyntownship.ca>; Anita Locke <alocke@selwyntownship.ca>; Ashley Henderson <ahenderson@selwyntownship.ca>; Bell <circulations@mmm.ca>; Tolles, Cheryl (MTO) <Cheryl.Tolles@ontario.ca>; Conseil Scolaire de District Catholique Centre-Sud <planification@csdccc.edu.on.ca>; Schaefer, Damien (MMAH) <Damien.Schaefer@ontario.ca>; Donna Ballantyne <dballantyne@selwyntownship.ca>; Enbridge Gas <municipalplanning@enbridge.com>; Gerry Herron <gherron@selwyntownship.ca>; Greg Cowie <chiefcowie@hiawathafn.ca>; jclinesmith@otonabeeconservation.com; Jeannette Thompson <jthompson@selwyntownship.ca>; Jordon MacArthur <JordonM@curvelake.ca>; Julie Kapyrka <juliek@curvelake.ca>; Kevin Hickey <kevhickey@pvnccdsb.on.ca>; KPRDSB Planning Dept. <planning_info@kprdsb.ca>;

Selwyn Planning Department

From: Ashley Henderson
Sent: March 24, 2021 9:58 AM
To: Selwyn Planning Department
Subject: FW: ZBLA - Notice of Public Meeting - 1961 14th Line April 13, 2021 COA Meeting

FYI....

From: Boulton, Alanna (PC) <alanna.boulton@canada.ca>
Sent: March 24, 2021 9:58 AM
To: Ashley Henderson <ahenderson@selwyntownship.ca>
Subject: RE: ZBLA - Notice of Public Meeting - 1961 14th Line April 13, 2021 COA Meeting

No issue from TSW, thank you

Alanna Boulton

Real Property Officer / Agent, biens immobiliers
Ontario Waterways / Voies navigables
Trent-Severn Waterway National Historic Site | Lieu historique national du Canada de la Voie-Navigable-Trent-Severn
Parks Canada Agency / Agence Parcs Canada
2155 Ashburnham Drive | 2155 promenade Ashburnham
Peterborough, Ontario, K9J 6Z6 PO BOX 567
Alanna.Boulton@Canada.ca
Telephone | Téléphone 705-750-4516
Facsimile | Télécopieur 705-742-9644
Government of Canada | Gouvernement du Canada

PLEASE NOTE NEW EMAIL ADDRESS Alanna.Boulton@Canada.ca

Parcs Canada - 450 000 km² de souvenirs / Parks Canada - 450 000 km² of memories

From: Ashley Henderson <ahenderson@selwyntownship.ca>
Sent: March 23, 2021 2:56 PM
To: Aaron Teper <aaron.teper@ontario.ca>; Angela Chittick <achittick@selwyntownship.ca>; Boulton, Alanna (PC) <alanna.boulton@canada.ca>; Andy Mitchell <amitchell@selwyntownship.ca>; Anita Locke <alocke@selwyntownship.ca>; Ashley Henderson <ahenderson@selwyntownship.ca>; Bell <circulations@mmm.ca>; Cheryl Tolles <Cheryl.Tolles@ontario.ca>; Conseil Scolaire de District Catholique Centre-Sud <planification@csdccc.edu.on.ca>; Damien Schaefer <damien.schaefer@ontario.ca>; Donna Ballantyne <dballantyne@selwyntownship.ca>; Enbridge Gas <municipalplanning@enbridge.com>; Gerry Herron <gherron@selwyntownship.ca>; Greg Cowie <chiefcowie@hiawathafn.ca>; jclinesmith@otonabeeconservation.com; Jeannette Thompson <jthompson@selwyntownship.ca>; Jordon MacArthur <JordonM@curvelake.ca>; Julie Kapyrka <juliek@curvelake.ca>; Kevin Hickey <kevhickey@pvncdsb.on.ca>; KPRDSB Planning Dept. <planning_info@kprdsb.ca>; Imoloney@otonabeeconservation.com; Ontario Power Generation <executivevp.lawanddevelopment@opg.com>; Pam Pressick <ppressick@pcchu.ca>; Peterborough County <planning@ptbocounty.ca>; Sherry Senis <ssenis@selwyntownship.ca>; tcox@otonabeeconservation.com; Williams Treaty First Nations Claims <k.a.sandy-mckenzie@rogers.com>
Subject: ZBLA - Notice of Public Meeting - 1961 14th Line April 13, 2021 COA Meeting

Good Afternoon,



April 7th, 2021

Jeannette Thompson
Planner
Township of Selwyn
P.O. Box 270
Bridgenorth, Ontario K0L 1H0

Dear Jeannette Thompson,

**Re: C-05-21, 1961 14th Line, Marla & Kevin Sutherland, Township of Selwyn, Smith Ward;
Roll# 1516.020.004.30401, (ORCA File: PPLS-4408)**

The Otonabee Region Conservation Authority (Otonabee Conservation) has received a notice of a proposed Zoning By-law Amendment as condition of consent (B-26-20) for the above noted property. Otonabee Conservation staff have reviewed the available information in accordance with our mandate and policies and now offer the following comments.

The Zoning By-law Amendment is a condition of consent to sever application B-5-20, which was imposed by the Township. Figure 1 below illustrates the proposed severance of a 0.44 acre parcel from 1961 14th Line. The severed parcel will be merged with 1984 13th Line; in order to provide additional land area for a residential use. The purpose of the zoning by-law amendment is the following:

- The severed parcel will be zoned "Rural Residential (RR)". This zone coincides with the Zone of the benefitting parcel.

Otonabee Conservation's interest in this application is four-fold:

1. *Otonabee Conservation has reviewed this application through our delegated responsibility from the Province to represent provincial interests regarding natural hazards identified in Section 3.1 of the Provincial Policy Statement (PPS).*

Existing mapping indicates that the lands in question are not located within a known floodplain or erosion hazard. As such, **it is the opinion of Otonabee Conservation that the application is consistent with section 3.1 (related to Natural Hazards) of the Provincial Policy Statement (PPS).**

**The Corporation of the
Township of Selwyn**

By-law Number 2021-032**

**Being a By-law passed pursuant to the provisions of
Section 34 of *The Planning Act*, R.S.O. 1990, as amended to amend
the Township of Selwyn Comprehensive
Zoning By-law No. 2009-021, as otherwise amended**

Whereas the Council of the Corporation of the Township of Selwyn has received an application to amend By-Law No. 2009-021, otherwise known as the Comprehensive Zoning By-Law, insofar as is necessary to re-zone those lands described as being situated Part of Lot 26, Concession 13 in the Smith Ward (municipally known as 1961 Fourteenth Line).

The Zoning By-law Amendment is a condition of consent to sever application B-5-20, which was imposed by the Township. The purpose of the zoning by-law amendment is to rezone the severed portion from Agricultural (A) Zone to Rural Residential (RR) Zone, to provide for contiguous zoned across the merged parcels; and to recognize the proposed residential use of the severed portion.

Whereas the Ontario Municipal Act, 2001, S.O. 2001, c.25, Section 5.3, as amended, states that a municipal power shall be exercised by By-law unless the municipality is specifically authorized to do otherwise;

Now therefore the Council of the Corporation of the Township of Selwyn enacts as follows:

1. **That** Schedule "A" attached to and forming part of By-law No. 2009-021, as otherwise amended, is hereby further amended by rezoning certain lands situated in Part of Lot 26, Concession 13 in the Smith Ward from "**Agricultural (A) Zone**" to "**Rural Residential (RR) Zone**", as illustrated on Schedule "A" attached hereto and by this reference forming part of this By-law.
2. **That** the Mayor and Clerk be authorized to sign any agreements related to Consent Application File No. B-5-20.
3. **That** subject to notice of the passing of this By-law in accordance with the provisions of Section 34(18) of the Planning Act, this By-law shall come into force and effect on the date of passing by the Council of the Corporation of the Township of Selwyn where no notice of appeal or objection is received pursuant to the provisions of Section 34(21) of *The Planning Act*, R.S.O.1990, as amended.

Read a first, second, and third time and finally passed this 13th day of April, 2021.

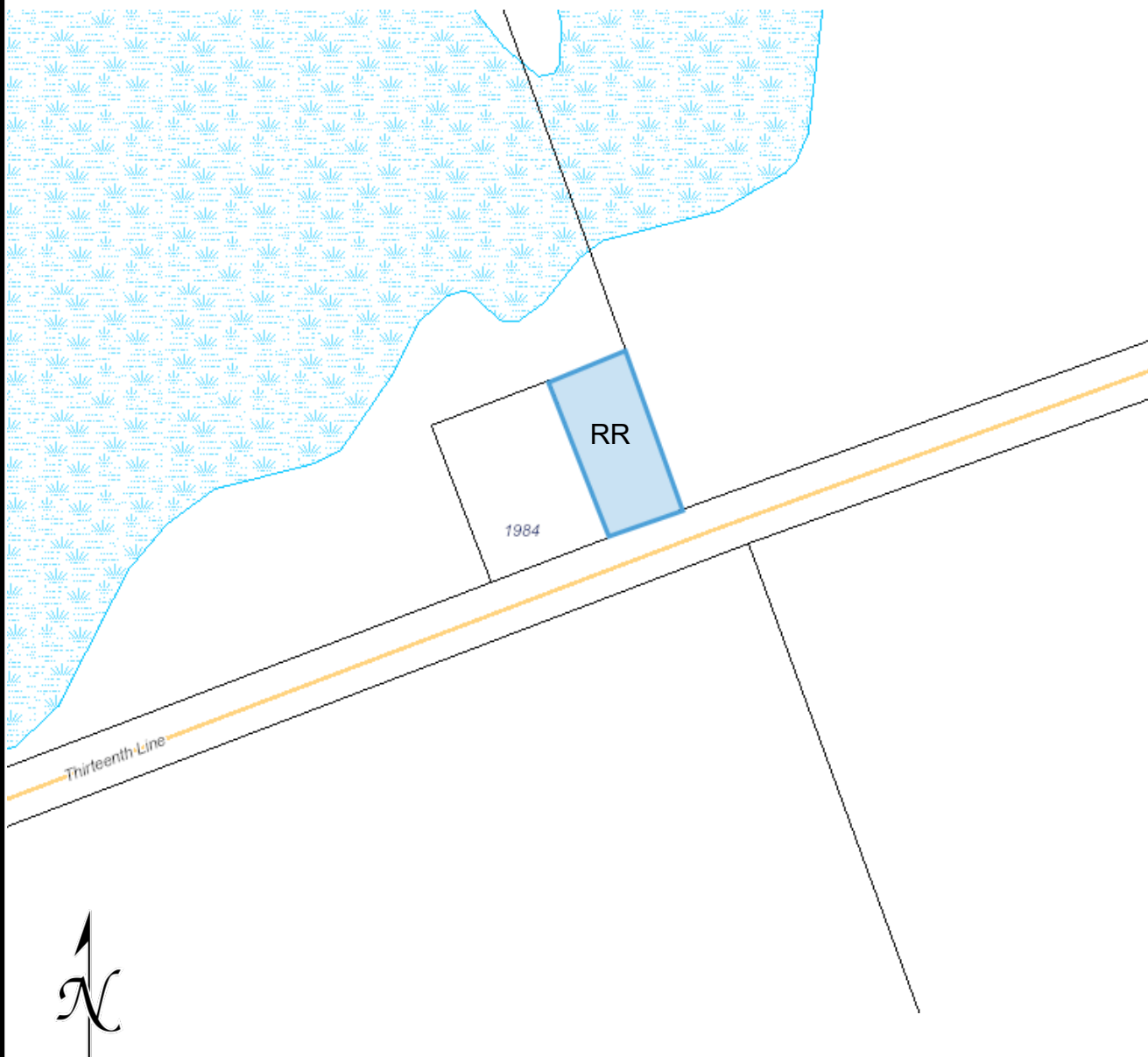
Andy Mitchell, Mayor

Angela Chittick, Clerk

Corporate Seal

The Corporation of the
Township of Selwyn

Schedule 'A' to By-law No. 2021-032



RR

Lands to be rezoned from ***“Agricultural (A) Zone”*** to ***“Rural Residential (RR) Zone”***.

Certificate of Authentication

This is Schedule 'A' to By-law No. 2021-032 passed this 13th day of April, 2021.

Andy Mitchell, Mayor

Angela Chittick, Clerk

Corporate Seal



Date: April 13, 2021

To: Mayor Andy Mitchell and Council Members

From: Jeannette Thompson, Planner

Subject: Zoning By-law Amendment – 1961 Fourteenth Line

Status: For Direction

Recommendation

That the report of the Planner regarding the Zoning By-law Amendment related to lands described as being Part of Lot 26, Concession 13 in the Smith Ward (municipally known as 1961 Fourteenth Line) be received for information; and

That By-law 2021-032, being a By-law to rezone certain lands situated in Part of Lot 26, Concession 13 in the Smith Ward from “Agricultural (A) Zone” to “Rural Residential (RR) Zone”, be brought forward to the by-law section of the agenda for consideration; and

That the Mayor and Clerk be authorized to sign any agreements related to Consent Application File No. B-5-20.

Information

Summary of Application

The Township has received a complete application for a Zoning By-law Amendment for the lands described as being Part of Lot 26, Concession 13 in the Smith Ward (municipally known as 1961 Fourteenth Line).

The subject lands are designated **Prime Agricultural**; and are zoned “**Agricultural (A)**”.

The Zoning By-law Amendment is a condition of consent to sever application B-5-20, which was imposed by the Township. Figure 1 illustrates the proposed severance of a 0.18 hectare (0.44 acre) parcel from the property situated at 1961 Fourteenth Line. The severed parcel will be merged with 1984 Thirteenth Line. The purpose of the zoning by-law amendment is to rezone the severed portion from Agricultural (A) Zone to Rural Residential (RR) Zone, to provide for contiguous zoned across the merged parcels; and to recognize the proposed residential use of the severed portion.

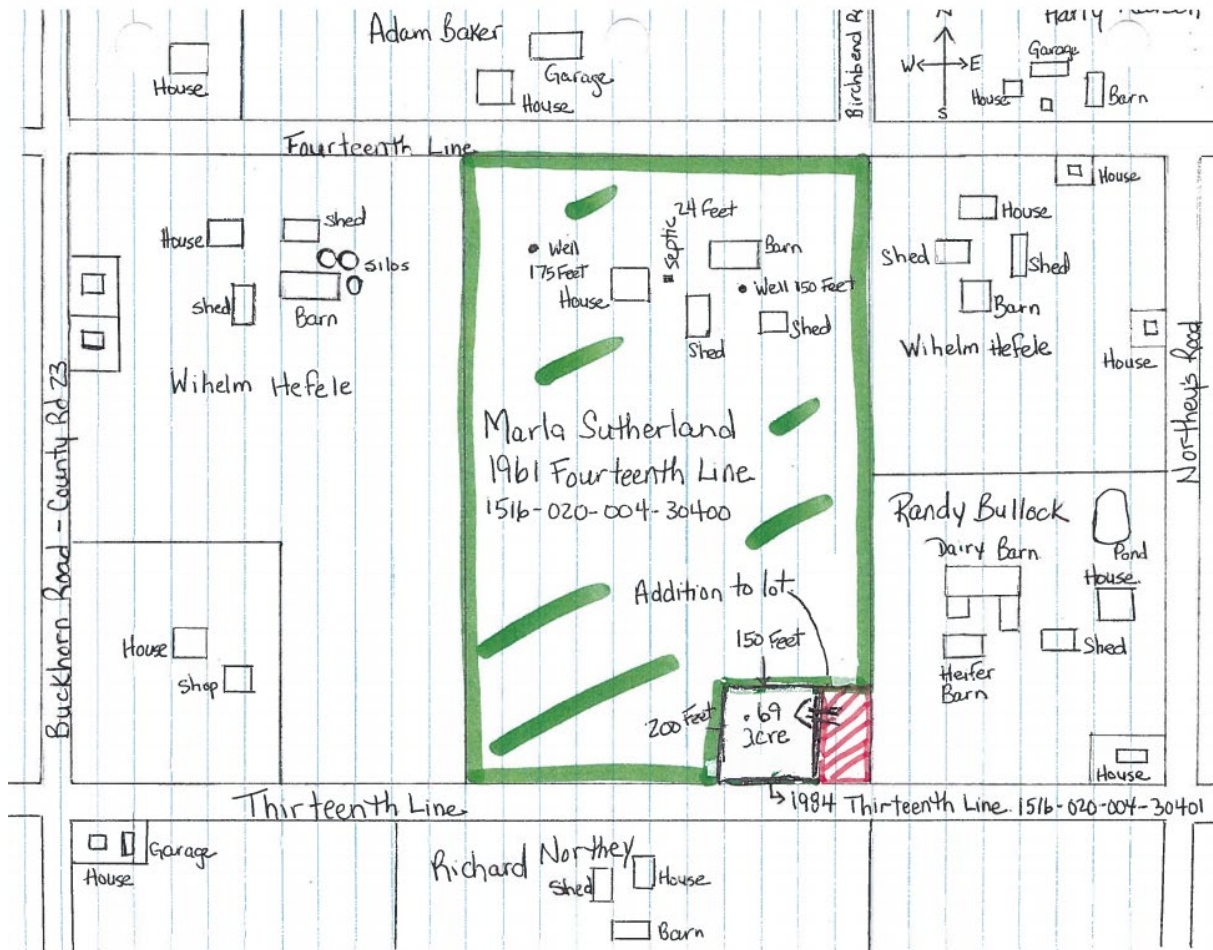


Figure 1: Proposed Severance & Merger

It is my professional planning opinion that the proposal is consistent with the Provincial Policy Statement and the Growth Plan and maintains the spirit and intent of the County and Township Official Plans and the Township Zoning By-law.

Response to Circulation of Notice

Dated March 23, 2021, the Township provided Notice of a Complete Application and a Public Meeting by prepaid first-class mail to any property owner(s) within a 120 metre radius of the subject lands. The prescribed Ministries and Agencies were provided notice via email and facsimile. The subject property was posted with a sign advertising the public meeting. The notice is available on the Township's website. The notice circulation complies with the requirements of *The Planning Act*. The Township has received correspondence from:

Ministries/Agencies

- Ministry of Transportation (March 23, 2021) – no objections
- Parks Canada – Trent-Severn Waterway (March 23, 2021) – no objections
- Otonabee Conservation (April 7, 2021) – no objections

No further responses have been received to date

Financial Impact

The recommendation in this report has no financial impact.

Strategic Plan Reference

Goal 3: Support a sustainable, balanced, and investment-ready community.
Official Plan and Zoning By-law updates that support environmental and agricultural stewardship, housing diversity and economic investment.

Environmental Impact

N.

Attachment

- Draft Zoning By-law Amendment prepared by Township Planning Staff

Jeannette Thompson

Prepared By: Jeannette Thompson, Planner

Robert Lamarre

Reviewed By: Robert Lamarre, Manager of Building & Planning

Janice Lavalley

Reviewed By: Janice Lavalley, CAO

Planning Analysis for Zoning By-law Amendment File No. C-05-21

The Development Proposal

The Township has received a complete application for a Zoning By-law Amendment for the lands described as being Part of Lot 26, Concession 13 in the Smith Ward (municipally known as 1961 Fourteenth Line) (refer to Figure 2).

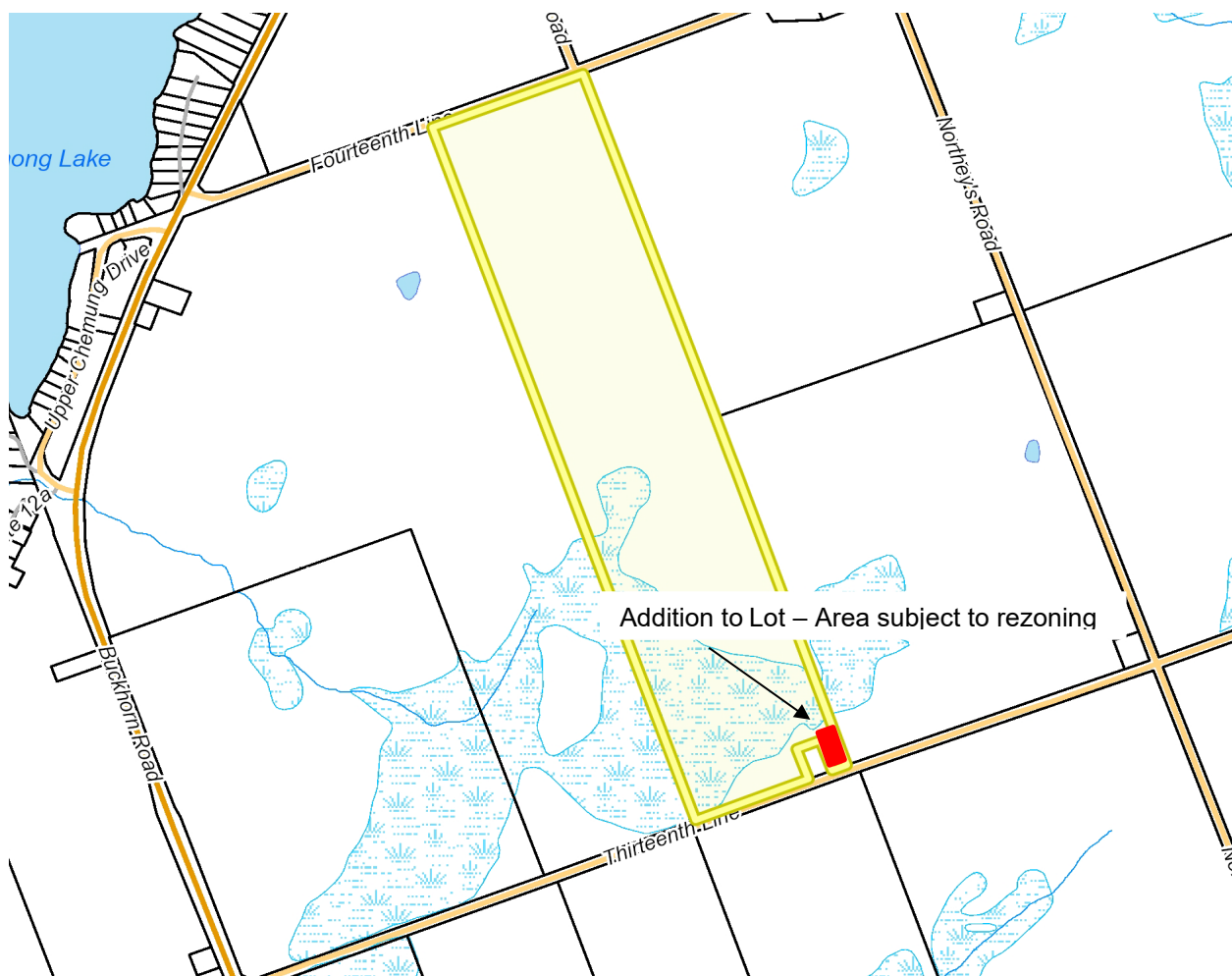


Figure 2: Location Map

The subject lands are designated **Prime Agricultural**; and are zoned ***"Agricultural (A)"***.

The Zoning By-law Amendment is a condition of consent to sever application B-5-20, which was imposed by the Township. Figure 1 illustrates the proposed severance of a 0.18 hectare (0.44 acre) parcel from the property situated at 1961 Fourteenth Line. The severed parcel will be merged with 1984 Thirteenth Line. The purpose of the zoning by-law amendment is to rezone the severed portion from Agricultural (A) Zone to Rural Residential (RR) Zone, to provide for contiguous zoned across the merged parcels; and to recognize the proposed residential use of the severed portion.

Surrounding land uses include agricultural and rural lands uses (refer to Figure 3).

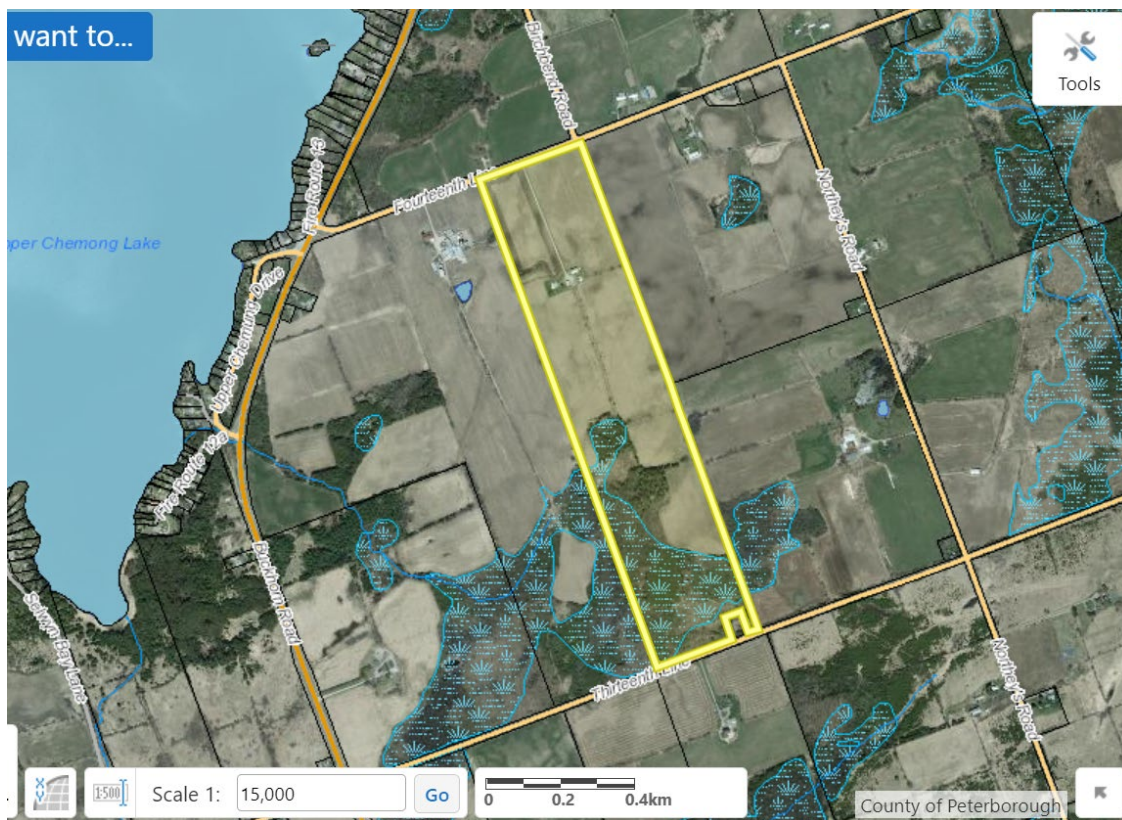


Figure 3: Surrounding Land Uses

Analysis

The Provincial Policy Statement

The Provincial Policy Statement (PPS) 2020 as issued under the authority of Section 3 of The Planning Act came into effect on May 1, 2020. Further, Section 3 of The Planning Act requires that planning authorities “shall be consistent with” the PPS. The intent of the PPS is to provide direction on matters related to land use planning and

development. Within the context of the proposal, certain provisions of the PPS are considered to have relevance.

Section 1 (Building Strong Communities) promotes efficient land use and development patterns in order to support strong, liveable, healthy and resilient communities; and to protect the environment, public health and safety; and to facilitate economic growth. Section 1.1.4 specifically addresses Rural Areas within municipalities. This section indicates that rural areas are important to the economic success of the Province and our quality of life. This section of the PPS also ensures that new development builds upon the rural character, leverages rural amenities and assets, and uses rural infrastructure and public service facilities efficiently. Further, Section 2.3.4.2 addresses lot adjustments in prime agricultural areas, indicating that they may be permitted for legal or technical reasons. The PPS defines legal or technical reason as "severances for purposes such as easements, corrections of deeds, quit claims, and minor boundary adjustments, which do not result in the creation of a new lot."

As the merged residential lot can be sustained by existing service levels, including private well and septic, and meets with the PPS definition of legal or technical reasons, I believe that the proposal is considered to be consistent with the PPS.

Places To Grow – Growth Plan for the Greater Golden Horseshoe, 2019

The Places to Grow Act, 2005 (Bill 136), which received Royal Assent on June 13, 2005; promotes the use of growth plans to ensure that growth occurs throughout the Province in a positive manner. The Growth Plan for the Greater Golden Horseshoe (2019) came into effect on May 16, 2019.

The legislation is centered on the idea of building sustainable communities while making use of existing infrastructure. It also sets out to ensure that long term visions and goals guide decision-making, in order to maintain healthy and sustainable future growth opportunities.

The Growth Plan directs development to recognized 'settlement areas'. Development outside of 'settlements areas', may be permitted in accordance with Section 2.2.9 which indicates that development in rural areas should be related to the management or use of resources, resource-based recreational activities and rural land uses that cannot be located in settlement areas provided that they are compatible with the rural landscape and surrounding local uses, can be sustained by rural service levels and will not adversely impact the protection of agricultural uses and other resource-based uses. I am of the opinion that the proposal is consistent with the directives of the Growth Plan.

County of Peterborough Official Plan

The County Official Plan identifies the subject lands “Rural and Cultural Landscape”. The goal of this designation is to “to preserve and enhance the rural character of the County as a cultural resource and ensure the viability of the agricultural industry”. The proposal would not detract from the overall character of the area.

Township of Selwyn Official Plan

Official Plan Amendment No. 3 received Ministerial consent on October 22, 2008. The amendment functions as the lower tier Official Plan for the Township. Section 6.0 (Local Plan Policies) provides detailed strategies, policies and land use designations for planning and development at the local municipal level.

Schedule A1 (Land Use Plan – Rural Component) of the Official Plan, designates the subject lands Prime Agriculture (refer to Figure 4). Section 6.2.1 of the Official Plan outlines policies within this designation. In the Prime Agriculture designation, lot additions for convenience or buffering purposes should be kept to a minimum (Section 6.2.1.4 (b)). The proposal includes a minimal addition to a residential lot to create a slightly larger, more sustainable residential lot approximately 0.5 hectare (1 acre) in size. Overall, I am of the opinion that the intent of the Official Plan is maintained.

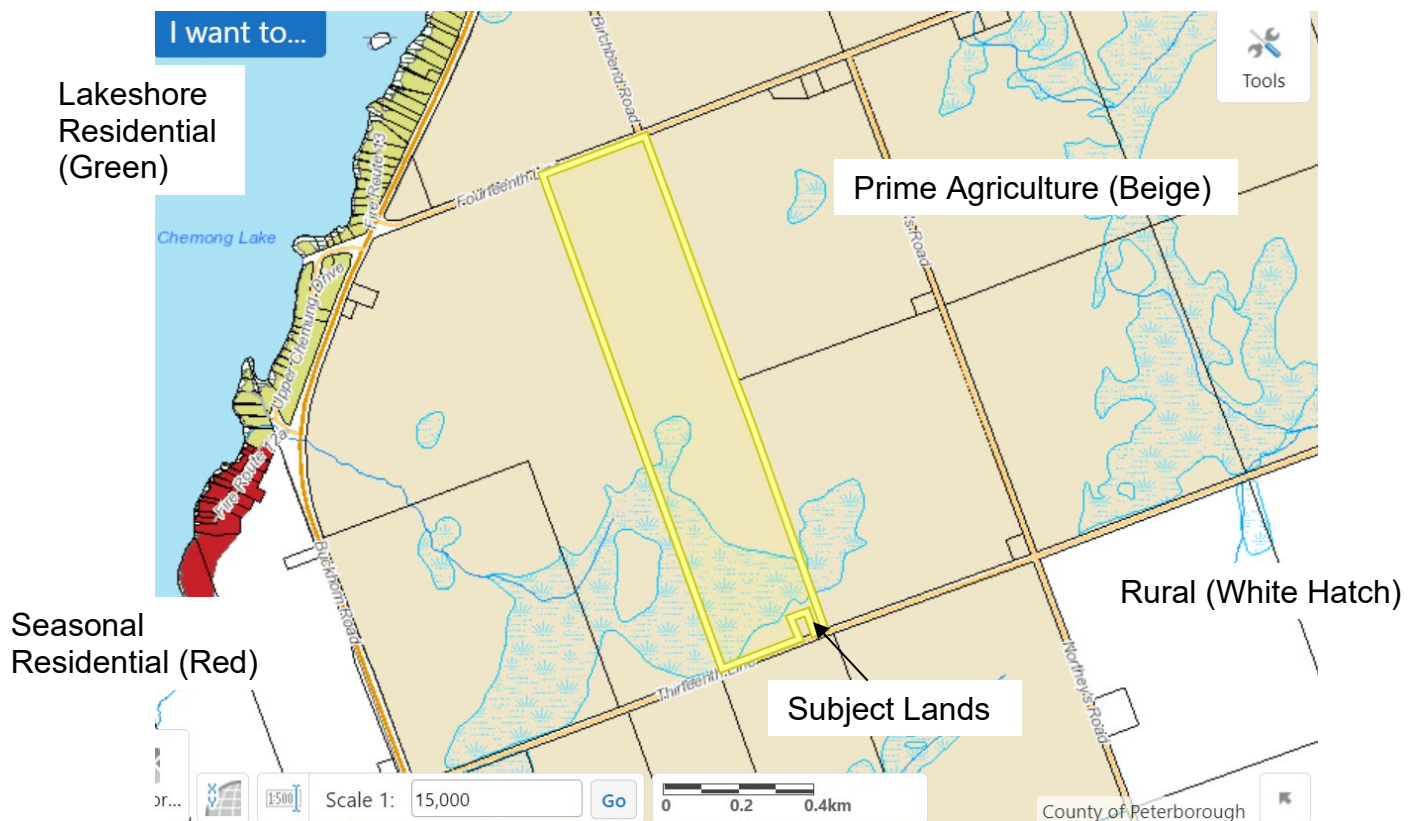


Figure 4: Excerpt from County of Peterborough Official Plan, 2008

Township of Selwyn Comprehensive Zoning By-law No. 2009-021

According to Schedule 'A', the subject lands are zoned "**Agricultural (A)**" (refer to Figure 5). As previously noted, the Township imposed a condition of the provisional consent that obligates the applicant to rezone the subject lands to Rural Residential (RR), which will provide contiguous zoning across the merged properties.

The draft by-law has been attached for your review.

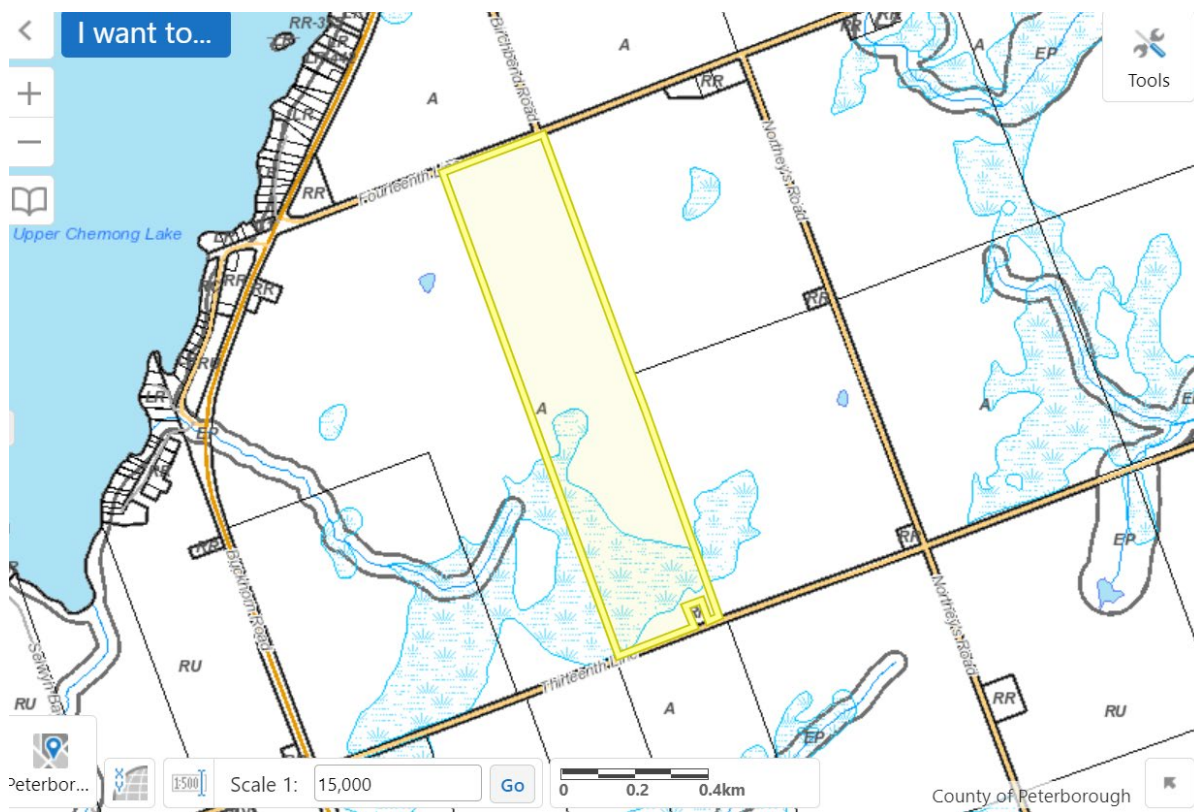


Figure 5: Excerpt from Zoning By-law 2009-021

In conclusion, it is my professional planning opinion that the proposal is consistent with the Provincial Policy Statement and the Growth Plan and maintains the spirit and intent of the County and Township Official Plans; and represents good planning. Staff therefore recommends that Council forward draft By-law No. 2021-032 to the By-law section of the agenda for consideration.

Jeannette Thompson

Jeannette Thompson, BSc, MCIP, RPP
Planner

2021 Work Plan – Chief Administrative Officer

Initiative/ Strategic Plan Reference	Actions	* Lead ** Support	Timing	Status
Review of Water & Wastewater Services Contract Achieve excellence in governance and service delivery Support a sustainable, balanced and investment-ready community	<ul style="list-style-type: none"> Current Agreement expires December 31, 2021. Engage PUG with respect to required improvements in the contract provisions to meet Township objectives. Consider options as outlined in the Aureus Consulting Water & Wastewater Services Review. Analyze options and provide report for Council consideration. 	* Janice Lavalley ** Lane Vance ** Adam Tobin	Q1 – Q3	
Tipping Fees Achieve excellence in governance and service delivery	<ul style="list-style-type: none"> Provide a report on amendments to the tipping fee schedule to be considered in response to the Cambium Environmental Landfill Site Services Review recommendations and the increased tipping fees being implemented at the Bensfort Road Landfill Site as of January 1, 2021. 	* Janice Lavalley ** Rick Dunford ** Randy Lean	Q1	In Progress – Report to Council April 13, 2021
Curbside Garbage Collection Contract Achieve excellence in governance and service delivery	<ul style="list-style-type: none"> The current curbside collection contract expires September 27, 2021. Explore potential alternatives to extend the contract or issue an RFP. 	* Janice Lavalley ** Rick Dunford	Q1 - Q3	Complete
Community Transportation Grant Program Foster a healthy, engaged and connected community Cultivate Partnership and Promote Collaboration	<ul style="list-style-type: none"> Finalize service details and contract with the City of Peterborough for the operation of the pilot rural transportation system which will service Curve Lake First Nation, Lakefield, Bridgenorth and Ennismore Given the delay in the project start-up, the Township has requested an extension of the funding program from April 2023 to April 2025 	* Janice Lavalley * Angela Chittick ** Anna Currier	Q1-Q4	In Progress Launch scheduled for May 3, 2021

Legend for Status: *In Progress* - Task has been assigned and work has begun; *Not Started* - Task has been assigned but work has not yet begun; *Completed* - Task has been completed; *On Hold* - Task is on hold pending further information/direction.

2021 Work Plan – Chief Administrative Officer

Initiative/ Strategic Plan Reference	Actions	* Lead ** Support	Timing	Status
Organizational Structure Review Supports All Strategic Plan Goals	<ul style="list-style-type: none"> Continue review of departmental structures giving consideration to the recommendations of the relevant service delivery reviews and other identified gaps. 	* Janice Lavalley ** Kim Berry ** Management Team	Q1-Q2	In Progress
Customer Service Policy Review Supports All Strategic Plan Goals	<ul style="list-style-type: none"> Review Customer Service Policy having regard for the implementation of Virtual City Hall, the Customer Relations Module and results of customer service surveys. Report to Council for consideration of any amendments. 	* Janice Lavalley ** Angela Chittick ** Management Team	Q3-Q4	
2021 Departmental Work Plans Supports All Strategic Plan Goals	<ul style="list-style-type: none"> Provide ongoing support and resources to Management Team to facilitate completion of 2020 work plans, projects and provision of excellent customer service in day to day operations. 	Janice Lavalley	Q1-Q4	Ongoing

Legend for Status: *In Progress* - Task has been assigned and work has begun; *Not Started* - Task has been assigned but work has not yet begun; *Completed* - Task has been completed; *On Hold* - Task is on hold pending further information/direction.

2021 Work Plan - Building and Planning Department

Initiative/Source/ Strategic Plan Reference	Actions/Milestones	* Lead ** Support	Timing	Status
Backyard Hen Bylaw Foster a healthy, engaged and connected community	Backyard Hen By-law complete with regulations predicated on a 1 year pilot. Note: The requisite By-law has been drafted with Council's input. We did not begin the 1 year pilot last year due to the onset of COVID 19 in an effort to limit contact between staff and applicants. We have application and inspection protocols in place that would allow us to move forward with the Pilot in 2021 pending passage of Bylaw.	*Robert Lamarre	Q4 Implementation 2022	
Zoning By-law Housekeeping Amendment Achieve excellence in Governance and service delivery	Prepare and process an amendment to the Township's Comprehensive Zoning By-law to address some housekeeping matters, e.g. definition updates, lot coverage related to decks, etc.).	*Jeannette Thompson	Q1 – Q3	In Progress Initial report before Council April 27
Zoning By-law Rooming/Boarding Houses Achieve excellence in Governance and service delivery	Explore opportunities to regulate rooming/boarding houses through the Township's Zoning By-law; and provide Council with a report which would provide options for regulating the use. Prepare and process an amendment to the Township's Comprehensive Zoning By-law in order to regulate the use.	*Jeannette Thompson **Ashley Henderson *Jeannette Thompson	Q1 Q2-Q3	In Progress Initial report before Council February 23 – Draft Bylaw before Council April 13
Official Plan – Update Support a Sustainable, Balanced and Investment Ready Community	In coordination with the County of Peterborough complete the update of the Official Plan.	* Jeannette Thompson ** Robert Lamarre	2021	In Progress

Legend for Status: *In Progress* - Task has been assigned and work has begun; *Not Started* - Task has been assigned but work has not yet begun; *Completed* - Task has been completed; *On Hold* - Task is on hold pending further information/direction.

2021 Work Plan - Building and Planning Department

Initiative/Source/ Strategic Plan Reference	Actions/Milestones	* Lead ** Support	Timing	Status
Building and Planning Services Review Implementation Support a Sustainable, Balanced and Investment Ready Community	Review of planning application fee structure	* Jeannette Thompson ** Ashley Henderson	Q3	Not Started
	Review of building permit fee structure	* Robert Lamarre ** Paul Monks	Q3	In progress
	Launch Cloud Permit building permit software	* Robert Lamarre ** Department Staff ** Tech Team	Q1	Complete
	Purchase and implementation of planning application software	* Robert Lamarre ** Jeannette Thompson ** Tech Team	Q1	In Progress
	Implementation of approved Organizational Structure changes.	* Robert Lamarre * Kim Berry ** Jeannette Thompson	Q1 – Q3	In progress
	Conduct customer service survey	* Kim Berry ** Janice Lavalley ** Robert Lamarre ** Carla Hope ** Jeannette Thompson	Q2-Q3	Not Started
	Develop Site Plan Approval Protocol related to service standards that account for location and other relevant factors in rural areas and in particular paved parking provisions.	* Jeannette Thompson ** Robert Lamarre	Q1	In progress
	Formalize practice of overlapping planning and building applications.	* Jeannette Thompson ** Robert Lamarre	Q1	Complete
	Mayor & Warden's COVID-19 Economic Recovery Task Force <ul style="list-style-type: none"> A working group to find ways to streamline the development approvals process 	* Jeannette Thompson * Robert Lamarre ** Janice Lavalley	TBD	In Progress

Legend for Status: *In Progress* - Task has been assigned and work has begun; *Not Started* - Task has been assigned but work has not yet begun; *Completed* - Task has been completed; *On Hold* - Task is on hold pending further information/direction.

2021 Work Plan - Building and Planning Department

[illegible]

Legend for Status: *In Progress* - Task has been assigned and work has begun; *Not Started* - Task has been assigned but work has not yet begun; *Completed* - Task has been completed; *On Hold* - Task is on hold pending further information/direction.

2021 Work Plan - Building and Planning Department

Initiative/Source/ Strategic Plan Reference	Actions/Milestones	* Lead ** Support	Timing	Status
Committees Cultivate Partnerships and Promote Collaboration	Heritage Committee:	*Robert Lamarre **Tania Goncalves	Q1-Q4	In progress
	<ul style="list-style-type: none"> Committee support 			
	<ul style="list-style-type: none"> Improve Heritage Register with additional structures 	*Robert Lamarre **Tania Goncalves	Q1-Q4	In progress
	Clear, Stoney and White Lake Plan	*Robert Lamarre	Ongoing	In progress
	<ul style="list-style-type: none"> Liaise with Clear, Stoney and White Lake Plan Group as they implement the recommendation of the “A Delicate Balance” Lake Plan. 			
	Sustainable Peterborough Coordinating Committee - Attend bi-monthly meetings as an advisory committee to local governments to coordinate and monitor SP operations, activities and events; and to provide strategic direction, input, and expert knowledge.	*Jeannette Thompson	Ongoing	In Progress
	Source Water Protection – Municipal Working Group - Meeting quarterly and acting as an advisory group to the SPC, the Municipal Working Group provides a forum for information exchange, an avenue by which municipal issues can be brought to the attention of the SPC, and a means through which the SPC can solicit municipal input and feedback on its proposed approaches and recommendations.	*Jeannette Thompson	Ongoing	In Progress
	Trent Severn Waterway Realty Focus Group - Member of focus group to identify issues/delays in the TSW permitting process and to provide recommendations to TSW relating to the permitting process and their shoreline policies.	*Jeannette Thompson	Ongoing	TSW placed on hold

Legend for Status: *In Progress* - Task has been assigned and work has begun; *Not Started* - Task has been assigned but work has not yet begun; *Completed* - Task has been completed; *On Hold* - Task is on hold pending further information/direction.

2021 Work Plan - Building and Planning Department

Initiative/Source/ Strategic Plan Reference	Actions/Milestones	* Lead ** Support	Timing	Status
	City of Kawartha Lakes Zoning By-law harmonization Technical Advisory Committee (TAC) member	*Jeannette Thompson	Ongoing	In Progress
	Community Economic Development Initiative (CEDI) Planning Sub-Committee	*Jeannette Thompson	Ongoing	In Progress

Legend for Status: *In Progress* - Task has been assigned and work has begun; *Not Started* - Task has been assigned but work has not yet begun; *Completed* - Task has been completed; *On Hold* - Task is on hold pending further information/direction.

2021 1st Quarter Building Department Statistics

	2020	2021	2020	2021	Qtr Difference
	1stQTR	1stQTR	Y.T.D.	Y.T.D.	2020 vs. 2021%
Permits	55	62	55	*62	13%

	2020	2021	2020	2021	Dev. Fees
	1stQTR	1stQTR	Y.T.D.	Y.T.D.	
County	\$ 33,309.36	\$ 25,267.26	\$ 33,309.36	\$ 25,267.26	-24%
Municipal	\$ 12,208.00	\$ 9,312.00	\$ 12,208.00	\$ 9,312.00	-24%
P. U.S.	\$ -	\$ -	\$ -	\$ -	N/A
City of Peterborough	\$ -	\$ -	\$ -	\$ -	N/A
Lakefield South	\$ -	\$ -	\$ -	\$ -	N/A
Lakefield Stormwater	\$ -	\$ -	\$ -	\$ -	N/A
Total Dev. Fees	\$ 45,517.36	\$ 34,579.26	\$ 45,517.36	\$ 34,579.26	-24%

	2020	2021	2020	2021	Revenues
	1stQTR	1stQTR	Y.T.D.	Y.T.D.	
Building Permit Fees	\$ 64,377.48	\$ 44,368.29	\$ 64,377.48	\$ 44,368.29	-31%
Plumbing Permit Fees	\$ 2,371.50	\$ 1,555.50	\$ 2,371.50	\$ 1,555.50	-34%
Permit Fee Revenue	\$ 66,748.98	\$ 45,923.79	\$ 66,748.98	\$ 45,923.79	-31%
Compliance/Zoning	\$ 4,572.50	\$ -	\$ 4,572.50	\$ -	-100%
Total Revenues	\$ 71,321.48	\$ 45,923.79	\$ 138,070.46	\$ 45,923.79	-36%

	2020	2021	2020	2021	Total Const. Value
	1stQTR	1stQTR	Y.T.D.	Y.T.D.	
Construction Value	\$ 4,410,962.08	\$ 3,202,640.00	\$ 4,410,962.08	\$ 3,202,640.00	-27%

* The year to date permit figure includes applications received in 2020 and approved in 2021. The y.t.d. permit figures in the KPI calculation applies only to permits received after January 1st 2021 and approved by March 31st, 2021 which accounts for the different total.

Key Performance Indicators (KPI) – Building Permit Approvals - Quarterly Statistics

*Source: Cloud Permit

	Quarter 1 - 2021		Quarter 2 - 2021	Quarter 3 - 2021	Quarter 4 - 2021
KPI - General Type					
# of permits issued for 1 st quarter	*53				
Bill 124 Prescribed review timeframe	Business Days & No. of Permits		Average # Days for issuance		
	10 day type	51	4.59		
	15 day type	1	1		
	20 day type	0			
	30 day type	1	16		
KPI - Inspections					
% of Inspections Completed within 48 hours notice	100 %				

* The Quarter 1 permit figures in the KPI calculation applies only to permits received after January 1st 2021 and approved by March 31st, 2021. The year to date permit figure included in the Q1 statistics includes applications received in 2020 and approved in 2021. This accounts for the different figures.



Date: April 13, 2021

To: Mayor Andy Mitchell and Council Members

From: Janice Lavalley, C.A.O.

Subject: 2021 Work Plans – Q1 Update

Status: For Information

Recommendation

That the report of the Chief Administrative Officer with regard to the 2021 Work Plan 1st Quarter Update prepared by each Department Manager be received for information.

Information

Attached you will find the 2021 Work Plan 1st Quarter Update as prepared by each of the Department Managers. As you know these plans were prepared and endorsed by Council in December 2020 with a view to moving forward with initiatives that have been identified as priorities by Council, the Management Team and through the updated Strategic Plan and numerous other planning documents, as well as to meet various legislative requirements.

As always, it is noted that the work plans do not demonstrate the volume of work involved in day to day business, contacts, meetings, professional development or management of other issues or opportunities required to carry on the operations of the Corporation in an effective and efficient manner. In other words the work plans in no way reflect all of the work that is done behind the scenes to keep the proverbial wheels on the bus under normal circumstances. In addition, as we are all aware, the COVID 19 pandemic continues to have a significant impact on our operations.

Department Managers will be available at the meeting to answer any questions and/or provide further information.

Financial Impact

The 2021 Budget as approved provides the resources required for the completion of the projects noted on the work plans. As a result of COVID 19 there will be a combination of cost reductions, additional costs and significant revenue losses. Staff have been and will continue to track these variables as the response to the crisis continues to evolve.

Strategic Plan Reference

The work plans seek to further the Mission, Vision, Values and Goals established in the updated Strategic Plan:

Vision	A progressive, sustainable community.
Mission	Leader in providing innovative and effective municipal services.
Values	Integrity - Trust and Respect – Environmentally Responsible - Professionalism - Accountability – Inclusivity
Goals	Foster a healthy, engaged and connected community Achieve excellence in governance and service delivery Support a sustainable, balanced and investment-ready community Cultivate partnerships and promote collaboration

Attachments

Work Plans

- Chief Administrative Officer
- Building and Planning Department
- Corporate and Community Services
- Finance Department
- Fire Department
- Human Resources
- Library
- Public Works
- Recreation Department

Janice Lavalley

Prepared By: Janice Lavalley, C.A.O.

2021 Work Plan – Corporate & Community Service/Clerk’s Department – Q1 Update

Initiative/Source/ Strategic Plan Reference	Actions/Milestones	* Lead ** Support	Timing	Status
Corporate Services Achieve excellence in governance and service delivery Support a sustainable, balanced, and investment-ready community	<ul style="list-style-type: none"> Expanded use of Laserfiche for general municipal operations including records retention, digitizing records across departments etc... – Include update of the Records Retention By-law Update 	* Tania Goncalves **Mike Garside and Erica Cavanagh	Q1 – Q4	Ongoing
	<ul style="list-style-type: none"> Municipal Grants and Recognition Awards 	*Clerk’s Department	Q1 – Q2	In progress
	<ul style="list-style-type: none"> County Recognition Awards 	*Ashley Henderson	Q1 – Q2	On-hold (Cancelled due to COVID)
	<ul style="list-style-type: none"> Local Government Week 	*Tania Goncalves	Q3	Not Started
	<ul style="list-style-type: none"> Research Funding Opportunities Grant preparation, identifying projects and reporting 	*Meaghan Larocque	Q1 – Q4	Ongoing
	<ul style="list-style-type: none"> Video Surveillance Policy 	*Tania Goncalves	Q2 – Q3	Not Started
	<ul style="list-style-type: none"> Preparation for the 2022 Municipal and School Board Elections – Vendors, election method, policies and procedures 	*Angela Chittick **Clerk’s Department	Q1 – Q4	In progress
	<ul style="list-style-type: none"> Support the Building and Planning Department – – planning notifications and file management; back-up for building permit inspection scheduling and permit issuance – annual business licensing including Trailer Parks, Bed and Breakfasts, Refreshment Vehicles 	*Ashley Henderson	Q1 – Q2 Q3 – Q4 – transition to B&P following Org Implementation	Ongoing In progress
	<ul style="list-style-type: none"> Capital Project Support – Water Street – Ennismore CIP – detailed design – Lakefield Campground - Review of Options – Trails Town Capital projects - street lights, public realm amenities, Scout building 	**Angela Chittick **Angela Chittick **Angela Chittick *Scott Warren, **Angela Chittick and Meaghan Larocque	Q1 – Q4	In progress Not started In progress In progress

Legend for Status: *In Progress* - Task has been assigned and work has begun; *Not Started* - Task has been assigned but work has not yet begun; *Completed* - Task has been completed; *On Hold* - Task is on hold pending further information/direction.

2021 Work Plan – Corporate & Community Service/Clerk’s Department – Q1 Update

Initiative/Source/ Strategic Plan Reference	Actions/Milestones	* Lead ** Support	Timing	Status
Economic and Community Development Initiatives Achieve excellence in governance and service delivery Support a sustainable, balanced, and investment-ready community	<ul style="list-style-type: none"> Implement Action Items Identified in the Business Retention & Expansion Program (BR&E), Economic Development Strategy and Marketing Plan and support EDBC and Task Team Initiatives that include items such as: <ul style="list-style-type: none"> Advocate for broadband and natural gas infrastructure expansion Affordable housing 	* Leisha Newton ** EDBC	Q1 – Q4	Ongoing
	<ul style="list-style-type: none"> Community Improvement Plan – promote COVID Pilot financial incentive programs to private sector <ul style="list-style-type: none"> Work with interested businesses applying for CIP financial incentives 	* Leisha Newton	Q1 – Q4	In progress
	<ul style="list-style-type: none"> Monthly e-business Newsletter <ul style="list-style-type: none"> Sharing news related to programs, regulations, grants etc... 	* Leisha Newton and Meaghan Larocque	Q2 – Q3 Pending funding	Ongoing
	<ul style="list-style-type: none"> Trails Town Initiative <ul style="list-style-type: none"> Launch of the Lakefield program (pending COVID) 	*Trail Town Committee **Mike Richardson, Leisha Newton and Meaghan Larocque	Q2 – Q3	In progress
Communications & Marketing	<ul style="list-style-type: none"> Implement Action Items Identified in the Business Retention & Expansion Program (BR&E), Economic Development Strategy and Marketing Plan - Communications and marketing actions items including items such as: <ul style="list-style-type: none"> Continuation of the Cooperative Marketing Campaign – build on success of the COVID marketing campaign 	* Meaghan Larocque ** Leisha Newton and EDBC	Q1 – Q4	In progress
	<ul style="list-style-type: none"> Video Segments – e.g. new businesses under construction/expansion; projects in development; Clear Bag program; transportation pilot, etc... 	* Meaghan Larocque	Q1 – Q2	Ongoing
	<ul style="list-style-type: none"> Launch and Promote Selwyn Municipal App (in conjunction with the municipal website update) 	* Meaghan Larocque	Q1	Complete and Ongoing

Legend for Status: *In Progress* - Task has been assigned and work has begun; *Not Started* - Task has been assigned but work has not yet begun; *Completed* - Task has been completed; *On Hold* - Task is on hold pending further information/direction.

2021 Work Plan – Corporate & Community Service/Clerk's Department – Q1 Update

Initiative/Source/ Strategic Plan Reference	Actions/Milestones	* Lead ** Support	Timing	Status
	<ul style="list-style-type: none"> #Spotlight of Council – social media initiative to highlight Council and Committee actions – 'After Council' update Council Communicator Annual Strategic Plan Report Selwyn Municipal Services Guide – electronic version only in 2021 	* Meaghan Larocque, Janice Lavalley * Meaghan Larocque, ** Tania Goncalves * Meaghan Larocque, ** Management Team *Meaghan Larocque ** Megin Hunter &Tania Goncalves	Q1 – Q4 Q1 – Q2 Q2 Q1 – Q4	Ongoing In progress In progress In progress
Sustainability and Climate Change Action Plan Implementation	<ul style="list-style-type: none"> Community Transportation Pilot <ul style="list-style-type: none"> Service initiation (May 2021) Service monitoring & reporting Implement <i>Green Event</i> Policy <ul style="list-style-type: none"> Pilot through the Lakefield Jazz Craft and Art Festival, 2021 (pending COVID) Community Food/Organic Waste Reduction Strategy <ul style="list-style-type: none"> Monitor “Closing the Loop on Food and Organic Waste” TD Friends of the Environment Project at Lakefield District Public School Evaluate and report on project and promote program to local schools Clear Garbage Bag Policy <ul style="list-style-type: none"> Continue public education campaign and response to public feedback Coordinate with retailers and residents Monitor diversion data Review Success of the PHEV one-year pilot <ul style="list-style-type: none"> Review data (cost/benefit) for consideration of purchase of the vehicle and report to Council Participate in discussions on potential Climate Change Policies that could be incorporated into the Official Plan 	*Janice Lavalley * Angela Chittick ** Anna Currier *Anna Currier **P&R Department, Community Event Partners *Anna Currier ** Community Partners **Anna Currier *Public Works *Anna Currier **Building Dept. *Anna Currier	Q1 – Q4 Q2 – Q3 Q1 – Q4 Q1 – Q4 Q1 – Q2 Q1 – Q4	In progress On hold – event paused due to COVID In progress In progress In progress Ongoing

Legend for Status: *In Progress* - Task has been assigned and work has begun; *Not Started* - Task has been assigned but work has not yet begun; *Completed*- Task has been completed; *On Hold* - Task is on hold pending further information/direction.

2021 Work Plan – Corporate & Community Service/Clerk's Department – Q1 Update

Initiative/Source/ Strategic Plan Reference	Actions/Milestones	* Lead ** Support	Timing	Status
	<ul style="list-style-type: none"> Develop a Low-Impact Development and Stormwater Management guide for residents and businesses Local Government Climate Change Working Group <ul style="list-style-type: none"> Continue working with Sustainable Peterborough and municipalities and First Nations in Peterborough County on implementing and reporting on climate change action plans Apply for Milestone 5 through the Partners for Climate Protection Program Energy Management - compile statistics on all municipal energy accounts. Maintain updates of spreadsheets on monthly basis. Monitor solar production at Township owned installations. <ul style="list-style-type: none"> Submit reporting online as required by legislation Leaf and Yard – Promotion and Education to support Waste Services Review <ul style="list-style-type: none"> Promote leaf and yard diversion to the Bensfort Road Composting facility Promote alternatives to back-yard leaf and yard composting 	<p>*Anna Currier</p> <p>*Anna Currier</p> <p>*Anna Currier *Courtney Bailey</p> <p>*Anna Currier ** Public Works</p>	<p>Q1 – Q2</p> <p>Q1 – Q4</p> <p>Q1 - Q4</p> <p>Q1 - Q4</p>	<p>In progress</p> <p>In progress</p> <p>Ongoing</p> <p>Ongoing</p>
<p>Committees</p> <p>Cultivate partnerships and promote collaboration</p>	<ul style="list-style-type: none"> Economic Development and Business Committee <ul style="list-style-type: none"> Committee Support Smith- Ennismore Police Services Board <ul style="list-style-type: none"> Committee Support RIDE Grant coordination Investigate potential Fees Bylaw related to repetitive police response to Group Homes Trails Committee <ul style="list-style-type: none"> Committee Support 	<p>* Leisha Newton **Angela Chittick</p> <p>** Tania Goncalves</p> <p>**Tania Goncalves *Mike Richardson</p>	<p>Q1 – Q 4</p> <p>Q1 – Q 4</p> <p>Q1 – Q 4</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>

Legend for Status: *In Progress* - Task has been assigned and work has begun; *Not Started* - Task has been assigned but work has not yet begun; *Completed* - Task has been completed; *On Hold* - Task is on hold pending further information/direction.

2021 Work Plan – Corporate & Community Service/Clerk’s Department – Q1 Update

Initiative/Source/ Strategic Plan Reference	Actions/Milestones	* Lead ** Support	Timing	Status
	<ul style="list-style-type: none"> Parks and Recreation Committee <ul style="list-style-type: none"> Committee Support Heritage Committee Accessibility Advisory Committee <ul style="list-style-type: none"> Committee Support Implement AAC Year 18 Work Plan Clean Marine Working Group – County of Peterborough Initiative (Causeway, Gannon’s Narrows and Buckhorn Dam) 	<p>** Tania Goncalves *Mike Richardson</p> <p>** Tania Goncalves *Robert Lamarre **Angela Chittick</p> <p>*Angela Chittick</p>	<p>Q1 – Q4</p> <p>Q3 – Q4 Q1 – Q4</p> <p>Q1 – Q2</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
2022 Budget & Work Plans Achieve excellence in governance and service delivery	<ul style="list-style-type: none"> Draft capital budget preparation: <ul style="list-style-type: none"> Initial draft capital budget worksheets submitted to CAO and Treasurer September 14, 2021 Board and Committee meetings – input on capital and operational budget items (October) Department Head meetings with CAO and Treasurer to review drafts – month of October Finalize the draft documents to present to Council – November 12, 2021 Capital Budget meeting – November 18, 2021 Draft operations budgets preparation: <ul style="list-style-type: none"> Initial draft operational budget worksheets submitted to CAO and Treasurer December 7, 2021 Department Head meetings with CAO and Treasurer to review drafts – mid December, 2021 Finalize the draft documents for to present to Council – January 14, 2022 Operations Budget Meeting – January 20, 2022 Prepare Draft work plans for 2022 <ul style="list-style-type: none"> Initial draft work plans submitted to CAO November 16, 2021 for Management Team discussion Finalize draft work plans – Dec. 2, 2021 	<p>*Angela Chittick **Clerk’s Dept.</p>	<p>Q3 Q4</p> <p>Q3 – Q4</p>	<p>Not Started</p> <p>Not Started</p> <p>Not Started</p> <p>Not Started</p>

Legend for Status: *In Progress* - Task has been assigned and work has begun; *Not Started* - Task has been assigned but work has not yet begun; *Completed* - Task has been completed; *On Hold* - Task is on hold pending further information/direction.

2021 Work Plan – Corporate & Community Service/Clerk’s Department – Q1 Update

Initiative/Source/ Strategic Plan Reference	Actions/Milestones	* Lead ** Support	Timing	Status
	Draft work plans presented to Council – December 9, 2021			
Emergency Management Achieve excellence in governance and service delivery	<ul style="list-style-type: none"> Annual Exercise and Training for Municipal Control Group Members 	*Angela Chittick and Erica Cavanagh **Municipal Control Group	Q1 - Q2	Currently Active
	<ul style="list-style-type: none"> Annual review of the plan 	*Angela Chittick and Erica Cavanagh **Emergency Program Committee	Q4	Not Started

Legend for Status: *In Progress* - Task has been assigned and work has begun; *Not Started* - Task has been assigned but work has not yet begun; *Completed* - Task has been completed; *On Hold* - Task is on hold pending further information/direction.

2021 Work Plan – Financial Services – Q1 Update

Initiative/Source/ Strategic Plan Reference	Actions/Milestones	* Lead ** Support	Timing	Status
Audit 2020 Strategic Plan – Achieve excellence in governance and service delivery	Interim Audit work – process testing and review of unfunded liabilities. Preliminary updates to TCA paperwork/review WIP.	* Michelle Thornton	Q4 – 2020 Q1 – 2021	In Progress
	Finalize all account reconciliations and working papers. Work with audit team to complete on-site portion of audit.	* Lane Vance ** Finance Staff	Q1 - 2021	In Progress
	Compile and provide audit team with ancillary data required for various non-financial schedules in provincial FIR.	* Michelle Thornton ** Lane Vance	Q1/2 - 2021	In Progress
	Review draft financial statements, discuss with audit team and coordinate presentation of year-end financial statements.	* Lane Vance	Q2 - 2021	Not Started
Tax Budget 2021 Strategic Plan – Achieve excellence in governance and service delivery	Preview meeting for 2021 capital and operations budget – high level impacts and Council directions	* Lane Vance	Q4 - 2020	Closed
	Compile all departmental working papers into rough draft of budget. Complete additional working papers and narratives to support draft budget to Council. Meet with CAO and department heads for overview of respective departments.	* Lane Vance ** Janice Lavalley ** Management Team	Q4 - 2020 Q1 - 2021	Closed
	Finalize budget package for distribution to Council (inclusive of Capital Budget as refined).	* Lane Vance	Q1 – 2021	Closed
	Work with Corporate Services Department to distribute budget information on Township website and through social media	* Lane Vance ** Corporate Services	Q1 – 2021	Closed
	Complete budget presentation(s) for Council and budget meeting(s) with direction to adopt budget and prepare tax rates.	* Lane Vance ** Janice Lavalley ** Management Team	Q1 – 2021	Closed
	Municipal tax rate by-law and area rates completed and presented for Council approval. All relevant rates inputted and verified for billing. (Report on County & Education rates – later)	* Lane Vance ** Erica Cavanagh	Q1 – 2021 Q2 - 2021 Q2 - 2021	In Progress Not Started

Legend for Status: *In Progress* - Task has been assigned and work has begun; *Open* - Task has been added, but has not be assigned; *Not Started* - Task has been assigned but work has not yet begun; *Closed* - Task has been completed; *On Hold* - Task is on hold pending further information/direction.

2021 Work Plan – Financial Services – Q1 Update

Initiative/Source/ Strategic Plan Reference	Actions/Milestones	* Lead ** Support	Timing	Status
Woodland Acres – Water and Sewer Budgets 2021 Strategic Plan – Achieve excellence in governance and service delivery	Compile all working papers into rough draft of budget and narratives to support draft budget to Council.	* Lane Vance ** Adam Tobin	Q1 – 2021	Closed
	Work with Corporate Services Department to distribute budget information on Township Website and through social media.	* Lane Vance ** Corporate Services	Q1 – 2021	In Progress
	Report and recommendation to Council. Include water and sewer rates in tax by-law and presented for Council approval.	* Lane Vance	Q1 – 2021	In Progress
	Woodland Acres rates inputted and verified for final tax billing.	* Erica Cavanagh	Q2 – 2021	Not Started
Lakefield Water and Sewer Budgets 2021 Strategic Plan – Achieve excellence in governance and service delivery	Compile all working papers into rough draft of budget and narratives to support draft budget to Council.	* Lane Vance ** Adam Tobin	Q1 – 2021	In Progress
	Work with Corporate Services Assistant to distribute budget information on Township Website and through social media	* Lane Vance ** Corporate Services	Q1 – 2021	Not Started
	Report and recommendation to Council.	* Lane Vance	Q1 – 2021	In Progress
Lakefield & Woodland Acres Water and Sewer Service Delivery Review Next Steps Strategic Plan – Achieve excellence in governance and service delivery	Initiate contract discussions with PUS representatives.	* Janice Lavalley	Q1 – 2021	Not Started
	Provide initial list of expected annual maintenance items and related operational reporting guidelines. Outline the importance of monitoring trends and capturing key operational data to inform long term capital maintenance needs. Seek out meaningful ways to encourage energy efficiency and overall	* Adam Tobin ** Lane Vance	Q1 – 2021	In Progress
	Compile interim progress report to Council and any related contract pricing. Recommendations for next steps.	* Adam Tobin ** Lane Vance	Q2 – 2021	Not Started

Legend for Status: *In Progress* - Task has been assigned and work has begun; *Open* - Task has been added, but has not be assigned; *Not Started* - Task has been assigned but work has not yet begun; *Closed* - Task has been completed; *On Hold* - Task is on hold pending further information/direction.

2021 Work Plan – Financial Services – Q1 Update

Initiative/Source/ Strategic Plan Reference	Actions/Milestones	* Lead ** Support	Timing	Status
Asset Management Plan	Finalize Township-wide Storm Water System comprehensive report and condition rating. Finalize water & sewer plant data collection.	* Adam Tobin	Q4 2020 – Q2 2021	In Progress
Strategic Plan – Support a sustainable, balanced, and investment-ready community	Implement all layers of new asset management GIS based software solution for linear assets. Develop operating procedures.	* Tech. Team ** Adam Tobin	2021	Not Started
Cultivate partnerships and promote collaboration	Develop new Selwyn Asset Management Plan having regard for Ontario regulation. Consider consulting support as required. Prepare supporting report and present to Council for approval.	* Lane Vance ** Mgmt.Team	Q1 – Q2 – 2024 2021 – 2022	Not Started
Financial Policy Review and Update	Continue review of finance policies and consider development of new policies based on AMO Gas Tax policy questionnaire.	* Lane Vance	Q1-2024 Q2 2021	Not Started
Strategic Plan – Achieve excellence in governance & service delivery	Discuss proposed new policies with management team, consider alternate approaches and develop new draft policies; <ul style="list-style-type: none"> • Tangible capital assets • Reserves/Reserve Funds • Procurement Policies 		Q2 - Q3 2021	Not Started
Support a sustainable, balanced, and investment-ready community	Using results of research and discussions finalize new policies and report to Council with recommendations on implementation.		Q2-4 2021	Not Started
Update Water & Sewer Policies & By-laws	Review draft by-laws for water & sewer use in Lakefield system. Consider proposed new by-laws and impacts on related policies and procedures. Develop as required.	* Adam Tobin ** Lane Vance	Q1-2 2021	In Progress
Strategic Plan – Foster a healthy, engaged and connected community.	Develop presentation to Condo Boards and develop supporting agreements to clarify roles & responsibilities.		Q2 – Q3 - 2021	Not Started

Legend for Status: *In Progress* - Task has been assigned and work has begun; *Open* - Task has been added, but has not be assigned; *Not Started* - Task has been assigned but work has not yet begun; *Closed* - Task has been completed; *On Hold* - Task is on hold pending further information/direction.

2021 Work Plan – Financial Services – Q1 Update

Initiative/Source/ Strategic Plan Reference	Actions/Milestones	* Lead ** Support	Timing	Status
Technology Integration Project – Phase 2 Strategic Plan – Achieve excellence in governance and service delivery	Ensure open communications on IT matters and track service requests at to ensure timely support/performance targets.	* Michelle Thornton ** Mike Garside	2021	In Progress
	Confirmation of technology team process to maximize new technology from Phase 1 to achieve efficiencies, modernization, improved customer service and long term savings. Includes focused Virtual Town Hall Roll Out.	* Erica Cavanagh		In Progress
	Coordination of technology integration project Phase 2, inclusive of tech team meeting support, working with software providers and implementation of software modules; <ul style="list-style-type: none"> • Cloud Permit/Planning • BookKing • CGIS – Customer Relationship Mgmt and Asset Management 	* Erica Cavanagh ** Mike Garside ** Michelle Thornton ** Lane Vance ** Other Depts.		In Progress
	Coordinate training streams by department for full Laserfiche implementation. Implement short term changes/improvements.	* Mike Garside ** Tania Goncalves		Not Started
	Develop and provide staff training in key areas, inclusive of MS Office tips & tricks.	* Mike Garside ** Michelle Thornton		In Progress
Lakefield South Development Area – Infrastructure Connection Strategic Plan – Support a sustainable, balanced, and investment-ready community	Staff working group to improve Smith St corridor through implementation of related infrastructure investments, including: <ul style="list-style-type: none"> • Lakefield South Sanitary Sewer tie-in • Smith Street rebuild inclusive of underground services • Public Works - winter control turn around • Facility and municipal lands components 	* Adam Tobin ** Lane Vance ** Mgmt. Team	2021	In Progress
	Work with engineer to tender project for Council approval. Coordinate with engineer and construction company to finalize project.	* Adam Tobin		Closed In Progress

Legend for Status: *In Progress* - Task has been assigned and work has begun; *Open* - Task has been added, but has not be assigned; *Not Started* - Task has been assigned but work has not yet begun; *Closed* - Task has been completed; *On Hold* - Task is on hold pending further information/direction.

2021 Work Plan – Financial Services – Q1 Update

Initiative/Source/ Strategic Plan Reference	Actions/Milestones	* Lead ** Support	Timing	Status
--	--------------------	----------------------	--------	--------

Audit 2021 – Interim Strategic Plan – Achieve excellence in governance & service delivery	Produce relevant account reconciliations and working papers Work with audit team on-site – testing portion of audit. Questions & answers regarding any process changes.	* Lane Vance ** Michelle Thornton ** Finance Staff	Q4 - 2021	Not Started
--	--	--	-----------	--------------------

Tax Budget 2022 Strategic Plan – Achieve excellence in governance and service delivery	Convene preliminary budget meeting with department managers and CAO – getting back on track for typical annual budget cycle. Capital Budget 2022 process and presentation to Council seeking direction to adopt capital portion of budget subject to refinements. Preview meeting for 2022 operations budget – high level impacts.	* Lane Vance ** Management Team	Q3 – 2021 Q4 – 2021 Q4 - 2021	Not Started
---	--	------------------------------------	---	--------------------

Additional Support for Other Departments Projects

Building/Planning Department	Prepare documents and support Lakefield South development	** Adam Tobin	2021	In Progress
Clerk's Department	Live Streaming Support/Improvements	** Michelle Thornton	2021	In Progress
	Emergency Management Committee Support	** Mike Garside ** Erica Cavanagh	2021 2021	
Human Resources	Succession Planning Support	** Barb Lawrence	2021	
	Asset Management Position Recruitment Support	** Lane Vance	Q1-Q2	Not Started
Library Services	Meeting minutes and financial statement presentation Support Library Strategic Plan and CEO	** Lane Vance	2021	In Progress

Legend for Status: *In Progress* - Task has been assigned and work has begun; *Open* - Task has been added, but has not be assigned; *Not Started* - Task has been assigned but work has not yet begun; *Closed* - Task has been completed; *On Hold* - Task is on hold pending further information/direction.

2021 Work Plan – Fire Department.

Initiative/Source Strategic Plan Reference	Actions	* Lead ** Support	Timing	Status
Review and update all Automatic Aid, Fire Service Agreements Achieve excellence in governance and service delivery	Review and update our automatic aid and fire service agreements. To make sure they coincide with current MTO billing rates, Township name changes and duties performed.	*Gord Jopling ** Janice Lavalley *** Angela Chittick	Q 1-2	In Progress
Replacement of Boat # 2 and Boat # 5 Achieve excellence in governance and service delivery	Boat 5 was slated for replacement in 2020. Discussion with members of H#5 was put on hold because of COVID 19. Both boat 2 and 5 have begun to have constant air leakage requiring almost daily filling. Both to be replaced in 2021.	*Ted Jackman ** Gord Jopling	Q 1-2	In progress
Pre-planning Achieve excellence in governance and service delivery	Continue preparation and updating of pre-plans for higher risk occupancies. Ensure update of Rescue tablets to provide for access to pre-plans on-scene.	*Andrew Bowyer **Gord Jopling	Q 1-4	In progress
2021 Captain Replacement Hiring Achieve excellence in governance and service delivery	Halls 2, 4 and 5 require replacement of officers that have left the position or department.	*Gord Jopling ** Kim Berry	Q 1	In Progress

Legend for Status: *In Progress* - Task has been assigned and work has begun; *Open* - Task has been added, but has not be assigned; *Not Started* - Task has been assigned but work has not yet begun; *Closed* - Task has been completed; *On Hold* - Task is on hold pending further information/direction.

2021 Work Plan – Fire Department.

Initiative/Source Strategic Plan Reference	Actions	* Lead ** Support	Timing	Status
2021-2022 Recruit Hiring Achieve excellence in governance and service delivery	Undertake recruitment process if Firefighters are required to fill Fire hall rosters. The process will begin earlier to make sure we have adequate time to process the new recruits before EOETA training starts in January of the following year.	* Gord Jopling ** Hiring Committee ** Kim Berry	Q 3-4	Not started
Operational Guideline and Policy and Procedure annual review Achieve excellence in governance and service delivery	Annual review of the departments Operational Guidelines and Policies and Procedures to make sure that all are up to date and in accordance with Health and Safety Requirements, Section 21 Guidelines, other acts and regulations and the Establishing and Regulating Bylaw.	* Gord Jopling ** Ted Jackman ** Officers	Q 1-4	Ongoing
2022 Budget & Work Plan Achieve excellence in governance and service delivery	<ul style="list-style-type: none"> - Draft capital budget preparation: <ul style="list-style-type: none"> o Initial draft capital budget worksheets submitted to CAO and Treasurer September 14, 2021 o Board and Committee meetings – input on capital and operational budget items (October) o Department Head meetings with CAO and Treasurer to review drafts – month of October o Finalize the draft documents to present to Council – November 12, 2021 o Capital Budget meeting – November 18, 2021 - Draft operations budgets preparation: <ul style="list-style-type: none"> o Initial draft operational budget worksheets submitted to CAO and Treasurer December 7, 2021 o Department Head meetings with CAO and 	* Gord Jopling ** Fire Dept. Staff	Q 2-4	Not started

Legend for Status: *In Progress* - Task has been assigned and work has begun; *Open* - Task has been added, but has not be assigned; *Not Started* - Task has been assigned but work has not yet begun; *Closed* - Task has been completed; *On Hold* - Task is on hold pending further information/direction.

2021 Work Plan – Fire Department.

Initiative/Source Strategic Plan Reference	Actions	* Lead ** Support	Timing	Status
	<ul style="list-style-type: none"> Treasurer to review drafts – mid December, 2021 <ul style="list-style-type: none"> ○ Finalize the draft documents for to present to Council – January 14, 2022 ○ Operations Budget Meeting – January 20, 2022 - Prepare Draft work plans for 2022 <ul style="list-style-type: none"> ○ Initial draft work plans submitted to CAO November 16, 2021 for Management Team discussion ○ Finalize draft work plans – Dec. 2, 2021 - Draft work plans presented to Council – December 9, 2021 			
Burn Bylaw Update Achieve excellence in governance and service delivery	The burn bylaw was last updated in 2010 and requires a further update to streamline, clarify and make the bylaw fit too all geographic areas of the Township.	* Andrew Bowyer ** Gord Jopling ** Angela Chittick	Q1	In progress
Tiered Medical Response Agreement Achieve excellence in governance and service delivery	Another of the service review recommendations was to review the tiered response agreement to medical calls. To help streamline and be more efficient to the calls we need to actually attend. Discussion has started on the subject and will be furthered along at the next few County meetings.	* Gord Jopling ** County Chiefs	Q 1-4	In progress
Technology Utilization Achieve excellence in governance and service delivery	Further investigation of additional technology options and opportunities to maximize the utilization of Firehouse conducted as part of next Phase of the Technology Integration Project. "Shadowing" of other Fire Departments utilizing Firehouse will be explored.	* Gord Jopling ** Chief Officers ** Andrew Bowyer ** Gwen Walker ** Tech Team	Q 1-4	In Progress

Legend for Status: *In Progress* - Task has been assigned and work has begun; *Open* - Task has been added, but has not be assigned; *Not Started* - Task has been assigned but work has not yet begun; *Closed* - Task has been completed; *On Hold* - Task is on hold pending further information/direction.

2021 Work Plan – Fire Department.

Initiative/Source Strategic Plan Reference	Actions	* Lead ** Support	Timing	Status
---	---------	----------------------	--------	--------

Department Organization Structure Achieve excellence in governance and service delivery	Review the personnel requirements for the Department giving particular consideration to the roles of the Chief Officers and the administrative and training requirements for the Department. Provide recommendations for Council consideration for implementation in 2022.	* Gord Jopling ** Chief Officers ** Janice Lavalley ** Kim Berry	Q 1-2	In Progress
---	--	---	-------	-------------

Physical Limitations and Restrictions Policy Achieve excellence in governance and service delivery	Research similar policies/procedures that are in place in the sector. Prepare Draft policies and conduct consultation with Officers and Firefighters. Provide Draft policy for Council consideration and approval. Roll-out of policy anticipated to be in 2022.	* Gord Jopling ** Chief Officers ** Janice Lavalley ** Kim Berry	Q 1-4	In Progress
--	--	---	-------	-------------

Legend for Status: *In Progress* - Task has been assigned and work has begun; *Open* - Task has been added, but has not be assigned; *Not Started* - Task has been assigned but work has not yet begun; *Closed* - Task has been completed; *On Hold* - Task is on hold pending further information/direction.

Calls Per Hall 2021

	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Total 1st</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>Total 2nd</u>	<u>Total All</u>
Hall #1									
Fires	3								
MVA	1								
MED	13								
Alarms	1								
<u>Other</u>	<u>1</u>								
Totals	19								

Hall#2									
Fires	1								
MVA	0								
MED	16								
Alarms	2								
<u>Other</u>	<u>8</u>								
Totals	27								

Hall#3									
Fires	0								
MVA	1								
MED	4								
Alarms	0								
<u>Other</u>	<u>2</u>								
Total	7								

Hall#4									
Fires	0								
MVA	0								
MED	15								
Alarms	0								
<u>Other</u>	<u>0</u>								
Total	15								

Hall#5									
Fires	0								
MVA	1								
MED	12								
Alarms	1								
<u>Other</u>	<u>2</u>								
Total	16								

July

Aug

Sept

Total 3rd

Total all

Oct

Nov

Dec

Total 4th

Total All











Year-end

Total

0

2021

<u>Date</u>	<u>Fires</u>	<u>MVA,s</u>	<u>MED</u>	<u>FALSE Alarms</u>	<u>Co Alarms</u>	<u>Other</u>	<u>Monthly Totals</u>	<u>2021 Total</u>
Jan.	4	3	60	3	1	13	84	84
Feb.	2	2	54	4	4	11	77	161
March	<u>4</u>	<u>6</u>	<u>70</u>	<u>5</u>	<u>0</u>	<u>14</u>	<u>99</u>	260
1st Q								
April								
May								
June								
2nd Q								
Total All								
July								
Aug.								
Sept.								
3rd Q								
Total All								
Oct.								
Nov.								
Dec.								
4th Q								
Total All								

2020

Total

92

186

278

369

458

582

582

710

842

936

936

1037

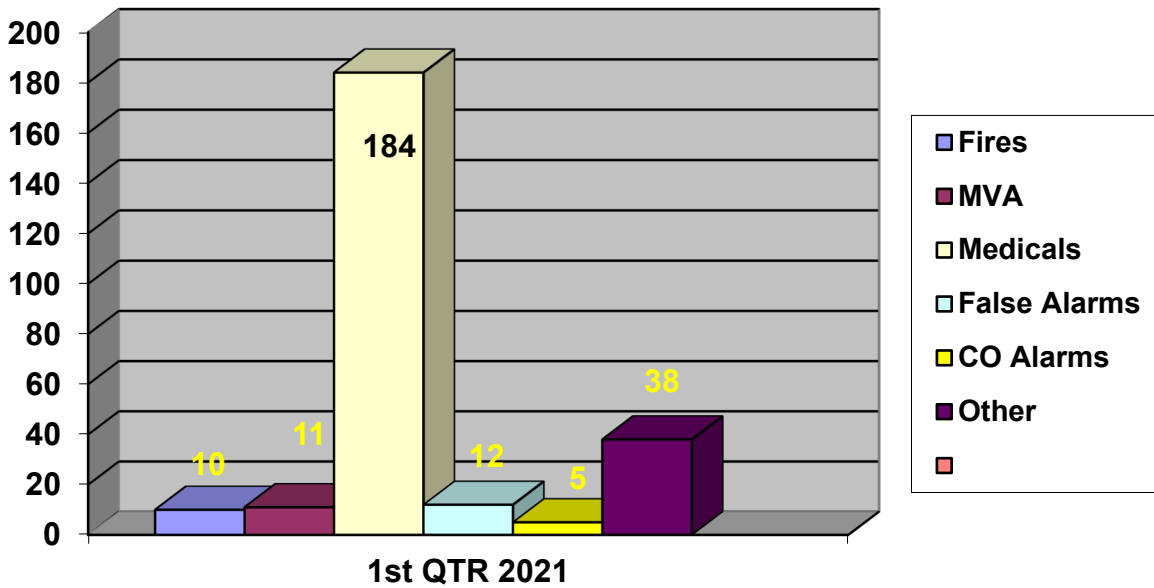
1146

1244

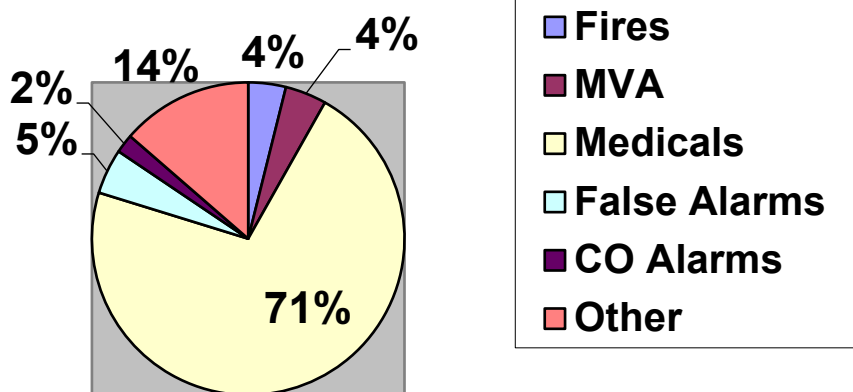
1244

Township of Selwyn Fire Department 1st Quarter 2021

Total calls to date: 2021 260 2020 278 2019 347 2018: 296



2021 Call % 1st Quarter



2021 Work Plan – Human Resources

Initiative/Source/ Strategic Plan Reference	Actions/Milestones	* Lead ** Support	Timing	Status
Recruitment Supports Excellence in Governance and Service Delivery	<ul style="list-style-type: none"> As required Marina Seasonal Staff – June recruitment Recreation Services Seasonal Staff – June Recreation Services Seasonal Staff –August/September Firefighters – annual recruitment if required Fire Department – Captain Recruitment Organizational Structure Implementation – required recruitments 	* Management Team ** Kim Berry	Q2 Q2 Q3 Q1-Q2 Q1-Q4	 In Progress In Progress
Organizational Policy Updates Supports Excellence in Governance and Service Delivery	<ul style="list-style-type: none"> Review Organizational Policies and identify required updates related to procedures, legislative requirements etc. for discussion at Management Team. Any recommended amendments related to Organization Policies presented to Council for consideration. 	* Kim Berry ** Management Team	Q2 – Q3	
Support Organizational Structure Review Supports Excellence in Governance and Service Delivery	<ul style="list-style-type: none"> Assist with the implementation of approved changes to the Townships overall Organizational structure Update and revise job descriptions as required Support ongoing succession planning processes and establishment of development plans. 	**Kim Berry **Management Team	Q1 – Q4	In Progress
Training Supports Excellence in Governance and Service Delivery	<ul style="list-style-type: none"> Co-ordinate Customer Service Training Develop and deliver training for staff as required <ul style="list-style-type: none"> Online WHMIS training Coordinate All Staff Meeting (If possible) Coordinate Lunch n’ Learn sessions for staff (If possible) 	* Kim Berry ** Management Team	Q1 Q1 Q1 – Q4	Completed Completed

Legend for Status: *In Progress* - Task has been assigned and work has begun; *Not Started* - Task has been assigned but work has not yet begun; *Completed* - Task has been completed; *On Hold* - Task is on hold pending further information/direction.

2021 Work Plan – Human Resources

Initiative/Source/ Strategic Plan Reference	Actions/Milestones	* Lead ** Support	Timing	Status
Customer Service Survey Supports Excellence in Governance and Service Delivery	<ul style="list-style-type: none"> Coordinate Customer Service Survey including Building & Planning Applicants – 2020 -2021 	* Kim Berry ** Meaghan Larocque ** Management Team	Q3-Q4	
Fire Department HR Supports Excellence in Governance and Service Delivery	<ul style="list-style-type: none"> Work with Fire Chief on HR processes and policies to ensure consistent and equitable application of rules, expectations and communications. Act as point of contact for WSIB and CISM situations. Act as a Designated Officer for PCCHU when workers have been exposed to a communicable disease. 	* Kim Berry ** Fire Chief	Q1 – Q4	In Progress
2022 Work Plans Achieve excellence in governance and service delivery	<ul style="list-style-type: none"> Prepare Draft work plans for 2022 <ul style="list-style-type: none"> Initial draft work plans submitted to CAO November 16, 2021 for Management Team discussion Finalize draft work plans – Dec. 2, 2021 Draft work plans presented to Council – December 9, 2021 	* Kim Berry	Q4	

Legend for Status: *In Progress* - Task has been assigned and work has begun; *Not Started* - Task has been assigned but work has not yet begun; *Completed* - Task has been completed; *On Hold* - Task is on hold pending further information/direction.

1st Quarter Work Plan 2021– Library Services

Initiative/Source/ Strategic Plan Reference	Actions/Milestones	* Lead ** Support	Timing	Status
Develop and Strengthen Library's Human Resources (Service Delivery) Achieve excellence in governance and service delivery	Determine the feasibility and practicality of full time hours for library staff vs an additional part time staff position	*Board, CEO	Q3	Not Started
	Implement regular monthly staff training sessions which highlight emerging technologies	*Heidi, All Staff	Q1-4	On Hold
	Develop a Board subcommittee to evaluate findings from the Trent Volunteer Study and the Volunteer Engagement Workshop	*Board, CEO	Q2-4	Not Started
	Evaluate and refine current volunteer policies to ensure they are in alignment with the new volunteer model	*CEO **Board	Q4	Not Started
	Provide volunteer training focused on health and safety	*CEO, **All Staff	Q1-4	In Progress
	Ensure policies are consistent with OPL guidelines	*CEO, Board	Q1-4	In Progress
	Enhance communication and involvement with new to you store volunteers and the Community Care Coordinator	*CEO, All Staff	Q1-Q4	In Progress
	Develop a Board Code of Conduct	*CEO, Board	Q1	Completed
	Develop a continuity of service policy which clearly details the procedures for the ongoing operation of the Library throughout a major emergency.	*CEO **Board	Q1	In Progress
	Deliver a Board education session which details the CEO evaluation process	*Kim **CEO	Q2	Not Started
	Continue to explore and enhance collaborative opportunities with Selwyn Township departments and service	*CEO, All Staff	Q1-4	In Progress
	Identify and build relationships with community organizations that might share common goals in order to increase awareness of the library's role in the community	*All Staff	Q1-4	On Hold

Legend for Status: ***In Progress*** - Task has been assigned and work has begun; ***Not Started*** - Task has been assigned but work has not yet begun; ***Completed*** - Task has been completed; ***On Hold*** - Task is on hold pending further information/direction.

1st Quarter Work Plan 2021– Library Services

Initiative/Source/ Strategic Plan Reference	Actions/Milestones	* Lead ** Support	Timing	Status
Expand access to programs, services, and collections (Services) Foster a healthy, engaged & connected community	Improve internet/wifi connectivity at the Ennismore Branch	*CEO **Sarah J.	Q1	Completed
	Increase the base budget funding for technology equipment and electronic resources	*Board **CEO	Q3-4	Not Started
	Create access to new and emerging electronic resources and technologies for patrons	*Heidi **All Staff	Q1-4	In Progress
	Increase the level of involvement of young adults within the library (teen tech buddies, community service hours)	*CEO **All Staff	Q1-4	On Hold
	Continue to explore and develop innovative virtual programming opportunities for all ages	*All Staff	Q1-Q4	In Progress
	Maintain and strengthen a specialized collection that celebrates local culture and history	*All Staff	Q1-Q4	In Progress
	Ensure that collections represent diversity of culture and demographics	*All Staff	Q1-Q4	In Progress
	Ensure a balanced collection of traditional and emerging materials available in multiple formats that supports patron interest, life-long learning and literacy	*All Staff	Q1-Q4	In Progress
	Record and report on the impact and usage of library services throughout the COVID-19 pandemic	*All Staff	Q1-Q4	In Progress
Provide versatile, welcoming, and safe spaces (Facilities) Foster a healthy, engaged & connected community	Evaluate the current utilization of our library spaces, and ensure they are meeting the usage needs within our community	*CEO, Board, All Staff	Q1-4	In Progress
	Improve and refresh current indoor and outdoor library spaces to improve comfort, functionality and safety	*Board, CEO, **All Staff	Q1-4	In Progress
	Develop and implement a scent-free policy for the Library	*Board, CEO	Q1	Completed

Legend for Status: ***In Progress*** - Task has been assigned and work has begun; ***Not Started*** - Task has been assigned but work has not yet begun; ***Completed*** - Task has been completed; ***On Hold*** - Task is on hold pending further information/direction.

1st Quarter Work Plan 2021– Library Services

Initiative/Source/ Strategic Plan Reference	Actions/Milestones	* Lead ** Support	Timing	Status
	Undertake a Website enhancement which ensures that our website meets AODA accessibility standards	*Heidi **CEO	Q1	Completed
	Adopt the Township of Selwyn's Green Events Policy	*Board, CEO	Q2	Not Started
	Explore the possibility of installing shade shelters at the Bridgenorth and Ennismore branches	*Board, CEO, All Staff	Q1	In Progress
Engage the Community in developing and promoting resources and partnership opportunities (Community) Foster a healthy, engaged & connected community	Introduce mailed paper communication to patrons without virtual access and to those who are homebound	* All Staff	Q2-3	Not Started
	Develop a sub-committee comprised of Board members and staff to explore new and innovative fundraising opportunities (live music, wine tasting, art shows)	*Board, Staff	Q1-4	In Progress
	Explore the addition of an online donation button on our library website homepage	*Heidi **CEO	Q1-4	Completed
	Purchase literature and history written by and about Indigenous peoples	*Staff	Q1-4	Not Started
	Incorporate land acknowledgments at Board meetings	*Board	Q1	In Progress
	Increase programming and services to the community outside of the library branches: pop-up library and story walks	*All Staff	Q1-4	In Progress
	Expand the use of existing and potential outreach spaces	*CEO, All Staff	Q1-4	On Hold
	Continue to develop and offer innovative programming and outreach opportunities to local schools and daycares	*All Staff	Q1-4	In Progress
2021 Budget & Work Plans Achieve excellence in governance and service delivery	Prepare draft capital and operations budgets for consideration as part of budget process <ul style="list-style-type: none"> ○ Draft Capital budget September, 2021 ○ Draft Operations budget and narratives due December, 2021 	* CEO ** Board	Q2-Q4	Not Started

Legend for Status: ***In Progress*** - Task has been assigned and work has begun; ***Not Started*** - Task has been assigned but work has not yet begun; ***Completed*** - Task has been completed; ***On Hold*** - Task is on hold pending further information/direction.

1st Quarter Work Plan 2021– Library Services

Initiative/Source/ Strategic Plan Reference	Actions/Milestones	* Lead ** Support	Timing	Status
	Prepare Draft work plans for 2022 <ul style="list-style-type: none"> ○ Due November, 2021 		Q4	Not started

Legend for Status: ***In Progress*** - Task has been assigned and work has begun; ***Not Started*** - Task has been assigned but work has not yet begun; ***Completed*** - Task has been completed; ***On Hold*** - Task is on hold pending further information/direction.

Selwyn Public Library Activity

January - March 2021

*Curbside pick-up:

*Reduced Curbside & Operating Hours

Jan 4, 2021-Feb 22, 2021

Circulation (all branches)	2021	2020	2019	
January				
In library circulation	4,623	8,180	8,615	
eBooks (CL)	2,615	2,414	2,289	OverDrive
Audiobooks (electronic)	655	611	676	OverDrive
e-ILLO	720	986	n/a	
Hoopla	208	N/A	n/a	
Total Circulation	7,893	11,205	11,580	
Total Circulation including e-ILLO	8,821	12,191		
February				
In library circulation	4,454	7,454	7,651	
eBooks	2,319	2,237	2,130	OverDrive
Audiobooks (electronic)	632	609	610	OverDrive
e-ILLO	633	745	n/a	
Hoopla	276			
Total Circulation	7,405	10,300	10,391	
Total Circulation including e-ILLO	8,314	11,045		
March				
In library circulation	6,390	5,120	9,179	
eBooks	2,521	2,524	2,163	OverDrive
Audiobooks (electronic)	665	723	660	OverDrive
e-ILLO	653	743	n/a	
Hoopla	236	n/a	n/a	
Total Circulation	9,576	8,367	12,002	
Total Circulation including e-ILLO	10,465	9,110		
Total Circulation (1st quarter)	27,600	32,346	33,973	
Internet Usage	87	1,335	1,271	
wifi usage	20523	13472	12488	
New Patron Cards Issued	99	197	202	

Selwyn Public Library Activity

January -March 2021

Closures:

Jan 4, 2021-Feb 22, 2021

Highlights & Activities	# of Programs	Attendance	Views
<u>Early Literacy and Early Learning</u>			
Spring Storytime @ Home	2	22	
Babytime @ Home / Spring Babytime	7	70	
Blue Spruce Storytime	6	71	
<u>Other Children's Programming</u>			
Nature Nuts Trivia	2	77	
Home School Connect	5	69	
Mo Willems Colouring Contest	1	28	
Potter in Love Trivia Night	1	56	
Nailed It! Valentines Day Contest	1	44	
I Read Canadian Contest	1	10	
Camp Kawartha Special Trivia Night	1	37	
Design a Mask Contest	1	12	
Leprechaun Trap Contest	1	10	
Family Scattergories	1	40	
<u>Class Instruction at a Library or School</u>			
Outdoor Daycare Visits (Ennismore)	5	37	
Classroom Book Bags	54	1,011	
<u>Book Clubs</u>			
Adult Book Clubs (All)	6	27	
Red Maple (Forest of Reading)		11	
Silver Birch (Forest of Reading Program-gr 3)	1	34	
<u>Technology, Social Media, Computer Literacy</u>			
Technology Support	43	43	
<u>Other/Outreach</u>			
Online Trivia Nights	3	142	
Lakefield Library Blog			519
Blind Date with a Book	1	52	
Move Forward Challenge	2	47	
Coffee House	2	25	
Stitch-a-long	4	25	
Grandpals	5	35	
Film Club	3	14	
Snowbird Social	3	49	
DIY Kits	2	100	
Totals	162	2,198	519

2021 Work Plan – Parks & Recreation Department

Initiative/Source/ Strategic Plan Reference	Actions/Milestones	* Lead ** Support	Timing	Status
Replacement of Control panel at Lakefield Arena Achieve excellence in governance & service delivery	<ul style="list-style-type: none"> Work with Refrigeration contractor CIMCO to remove and replace the main CIMCO refrigeration control panel at Lakefield Arena 	* Mark Irvine ** Mike Richardson ** Office Admin ** Department Staff	Q2- Q3	Finalizing details and schedule with CIMCO
Bridgenorth to Peterborough Trail – Phase 2 and 3 (Pinehill Road to 5th Line & Creamery Road to Fairbairn Road) Foster a healthy, engaged and connected community Cultivate partnerships and promote collaboration	<ul style="list-style-type: none"> Continue planning process to ensure all requirements met including; implementing recommendations from Environment Impact Study (Cambium), compliance with ORCA regulations, and Township service standard. Working with Trails Committee and outside funding agencies – government and corporate partnerships to secure required funds. Private financial supporters interested in partnering. 	* Mike Richardson ** Mark Irvine ** Rick Dunford ** Scott Shewfelt ** Office Admin ** Department Staff	Q1 – Q4 Q1 – Q4	In Progress Applied for funding through Fed program
Forest Management Plan Foster a healthy, engaged and connected community Cultivate partnerships and promote collaboration	<ul style="list-style-type: none"> Continue to work with the Sir Sanford Fleming Forestry department and ORCA representatives to properly manage the forested area of the Ennismore Waterfront Park and its trails system. Phase 2 continuing in 2020/2021 school year. 	* Mike Richardson ** Mark Irvine ** Scott Shewfelt ** Recreation staff	Q1 -Q2	Students began cutting and clean up in February. Completion likely Q3 2021
Comprehensive Review of Lakefield Campground Achieve excellence in governance & service delivery	<ul style="list-style-type: none"> Proceed with Lakefield Campground Utilization Study to review options and determine the Township's future service delivery model. Utilize Facilitation Services to conduct review and public consultation. 	* Mike Richardson ** Facilitator ** Management Team	Q1-Q3	Initial research by Monteith Brown begun, survey being finalized

Legend for Status: *In Progress* - Task has been assigned and work has begun; *Not Started* - Task has been assigned but work has not yet begun; *Completed* - Task has been completed; *On Hold* - Task is on hold pending further information/direction.

2021 Work Plan – Parks & Recreation Department

Initiative/Source/ Strategic Plan Reference	Actions/Milestones	* Lead ** Support	Timing	Status
--	--------------------	----------------------	--------	--------

Trail Town Launch Achieve excellence in governance & service delivery	<ul style="list-style-type: none"> Trails Town Initiative <ul style="list-style-type: none"> Launch of the Lakefield program (pending COVID) 	* Trail Town Committee ** Mike Richardson, Kari Partridge & Meaghan Larocque	Q1 – Q3	Launch delayed to due to COVID.
	<ul style="list-style-type: none"> RED Grant <ul style="list-style-type: none"> Trails Town Capital projects - street lights, public realm amenities, Scout building 	** Mike Richardson *Scott Warren, **Angela Chittick and Meaghan Larocque	Q1 – Q3	In Progress

<p>2022 Budget & Work Plans</p> <p>Achieve excellence in governance and service delivery</p>	<ul style="list-style-type: none"> • Draft capital budget preparation: <ul style="list-style-type: none"> ○ Initial draft capital budget worksheets submitted to CAO and Treasurer September 14, 2021 ○ Board and Committee meetings – input on capital and operational budget items (October) ○ Department Head meetings with CAO and Treasurer to review drafts – month of October ○ Finalize the draft documents to present to Council – November 12, 2021 ○ Capital Budget meeting – November 18, 2021 • Draft operations budgets preparation: <ul style="list-style-type: none"> ○ Initial draft operational budget worksheets submitted to CAO and Treasurer December 7, 2021 ○ Department Head meetings with CAO and Treasurer to review drafts – mid December, 2021 ○ Finalize the draft documents for to present to Council – January 14, 2022 ○ Operations Budget Meeting – January 20, 2022 • Prepare Draft work plans for 2022 <ul style="list-style-type: none"> ○ Initial draft work plans submitted to CAO November 16, 2021 for Management Team discussion ○ Finalize draft work plans – Dec. 2, 2021 ○ Draft work plans presented to Council – December 9, 2021 	<p>* Mike Richardson ** Rec. Dept. Staff</p>	<p>Q2-Q4</p>	<p>Not Started</p>
--	--	---	--------------	--------------------

Legend for Status: *In Progress* - Task has been assigned and work has begun; *Not Started* - Task has been assigned but work has not yet begun; *Completed* - Task has been completed; *On Hold* - Task is on hold pending further information/direction.

2021 Work Plan – Parks & Recreation Department

Initiative/Source/ Strategic Plan Reference	Actions/Milestones	* Lead ** Support	Timing	Status
Ice Allocation and Ice Usage Policies Achieve excellence in governance and service delivery Foster a healthy, engaged and connected community	<ul style="list-style-type: none"> Develop policies to optimize Arena Scheduling and Ice Rate pricing vs cost recovery <ul style="list-style-type: none"> Survey other municipalities for similar policies Meet with major ice user groups March 2021 Scheduling Meeting with ice user groups and creation of new schedules – June 2021 <ul style="list-style-type: none"> Implement new policies for 2021/2022 ice season 	* Mike Richardson ** Rec. Dept. Staff * Mike Richardson ** Office Admin ** Mark Irvine	Q1-Q3 Q2 Q3	In Progress Not Started Not Started
Recreation Management Software Achieve excellence in governance and service delivery	<ul style="list-style-type: none"> Further investigation of technology utilization/integration/opportunities will be a component of the next Phase of the Technology Integration Project 	* Mike Richardson ** Rec. Dept. Staff ** Tech Team	Q1-Q4	In Progress
Recreation Department Capital Reserve Fund Achieve excellence in governance and service delivery	<ul style="list-style-type: none"> Complete assessment of remaining capital equipment by work area to create replacement schedules for all capital assets and equipment. Consider options for establishment of reserve as part of 2022 budget discussion. 	* Mike Richardson * Mark Irvine * Lane Vance * Office Admin ** Rec. Dept. Staff	Q1-Q4	Not Started
MOU with Lakefield Chiefs Cultivate partnerships and promote collaboration	<ul style="list-style-type: none"> Develop Memorandum of Understanding with the Junior C Lakefield Chiefs <ul style="list-style-type: none"> Meet with Chief's Management in early 2021 Complete MOU and implement for the 2021/2022 season 	* Mike Richardson ** Mark Irvine ** Office Admin	Q1-Q3	In Progress
Naturalization of parkland in Ennismore, Lakefield and Smith Achieve excellence in governance and service delivery	<ul style="list-style-type: none"> Establish appropriate areas within the existing parkland at the Douglas Sports Park, Chemong Park and Robert E Young Sports Complex <ul style="list-style-type: none"> Spring 2021 	* Mike Richardson * Mark Irvine ** Rec. Dept. Staff	Q2-Q3	In Progress

Legend for Status: *In Progress* - Task has been assigned and work has begun; *Not Started* - Task has been assigned but work has not yet begun; *Completed* - Task has been completed; *On Hold* - Task is on hold pending further information/direction.

2021 Work Plan – Parks & Recreation Department

Initiative/Source/ Strategic Plan Reference	Actions/Milestones	* Lead ** Support	Timing	Status
Committees Foster a healthy, engaged and connected community Achieve excellence in governance and service delivery	Selwyn Trails Committee <ul style="list-style-type: none"> Support Committee meetings and initiatives Prioritize Trail Master Plan recommendations and seek out partnerships, to identify funding opportunities for initiatives/projects/programs. 	* Mike Richardson ** Tania Goncalves ** Office Admin ** Department Staff	Q1 – Q4	Zoom meetings set for 2021
	Parks and Recreation Services Advisory Committee <ul style="list-style-type: none"> Support Committee meetings and initiatives Prioritize RSP recommendations and to seek out programming partnerships, identify funding opportunities for initiatives/projects/programs. 	* Mike Richardson ** Tania Goncalves ** Office Admin ** Department Staff	Q1 – Q4	Zoom meetings set for 2021
	Municipal Access To Recreation Committee (MATRG) <ul style="list-style-type: none"> Support Committee initiatives 	* Mike Richardson ** Office Admin	Q1 – Q4	In Progress
	Keeping Kids Healthy <ul style="list-style-type: none"> Represent MATRG on multi-organization committee developing food guide, outdoor play charter and communication strategy. Deliver to Peterborough and County municipalities. Present to Council 	* Mike Richardson ** Office Admin	Q1-Q4	In Progress
	Event Committee Support <ul style="list-style-type: none"> o Polar Fest o Jazz Festival o Shamrock Festival 	* Office Admin ** Mike Richardson ** Department Staff	Q1 Q3 Q3	Cancelled for 2021 Cancelled for 2021 Cancelled for 2021

2021 Work Plan – Public Works

Initiative/ Strategic Plan Reference	Actions	* Lead ** Support	Timing	Status
Landfill Operations Achieve excellence in governance and service delivery. Cultivate partnerships and promote collaboration.	<ul style="list-style-type: none">• Education/Promotion Activities<ul style="list-style-type: none">○ Continue with Public Relation Day(s) – tours to promote clean landfill practice and encourage best recycling practice. Investigate opportunities to promote and have the Township participate in Earth Day. Encourage local school tours.	*Jennifer McIlwain * Randy Lean	Q1-Q4	Ongoing
	<ul style="list-style-type: none">• Leaf & Yard<ul style="list-style-type: none">○ Continue to coordinate with the County Leaf and Yard collection program○ Develop educational materials and signage to encourage use of Bensfort Rd site	*Jennifer McIlwain * Randy Lean * Anna Currier	Q1-Q4 Q1–Q2	In Progress
	<ul style="list-style-type: none">• Brush<ul style="list-style-type: none">○ 2021- Review operational impacts and feasibility of separating brush to allow for the provision of clean wood chips for Township and/or public use.○ Develop and issue a Request for Proposal for chipping services	* Rick Dunford **Randy Lean	Q1-Q4	In Progress
	<ul style="list-style-type: none">• Tipping Fees<ul style="list-style-type: none">○ Report to Council with respect to the recommended fee changes and the impact of the fee increases being implemented Jan. 1, 2021 at the Bensfort Rd site	*Janice Lavalley *Rick Dunford ** Randy Lean	Q1	In Progress
	<ul style="list-style-type: none">• Technology/Data Management<ul style="list-style-type: none">○ Investigation of existing technology utilization and other options will be a component of the next phase of the Technology Integration Project. Improved data management related to waste types, quantities, and commercial versus residential uses of site to be developed.	*Jennifer McIlwain * Randy Lean ** Landfill Staff ** Tech Team	Q1-Q4	

Legend for Status: *In Progress* - Task has been assigned and work has begun; *Open* - Task has been added, but has not be assigned; *Not Started* - Task has been assigned but work has not yet begun; *Closed* - Task has been completed; *On Hold* - Task is on hold pending further information/direction.

2021 Work Plan – Public Works

Initiative/ Strategic Plan Reference	Actions	* Lead ** Support	Timing	Status
Clear Bag Program	<ul style="list-style-type: none"> Mandatory use of clear bags commences September 1, 2021 <ul style="list-style-type: none"> Soft launch activities have been ongoing since 2019 Monitor diversion data Ongoing outreach/ activities to support education and enforcement of the program. As part of the fees review, consider a fee structure that will support enforcement at the landfill site 	* Rick Dunford ** Jennifer McIlwain ** Anna Currier ** Public Works	Q1-Q4	Ongoing
Achieve excellence in governance and service delivery	<ul style="list-style-type: none"> Work with the contractor to develop communication methods to educate non-compliant residents with direct outreach and/or educational material 	*Jennifer McIlwain ** Randy Lean, Anna Currier	Q1-Q4	Not Started
Support a sustainable, balanced and investment-ready community	<ul style="list-style-type: none"> Implement Clear Bag Program at the Landfill and educate non-compliant customers with educational material 	*Randy Lean and Landfill staff **Jennifer McIlwain, Anna Currier	Q1-Q4	Ongoing
Water Street improvements– CIP Initiative	Reconstruction of Water Street from Concession Street to Bridge Street. This will include improved storm water drainage, improved parking, upgraded water main and road improvements. Additional sidewalk from Concession Street to King Street.	*Rick Dunford **Scott Shewfelt **Management Team	Q1-Q4	In Progress
Achieve excellence in governance and service delivery.				
Foster a healthy engaged and connected communities				

Legend for Status: *In Progress* - Task has been assigned and work has begun; *Open* - Task has been added, but has not be assigned; *Not Started* - Task has been assigned but work has not yet begun; *Closed* - Task has been completed; *On Hold* - Task is on hold pending further information/direction.

2021 Work Plan – Public Works

Initiative/ Strategic Plan Reference	Actions	* Lead ** Support	Timing	Status
Sidewalk Improvements Achieve excellence in governance and service delivery. Foster a healthy engaged and connected communities	Francis Street sidewalk extension north from where it ends to Ermatinger Street – this would finish the sidewalk on Francis Street	*Rick Dunford **Scott Shewfelt	Q2-Q3	Not Started
	TWSI (Tactile Walking Surface Indicators) – investigate options for TWSI at the Queen and Concession Streets intersection. TWSI's play an instrumental role in improving accessibility. They act as a warning device to alert those with visual impairments of upcoming street crossing	*Rick Dunford ** Scott Shewfelt **AAC Input	Q1-Q2	Not Started
Hardtop Improvements Achieve excellence in governance and service delivery. Foster a healthy engaged and connected communities	Highland Road, Jones Beach Road, Harrison Street Nicholl's Blvd. – Micro Surface . Micro Surfacing offers a competitive alternative to traditional methods of restoring surface characteristics of roadways and extends the life of the pavement. (Segment # 888, 886, 887, 817, 815, 816) 1.83km	*Rick Dunford **Scott Shewfelt	Q2-Q3	Not Started
	Tindle Bay Road – road bed excavation between Cedarhurst and McConnell Drive followed by an overlay of HL2 asphalt from Fifes Bay Rd to McConnell Dr. (Segment #1057, 898, 2382) 1.3km		Q2-Q3	Not Started
	15th Line – full reconstruction from Newcomb Ln to North School Rd (Segment #578) 1.10km		Q2-Q3	In progress
	McConnell Drive – public drainage being diverted from private property onto public property to eliminate the need for an easement. Design work done in 2020		Q2-Q4	Not Started

Legend for Status: *In Progress* - Task has been assigned and work has begun; *Open* - Task has been added, but has not be assigned; *Not Started* - Task has been assigned but work has not yet begun; *Closed* - Task has been completed; *On Hold* - Task is on hold pending further information/direction.

2021 Work Plan – Public Works

Initiative/ Strategic Plan Reference	Actions	* Lead ** Support	Timing	Status
Resurfacing Projects Achieve excellence in governance and service delivery. Foster a healthy engaged and connected communities	<p>The following is a potential listing of resurfacing projects based on the environmental conditions from the spring thaw and a general road review: (length in kms). The forecast is based on completing approximately 25 kilometers of resurfacing projects in 2021.</p>	*Rick Dunford **Scott Shewfelt	Q2-Q3	Not Started
	Duggan Road .14 (#1361, 4211)			
	Deer Bay Road 3.62 (#314,4207)			
	Birch Island Road 2.86 (#1261 , 1490)			
	Berrie Road 1.37 (#428)			
	16 th Line 2.67 (#315 , 316)			
	15 th Line 2.44 (#616, 4298, 4299, 4300, 4303)			
	13 th Line 1.78 (#1487)			
	9 th Line 1.09 (#1317)			
	Tara Road 3.55 (#651,935)			
	Inniscara 1.44 (#718)			
	Roger Place .4 (#684, 685)			

Legend for Status: *In Progress* - Task has been assigned and work has begun; *Open* - Task has been added, but has not be assigned; *Not Started* - Task has been assigned but work has not yet begun; *Closed* - Task has been completed; *On Hold* - Task is on hold pending further information/direction.

2021 Work Plan – Public Works

Initiative/ Strategic Plan Reference	Actions	* Lead ** Support	Timing	Status	
	Harrington Line (#681, 683)	.38	*Rick Dunford **Scott Shewfelt	Q2 – Q3	Not Started
	Young’s Cove (#699, 855)	1.19			
	Dean Street (#1289)	.20			
	Bishop Street (#1297)	.27			
	Nicholls Street (#1146, 1291)	.36			
	Chippewa Ave (#1187, 1188)	.21			
	Crowe (#1191)	.08			
	Colbourne Street (#1189, 1190)	.25			
	Patricia (#1988, 1989, 1990, 1991))	.86			
	Carolyn (#1987)	.21			
	Andrew (#198	.07			
	Total km	25.44			

Legend for Status: *In Progress* - Task has been assigned and work has begun; *Open* - Task has been added, but has not be assigned; *Not Started* - Task has been assigned but work has not yet begun; *Closed* - Task has been completed; *On Hold* - Task is on hold pending further information/direction.

2021 Work Plan – Public Works

Initiative/ Strategic Plan Reference	Actions	* Lead ** Support	Timing	Status
Department Support Foster a healthy engaged and connected communities	<ul style="list-style-type: none"> • Trails Town Initiative – implementation of RED (Rural Economic Development) projects – street lighting, public amenities 	* Scott Warren **Rick Dunford, Management Team	Q1-Q4	In Progress
2022 Budget & Work Plans Achieve excellence in governance and service delivery	<ul style="list-style-type: none"> • Draft capital budget preparation: <ul style="list-style-type: none"> ○ Initial draft capital budget worksheets submitted to CAO and Treasurer September 14, 2021 ○ Board and Committee meetings – input on capital and operational budget items (October) ○ Department Head meetings with CAO and Treasurer to review drafts – month of October ○ Finalize the draft documents to present to Council – November 12, 2021 ○ Capital Budget meeting – November 18, 2021 • Draft operations budgets preparation: <ul style="list-style-type: none"> ○ Initial draft operational budget worksheets submitted to CAO and Treasurer December 7, 2021 ○ Department Head meetings with CAO and Treasurer to review drafts – mid December, 2021 ○ Finalize the draft documents for to present to Council – January 14, 2022 ○ Operations Budget Meeting – January 20, 2022 • Prepare Draft work plans for 2022 <ul style="list-style-type: none"> ○ Initial draft work plans submitted to CAO November 16, 2021 for Management Team discussion ○ Finalize draft work plans – Dec. 2, 2021 ○ Draft work plans presented to Council – December 9, 2021 	* Rick Dunford ** Jennifer McIlwain	Q3-Q4 Q3-Q4	Not Started Not Started

Legend for Status: *In Progress* - Task has been assigned and work has begun; *Open* - Task has been added, but has not be assigned; *Not Started* - Task has been assigned but work has not yet begun; *Closed* - Task has been completed; *On Hold* - Task is on hold pending further information/direction.

The Corporation of the Township of Selwyn
For the Period Ending 03/31/2021

Department 05 - General Government

Details	2020 Year End Actuals	2020 Approved Budget	2021 Year to Date Actuals	2021 Approved Budget	+ or (-) Variance	Year to Date as a % of Budget
<u>Revenues</u>						
Provincial Grants	658,691.11	430,380.00	0.00	179,422.00	179,422.00	0.00%
Federal Grants	23,108.01	25,151.00	0.00	0.00	0.00	0.00%
Interest Receipts	451,055.88	625,500.00	84,251.81	605,500.00	521,248.19	13.91%
Operating Sales & Fees	39,995.28	57,200.00	6,432.46	57,200.00	50,767.54	11.25%
Transfers						
- From Other Departments	111,134.00	111,134.00	0.00	127,784.00	127,784.00	0.00%
- From Accumulated Revenue	155,618.47	155,618.00	0.00	30,409.00	30,409.00	0.00%
- From Supplemental Taxation	0.00	75,000.00	0.00	75,000.00	75,000.00	0.00%
- From Taxation	1,261,419.00	1,261,419.00	0.00	1,317,491.00	1,317,491.00	0.00%
- From Reserves	29,180.37	73,053.00	0.00	31,800.00	31,800.00	0.00%
Total Revenue	2,730,202.12	2,814,455.00	90,684.27	2,424,606.00	2,333,921.73	3.74%
<u>Expenditures</u>						
General Administration						
- Salaries & Benefits	1,487,669.22	1,361,673.00	323,744.99	1,366,360.00	1,042,615.01	23.69%
- Supplies & Overhead	167,256.72	177,846.00	69,424.73	220,670.00	151,245.27	31.46%
- Services Hired	88,368.97	153,363.00	77,066.60	172,010.00	94,943.40	44.80%
- Bank Charges	44,452.58	38,000.00	1,601.32	47,000.00	45,398.68	3.41%
Council	211,105.17	228,349.00	58,300.80	235,001.00	176,700.20	24.81%
Health & Safety Committee	0.00	1,150.00	0.00	1,150.00	1,150.00	0.00%
Emergency Planning	69,685.91	21,693.00	4,952.73	36,982.00	32,029.27	13.39%
Building Expenses	43,230.76	51,133.00	8,574.29	51,133.00	42,558.71	16.77%
Capital Expenditures						
- Capital Equipment	382,684.45	374,130.00	11,871.38	31,800.00	19,928.62	37.33%
Transfers						
- To Accumulated Revenue	0.00	125,618.00	0.00	0.00	0.00	0.00%
- To Reserves	35,000.00	235,000.00	0.00	227,500.00	227,500.00	0.00%
- To Deferred Revenues	0.00	46,500.00	0.00	35,000.00	35,000.00	0.00%
Total Expenses	2,529,453.78	2,814,455.00	555,536.84	2,424,606.00	1,869,069.16	22.91%
Balance	200,748.34	0.00	(464,852.57)	0.00	464,852.57	0.00%

The Corporation of the Township of Selwyn
For the Period Ending 03/31/2021

Department 06 - Property & Facility Improvement

Details	2020 Year End Actuals	2020 Approved Budget	2021 Year to Date Actuals	2021 Approved Budget	+ or (-) Variance	Year to Date as a % of Budget
<u>Revenues</u>						
Provincial Grants	64,289.66	80,000.00	0.00	366,341.00	366,341.00	0.00%
Operating Sales & Fees	65,401.45	64,252.00	12,925.23	65,331.00	52,405.77	19.78%
Transfers						
- From Accumulated Revenue	126,289.81	126,290.00	0.00	94,125.00	94,125.00	0.00%
- From Taxation	282,144.00	282,144.00	0.00	282,144.00	282,144.00	0.00%
- From Reserves	120,668.01	179,010.00	0.00	389,718.00	389,718.00	0.00%
- From Deferred Revenues	32,070.26	32,054.00	0.00	0.00	0.00	0.00%
Total Revenue	690,863.19	763,750.00	12,925.23	1,197,659.00	1,184,733.77	1.08%
<u>Expenditures</u>						
General Administration						
- Salaries & Benefits	110,733.46	122,354.00	16,365.41	113,250.00	96,884.59	14.45%
- Supplies & Overhead	232.82	510.00	128.68	510.00	381.32	25.23%
- Services Hired	6,523.08	50,000.00	296.97	50,000.00	49,703.03	0.59%
- Permit/Licences/Taxes	6,737.62	6,750.00	843.14	6,825.00	5,981.86	12.35%
- Building Expenses	19,668.22	33,542.00	8,483.39	32,006.00	23,522.61	26.51%
Capital Expenditures						
- Municipal Buildings	43,527.43	31,500.00	9,833.17	145,775.00	135,941.83	6.75%
- Fire Halls	15,761.96	15,000.00	9,921.60	22,000.00	12,078.40	45.10%
- Public Works Buildings	0.00	59,000.00	0.00	67,500.00	67,500.00	0.00%
- Waste Management	0.00	0.00	0.00	9,784.00	9,784.00	0.00%
- Recreation - Revenue Facilities	62,678.62	90,200.00	10,894.08	441,300.00	430,405.92	2.47%
- Land Related Expenses	9,682.40	10,000.00	0.00	10,000.00	10,000.00	0.00%
- Recreation - Non-Revenue Facilities	2,696.25	7,600.00	103.37	0.00	(103.37)	0.00%
- Library Buildings	6,522.82	0.00	6.09	0.00	(6.09)	0.00%
- Police Services Buildings	0.00	53,950.00	49.21	77,000.00	76,950.79	0.06%
Transfers						
- To Accumulated Revenue	0.00	126,290.00	0.00	86,709.00	86,709.00	0.00%
- To Reserves	263,818.73	157,054.00	0.00	135,000.00	135,000.00	0.00%
Total Expenses	548,583.41	763,750.00	56,925.11	1,197,659.00	1,140,733.89	4.75%
Balance	142,279.78	0.00	(43,999.88)	0.00	43,999.88	0.00%

The Corporation of the Township of Selwyn
For the Period Ending 03/31/2021

Department 07 - Economic Development

Details	2020 Year End Actuals	2020 Approved Budget	2021 Year to Date Actuals	2021 Approved Budget	+ or (-) Variance	Year to Date as a % of Budget
<u>Revenues</u>						
Provincial Grants	496,937.57	164,914.00	0.00	29,074.00	29,074.00	0.00%
Transfers						
- From Accumulated Revenue	80,009.44	80,009.00	0.00	83,373.00	83,373.00	0.00%
- From Taxation	230,248.00	230,248.00	0.00	288,583.00	288,583.00	0.00%
- From Reserves	1,727.55	0.00	0.00	202,090.00	202,090.00	0.00%
Total Revenue	808,922.56	475,171.00	0.00	603,120.00	603,120.00	0.00%
<u>Expenditures</u>						
General Administration						
- Salaries & Benefits	146,456.10	156,300.00	34,551.89	158,613.00	124,061.11	21.78%
- Supplies & Overhead	260,415.24	10,892.00	3,268.11	11,742.00	8,473.89	27.83%
- Services Hired	111,097.57	5,715.00	0.00	57,800.00	57,800.00	0.00%
Special Project	457.92	164,914.00	950.05	164,914.00	163,963.95	0.58%
Community Improvement Plan - Grants Program	64,227.55	62,500.00	3,677.61	131,250.00	127,572.39	2.80%
Physician Recruitment - Grants Program	3,750.00	0.00	0.00	3,750.00	3,750.00	0.00%
Transfers						
- To Accumulated Revenue	0.00	71,100.00	0.00	71,301.00	71,301.00	0.00%
- To Reserves	139,590.00	3,750.00	0.00	3,750.00	3,750.00	0.00%
Total Expenses	725,994.38	475,171.00	42,447.66	603,120.00	560,672.34	7.04%
Balance	82,928.18	0.00	(42,447.66)	0.00	42,447.66	0.00%

The Corporation of the Township of Selwyn
For the Period Ending 03/31/2021

Department 08 - Solar Initiatives

Details	2020 Year End Actuals	2020 Approved Budget	2021 Year to Date Actuals	2021 Approved Budget	+ or (-) Variance	Year to Date as a % of Budget
<u>Revenues</u>						
Operating Sales & Fees	151,279.70	155,565.00	1,902.99	153,951.00	152,048.01	1.24%
Transfers						
- From Accumulated Revenue	1,563.78	1,564.00	0.00	1,104.00	1,104.00	0.00%
Total Revenue	152,843.48	157,129.00	1,902.99	155,055.00	153,152.01	1.23%
<u>Expenditures</u>						
General Administration						
- Supplies & Overhead	724.65	732.00	179.85	732.00	552.15	24.57%
- Bank Charges	1,425.89	1,426.00	0.00	965.00	965.00	0.00%
Change In Unfinanced	15,377.29	15,377.00	0.00	15,839.00	15,839.00	0.00%
Debt Payment	113,836.90	113,837.00	0.00	113,838.00	113,838.00	0.00%
microFIT Installations	1,800.35	1,141.00	1,073.25	1,233.00	159.75	87.04%
FIT Installations	11,573.97	9,765.00	6,698.84	10,769.00	4,070.16	62.20%
Transfers						
- To Accumulated Revenue	0.00	1,351.00	0.00	1,104.00	1,104.00	0.00%
- To Reserves	0.00	13,500.00	0.00	10,575.00	10,575.00	0.00%
Total Expenses	144,739.05	157,129.00	7,951.94	155,055.00	147,103.06	5.13%
Balance	8,104.43	0.00	(6,048.95)	0.00	6,048.95	0.00%

The Corporation of the Township of Selwyn
For the Period Ending 03/31/2021

Department 10 - Fire Services

Details	2020 Year End Actuals	2020 Approved Budget	2021 Year to Date Actuals	2021 Approved Budget	+ or (-) Variance	Year to Date as a % of Budget
<u>Revenues</u>						
Provincial Grants	34,328.39	0.00	0.00	0.00	0.00	0.00%
Operating Sales & Fees	184,744.34	218,462.00	12,994.47	189,038.00	176,043.53	6.87%
Transfers						
- From Accumulated Revenue	33,910.46	33,910.00	0.00	14,326.00	14,326.00	0.00%
- From Taxation	1,247,569.00	1,247,569.00	0.00	1,312,014.00	1,312,014.00	0.00%
- From Reserves	364,002.91	388,073.00	0.00	161,845.00	161,845.00	0.00%
- From Deferred Revenues	6,965.00	6,996.00	0.00	0.00	0.00	0.00%
Total Revenue	1,871,520.10	1,895,010.00	12,994.47	1,677,223.00	1,664,228.53	0.77%
<u>Expenditures</u>						
General Administration						
- Salaries & Benefits	911,098.16	897,044.00	242,046.91	922,090.00	680,043.09	26.25%
- Supplies & Overhead	47,806.88	57,002.00	19,436.52	58,702.00	39,265.48	33.11%
- Services Hired	52,980.30	30,540.00	35,223.40	35,179.00	(44.40)	100.13%
- Sub-Contracts	24,270.00	15,000.00	4,310.00	24,765.00	20,455.00	17.40%
- Bank Charges	1,890.00	1,200.00	0.00	1,200.00	1,200.00	0.00%
Equipment Expenses	95,974.76	99,339.00	23,819.23	93,381.00	69,561.77	25.51%
Vehicles Maintenance & Expense	52,707.57	58,200.00	9,806.23	53,760.00	43,953.77	18.24%
Building Expenses	41,858.23	55,700.00	16,098.36	51,550.00	35,451.64	31.23%
Capital Expenditures						
- Capital Equipment	65,935.13	115,348.00	20,850.89	96,070.00	75,219.11	21.70%
- Vehicles	272,829.15	247,445.00	0.00	46,000.00	46,000.00	0.00%
Transfers						
- To Other Depts	11,700.00	11,700.00	0.00	11,700.00	11,700.00	0.00%
- To Accumulated Revenue	0.00	31,996.00	0.00	14,326.00	14,326.00	0.00%
- To Reserves	278,965.00	274,496.00	0.00	268,500.00	268,500.00	0.00%
Total Expenses	1,858,015.18	1,895,010.00	371,591.54	1,677,223.00	1,305,631.46	22.16%

	2020 Year End Actuals	2020 Approved Budget	2021 Year to Date Actuals	2021 Approved Budget	+ or (-) Variance	Year to Date as a % of Budget
Details						
Balance	13,504.92	0.00	(358,597.07)	0.00	358,597.07	0.00%

The Corporation of the Township of Selwyn
For the Period Ending 03/31/2021

Department 11 - Police

Details	2020 Year End Actuals	2020 Approved Budget	2021 Year to Date Actuals	2021 Approved Budget	+ or (-) Variance	Year to Date as a % of Budget
<u>Revenues</u>						
Provincial Grants	32,890.74	30,603.00	0.00	28,985.00	28,985.00	0.00%
Operating Sales & Fees	9,049.21	12,500.00	5,764.03	12,500.00	6,735.97	46.11%
Transfers						
- From Accumulated Revenue	319,498.88	319,499.00	0.00	353,694.00	353,694.00	0.00%
- From Supp. Taxation/Write Offs	20,223.67	0.00	(519.74)	0.00	519.74	0.00%
- From Taxation	2,817,414.42	2,820,125.00	1,333,785.51	2,778,798.00	1,445,012.49	48.00%
Total Revenue	3,199,076.92	3,182,727.00	1,339,029.80	3,173,977.00	1,834,947.20	42.19%
<u>Expenditures</u>						
General Administration						
- Salaries & Benefits	1,180.88	7,092.00	0.00	7,138.00	7,138.00	0.00%
- Supplies & Overhead	12,104.82	14,925.00	3,220.87	17,426.00	14,205.13	18.48%
- Services Hired	7,536.24	7,612.00	8,442.36	8,174.00	(268.36)	103.28%
- Sub-Contracts	2,768,140.64	2,817,492.00	691,735.83	2,787,496.00	2,095,760.17	24.82%
Buildings Expenses	45,118.88	61,564.00	4,892.29	62,422.00	57,529.71	7.84%
Capital Expenditures						
- Capital Equipment	3,816.27	0.00	0.00	0.00	0.00	0.00%
Transfers						
- To Accumulated Revenue	0.00	274,042.00	0.00	291,321.00	291,321.00	0.00%
Total Expenses	2,837,897.73	3,182,727.00	708,291.35	3,173,977.00	2,465,685.65	22.32%
Balance	361,179.19	0.00	630,738.45	0.00	(630,738.45)	0.00%

The Corporation of the Township of Selwyn
For the Period Ending 03/31/2021

Department 12 - Conservation Authority

Details	2020 Year End Actuals	2020 Approved Budget	2021 Year to Date Actuals	2021 Approved Budget	+ or (-) Variance	Year to Date as a % of Budget
<u>Revenues</u>						
Transfers - From Taxation	230,735.00	230,735.00	0.00	234,011.00	234,011.00	0.00%
Total Revenue	230,735.00	230,735.00	0.00	234,011.00	234,011.00	0.00%
<u>Expenditures</u>						
Tax Requisitions - Requisition ORCA Operating	207,628.00	207,628.00	52,889.50	211,558.00	158,668.50	25.00%
Tax Requisitions - Requisition ORCA Capital	23,107.00	23,107.00	8,971.00	22,453.00	13,482.00	39.95%
Total Expenses	230,735.00	230,735.00	61,860.50	234,011.00	172,150.50	26.43%
Balance	0.00	0.00	(61,860.50)	0.00	61,860.50	0.00%

The Corporation of the Township of Selwyn
For the Period Ending 03/31/2021

Department 13 - Protective Inspection & Control

Details	2020 Year End Actuals	2020 Approved Budget	2021 Year to Date Actuals	2021 Approved Budget	+ or (-) Variance	Year to Date as a % of Budget
<u>Revenues</u>						
Provincial Grants	94,450.43	8,000.00	0.00	8,000.00	8,000.00	0.00%
Operating Sales & Fees	620,979.38	585,700.00	208,489.69	626,200.00	417,710.31	33.29%
Transfers						
- From Accumulated Revenue	125,932.11	125,932.00	0.00	149,015.00	149,015.00	0.00%
- From Taxation	45,945.00	45,945.00	0.00	85,041.00	85,041.00	0.00%
- From Reserves	0.00	30,150.00	0.00	44,944.00	44,944.00	0.00%
Total Revenue	887,306.92	795,727.00	208,489.69	913,200.00	704,710.31	22.83%
<u>Expenditures</u>						
General Administration						
- Salaries & Benefits	412,205.66	369,323.00	138,822.88	444,934.00	306,111.12	31.20%
- Supplies & Overhead	91,865.17	32,450.00	31,396.52	62,650.00	31,253.48	50.11%
- Services Hired	92,941.81	74,659.00	61,266.06	59,017.00	(2,249.06)	103.81%
- Sub-Contracts	2,755.44	7,000.00	0.00	3,000.00	3,000.00	0.00%
Heritage Committee Expenses	1,661.19	11,736.00	457.10	11,750.00	11,292.90	3.89%
Small Animal Control	17,925.63	25,200.00	3,046.61	25,200.00	22,153.39	12.09%
By-Law Enforcement	34,841.89	45,539.00	5,354.14	86,790.00	81,435.86	6.17%
Source Water Protection	17,500.00	17,500.00	0.00	17,500.00	17,500.00	0.00%
911 Signage	1,401.32	2,000.00	34.14	0.00	(34.14)	0.00%
Transfers						
- To Other Depts	50,804.00	50,804.00	0.00	53,344.00	53,344.00	0.00%
- To Accumulated Revenue	0.00	125,603.00	0.00	149,015.00	149,015.00	0.00%
- To Reserves	0.00	33,913.00	0.00	0.00	0.00	0.00%
Total Expenses	723,902.11	795,727.00	240,377.45	913,200.00	672,822.55	26.32%
Balance	163,404.81	0.00	(31,887.76)	0.00	31,887.76	0.00%

The Corporation of the Township of Selwyn
For the Period Ending 03/31/2021

Department 14 - Building Dept Equipment

Details	2020 Year End Actuals	2020 Approved Budget	2021 Year to Date Actuals	2021 Approved Budget	+ or (-) Variance	Year to Date as a % of Budget
<u>Revenues</u>						
Federal Grants	8,690.06	15,616.00	0.00	6,790.00	6,790.00	0.00%
Mitsubishi PHEV BD-01	9,000.00	9,000.00	0.00	9,000.00	9,000.00	0.00%
Chev 1/2 Ton BD16-02	9,000.00	9,000.00	0.00	9,000.00	9,000.00	0.00%
Sale of Equipment	5,000.00	5,000.00	0.00	0.00	0.00	0.00%
Transfers						
- From Reserves	1,197.10	3,904.00	0.00	35,000.00	35,000.00	0.00%
Total Revenue	32,887.16	42,520.00	0.00	59,790.00	59,790.00	0.00%
<u>Expenditures</u>						
General Administration						
- Salaries & Benefits	426.10	0.00	0.00	500.00	500.00	0.00%
Mitsubishi PHEV BD-01	2,555.27	1,000.00	0.00	500.00	500.00	0.00%
Chev 1/2 Ton BD16-02	353.58	1,000.00	0.00	1,000.00	1,000.00	0.00%
Small Tools & Supplies	58.74	500.00	96.67	500.00	403.33	19.33%
Equipment Rental	4,838.28	14,520.00	4,838.28	8,487.00	3,648.72	57.01%
Fuel, Oil, Insurance, Licences	3,255.23	5,000.00	2,782.00	5,330.00	2,548.00	52.20%
Capital Expenditures						
- Vehicles	5,985.52	5,000.00	0.00	35,000.00	35,000.00	0.00%
Transfers						
- To Reserves	15,414.44	15,500.00	0.00	8,473.00	8,473.00	0.00%
Total Expenses	32,887.16	42,520.00	7,716.95	59,790.00	52,073.05	12.91%
Balance	0.00	0.00	(7,716.95)	0.00	7,716.95	0.00%

The Corporation of the Township of Selwyn
For the Period Ending 03/31/2021

Department 20 - Roadways

Details	2020 Year End Actuals	2020 Approved Budget	2021 Year to Date Actuals	2021 Approved Budget	+ or (-) Variance	Year to Date as a % of Budget
<u>Revenues</u>						
Provincial Grants	370,104.42	359,702.00	0.00	35,000.00	35,000.00	0.00%
Federal Grants	96,950.81	40,000.00	0.00	50,000.00	50,000.00	0.00%
Operating Sales & Fees	81,270.73	115,991.00	19,612.02	36,700.00	17,087.98	53.44%
Transfers						
- From Other Departments	186,082.00	191,602.00	0.00	194,524.00	194,524.00	0.00%
- From Accumulated Revenue	117,324.36	117,324.00	0.00	64,450.00	64,450.00	0.00%
- From Taxation	1,979,522.00	1,979,522.00	0.00	1,979,522.00	1,979,522.00	0.00%
- From Reserves	381,102.49	563,513.00	0.00	104,901.00	104,901.00	0.00%
- From Deferred Revenues	728,279.92	861,718.00	0.00	585,964.00	585,964.00	0.00%
Total Revenue	3,940,636.73	4,229,372.00	19,612.02	3,051,061.00	3,031,448.98	0.64%
<u>Expenditures</u>						
General Administration						
- Salaries & Benefits	865,791.67	815,198.00	198,648.77	824,079.00	625,430.23	24.11%
- Supplies & Overhead	108,789.83	114,761.00	23,509.50	116,161.00	92,651.50	23.53%
- Services Hired	84,209.09	84,175.00	93,876.84	103,877.00	10,000.16	90.37%
Bridges & Culverts	132,642.00	91,000.00	3,664.09	93,000.00	89,335.91	3.94%
Grass Mowing & Weed Spray	27,528.62	25,250.00	5,126.52	26,270.00	21,143.48	19.51%
Brushing & Tree Trimming	88,991.50	98,500.00	50,663.20	98,500.00	47,836.80	51.43%
Roadside Debris & Litter Pickup	726.14	2,150.00	90.10	2,150.00	2,059.90	4.19%
Ditching	64,750.66	87,650.00	0.00	87,650.00	87,650.00	0.00%
Catch Basins/Curb & Gutter	0.00	0.00	0.00	2,000.00	2,000.00	0.00%
Sidewalk Maintenance	2,903.81	37,674.00	0.00	36,500.00	36,500.00	0.00%
Traffic Safety	59,182.66	41,000.00	5,644.28	46,500.00	40,855.72	12.14%
Patch & Spray Patch	122,144.57	98,000.00	14,464.45	125,000.00	110,535.55	11.57%
Sweeping & Clean Up	110,122.97	106,000.00	4,132.00	110,000.00	105,868.00	3.76%
Shoulder Maintenance	67,820.90	57,600.00	0.00	66,600.00	66,600.00	0.00%
Hard Top Resurfacing	548,524.83	592,100.00	0.00	558,000.00	558,000.00	0.00%
Grading	3,257.42	38,400.00	308.00	6,000.00	5,692.00	5.13%
Dust Layer	3,590.39	4,500.00	47.18	5,500.00	5,452.82	0.86%
Resurfacing	24,246.92	23,500.00	0.00	23,500.00	23,500.00	0.00%
Building Expenses	49,875.32	63,210.00	21,215.70	60,710.00	39,494.30	34.95%
Capital Expenditures						

Details	2020 Year End Actuals	2020 Approved Budget	2021 Year to Date Actuals	2021 Approved Budget	+ or (-) Variance	Year to Date as a % of Budget
- Project #4 - Bridgenorth - MicroSurface	59,336.54	91,563.00	0.00	118,441.00	118,441.00	0.00%
- Project #5 - Ennismore CIP	0.00	0.00	0.00	25,000.00	25,000.00	0.00%
- Project #7 - Youngs Point	934,561.56	985,768.00	89,476.07	3,663.00	(85,813.07)	2442.70%
- Project #8 - Tindle Bay	0.00	230,982.00	0.00	230,982.00	230,982.00	0.00%
- Project # 9 - 15th Line	109,076.18	176,000.00	3,593.75	91,080.00	87,486.25	3.95%
- Project # 10 - Water Street	27,162.55	60,629.00	11,179.05	44,903.00	33,723.95	24.90%
- Sidewalk Construction	35,321.39	32,100.00	0.00	23,379.00	23,379.00	0.00%
Transfers						
- To Accumulated Revenue	0.00	90,411.00	0.00	121,616.00	121,616.00	0.00%
- To Reserves	175,000.00	0.00	0.00	0.00	0.00	0.00%
Total Expenses	3,876,586.98	4,229,372.00	525,639.50	3,051,061.00	2,525,421.50	17.23%
Balance	64,049.75	0.00	(506,027.48)	0.00	506,027.48	0.00%

The Corporation of the Township of Selwyn
For the Period Ending 03/31/2021

Department 21 - Winter Control

Details	2020 Year End Actuals	2020 Approved Budget	2021 Year to Date Actuals	2021 Approved Budget	+ or (-) Variance	Year to Date as a % of Budget
<u>Revenues</u>						
Transfers						
- From Other Departments	10,600.00	10,600.00	0.00	10,600.00	10,600.00	0.00%
- From Accumulated Revenue	(14,627.59)	(14,628.00)	0.00	0.00	0.00	0.00%
- From Taxation	671,726.00	671,726.00	0.00	671,726.00	671,726.00	0.00%
Total Revenue	667,698.41	667,698.00	0.00	682,326.00	682,326.00	0.00%
<u>Expenditures</u>						
General Administration						
- Salaries & Benefits	38,210.26	43,250.00	18,564.02	39,000.00	20,435.98	47.60%
Snow Plowing & Removal	145,601.62	133,000.00	87,936.02	138,000.00	50,063.98	63.72%
Sanding & Salting	225,319.11	294,916.00	82,181.18	299,550.00	217,368.82	27.43%
Winter Operations - Misc.	9,978.64	10,600.00	5,791.12	10,600.00	4,808.88	54.63%
Winter Operations - Sidewalks	33,407.29	24,330.00	14,093.34	30,652.00	16,558.66	45.98%
Transfers						
- To Other Depts	161,602.00	161,602.00	0.00	164,524.00	164,524.00	0.00%
- To Reserves	53,579.49	0.00	0.00	0.00	0.00	0.00%
Total Expenses	667,698.41	667,698.00	208,565.68	682,326.00	473,760.32	30.57%
Balance	0.00	0.00	(208,565.68)	0.00	208,565.68	0.00%

The Corporation of the Township of Selwyn
For the Period Ending 03/31/2021

Department 22 - Public Works Equipment

Details	2020 Year End Actuals	2020 Approved Budget	2021 Year to Date Actuals	2021 Approved Budget	+ or (-) Variance	Year to Date as a % of Budget
<u>Revenues</u>						
Provincial Grants	220,100.85	228,261.00	0.00	250,000.00	250,000.00	0.00%
Generated by P.W Equipment	591,580.88	590,700.00	102,157.50	572,600.00	470,442.50	17.84%
Sale of Equipment	0.00	20,000.00	0.00	0.00	0.00	0.00%
Transfers						
- From Reserves	169,752.98	305,000.00	0.00	111,923.00	111,923.00	0.00%
- From Deferred Revenues	1,693.60	1,693.00	0.00	0.00	0.00	0.00%
Total Revenue	983,128.31	1,145,654.00	102,157.50	934,523.00	832,365.50	10.93%
<u>Expenditures</u>						
General Administration						
- Salaries & Benefits	26,728.97	0.00	29,052.76	0.00	(29,052.76)	0.00%
Equipment Maintenance	129,560.44	178,100.00	20,062.64	194,900.00	174,837.36	10.29%
Small Tools & Supplies	725.61	5,000.00	3,039.95	5,000.00	1,960.05	60.80%
Fuel, Oil, Insurance, Licences	259,591.12	282,293.00	147,624.68	298,673.00	151,048.32	49.43%
Capital Expenditures						
- Vehicles	169,752.98	305,000.00	112,720.69	111,923.00	(797.69)	100.71%
Transfers						
- To Reserves	396,769.19	375,261.00	0.00	324,027.00	324,027.00	0.00%
Total Expenses	983,128.31	1,145,654.00	312,500.72	934,523.00	622,022.28	33.44%
Balance	0.00	0.00	(210,343.22)	0.00	210,343.22	0.00%

The Corporation of the Township of Selwyn
For the Period Ending 03/31/2021

Department 23 - Street Lighting

Details	2020 Year End Actuals	2020 Approved Budget	2021 Year to Date Actuals	2021 Approved Budget	+ or (-) Variance	Year to Date as a % of Budget
<u>Revenues</u>						
Provincial Grants	138,600.00	198,000.00	0.00	59,400.00	59,400.00	0.00%
Transfers						
- From Accumulated Revenue	29,065.33	29,065.00	0.00	26,816.00	26,816.00	0.00%
- From Taxation	105,058.00	105,058.00	0.00	105,058.00	105,058.00	0.00%
- From Reserves	0.00	0.00	0.00	138,600.00	138,600.00	0.00%
Total Revenue	272,723.33	332,123.00	0.00	329,874.00	329,874.00	0.00%
<u>Expenditures</u>						
Financing Charges	2,372.73	2,373.00	0.00	1,204.00	1,204.00	0.00%
Permits/Licences	312.40	312.00	312.40	312.00	(0.40)	100.13%
Change In Unfinanced	38,961.16	38,961.00	0.00	40,130.00	40,130.00	0.00%
Streetlights Lakefield	23,069.26	40,000.00	6,979.14	30,000.00	23,020.86	23.26%
Streetlights Rural	18,557.00	15,500.00	9,051.80	15,500.00	6,448.20	58.40%
Capital Expenditures						
- Capital Equipment	0.00	198,000.00	0.00	198,000.00	198,000.00	0.00%
Transfers						
- To Accumulated Revenue	20,850.78	36,977.00	0.00	44,728.00	44,728.00	0.00%
- To Reserves	168,600.00	0.00	0.00	0.00	0.00	0.00%
Total Expenses	272,723.33	332,123.00	16,343.34	329,874.00	313,530.66	4.95%
Balance	0.00	0.00	(16,343.34)	0.00	16,343.34	0.00%

The Corporation of the Township of Selwyn
For the Period Ending 03/31/2021

Department 24 - Gravel Pits

Details	2020 Year End Actuals	2020 Approved Budget	2021 Year to Date Actuals	2021 Approved Budget	+ or (-) Variance	Year to Date as a % of Budget
<u>Revenues</u>						
Transfers						
- From Other Departments	145,030.09	163,200.00	0.00	176,700.00	176,700.00	0.00%
Total Revenue	145,030.09	163,200.00	0.00	176,700.00	176,700.00	0.00%
<u>Expenditures</u>						
General Administration						
- Salaries & Benefits	4,144.45	8,000.00	3,353.43	8,000.00	4,646.57	41.92%
- Supplies & Overhead	3,935.14	10,500.00	0.00	10,500.00	10,500.00	0.00%
- Services Hired	839.52	2,000.00	0.00	2,000.00	2,000.00	0.00%
- Sub-Contracts	96,163.20	105,000.00	0.00	115,000.00	115,000.00	0.00%
- Permits/Licences/Taxes	15,467.78	7,700.00	5,910.20	11,200.00	5,289.80	52.77%
Capital Expenditures						
Transfers						
- To Other Depts	24,480.00	30,000.00	0.00	30,000.00	30,000.00	0.00%
Total Expenses	145,030.09	163,200.00	9,263.63	176,700.00	167,436.37	5.24%
Balance	0.00	0.00	(9,263.63)	0.00	9,263.63	0.00%

The Corporation of the Township of Selwyn
For the Period Ending 03/31/2021

Department 25 - Community Transportation

Details	2020 Year End Actuals	2020 Approved Budget	2021 Year to Date Actuals	2021 Approved Budget	+ or (-) Variance	Year to Date as a % of Budget
<u>Revenues</u>						
Provincial Grants	18,249.73	235,256.00	0.00	252,120.00	252,120.00	0.00%
Federal Grants	23,108.01	23,191.00	0.00	14,260.00	14,260.00	0.00%
Operating Sales & Fees	0.00	52,000.00	0.00	52,000.00	52,000.00	0.00%
Transfers						
- From Reserves	413.16	0.00	0.00	0.00	0.00	0.00%
Total Revenue	41,770.90	310,447.00	0.00	318,380.00	318,380.00	0.00%
<u>Expenditures</u>						
General Administration						
- Salaries & Benefits	29,202.94	31,779.00	8,052.93	35,185.00	27,132.07	22.89%
- Supplies & Overhead	12,567.96	22,600.00	335.02	16,750.00	16,414.98	2.00%
- Services Hired	0.00	4,500.00	0.00	4,500.00	4,500.00	0.00%
- Sub-Contracts	0.00	251,568.00	0.00	256,464.00	256,464.00	0.00%
Transfers						
- To Reserves	0.00	0.00	0.00	5,481.00	5,481.00	0.00%
Total Expenses	41,770.90	310,447.00	8,387.95	318,380.00	309,992.05	2.63%
Balance	0.00	0.00	(8,387.95)	0.00	8,387.95	0.00%

The Corporation of the Township of Selwyn
For the Period Ending 03/31/2021

Department 33 - Waste Management

Details	2020 Year End Actuals	2020 Approved Budget	2021 Year to Date Actuals	2021 Approved Budget	+ or (-) Variance	Year to Date as a % of Budget
<u>Revenues</u>						
Provincial Grants	33,825.31	0.00	5,991.37	0.00	(5,991.37)	0.00%
Federal Grants	0.00	1,515.00	0.00	0.00	0.00	0.00%
Operating Sales & Fees	421,736.57	399,215.00	55,193.43	413,203.00	358,009.57	13.36%
Transfers						
- From Accumulated Revenue	145,738.56	145,739.00	0.00	148,274.00	148,274.00	0.00%
- From Taxation	433,978.00	433,978.00	0.00	433,978.00	433,978.00	0.00%
Total Revenue	1,035,278.44	980,447.00	61,184.80	995,455.00	934,270.20	6.15%
<u>Expenditures</u>						
Waste Collection	328,536.90	328,243.00	83,094.33	335,668.00	252,573.67	24.75%
Waste Management - Salaries & Benefits	284,232.70	255,305.00	59,710.89	259,134.00	199,423.11	23.04%
Waste Management - Supplies & Overhead	16,462.58	15,900.00	5,417.72	16,600.00	11,182.28	32.64%
Waste Management - Services Hired	62,958.29	48,858.00	15,347.42	47,573.00	32,225.58	32.26%
Waste Management - Equipment & Buildings	99,221.45	111,856.00	27,278.09	103,500.00	76,221.91	26.36%
Waste Management - Sub-Contract	0.00	0.00	0.00	10,000.00	10,000.00	0.00%
Waste Diversion - Materials/Supplies	4,247.47	8,500.00	0.00	6,500.00	6,500.00	0.00%
Waste Diversion - Sub-Contract	6,746.60	5,500.00	877.69	7,000.00	6,122.31	12.54%
Waste Diversion - Construction Materials	89,687.54	80,000.00	16,550.97	97,200.00	80,649.03	17.03%
Transfers						
- To Accumulated Revenue	0.00	126,285.00	0.00	112,280.00	112,280.00	0.00%
Total Expenses	892,157.43	980,447.00	208,277.11	995,455.00	787,177.89	20.92%
Balance	143,121.01	0.00	(147,092.31)	0.00	147,092.31	0.00%

The Corporation of the Township of Selwyn
For the Period Ending 03/31/2021

Department 34 - Stormwater Management

Details	2020 Year End Actuals	2020 Approved Budget	2021 Year to Date Actuals	2021 Approved Budget	+ or (-) Variance	Year to Date as a % of Budget
<u>Revenues</u>						
Provincial Grants	73,874.10	198,351.00	0.00	245,965.00	245,965.00	0.00%
Federal Grants	0.00	0.00	0.00	7,000.00	7,000.00	0.00%
Operating Sales & Fees	1,108.12	0.00	0.00	0.00	0.00	0.00%
Transfers						
- From Accumulated Revenue	0.00	0.00	0.00	9,906.00	9,906.00	0.00%
- From Taxation	62,168.00	62,168.00	0.00	62,168.00	62,168.00	0.00%
- From Reserves	18,591.46	80,000.00	0.00	0.00	0.00	0.00%
- From Deferred Revenues	0.00	18,592.00	0.00	0.00	0.00	0.00%
Total Revenue	155,741.68	359,111.00	0.00	325,039.00	325,039.00	0.00%
<u>Expenditures</u>						
Storm Water Collection	3,679.46	33,600.00	1,327.97	27,100.00	25,772.03	4.90%
Storm Water Ponds	5,384.75	0.00	406.48	3,060.00	2,653.52	13.28%
Capital Expenditures						
- System Wide Assessment	73,874.10	198,351.00	979.34	122,265.00	121,285.66	0.80%
- Oxford Street	12,972.57	32,306.00	0.00	20,000.00	20,000.00	0.00%
- McConnell Drive	8,954.88	80,000.00	0.00	123,700.00	123,700.00	0.00%
- Storm Water Ponds	970.08	14,854.00	0.00	0.00	0.00	0.00%
Transfers						
- To Accumulated Revenue	9,905.84	0.00	0.00	28,914.00	28,914.00	0.00%
- To Reserves	40,000.00	0.00	0.00	0.00	0.00	0.00%
Total Expenses	155,741.68	359,111.00	2,713.79	325,039.00	322,325.21	0.83%
Balance	0.00	0.00	(2,713.79)	0.00	2,713.79	0.00%

The Corporation of the Township of Selwyn
For the Period Ending 03/31/2021

Department 40 - Parks, Sports Fields & Trails

Details	2020 Year End Actuals	2020 Approved Budget	2021 Year to Date Actuals	2021 Approved Budget	+ or (-) Variance	Year to Date as a % of Budget
<u>Revenues</u>						
Provincial Grants	106,866.45	0.00	0.00	0.00	0.00	0.00%
Federal Grants	7,522.00	1,960.00	0.00	0.00	0.00	0.00%
Operating Sales & Fees	142,513.26	219,220.00	11,311.82	184,470.00	173,158.18	6.13%
Transfers						
- From Accumulated Revenue	106,941.18	106,941.00	0.00	106,766.00	106,766.00	0.00%
- From Taxation	460,899.00	460,899.00	0.00	460,899.00	460,899.00	0.00%
- From Reserves	4,477.95	6,800.00	0.00	53,000.00	53,000.00	0.00%
- From Deferred Revenues	9,923.89	4,000.00	0.00	0.00	0.00	0.00%
Total Revenue	839,143.73	799,820.00	11,311.82	805,135.00	793,823.18	1.40%
<u>Expenditures</u>						
General Administration						
- Salaries & Benefits	430,027.21	381,138.00	74,020.71	376,199.00	302,178.29	19.68%
- Supplies & Overhead	57,891.15	56,900.00	644.65	53,150.00	52,505.35	1.21%
- Services Hired	67,425.87	21,753.00	27,176.76	55,409.00	28,232.24	49.05%
- Equipment & Buildings	647.76	2,100.00	173.40	1,000.00	826.60	17.34%
Sportsfields	6,459.97	14,000.00	593.79	9,500.00	8,906.21	6.25%
Park Spaces	26,117.32	27,800.00	2,794.72	27,800.00	25,005.28	10.05%
Campground	8,214.94	9,750.00	203.52	9,750.00	9,546.48	2.09%
Marina	65,191.19	79,537.00	11,143.11	72,322.00	61,178.89	15.41%
Marshland Centre	11,078.27	18,862.00	4,774.13	13,960.00	9,185.87	34.20%
Scout Building	1,535.62	6,852.00	446.84	3,800.00	3,353.16	11.76%
Bridgenorth Community Hall	11,707.20	19,716.00	3,483.65	15,391.00	11,907.35	22.63%
Capital Expenditures						
- Marina	4,477.95	6,800.00	16,846.37	23,000.00	6,153.63	73.25%
- Sports Fields	0.00	14,000.00	0.00	14,000.00	14,000.00	0.00%
- Park Spaces	12,251.72	11,500.00	890.09	0.00	(890.09)	0.00%
Transfers						
- To Accumulated Revenue	0.00	104,112.00	0.00	104,854.00	104,854.00	0.00%
- To Reserves	15,000.00	15,000.00	0.00	15,000.00	15,000.00	0.00%
- To Deferred Revenues	10,000.00	10,000.00	0.00	10,000.00	10,000.00	0.00%
Total Expenses	728,026.17	799,820.00	143,191.74	805,135.00	661,943.26	17.78%
Balance	111,117.56	0.00	(131,879.92)	0.00	131,879.92	0.00%

The Corporation of the Township of Selwyn
For the Period Ending 03/31/2021

Department 41 - Festivals

Details	2020 Year End Actuals	2020 Approved Budget	2021 Year to Date Actuals	2021 Approved Budget	+ or (-) Variance	Year to Date as a % of Budget
<u>Revenues</u>						
Program & Event Receipts	15,187.17	42,245.00	0.00	44,345.00	44,345.00	0.00%
Transfers						
- From Reserves	52,994.29	52,995.00	0.00	53,178.00	53,178.00	0.00%
Total Revenue	68,181.46	95,240.00	0.00	97,523.00	97,523.00	0.00%
<u>Expenditures</u>						
General Administration						
- Program Expenses	15,004.76	43,012.00	201.68	40,660.00	40,458.32	0.50%
Transfers						
- To Reserves	53,176.70	52,228.00	0.00	30,809.00	30,809.00	0.00%
Total Expenses	68,181.46	95,240.00	201.68	71,469.00	71,267.32	0.28%
Balance	0.00	0.00	(201.68)	26,054.00	26,255.68	(0.77%)

The Corporation of the Township of Selwyn
For the Period Ending 03/31/2021

Department 42 - Lakefield Smith Community Centr

Details	2020 Year End Actuals	2020 Approved Budget	2021 Year to Date Actuals	2021 Approved Budget	+ or (-) Variance	Year to Date as a % of Budget
<u>Revenues</u>						
Provincial Grants	86,208.89	76,724.00	0.00	172,653.00	172,653.00	0.00%
Operating Sales & Fees	164,050.45	270,200.00	21,373.36	221,600.00	200,226.64	9.65%
Transfers						
- From Accumulated Revenue	(36,724.25)	(36,724.00)	0.00	(112,653.00)	(112,653.00)	0.00%
- From Taxation	56,083.00	56,083.00	0.00	59,222.00	59,222.00	0.00%
- From Reserves	0.00	27,875.00	0.00	54,221.00	54,221.00	0.00%
Total Revenue	269,618.09	394,158.00	21,373.36	395,043.00	373,669.64	5.41%
<u>Expenditures</u>						
General Administration						
- Salaries & Benefits	164,850.76	189,800.00	36,505.92	170,930.00	134,424.08	21.36%
- Supplies & Overhead	28,725.78	31,717.00	25,904.52	33,469.00	7,564.48	77.40%
LSCC Olympia Maintenance	3,442.65	5,000.00	341.28	5,000.00	4,658.72	6.83%
Ice Plant Maintenance	6,742.19	12,000.00	1,271.04	12,250.00	10,978.96	10.38%
Fuel, Oil, Insurance, Licences	3,495.99	3,000.00	0.00	3,000.00	3,000.00	0.00%
Building Expenses	115,669.37	102,641.00	27,387.04	100,394.00	73,006.96	27.28%
Capital Expenditures						
- Equipment	49,484.64	40,000.00	0.00	60,000.00	60,000.00	0.00%
Transfers						
- To Reserves	10,000.00	10,000.00	0.00	10,000.00	10,000.00	0.00%
Total Expenses	382,411.38	394,158.00	91,409.80	395,043.00	303,633.20	23.14%
Balance	(112,793.29)	0.00	(70,036.44)	0.00	70,036.44	0.00%

The Corporation of the Township of Selwyn
For the Period Ending 03/31/2021

Department 43 - Ennismore Arena

Details	2020 Year End Actuals	2020 Approved Budget	2021 Year to Date Actuals	2021 Approved Budget	+ or (-) Variance	Year to Date as a % of Budget
<u>Revenues</u>						
Provincial Grants	111,678.26	116,883.00	0.00	69,342.00	69,342.00	0.00%
Operating Sales & Fees	244,989.19	344,917.00	28,892.46	245,579.00	216,686.54	11.77%
Transfers						
- From Accumulated Revenue	(81,883.26)	(81,883.00)	0.00	(69,342.00)	(69,342.00)	0.00%
- From Taxation	72,780.00	72,780.00	0.00	77,193.00	77,193.00	0.00%
- From Reserves	4,100.00	48,634.00	0.00	91,372.00	91,372.00	0.00%
Total Revenue	351,664.19	501,331.00	28,892.46	414,144.00	385,251.54	6.98%
<u>Expenditures</u>						
General Administration						
- Salaries & Benefits	195,461.42	243,245.00	39,945.27	205,245.00	165,299.73	19.46%
- Supplies & Overhead	45,898.09	61,774.00	35,459.47	50,385.00	14,925.53	70.38%
Ennismore Olympia Maintenance	2,641.87	4,500.00	372.34	4,500.00	4,127.66	8.27%
Ice Plant Maintenance	12,134.09	10,000.00	3,111.95	10,000.00	6,888.05	31.12%
Fuel, Oil, Insurance, Licences	6,806.93	4,200.00	0.00	4,200.00	4,200.00	0.00%
Building Expenses	110,308.30	132,612.00	30,147.54	129,814.00	99,666.46	23.22%
Capital Expenditures						
- Equipment	33,895.00	35,000.00	0.00	0.00	0.00	0.00%
Transfers						
- To Reserves	10,000.00	10,000.00	0.00	10,000.00	10,000.00	0.00%
Total Expenses	417,145.70	501,331.00	109,036.57	414,144.00	305,107.43	26.33%
Balance	(65,481.51)	0.00	(80,144.11)	0.00	80,144.11	0.00%

The Corporation of the Township of Selwyn
For the Period Ending 03/31/2021

Department 44 - Library Services

Details	2020 Year End Actuals	2020 Approved Budget	2021 Year to Date Actuals	2021 Approved Budget	+ or (-) Variance	Year to Date as a % of Budget
<u>Revenues</u>						
Provincial Grants	71,298.91	42,577.00	3,342.88	40,087.00	36,744.12	8.34%
Federal Grants	11,000.00	1,960.00	0.00	6,960.00	6,960.00	0.00%
Operating Sales & Fees	19,518.39	53,642.00	1,421.91	43,042.00	41,620.09	3.30%
Transfers						
- From Accumulated Revenue	97,080.74	97,081.00	0.00	130,410.00	130,410.00	0.00%
- From Taxation	489,238.00	489,238.00	0.00	494,795.00	494,795.00	0.00%
- From Reserves	5,872.56	45,165.00	0.00	50,266.00	50,266.00	0.00%
- From Deferred Revenues	20,362.82	20,389.00	0.00	19,000.00	19,000.00	0.00%
Total Revenue	714,371.42	750,052.00	4,764.79	784,560.00	779,795.21	0.61%
<u>Expenditures</u>						
General Administration						
- Salaries & Benefits	386,357.32	386,161.00	88,613.96	391,718.00	303,104.04	22.62%
- Supplies & Overhead	51,656.47	82,441.00	20,582.79	78,700.00	58,117.21	26.15%
- Books, Audio, CD etc	63,736.02	83,000.00	35,883.61	109,053.00	73,169.39	32.90%
- Equipment Maint	9,450.78	8,000.00	2,915.43	9,000.00	6,084.57	32.39%
Special Project	2,053.85	0.00	0.00	0.00	0.00	0.00%
Building Expenses	34,789.49	46,815.00	11,166.81	48,665.00	37,498.19	22.95%
Capital Expenditures						
- Capital Equipment	7,556.61	45,807.00	395.85	50,266.00	49,870.15	0.79%
- Capital Equipment	3,052.79	4,737.00	0.00	0.00	0.00	0.00%
Transfers						
- To Accumulated Revenue	0.00	73,788.00	0.00	78,158.00	78,158.00	0.00%
- To Reserves	19,290.84	19,303.00	0.00	19,000.00	19,000.00	0.00%
Total Expenses	575,890.32	750,052.00	159,558.45	784,560.00	625,001.55	20.34%
Balance	138,481.10	0.00	(154,793.66)	0.00	154,793.66	0.00%

The Corporation of the Township of Selwyn
For the Period Ending 03/31/2021

Department 45 - Parks Equipment

Details	2020 Year End Actuals	2020 Approved Budget	2021 Year to Date Actuals	2021 Approved Budget	+ or (-) Variance	Year to Date as a % of Budget
<u>Revenues</u>						
Generated by Parks Equipment	48,750.00	48,750.00	(134.41)	48,750.00	48,884.41	(0.28%)
Sale of Equipment	0.00	0.00	0.00	3,000.00	3,000.00	0.00%
Transfers						
- From Reserves	6,016.58	20,500.00	0.00	17,000.00	17,000.00	0.00%
Total Revenue	54,766.58	69,250.00	(134.41)	68,750.00	68,884.41	(0.20%)
<u>Expenditures</u>						
General Administration						
- Salaries & Benefits	1,034.88	0.00	0.00	1,500.00	1,500.00	0.00%
Equipment Maintenance	5,211.09	8,950.00	2,531.57	9,350.00	6,818.43	27.08%
Small Tools & Supplies	587.64	2,000.00	44.79	2,000.00	1,955.21	2.24%
Fuel, Oil, Insurance, Licences	8,065.98	13,800.00	6,201.00	13,001.00	6,800.00	47.70%
Capital Expenditures						
- Vehicles	6,016.58	20,500.00	0.00	17,000.00	17,000.00	0.00%
Transfers						
- To Reserves	33,850.41	24,000.00	0.00	25,899.00	25,899.00	0.00%
Total Expenses	54,766.58	69,250.00	8,777.36	68,750.00	59,972.64	12.77%
Balance	0.00	0.00	(8,911.77)	0.00	8,911.77	0.00%

The Corporation of the Township of Selwyn
For the Period Ending 03/31/2021

Department 46 - Ennismore Multi-Use Building

Details	2020 Year End Actuals	2020 Approved Budget	2021 Year to Date Actuals	2021 Approved Budget	+ or (-) Variance	Year to Date as a % of Budget
<u>Revenues</u>						
Operating Sales & Fees	15,480.91	16,370.00	1,889.68	17,963.00	16,073.32	10.52%
Total Revenue	15,480.91	16,370.00	1,889.68	17,963.00	16,073.32	10.52%
<u>Expenditures</u>						
General Administration						
- Services Hired	10,064.52	10,065.00	11,568.96	11,569.00	0.04	100.00%
Building Expenses	2,466.33	3,355.00	191.40	3,355.00	3,163.60	5.70%
Transfers						
- To Reserves	2,950.06	2,950.00	0.00	3,039.00	3,039.00	0.00%
Total Expenses	15,480.91	16,370.00	11,760.36	17,963.00	6,202.64	65.47%
Balance	0.00	0.00	(9,870.68)	0.00	9,870.68	0.00%

The Corporation of the Township of Selwyn
For the Period Ending 03/31/2021

Department 50 - Planning Services

Details	2020 Year End Actuals	2020 Approved Budget	2021 Year to Date Actuals	2021 Approved Budget	+ or (-) Variance	Year to Date as a % of Budget
<u>Revenues</u>						
Operating Sales & Fees	84,276.51	86,360.00	34,524.49	85,000.00	50,475.51	40.62%
Transfers						
- From Accumulated Revenue	84,832.75	84,833.00	0.00	104,537.00	104,537.00	0.00%
- From Taxation	128,867.00	128,867.00	0.00	189,605.00	189,605.00	0.00%
- From Reserves	0.00	4,906.00	0.00	5,000.00	5,000.00	0.00%
Total Revenue	297,976.26	304,966.00	34,524.49	384,142.00	349,617.51	8.99%
<u>Expenditures</u>						
General Administration						
- Salaries & Benefits	153,561.48	182,726.00	40,602.52	254,826.00	214,223.48	15.93%
- Supplies & Overhead	1,220.24	8,775.00	3,005.47	22,950.00	19,944.53	13.10%
- Services Hired	27,529.09	44,709.00	1,588.47	23,325.00	21,736.53	6.81%
Transfers						
- To Other Depts	16,935.00	16,935.00	0.00	17,782.00	17,782.00	0.00%
- To Accumulated Revenue	0.00	51,821.00	0.00	65,259.00	65,259.00	0.00%
Total Expenses	199,245.81	304,966.00	45,196.46	384,142.00	338,945.54	11.77%
Balance	98,730.45	0.00	(10,671.97)	0.00	10,671.97	0.00%



Date: April 13, 2021
To: Mayor Andy Mitchell and Council Members
From: R. Lane Vance, Manager of Financial Services
Subject: Financial Statement Review – 2021 Q1
Status: For Information

Recommendation

That the report of the Manager of Financial Services related to the Financial Statement Review – 2021 Quarter One be received for information.

Information

With the approval of the annual budget by Council, Township Department Managers, through the CAO, are accountable for their respective budgets. Through consistent application of approved purchasing policies, employee policies, capital plans, service plans and an approved annual budget, they strive to achieve the desired operational and capital results.

The following comments are provided as information in addition to the summary financial statements to March 31, 2021. Our Deputy Treasurer/IT Coordinator has worked diligently to ensure that these statements remain very consistent in format despite flowing through from our new financial services software.

With the ongoing impacts of the COVID19 pandemic, staff are closely monitoring lost revenues and increased expenses. Staff expects that the second quarter report will likely show many significant variances related to revenues that will require additional comment.

Accumulated Revenue

The year-end figures for 2020 have not yet been brought into operations revenues as the 2020 audit is ongoing. It is anticipated that staff will be able to work with the audit team throughout the second quarter to finalize the 2020 year end. As such time, staff will bring forward a budget amendment report to clear up any yearend balance differences.

Taxation

The annual transfers from taxation have not yet been made and are typically entered in the second quarter, after the final tax billings are completed.

Insurance Premiums

The annual insurance premium payments for the Township have been made for all departments. As a result, **the percentage of expenditures in *Services Hired or Overhead* throughout all departments may seem higher than expected** at the end of the first quarter.

Building Permit Revenues

Building plan submission activity, permit applications and property related inquiries indicate that 2021 will be another strong year for construction in Selwyn, despite varied building material shortages and rising costs.

Winter Activities

The Public Works crew have had an active snow plowing/sanding operation in 2020/2021, but finished up in fairly good shape. The overall impact of this department on the budget will be dependent on the sand tender costs in the fall of 2021 and weather conditions at the start of winter 2020/2021.

Arena Operations

Ice came out at both arenas in early March and COVID19 has had and will continue to have a negative impact on revenues related to summer arena operations.

Safe Restart Funding

The funds remaining from the Province under the Safe Restart Program - Round Two and the COVID Recovery Funding total approximately \$277,500. These funds are available to help offset lost revenues, direct COVID expenditures that we are experiencing and the costs that we are incurring to support the local vaccination booking efforts. The length of the facility closures and restrictions on the ability to open for full paying rentals are unknown factors at this juncture.

Strategic Plan Reference

Goal # 2 - Achieve excellence in governance and service delivery.

The Township practices quarterly financial reporting which demonstrates *fiscal responsibility* and ensures that resources are managed responsibly and that taxpayers continue to receive the best value for their tax dollar. Reporting current expenses in relation to the approved budget demonstrates openness and transparency in our communication with ratepayers and readers of the financial reports.

Financial Impact

No adverse financial impact by approving the above noted recommendation.

Environmental Impact

No adverse environmental impact by approving the above noted recommendation.

Attachment

- Summary Financial Statements to March 31, 2021 – All Departments

R. Lane Vance

Prepared By: R. Lane Vance
Manager of Financial Services
Treasurer

Approved By: Janice Lavalley, CAO



Date: April 13, 2021

To: Mayor Andy Mitchell and Council Members

From: R. Lane Vance, Manager of Financial Services

Subject: AMO Gas Tax – One Time Funding 2021

Status: For Direction.

Recommendation

That the report of the Manager of Financial Services regarding the AMO Gas Tax One Time Funding 2021 be received for information; and

That the additional one time federal funding expected from the AMO Gas Tax Program be earmarked to address the current funding deficit related to the Water Street multi-year construction project.

Information

The following excerpt is taken from an AMO communication:

Deputy Prime Minister and Minister of Finance, the Honourable Chrystia Freeland, was joined by the Minister of Infrastructure, the Honourable Catherine McKenna and Minister of Intergovernmental Affairs, the Honourable Dominic LeBlanc, today to announce substantial changes to the federal Gas Tax Fund (GTF).

Deputy Prime Minister Freeland announced [Bill C-25](#) which would permanently rename the GTF to the Canada Community-Building Fund and increase funding by \$2.2 billion in 2021, almost double the allocation for this year, totaling approximately \$4.5 billion. Increasing the fund to help prepare communities for economic recovery from the pandemic has been a major goal of AMO and our members.

*In a subsequent communication AMO clarified that the top up was a **One-Time Doubling of Gas Tax Funds in 2021** and that the announcement was made **pending approval of [Bill C-25](#)**.*

As with the previous top-up in 2019, AMO will not be taking an administration fee. All funds are to be used in accordance with our current agreement with AMO for the transfer of federal Gas Tax funds. AMO will update as soon as they receive confirmation on the timing of these payments.

Since its inception, funds received by Selwyn from the Gas Tax Program have been earmarked for Roads Infrastructure Resurfacing and Road construction. As noted in our annual budget document the Township is very reliant on the Federal Gas Tax grant and additional conditional government grants for the continuation of the roads construction program. The Gas Tax grant is the only stable source of funding for the roads network.

With Council's approval of the Water Street multi-year reconstruction project as a Capital Project priority, staff identified that a multi-part funding program would be required. This additional funding is welcomed news and could factor significantly into the approach taken on that project.

Strategic Plan Reference

Goal # 2 - Achieve excellence in governance and service delivery.

Goal # 3 - Support a sustainable, balanced, and investment-ready community

Financial Impact

AMO advised that the expected one-time top up funding would be \$520,137.

Environmental Impact

There is no environmental impact as a result of the above noted recommendation.

Attachment

➤ None.

R. Lane Vance

Prepared By: R. Lane Vance
Manager of Financial Services/Treasurer

Janice Lavalley

Approved By: Janice Lavalley
CAO

Township of Selwyn
2021 PSAB Budget Reconciliation
For Ontario Regulation 284/09

April 13, 2021

Description	Water & Sewer
	Woodland Acres
Non Water & Sewer Rates per water & sewer budgets	235,742
Water & Sewer Rates	545,933
Total Township revenues per budget	781,675
Less transfer from reserves - water & sewer budgets	-235,742
Total PSAB revenues	545,933
Total Township expenses per Water & Sewer budgets	781,675
Add Annual Amortization (using 2019 audit wkg. paper as an estimate)	45,018
Less TCA costs in budget (from below)	-149,061
Less transfer to reserves - water & sewer budgets	-219,363
Less reduction in unfunded capital	-139,960
Total PSAB expenses	318,309
Annual surplus in PSAB format	227,624

2021 Budgeted TCA Costs	
Woodland Acres - sewer	19,673
Woodland Acres - water	129,388
Total	149,061

Department 32 – Woodland Acres – Water and Sewer

Overview

This Department captures costs related to water and sewer in the Woodland Acres water and sewer service area, inclusive of the Summer Lane subdivision.

The Woodland Acres water distribution system obtains its water from the City Of Peterborough's municipal water system. The Peterborough Utilities Commission owns and operates the Peterborough water system (MOE # 220000497). The Annual report for this system may be viewed on the Selwyn Township website at <https://www.selwyntownship.ca/en/resident-services/water-private-and-municipal.aspx#Drinking-Water-Quality-Management-Standard-DWQMS->.

The Woodland Acres system receives water from a trunk watermain that delivers it to the water booster pumping station at Woodland Drive and Woodward Avenue. A recent extension of the watermain on Hetherington Avenue to Woodland Drive further supports, and creates redundancy, to this supply. The water distribution system consists of approximately 4,651 meters of water mains, 26 hydrants and 334 individual water services.

The sewer collection system consists of approximately 4,520 meters of sewer main and 73 sewer manholes. All sewage collected in the service area flows via gravity through a trunk sewer main to the Peterborough sewer system.

Revenue

The ratepayers of Woodland Acres pay their respective costs related to water and sewer in their service area through their final tax bill. These annual costs are charged as flat rate charges on the final bill and divided over two installments. The total charge includes a fixed charge for capital and an annual charge to cover operating expenses.

Operating Charge

Having regard for all related projections, an increase in annual expenses is forecast for the water and sewer users in the service area. However, based on prior year's accumulated revenues and the expected removal of the capital charge in 2022, no operating fee increase is projected for 2021. As such the proposed operating flat rates for 2021 remain the same as the 2019 levels for the combined water and sewer charge.

Capital Charge

This charge relates to capital works completed in Woodland Acres in 2002. Council previously approved the requisite by-law to establish a capital charge to repay the works that are funded internally by the Township over a twenty (20) year repayment period.

Department 32 – Woodland Acres – Water and Sewer

(While Council does not need to reconsider any of the details of this charge, the “interest charges” and “change in unfinanced capital” expenses reflected in the budget worksheets are in accordance with required accounting practices.)

Expenditures

The primary operating expenses that the Township needs to recover are those costs paid to Peterborough Utilities Services (P.U.S.) for the purchase and distribution of water, collection and disposal of wastewater and the ongoing operation and management of the system.

In 2021, the base operating fee to PUS under the operating agreement will increase by 3% with additional charges estimated related to emergency call outs, valve and hydrant maintenance, and costs related to sewer lateral maintenance.

Projected water consumption and sewer collection charges from PUS operations have been budgeted at the same as the 2020 budget levels. Impacts of COVID19 on consumption and full build out of Summer Lane saw significant increase in water/sewer charges. PUS and Township staff are taking steps to enhance monitoring capabilities and review these increases through data capturing, trending and acoustic leak detection.

Overall service area reserve levels continue to build through annual reserve contributions, to be in place for future year distribution and collection system replacements/capital maintenance.

Capital Projects

Capital maintenance items related to the system are included in the 2021 budget. These items include;

- Sanitary sewer service upgrade – remove Wye connected service
- Booster Station – backup generator replacement.
- Leak Detection Sweep within Woodland Acres Water Distribution System including collecting service location data.

Ongoing maintenance investments will extend the useful life of the infrastructure; reduce unexpected service interruptions and moderate future capital replacement. A comprehensive leak detection sweep of the subdivision will enable operations to mitigate any potential emergency service interruptions, potentially further reducing metered water consumption within the subdivision. As part of the leak detection sweep service location data can be collected and incorporated with GIS water & sewer mapping.

Please see the detailed capital worksheets for additional project specific information and related photos.

Township of Selwyn
Budget Worksheets 2021

Department 32 - Woodland Acres Water & Sewer

Details	2019 Year End Actuals	2019 Approved Budget	2020 Year to Date Actuals	2020 Approved Budget	2021 Proposed Budget
<u>Revenues</u>					
<u>Grants and Receipts</u>					
1-3100-3100 Provincial Grants	0.00	0.00	5,088.00	0.00	0.00
<u>Transfers In</u>					
1-3900-3970 From Accumulated Revenue	74,707.15	74,707.00	92,057.58	92,058.00	86,681.00
1-3900-3982 Area Rate - Woodland	545,177.93	544,796.00	544,390.12	544,796.00	545,933.00
1-3900-3990 From Reserves	13,350.91	25,000.00	10,850.20	20,273.00	149,061.00
Total Revenue	633,235.99	644,503.00	652,385.90	657,127.00	781,675.00
<u>Expenditures</u>					
<u>Overhead</u>					
1-4000-6280 Advertising	0.00	0.00	18.01	0.00	0.00
1-4000-6330 Insurance	6,620.40	6,620.00	8,343.00	8,343.00	9,400.00
1-4000-6915 Change In Unfinanced	124,917.16	124,917.00	132,224.82	132,225.00	139,960.00
<u>Sewer Expenses</u>					
1-4650-6265 Woodland Sewer Expenses - Product Purchases	70,245.75	90,000.00	90,724.64	90,000.00	90,000.00
1-4650-6320 Woodland Sewer Expenses - Consulting Fees	661.44	0.00	2,544.00	0.00	0.00
1-4650-6325 Woodland Sewer Expenses - PUS Operating Agreement	21,917.05	21,858.00	20,453.06	22,453.00	23,067.00
1-4654-6360 Sewer Mains - Operations - Sub-Contract	0.00	0.00	0.00	0.00	5,000.00
<u>Water Expenses</u>					
1-4750-6265 Woodland Water Expenses - Product Purchases	70,965.24	96,000.00	90,760.51	96,000.00	96,000.00
1-4750-6310 Woodland Water Expenses - Audit Fees	656.51	1,900.00	983.68	1,900.00	1,900.00
1-4750-6320 Woodland Water Expenses - Consulting Fees	0.00	0.00	2,544.00	0.00	0.00
1-4750-6325 Woodland Water Expenses - PUS Operating Agreement	20,266.98	21,858.00	20,452.98	22,453.00	23,067.00

Township of Selwyn
Budget Worksheets 2021

Department 32 - Woodland Acres Water & Sewer

Details		2019 Year End Actuals	2019 Approved Budget	2020 Year to Date Actuals	2020 Approved Budget	2021 Proposed Budget
1-4754-6360	Watermains - Operations - Sub-Contract	0.00	0.00	0.00	0.00	5,000.00
1-4750-6800	Woodland Water Expenses - Hydro	4,029.76	9,390.00	8,215.69	10,771.00	11,094.00
1-4750-6840	Woodland Water Expenses - Taxes/Easements/PILs	554.92	625.00	540.89	625.00	575.00
<u>Capital</u>						
2-4650-6910	Sewer - Interest Expense	6,587.54	6,588.00	4,515.09	4,516.00	2,322.00
2-4654-6360	Sewer Mains - Capital - Sub-Contract	13,350.91	25,000.00	11,856.60	8,426.00	19,673.00
2-4750-6910	Water - Interest Expense	16,640.75	16,641.00	11,405.54	11,407.00	5,866.00
2-4752-6360	Booster Station - Capital - Sub-Contract	0.00	0.00	122.90	0.00	119,039.00
2-4754-6360	Watermains - Capital - Sub-Contract	3,764.00	0.00	0.00	11,847.00	10,349.00
<u>Transfers Out</u>						
1-4900-6970	To Accumulated Revenue	92,057.58	71,334.00	86,680.49	64,389.00	56,500.00
1-4900-6990	To Reserves	180,000.00	151,772.00	160,000.00	171,772.00	162,863.00
Total Expenses		633,235.99	644,503.00	652,385.90	657,127.00	781,675.00
Balance		0.00	0.00	0.00	0.00	0.00

Township of Selwyn
Budget Worksheets 2021

Department 32 - Woodland Acres Water & Sewer

Details	2019 Year End Actuals	2019 Approved Budget	2020 Year to Date Actuals	2020 Approved Budget	2021 Proposed Budget
Revenues:					
Grants	0.00	0.00	5,088	0.00	0
Area Rate Charges to Ratepayers	545,178	544,796	544,390	544,796	545,933
Transfers from Reserves	88,058	99,707	102,908	112,331	235,742
Total Revenues	633,236	644,503	652,386	657,127	781,675
Expenditures:					
General Administration					
- Supplies and Overhead	12,523	18,535	23,189	21,639	22,969
- Services Hired - PUS	42,184	43,716	40,906	44,906	46,134
- Water Purchases	70,965	96,000	90,761	96,000	96,000
- Sewage Collection	70,246	90,000	90,725	90,000	90,000
- System Maintenance	0	0	0	0	10,000
Capital Charges					
- Capital Maintenance	17,115	25,000	11,980	20,273	149,061
- Interest	23,228	23,229	15,921	15,923	8,188
- Change in Unfinanced	124,917	124,917	132,225	132,225	139,960
Transfers to Reserves	272,058	223,106	246,680	236,161	219,363
Total Expenditures	633,236	644,503	652,386	657,127	781,675
Balance	0	0	0	0	0

Township of Selwyn
 Woodland Acres - Water & Sewer Service Area
 Annual Charges - 2021

		<div>A</div>			<div>B</div>	<div>A + B</div>		
	Annual Charges 2020	<i>Approved by By-Law 2016-024</i> Per Unit/Location Capital Charges Capital Capital Capital Sewer Water Total			2021 Per Unit Operating Charge	Annual Charges 2021	Total Dollar Increase	Overall Percentage Increase
Details								
Residential Units (incl. Townshouse units)	1,604.05	120.73	314.93	435.66	1,168.39	1,604.05	0.00	0.0%
Apartments	3,866.20	482.92	1,259.72	1,742.64	2,123.56	3,866.20	0.00	0.0%
School (sewer only)	8,797.53	1,448.76	n/a	1,448.76	7,348.77	8,797.53	0.00	0.0%

Township of Selwyn
Working Funds and Reserves
Water and Sewer - Woodland Acres

Dept. #	Details	Balance Jan. 1, 2021	Transfers Into Reserves	(revenue) Transfers from Reserves	(capital) Transfers from Reserves	Balance Before Interest	Interest Allocation	Budgeted Balance Dec. 31, 2021
<u>Working Funds:(Accumulated Revenue)</u>								
Dept. 32	Woodland Acres - Sewer	36,057	31,500	-36,057		31,500	---	31,500
Dept. 32	Woodland Acres - Water	50,624	25,000	-50,624		25,000	---	25,000
	Total Working Funds	86,681	56,500	-86,681	-----	56,500	0	56,500
<u>Specific Reserves:</u>								
Dept. 32	Woodland Acres Sewer	509,111	80,000		-19,673	569,438	8,542	577,980
Dept. 32	Woodland Acres Water	728,889	82,863		-129,388	682,364	10,235	692,599
	Total Specific Reserves	1,238,000	162,863	0	-149,061	1,251,802	18,777	1,270,579
	Grand Total	1,324,681	219,363	-86,681	-149,061	1,308,302	18,777	1,327,079

Capital Budget 2021

Department Name: **Woodland Acres Sewer**

General Ledger Code(s): **2.30.4654.6360**

Capital Project Name: **Sanitary Service Upgrade**

Description:

Install separate sanitary service at residence in Woodland Acres eliminating common municipal service lateral at this location.

Attachments: Drawing

Supporting Rationale: Sub-Committee Support: Not Applicable

Phase 1 of the Woodland Acres Subdivision use wye (shared) sanitary service connections. Each individual house has their own sanitary lateral which runs to property line where it is connected with a wye to a common municipal service. This is not an uncommon scenario in older subdivisions or some townhouse construction. In this circumstance low gradient on a private service is causing a blockage at the wye connection, affecting the neighbouring shared service. Separating these services will create more gradient at the property line and eliminate the impacts being experienced.

Strategic Plan/Related Plans Reference:

Achieve excellence in governance and service delivery.

Estimated Total Project Cost

\$19,673

Costs in Current Year's Budget

\$19,673

Financial Plan:

This project is capital maintenance and as such funded from the Woodland Acres Sewer Reserve.

Part of Long Term Replacement Schedule: Capital Project

Other Key Considerations:

(accessibility, impact on future operations, annual savings, etc.)

Separating these services will reduce Township maintenance costs related to emergency call-outs and sewer blockages.



Capital Budget 2021

Department Name: **Woodland Acres Water**

General Ledger Code(s): **2.32.4752.6360**

Capital Project Name: **Standby Generator Replacement**

Description:

Township staff have issued a Tender for replacement of the standby generator located at the Woodland Acres Booster Station. Included in the tender is the removal of the current unit and associated appurtenances with the installation of an outdoor stand-alone unit. Council approved the tender at their March 23, 2021 regular Council meeting.

Attachments:

Photo

Supporting Rationale:

Sub-Committee Support:

Not Applicable

On August 14, 2020, under the direction of Peterborough Utilities Services Inc., Gary Holtz Hydrocarbon Fuels Consulting and Investigation Services conducted a "Comprehensive Inspection" of the diesel engine generator systems at various Selwyn water and wastewater facilities. The subsequent report noted a long list of various compliance issues primarily related to fuel systems and combustions/ventilation air dampers and interlocks. Although these systems were compliant with requirements in 2001, they do not meet current Fuel Oil Regulations and/or Installation Code for Oil-Burning Equipment referenced for diesel generators.

Strategic Plan/Related Plans Reference:

Achieve excellence in governance and service delivery.

Estimated Total Project Cost

\$102,000

Costs in Current Year's Budget

\$102,000

Financial Plan:

This project is capital maintenance and as such funded from the Woodland Acres Water Reserve.

Part of Long Term Replacement Schedule: Capital Project

Other Key Considerations:

(accessibility, impact on future operations, annual savings, etc.)

The replacement of this generator will ensure facility compliance with uninterrupted operation during power outages. Repair costs will be significantly reduced and the new units will be more efficient with far cleaner exhaust emissions.

Generator System Replacement at Woodland Acres Booster Station

2021



Capital Budget 2021

Department Name: **Woodland Acres Water**

General Ledger Code(s): **2.32.4754.6360**

Capital Project Name: **Leak Detection and Service Location**

Description:

Acoustic leak detection and collection of water service locations in the Woodland Acres subdivision. This work was not completed in its entirety in 2020, balance is to be completed in 2021

Attachments:

Photo

Supporting Rationale:

Sub-Committee Support:

Not Applicable

Acoustic leak detection of water distribution systems is an effective way to reduce system loss and decrease consumption costs. Given the nature of the pipe material in the Woodland Acres subdivision broad based acoustic sweeps are ineffective, sounding of individual services is recommended. This approach can be maximized by collecting additional service data while on-site. Currently there is no individual service location information to utilize when locating the municipal shut-offs at each residence. During the leak detection survey staff will utilize a GPS device to record these locations. Once completed this data can be uploaded to our asset management GIS provider for use.

Strategic Plan/Related Plans Reference:

Achieve excellence in governance and service delivery.

Estimated Total Project Cost

\$11,847

Costs in Current Year's Budget

\$11,847

Financial Plan:

This project is capital maintenance and as such is being funded from the Woodland Acres Water Reserve.

Part of Long Term Replacement Schedule: Capital Project

Other Key Considerations:

(accessibility, impact on future operations, annual savings, etc.)





Date: April 13, 2021

To: Mayor Andy Mitchell and Council Members

From: R. Lane Vance, Manager of Financial Services
Adam Tobin, Project Coordinator-Water&Sewer

Subject: Woodland Acres Budget 2021

Status: For Direction.

Recommendation

That the report of the regarding the Woodland Acres Budget 2021 be received for information; and

That Council adopt the Budget Compliance Report for expenses excluded from the 2021 Woodland Acres budget as outlined in and as a requirement of Ontario Regulation 284/09; and

That the 2021 budget for Department # 32 Woodland Acres - Water and Sewer be approved as presented; and

That the respective 2021 flat rate water and sewer charges for the Woodland Acres Water and Sewer Area be included in the 2021 tax rate by-law.

Information

All revenues and expenses related to the Woodland Acres service area are included in department # 32. The majority of the expenses relate to either water and sewer utility charges or the operating and management fees paid to Peterborough Utilities Services as the accredited operating authority.

In addition, transfers to accumulated revenue and reserves ensure that the service area has sufficient funds to offset operational anomalies and approved capital projects.

As reported in previous years, the Township is required to follow the accounting standards established by the Public Sector Accounting Board (PSAB). While the new standards now require tangible capital asset (TCA) accounting, they do not require full accrual accounting. The Township of Selwyn continues to prepare budgets based on a modified accrual basis.

Strategic Plan Reference

Goal # 2 - Achieve excellence in governance and service delivery.

The annual budget process demonstrates *fiscal responsibility* and ensures that resources are managed responsibly and that taxpayers in the affected area continue to receive the best value for their service area charge.

Environmental Impact

Replacement of the Woodland Acres Booster Station generator will improve emissions as new units are built to current standards.

Financial Impact

The annual operating charge to the typical ratepayer in Woodland Acres will remain the same in 2021 as in 2020 at \$1,168.39. As such, the total charge for 2021, including the fixed capital charge of \$435.66 is \$1,618.31. This charge has not changed since 2019.

In 2022, the fixed capital charge to each household will no longer be required as the internally financed debt for the capital investments will be fully paid. With that substantial annual charge completed and the supporting data available for proper long term asset management, a new reserve contribution will be calculated and included with the operating charge.

Attachments

- PSAB Compliance Report – Woodland Acres
- Budget Narrative and Worksheets – Department # 32
- Woodland Acres – Consolidated Charges 2021
- Reserve Summary for Woodland Acres
- Capital Worksheets and Attachments

Adam Tobin

Prepared By: Adam Tobin, Project Coordinator – Water & Sewer

R. Lane Vance

Prepared By: R. Lane Vance
Manager of Financial Services/Treasurer

Janice Lavalley

Approved By: Janice Lavalley
CAO

**The Corporation of the
Township of Selwyn**

By-law Number 2021-***

**Being a By-law passed pursuant to the provisions of
Section 34 of *The Planning Act*, R.S.O. 1990, as amended to amend
the Township of Selwyn Comprehensive
Zoning By-law No. 2009-021, as otherwise amended.**

Whereas the Council of the Corporation of the Township of Selwyn has initiated an amendment to By-Law No. 2009-021, otherwise known as the Comprehensive Zoning By-Law, insofar as is necessary to establish regulations related to boarding, lodging or rooming houses.

The proposed zoning by-law amendment will have the effect of permitting boarding, lodging or rooming houses in the following zone categories: Residential Type One (R1), Residential Type Two (R2), and Multiple Residential (R3). Regulations related to boarding, lodging or rooming houses will also be established.

Whereas the Ontario Municipal Act, 2001, S.O. 2001, c.25, Section 5.3, as amended, states that a municipal power shall be exercised by By-law unless the municipality is specifically authorized to do otherwise;

Now therefore the Council of the Corporation of the Township of Selwyn enacts as follows:

1. **Section 2 – Definitions** of By-law No. 2009-021, as amended, is hereby further amended by inserting a new definition following the definition ““Boat House”, namely “Boarding, Lodging, or Rooming House”, which shall read as follows:

“Boarding, lodging or rooming house” shall mean a building in which lodging is provided for four (4) or more persons in return for remuneration or for the provision of services or for both, and in which the lodging rooms do not have both bathrooms and kitchen facilities for the exclusive use of individual occupants, but does not include: a motel, hotel, bed and breakfast establishment, tourist establishment, private hospital, group home, second unit or apartment dwelling.

2. **Section 3 – General Provisions** of By-law No. 2009-021, as amended, is hereby further amended by renaming sub-sections 3.5, 3.6, 3.7,....3.46, 3.47, 3.48 to 3.6, 3.7, 3.8,...3.47, 3.48, 3.49, respectively.

3. **Section 3 – General Provisions** of By-law No. 2009-021, as amended, is hereby further amended with the addition of a new a new sub-section, namely 3.5, which shall read as follows:

“Notwithstanding any other provision of this By-law to the contrary, a boarding, lodging, or rooming house shall be permitted within a single detached dwelling, a semi-detached dwelling, or a townhouse dwelling in the permitted zones. The following provisions shall apply to regulate and govern such use:

- a) Maximum number of bedrooms in a boarding, lodging or rooming house shall be six (6);
- b) No cooking facilities shall be permitted in any bedroom or room other than a kitchen of a boarding, lodging or rooming house.
- c) Minimum number of parking spaces for a boarding, lodging or rooming house shall be one (1) per building plus one (1) per three (3) lodgers, or fraction thereof.

- d) Minimum amenity area shall be located in the rear yard and amount to 7.5 square metres for each resident, with not less than a total of 100 square metres for each boarding, lodging or rooming house.
- e) That the boarding, lodging or rooming house complies with the requirements of the Ontario Building Code, Fire Code, and the Residential Tenancies Act.
- f) That the boarding, lodging or rooming house shall be registered with the Township of Selwyn in accordance with the normal requirements of the Township.

4. **Section 4.9 – Residential Type One (R1) Zone** of By-law No. 2009-021, as amended, is hereby further amended with the addition of a new sub-section, namely 4.9.1.1 f, and shall therefore read as follows:

“f) boarding, lodging or rooming house within a dwelling serviced by municipal water supply and sanitary sewers in accordance with the provisions of Section 3.5 of this By-law.”

5. **Section 4.10 – Residential Type Two (R2) Zone** of By-law No. 2009-021, as amended, is hereby further amended with the addition of a new subsection, namely 4.10.1.1 f), and shall therefore read as follows:

“f) boarding, lodging or rooming house within a dwelling serviced by municipal water supply and sanitary sewers in accordance with the provisions of Section 3.5 of this By-law.”

6. **Section 4.11 – Multiple Residential (R3) Zone** of By-law No. 2009-021, as amended, is hereby further amended with the addition of a new subsection, namely 4.11.1.1 f), and shall therefore read as follows:

“f) boarding, lodging or rooming house within a dwelling serviced by municipal water supply and sanitary sewers in accordance with the provisions of Section 3.5 of this By-law.”

7. **That** subject to notice of the passing of this By-law in accordance with the provisions of Section 34(18) of the Planning Act, this By-law shall come into force and effect on the date of passing by the Council of the Corporation of the Township of Selwyn.

Read a first, second, and third time and finally passed this ***** day of
 *****, 20**.

 Andy Mitchell, Mayor

 Angela Chittick, Clerk

Corporate Seal



Date: April 13, 2021
To: Mayor Andy Mitchell and Council Members
From: Jeannette Thompson, Planner
Subject: Proposed Zoning By-law Amendment to Regulate Rooming/Boarding Houses
Status: For Direction

Recommendation

That the report of the Planner related to the Proposed Zoning By-law Amendment to Regulate Rooming/Boarding Houses be received for information;

That staff be directed to finalize the draft Zoning By-law Amendment to Regulated Rooming/Boarding Houses, considering Council's input; and

That staff be directed to commence the public consultation period which is to include at least one (1) public open house (virtual); social media campaign; and the statutory public hearing, in order to solicit public input related to the proposed amendment.

Information

Council resolved the following at its February 23, 2021 meeting:

Resolution No. 2021 – 043 – Regulating Rooming/Boarding Houses
Deputy Mayor Sherry Senis – Councillor Donna Ballantyne –

That the report of the Planner related to Regulating Rooming/Boarding Houses be received for information; and

That staff be directed to prepare a further report for Council's consideration which outlines the process required to achieve the goal as outlined in Option 3 in the report; and

That staff include regulations related to minimum landscaped open space in front yards of residential lots be included as part of the Housekeeping Amendment to be completed in Quarter 2 of 2021.

Carried.

The intent of this report is to provide Council with a draft amendment that will regulate rooming/boarding houses (i.e., student housing) within the Township; to seek Council's

input on the draft by-law; and to seek Council's direction related to the public consultation process.

Option Three as noted above includes defining and regulating rooming/boarding houses. In the February 23rd report to Council (attached), staff indicated that the research of other municipalities with universities and/or colleges illustrated that a majority of these municipalities permit and regulate rooming/boarding houses in some manner. Some jurisdictions regulate by defining the use, and then permitting the use in specific zones that are strategically placed throughout the municipality (i.e. in neighbourhoods near the post-secondary institution). Some jurisdictions also regulate the use by identifying a maximum number of rooms permitted; ensuring shared cooking facilities (i.e. cooking facilities not permitted within individual rooms); minimum number of washrooms; minimum distances between rooming/boarding houses; parking requirements, amenity space, minimum room size, etc.

Proposed Zoning By-law Amendment

Staff recommends that the definition of a boarding, lodging or rooming house be consistent with the Ontario Building Code definition. The definition would be as follows:

Boarding, lodging or rooming house means a building in which lodging is provided for more than four (4) persons in return for remuneration or for the provision of services or for both, and in which the lodging rooms do not have both bathrooms and kitchen facilities for the exclusive use of individual occupants, but does not include: a motel, hotel, bed and breakfast establishment, tourist establishment, private hospital, group home, second unit or apartment dwelling.

Staff recommends that boarding, lodging or rooming houses be permitted in the **Residential Type One (R1)**, **Residential Type Two (R2)** and **Multiple Residential (R3)** Zones that are serviced by municipal water supply and sanitary services.

Staff recommends that the following regulations be included in the draft by-law:

- *Maximum number of bedrooms in a boarding, lodging or rooming house shall be six (6);*

Comment: Most municipalities provide a maximum number of rooms permitted, ranging from anywhere from six (6) to thirty rooms. Given our local context, and that this type of development will typically be within a low density form of residential development, staff believe that limiting the number of rooms to six (6) is appropriate.

- *No cooking facilities shall be permitted in any bedroom or room other than a kitchen of a boarding, lodging or rooming house.*

Comment: This regulation would provide additional clarity that cooking facilities are not to be provided in individual rooms.

- *Minimum number of parking spaces for a boarding, lodging or rooming house shall be one (1) per building plus one (1) per three (3) lodgers;*

Comment: Staff completed a best management practices review of a number of municipalities, and it was noted that a reduced parking requirement was consistently applied. The rationale is that individuals who are seeking housing through this type of establishment may not be in the financial position to afford a vehicle. The proposal would ensure that in a boarding, lodging or rooming house that has the maximum occupants (i.e. six (6)) there would be three (3) parking spaces provided). The Ontario Human Rights Commission does note concerns with the requirement of a minimum number of parking spaces for these types of establishments as it could have a discriminatory impact, noting that “*parking requirements have the potential to limit rooming house availability and housing options for vulnerable people*”¹. However, staff are of the opinion that the proposed number of minimum required spaces would alleviate on-street parking and would not create such an onerous requirement that would deter the creation of boarding, lodging or rooming houses.

- *Minimum amenity area shall be located in the rear yard and amount to 7.5 square metres for each resident, with not less than a total of 100 square metres for each boarding, lodging or rooming house.*

Comment: This regulation ensures that there is adequate amenity space for lodgers; and is consistent with Township’s regulations related to second units.

- *That the boarding, rooming or lodging house complies with the requirements of the Ontario Building Code and Fire Code.*
- *That the boarding, lodging or rooming house be registered with the Township of Selwyn in accordance with the normal requirements of the Township.*

Comment: Staff recommends that a licensing process be implemented similar to the approach taken with second units, which includes:

- Submission of a formal application, included detailed site plan and floor plan;

¹ http://www.ohrc.on.ca/en/news_centre/proposed-lodging-house-licensing-bylaw-and-associated-proposed-zoning-bylaw-amendment

- Payment of a fee proposed to be \$250;
- Review of application for compliance with the zoning by-law regulations, building and fire codes.

Other Considerations Not Included in the Proposed Draft Zoning By-law Amendment

- *Minimum separation between buildings being used as boarding, lodging or rooming or boarding house shall be 300 metres. Such distance is to be measured from the closest points of the two properties at the property line.*

Comment: It was noted that a number of municipalities' use a minimum separation distance to ensure adequate spacing between boarding, lodging or rooming houses, in order to address compatibility concerns/issues. However, upon further research it was noted that the Ontario Human Right Commission does not support the implementation of a minimum separation distance, stating, *"These requirements effectively "people zone," and can reduce the amount of available affordable housing, and have a discriminatory impact".*²

- *Minimum dimensions/room sizes for individual bedrooms, window space etc.*

Comment: The Ontario Building Code sets minimum dimensions for bedrooms and for dwelling units in which bedrooms are combined with other rooms. There are also Building Code requirements relating to ceiling height and the amount of window space for each room. Therefore, the Township would not need to include room dimensions, window spaces, etc. in rooming house regulations.

- *Minimum number of toilets, kitchen sinks, washbasins, bathtubs or showers in a boarding, lodging or rooming house.*

Comment: The Province's Residential Tenancies Act/Maintenances Standards sets the minimum requirements related to the number of fixtures (e.g., toilets, sinks, washbasins, etc.) therefore the Township would not need to include regulations regarding fixtures.

- *Maximum lot coverage by open parking areas, driveways, and vehicle movement areas of a boarding, lodging or rooming shall be 25%.*

Comment: The regulation would assist in addressing concerns that Council heard related to front yards being converted entirely into driveway/parking areas

² http://www.ohrc.on.ca/en/news_centre/proposed-lodging-house-licensing-by-law-and-associated-proposed-zoning-by-law-amendment

for boarding, lodging or rooming houses. The Housekeeping Zoning Bylaw Amendment, discussed in a separate report, will provide more detail with respect to proposed requirements for minimum landscaped open space in front yards of residential properties also.

Strategic Plan Reference

Goal 3: Support a sustainable, balanced, and investment-ready community. Official Plan and Zoning By-law updates that support environmental and agricultural stewardship, housing diversity and economic investment.

Environmental Impact

The recommendation in this report has no environmental impact.

Financial Impact

Staff resources required to initiate, prepare, process and implement the zoning by-law amendment.

Attachments

- Draft zoning by-law amendment prepared by staff

Jeannette Thompson

Prepared By: Jeannette Thompson, Planner

Robert Lamarre

Reviewed By: Robert Lamarre, Manager of Building & Planning

Janice Lavalley

Reviewed By: Janice Lavalley, CAO



Date: April 13, 2021
To: Mayor Andy Mitchell and Council Members
From: Jeannette Thompson, Planner
Subject: New Official Plan Project Update
Status: For Direction

Recommendation

That the report of the Planner related to the New Official Plan Project Update be received for information;

That Council direct staff to request that County staff attend Council meetings at key times to provide updates and seek Council's feedback related to the Growth Analysis/Land Needs Assessment project and the new Official Plan project.

Information

Background

History of Official Plan Project

In May of 2017, the County of Peterborough launched the County Official Plan project with a work plan and public consultation strategy approved by County Council. In the summer of 2017, six (6) open houses were hosted by the County throughout the County to make the public aware that this project was underway. At this time, general information about the existing Official Plan was available, members of the public could submit early comments and take part in a survey, and staff were available to answer questions.

Planning Staff have been participating in Technical Advisory Committee (TAC) meetings on a regular basis to help develop the content of the new Official Plan. Minutes from the Technical Advisory Committee meetings are regularly circulated to Council via the County Report. Copies of the Minutes are also found at <https://www.ptbocounty.ca/en/growing/new-county-op.aspx#>.

Bryan Weir, the Director of Planning and Public Works for Peterborough County is providing Educational Reports on an ongoing basis to County Council for key Official Plan theme areas. To date, the following reports have been provided via the County Report:

- [Agriculture and Rural Areas – PLG 2020-021](#)
- [Aggregate Resources - PLG 2021-001](#)
- [Waterfront Development – PLG 2021-002](#)
- [Healthy Communities - PLG 2021-004](#)
- [Public Safety - PLG 2021-005](#)
- [Transportation and Mobility - PLG 2021-006](#)

To date the TAC has been reviewing and providing input and feedback on draft policies prepared by County of Peterborough Planning staff. The policies are informed by the Provincial legislation; however, there may be some flexibility in the way in which some of the policies are implemented. The TAC provides insight to the County related to issues of importance in their respective communities, seeks approaches to dealing with those issues and ultimately develops policy that adequately supports the achievement of Township's objectives.

The County has recently awarded a contract to an outside consultant to complete the mandated Growth Analysis/Land Needs Assessment Report (GA/LNA). The primary objectives of the study are to:

- Forecast the change in population to 2051 as outlined in the Provincial Growth Plan;
- Forecast the anticipated change in household size;
- Forecast the amount and type of employment growth to 2051;
- Evaluate employment trends and determine the key sectors and other priority areas for economic development planning;
- Determine the amount of land required to accommodate population and employment projections;
- Determine if Provincial greenfield and intensification targets are appropriate and, if not, recommend alternative targets;
- Determine if sufficient residential and employment lands are available to accommodate the projected growth or if excess land exists; and
- Allocate population and employment for each lower-tier municipality.

As part of the GA/LNA project, a consultation and community engagement program will be developed, including the attendance at County Council meetings, TAC meetings and hosting a number of open houses. As it is not clear whether or not County staff will be attending local Council meetings to provide updates at key points in the project, staff recommends that Council request their attendance to provide updates and seek feedback.

A good portion of the draft policy has been crafted; however, there are some large gaps that require the recommendations from the GA/LNA to be completed. Therefore, a

portion of the draft policies will be re-visited after the completion of the GA/LNA to ensure the recommendations are being properly implemented. For example, a certain amount of growth will be allocated to the Township, and the Township will in turn need to ensure that the growth is allocated appropriately throughout the Township. For instance, a large portion of growth should be allocated to Lakefield, as it is a serviced settlement area; and large investments have been made to the urban infrastructure. Staff would expect that Bridgenorth, Ennismore and Young's Point would have a certain amount of growth allocated, and then finally the remainder of the growth would occur in rural areas (i.e. non-prime agricultural lands). In order to ensure that growth is primarily directed to settlement areas in accordance with the direction of the PPS, the draft policies will ensure that there is a balance of this growth.

The County anticipates that the GA/LNA report will be completed by the end of October.

Township staff are presently working with County staff to prepare draft land use schedules. These are being developed by working with the existing land use designations by moving them into the equivalent land use designation from the new Official Plan. We are then further refining the mapping by addressing known errors, matching designations to parcel fabric where it is appropriate and implementing the Agricultural Systems mapping. Once the GA/LNA, which is intended to identify lands for employment uses, settlement area expansions and excess lands, is finalized, the draft mapping will be completed incorporating any necessary changes. At that time, staff will have a solid draft of the mapping to provide to Council and the public for comment.

A sub-committee of the TAC Committee is presently developing a process to start the Council and public engagement process this spring through a series of questionnaires. The material being developed is intended to determine if there are issues that have not yet been considered and to educate the broader community about the legislative framework in which we are working.

Council's Key Areas of Concern

At the special Council meeting of April 10, 2019, Council identified a number of key areas which they wished to provide input on, including:

- Promotion of housing development, including seniors housing, lot creation through severance, expansion of settlement areas, increase of housing stock, provision of a mix and range of housing types.
- Economic development including the expansion of historical employment areas and the creation of additional employment lands.
- Transportation including improvements to the existing transportation network, and active transportation.
- Environmental protection including the protection of natural resources and agricultural lands, the development of parklands and shoreline protection

- Recreation and culture including the protection of existing opportunities and the expansion of new recreation and culture opportunities.

The following paragraphs provide a brief description of how each of these areas is being addressed.

Promotion of housing development, including seniors housing, lot creation through severance, expansion of settlement areas, increase of housing stock, provision of a mix and range of housing types.

The Provincial Policy Statement (PPS, 2020) states that healthy communities are strong, liveable, healthy and resilient communities, which protect the environment and public health and safety, and facilitate economic growth. The PPS contains a number of high-level requirements to ensure new developments are contributing to healthy, complete communities. These requirements include requiring an appropriate range and mix of housing types, employment, institutional, recreation, parks and open space, and other uses to meet long-term needs; avoiding development and land use patterns which may cause environmental or public health and safety concerns; and improving accessibility for persons with disabilities and older persons. The PPS states that settlement areas shall be the focus of growth and development.

The Growth Plan, 2019, also requires that settlement areas be the focus of future growth and further directs the development of complete communities by requiring upper-tier Municipalities to set minimum intensification and density targets. These targets are set through the GA/LNA process – and will be realized through policy which would provide for a range and mix of housing options and densities.

Expansion of existing settlement and rural settlement areas can be completed during the Official Plan project; however, the expansion of such areas would be informed by the findings of the GA/LNA. Staff have heard from Council and the public that there should be changes to the settlement and rural settlement area boundaries and in collaboration with County staff have identified some areas within which expansion could possibly occur, considering other parameters such as prime agricultural lands, environmentally sensitive features, etc.

Please refer to discussion in “Environmental protection including the protection of natural resources and agricultural lands, the development of parklands and shoreline protection” below for information related to severance policies.

Economic development including the expansion of historical employment areas and the creation of additional employment lands.

The GA/LNA will determine whether there are sufficient employment lands available within the Township, provide recommendations where any new employment lands should be located, and provide appropriate density and intensification targets.

Similar to settlement areas, County and Township staff have identified potential areas of employment land expansions (e.g. Chemong Road corridor). Prime agricultural lands and sensitive environmental features have been considered when identifying potential areas. As noted above, ultimately the findings of the GA/LNA will identify how much employment land is required.

Transportation including improvements to the existing transportation network, and active transportation.

The County is presently completing a Transportation Master Plan, from which the relevant recommendations will be implemented through the Official Plan. Peterborough Public Health also provided comments to the County at the beginning of the process, which identified several recommendations related to active transportation – these recommendations have been incorporated into the draft Official Plan document where appropriate.

Environmental protection including the protection of natural resources and agricultural lands, the development of parklands and shoreline protection.

As Council will recall, the Province has provided a draft Natural Heritage System (NHS) map to be included in the new Official Plan. The mapping can be refined, subject to Provincial approval, at the time of a municipal comprehensive review. County and Township staff believe that the Provincial NHS does not consider the local context. Therefore, it has been proposed to the Province, that the Kawartha Naturally Connected (KNC) mapping be incorporated as the natural heritage system for the area. The KNC mapping was developed locally through an active stakeholder engagement process and included the County of Peterborough, all eight lower-tier Municipalities, two local Conservation Authorities, local First Nations communities, Ontario Ministry of Natural Resources, Ontario Ministry of Tourism, Culture and Sport, Parks Canada (Trent-Severn Waterway), neighbouring Municipalities and several other local conservation organizations and cottage associations. The County forwarded the proposed refinement to the Ministry of Natural Resources and Forestry in December of 2020 for a

preliminary review to determine if the approach is acceptable. The County is still waiting for a response from the Province.

Similarly, Council will recall that the Province introduced Agricultural Systems Mapping (ASM), which focused not only on certain soil classes, but also the geographic continuity of the agricultural land base. The mapping identifies prime agricultural areas and candidate areas. The Growth Plan mandates that prime agricultural areas will be designated in accordance with mapping identified by the Province and these areas will be protected for long-term use for agriculture. Candidate areas will require justification/rationalize in order to remove them from the ASM. Through the municipal comprehensive review, there is an opportunity to refine the mapping. The process includes justification/rationalization for submission to the Province. County and Township staff have worked together to identify prime agricultural areas that appear to be inaccurate. Further, staff have identified areas of the candidate lands that should not be included in the final prime agricultural mapping (e.g. areas of historic residential and commercial/industrial development). These proposed refinements will be submitted to the Province for review and approval. Any requests from the public to refine areas identified as prime agricultural/candidate lands are to be submitted to the County and will be forwarded directly to OMAFRA for their review.

The extent of the Provincial Agricultural Systems mapping is significant and will limit lot creation potential in these areas since the new OP must remain consistent with the policies of the PPS.

Lands outside of the ASM will be placed in a 'Rural' designation. These lands may still be agriculturally productive however the soil classifications on the lands or the fragmented nature of the land base may not lend itself to the agricultural intensity potential of the prime agricultural areas. Limited residential lot creation may be permitted in the 'Rural' designation (subject to the outcome of a GA/LNA), recognizing that the primary focus for residential growth will be the existing serviced settlement areas and rural settlement areas.

Staff have received initial feedback from Councils and ratepayers that severance policies should allow for additional severance potential. The draft policies have been crafted to allow for additional severing opportunities in rural areas, by:

- increasing the number of lots permitted from a land holding from one (1) to two (2)
- revising the definition of a land holding, which would be defined as a legal parcel of land as it existing January 1, 1995 (as opposed to January 1, 1978). Staff have recommended this date as a large number of land

holdings would then become eligible for severance (given they are not identified as Prime Agriculture).

- Further, in order to provide for more small-scale development opportunities within the settlement and rural settlement areas, the number of lots that can be created from an individual landholding is proposed to be increased from 1 to 4 in settlement areas; and from 1 to 4 in rural settlement areas.

The GA/LNA will identify the amount of growth each Township will be allocated. That would include creation of lots in settlement and rural settlement areas, as well as growth through rural severances. It should be noted that an increase in rural severances may lead to a decrease in the amount of growth available to the settlement and rural settlement areas.

Recreation and culture including the protection of existing opportunities and the expansion of new recreation and culture opportunities.

The PPS, 2020 requires development in rural areas to be directed to rural settlement areas, while still allowing limited residential and resource based recreational development (including recreational dwellings). This development must be able to be sustained by rural service levels and must be appropriate for the infrastructure which is available.

The Growth Plan restricts waterfront development. The Growth Plan does permit resource-based recreational uses, including those related to tourism; however, the opportunities for this sort of development are limited outside of settlement areas. This will result in no new areas being designated for waterfront development and will continue to limit opportunities for lot creation along the waterfront. In order to conform to this policy directive, staff have not identified any waterfront development areas in the mapping.

The 30-metre water setback will be carried forward to ensure the establishment and/or enhancement of vegetation protection zones adjacent to the shoreline, in order to conform to the policies of the Growth Plan.

Further, known natural hazards, including flood prone areas, will be recognized on the schedules; and will be protected through Official Plan policy.

Next Steps

- County staff is preparing an Official Plan project update report that will be provided to County Council shortly. This will include an updated timeline for the Official Plan project and the Growth Analysis/Land Needs Assessment Project.

- Council should direct staff to request County Planning staff attend Council meetings at key points in the above noted processes to provide Council with information and seek their feedback.

Strategic Plan Reference

Goal 3: Support a sustainable, balanced, and investment-ready community.
Official Plan and Zoning By-law updates that support environmental and agricultural stewardship, housing diversity and economic investment.

Environmental Impact

The new Official Plan will provide protection of environmentally sensitive features.

Financial Impact

Staff resources required to continue to participate in the New Official Plan Project.

Jeannette Thompson

Prepared By: Jeannette Thompson, Planner

Robert Lamarre

Reviewed By: Robert Lamarre, Manager of Building & Planning

Janice Lavalley

Reviewed By: Janice Lavalley, CAO

Outdoor Fire Containers and Campfires **MUST:**

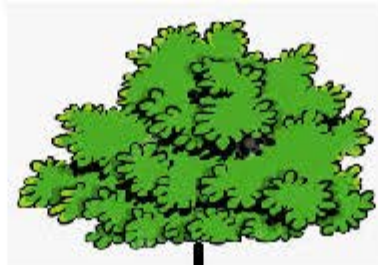
- ✓ Follow the **1:10 Fire Safe Ratio** as set out in the By-Law
- ✓ Be a maximum of **3 feet** in all directions
- ✓ Be attended by an **adult at all times**
- ✓ Have an effective **extinguishing agent**



For a more detailed description please refer to the Open Air Burning By-Law or contact Selwyn Fire Department



705-292-7282 or
fire@selwyntownship.ca



20 feet



2 feet



2 feet

20 feet



Outdoor Fire Containers and Campfires **MUST NOT:**

- ✗ Burn during wind speed in excess of **15km/hour**
- ✗ Create a **discomfort** and/or **nuisance** as defined
- ✗ Burn **noxious materials, leaves, grass clippings** and/or **compost**
- ✗ Burn in a **built up area** as defined in By-Law
- ✗ Burn during a **burn ban**



The Diagram pictured is an example of campfire in compliance with the By-Law by following the **1:10 Fire Safe Ratio** and all other requirements as set out in Sections 3 and 4 of By-Law

**The Corporation of
The Township of Selwyn**

By-law No. 2021 - XXX

**Being a By-law to Regulate the Setting of Fires in the Open Air in
The Township Of Selwyn**

Whereas the Fire Protection and Prevention Act, 1997, S.O. 1997, c. 4, as amended, provides:

- in subsection 7.1(1)(a) that a council of a municipality may pass By-laws regulating fire prevention, including the prevention of the spreading of fires;
- in subsection 7.1(1)(b) that a council of a municipality may pass By-laws regulating the setting of open air fires, including the times during which open air fires may be set;
- in subsection 7.1(3) that a By-law passed under section 7.1 may deal with different areas of the municipality differently; and

Whereas the Municipal Act, 2001, S.O. 2001 c. 25, section 128(1), as amended provides that a local municipality may prohibit and regulate with respect to public nuisances, including matters that, in the opinion of Council, are, or could become or cause public nuisances:

Whereas Council considers excessive smoke, smell, airborne sparks or embers to be or could become or cause public nuisances by creating negative health effects on neighboring residents, increasing fire exposure hazards, infringing the enjoyment of the use of neighboring properties and generating false alarms;

Whereas Council deems it is advisable to repeal Township of Smith-Ennismore-Lakefield By-law 2010 -054;

Now Therefore the Council of The Corporation of the Township of Selwyn enacts as follows:

Section 1 – Definitions and Interpretations

1.1 For the purpose of the By-law:

“Barbeque” means a manufactured device or structure with a grill which is designed, intended and used solely for the purpose of cooking food outdoors, and includes a hibachi, but does not include devices or structures designed for personal warmth, fire pits, or Outdoor Fire Containers;

“Built Up Area” means an area with buildings or structures in close proximity where appropriate clearances cannot be met to permit safe open air burning as determined by the Fire Chief or designate;

“Burn Ban” means a temporary measure put in place by the Fire Chief or designate, to prevent human-caused fires when the fire hazard is extreme or when firefighting resources are limited;

“Brushfire” means dry tree trunks (excluding stumps), tree branches and tree limbs that have fallen down, been cut down, pulled out, and/or pulled up;

“Campfire” means a small contained fire, which is supervised at all times and which is used to cook food or provide warmth;

“Certified Gas Fueled Outdoor Appliance” means an approved appliance for use by the Technical Standards and Technical Safety Authority of Ontario (T.S.S.A.) or other approval agency and is operated as per the certified instruction manual;

“Corporation” means The Corporation of the Township of Selwyn;

“Extinguishing Agent” means a source of extinguishment in which to quickly and effectively suppress the fire. Examples of which may be; water hose, buckets of water, fire extinguisher, tractor backhoe;

“Fire Chief” means the person appointed by Council to act as Fire Chief for the Corporation as defined in the *Fire Protection and Prevention Act*, 1997, or their designate;

“Ground Cover” includes, but is not limited to, leaves, long/dry grasses, weeds, tree needles, or wood chips on the ground;

“Noxious Materials” includes, but is not limited to petroleum products, tires, plastics, rubber products, drywall, demolition waste, construction waste, tar, asphalt products, pressure-treated wood, creosote-treated wood and painted wood;

“Nuisance” means excessive smoke, smell, airborne sparks or embers that are likely to disturb others, or is likely to reduce visibility on the roads in the vicinity of the Open Air Burning;

“Officer” means the Fire Chief, Fire Prevention Officer, or designate of the Selwyn Fire Department;

“Open Air Burning” means a fire set outside of a building or structure;

“Outdoor Fire Container” means a non-combustible container used to hold a small fire, and includes, but is not limited to, chimineas and outdoor brick fireplaces, fire pits, but does not include a burn barrel;

“Owner” means the registered owner or any person, firm, or corporation having control over, or possession of any portion of the building or property under consideration and includes the persons in the building or property;

“Permit” means a Permit issued by the Fire Chief or their designate to set a fire in the Open Air for a specified time period;

“Person” includes an individual, business, a partnership, or a corporation;

“Ratio for Fire Safe Distance” means a predetermined calculation for safe distance from the fire to any trailer, building, structure, property line, tree, hedge, fence, roadway, overhead wire, combustible article, or combustible ground cover in all directions. The ratio is set at 31 centimeters (1 foot) of fire in all directions x 3 meters (10 feet) of clearance from any trailer, building, structure, property line, tree, hedge, fence, roadway, overhead wire, combustible article, or combustible ground cover in all directions. An example of which would be a 92 centimeter (3 foot) fire in all directions would require 9.1 meters (30 feet) of clearance in all directions.

“Smog Alert” means an alert issued by the Ministry of the Environment with respect to air quality and/or high humidity air value.

“Trailer” means any vehicle constructed to be attached and propelled by a motor vehicle and that is capable of being used by persons for living, sleeping or eating, even if the vehicle is jacked-up or its running gear is removed and has affixed to it, a Recreation Industry Certification sticker, and/or CSAZ241 certified and includes a self-propelled recreational vehicle.

“Seasonal trailer park” means a parcel of land made available to members of the public containing sites upon which to locate trailers, tents or recreational vehicles, and includes a campground. Any parcel of land with more than three trailers or tents erected or stored constitutes a “trailer park”, with the exception of the land of any lawful commercial operation which wholesales or retails trailers, tents or recreational vehicles. It includes parks where there is a combination of seasonal and permanent trailer sites.

- 1.2 In this By-law, a word interpreted in the singular number has the corresponding meaning when used in the plural and gender will be read according to the relevant context.

Section 2 – Exemptions

2.1 This By-law shall not apply to;

- a) a person using a Barbeque to cook food;
- b) a person using a fire in a device installed outside of a building that is used as a source of heat or power for the building, and provided that such device is certified for the purpose by a recognized agency;
- c) a person conducting fire extinguisher training who has obtained prior approval of the Fire Chief or designate;
- d) a Fire Department Officer for the purposes of education and training individuals, with prior approval of the Fire Chief or designate;
- e) a Certified Gas Fueled Outdoor Appliance that is approved for use by the Technical Standards and Technical Safety Authority of Ontario (T.S.S.A.) or other approval agency and is operated as per the certified instruction manual.

Section 3 – General Conditions for All Open Air Burning

- 3.1 No person shall set, maintain, or cause to be set or maintained, Open Air Burning except as authorized by this By-law.
- 3.2 No person shall set, maintain or cause to be set or maintained, Open Air Burning, even if a permit has been issued under this By-law, when a Burn Ban has been issued by the Fire Chief or designate.
- 3.3 Every person who applies for and receives a Permit acknowledges having read and understood the rules specified in this By-law and assumes all responsibility and liability in connection with the Open Air Burning Permit.
- 3.4 Every person setting, permitting to be set, maintaining, or permitting to be maintained, an Open Air Burning authorized under this By-law shall comply with the following conditions:
 - a) Allow, at any time, an Officer to inspect the location or proposed location of the Open Air Burning;
 - b) Only burn commercially produced charcoal, briquettes, or clean, dry, seasoned wood or brush;
 - c) Not burn Noxious Materials, as defined;
 - d) Not burn leaves, grass clippings, or compost;
 - e) Have an effective extinguishing agent of sufficient size and with the capacity of extinguishing the Open Air Burning immediately available for use;
 - f) Ensure that the fire is attended at all times by a responsible person at least 18 years of age and shall ensure that such person attends to such fire until the fire is completely extinguished by water, burying, or complete burn out;

- g) Ensure the wind speed is not in excess of 15 km per hour during the Open Air Burning according to Environment Canada for the Peterborough area;
- h) Ensure wind direction does not cause the smoke from the Open Air Burning to create a discomfort to the persons residing in the immediate area of the Owner who has been issued the permit;
- i) Not burn if it is foggy;
- j) Not burn if an Smog Alert has been declared;
- k) Protect the adjacent properties from the potential spread of fire;
- l) Ensure that Open Air Burning does not create a Nuisance as defined;
- m) Not burn in a burn barrel;
- n) Not burn in a built up area as defined which includes the Village of Lakefield, the hamlet of Bridgenorth, Woodland Acres, the hamlet of Ennismore, the hamlet of Young's Point or as determined by an officer of the Fire Department;

3.5 Permits

- a) A Permit is not required for an Outdoor Fire Container/Campfire, provided the fire complies with Section 3 and Section 4 as set out in this By-law.
- b) A Permit must be obtained for Open Air Burning as set out in Section 5.
- c) An application for a Permit of Open Air Burning must be completed on the forms provided by the Fire Department and to be valid must be signed by the Fire Chief or his designate.
- d) A Permit for Open Air Fires shall only be valid for the date(s) indicated on the Permit.
- e) A Permit will be revoked if an Officer has determined that the By-law has been contravened.
- f) The Fire Chief or designate may refuse to issue a Permit:
 - i. if the proposed Open Air Burning would contravene this By-law; or
 - ii. if the Owner or Permit holder has previously contravened any provisions of this By-law or previous By-laws.

Section 4 – Outdoor Fire Containers – Campfire, Chiminea or Outdoor Brick Fireplace (Permit Not Required)

- 4.1 A person may conduct a fire in an Outdoor Fire Container if the person complies with all the conditions set out in this Section and Section 3.

4.2 Outdoor Fire Container – Residence:

A person conducting Open Air Burning located at a residence by way of an Outdoor Fire Container shall:

- a) Only use an Outdoor Fire Container that is constructed from non-combustible material;

- b) Not burn or attempt to burn volumes of materials that exceed the container's capacity;
- c) Contain the fire within the Outdoor Fire Container at all times;
- d) Be responsible for the fire at all times;
- e) Locate the Outdoor Fire Container and comply with the defined ratio for fire distance to meet clearance requirements between any trailer, building, structure, line, tree, hedge, fence, roadways, overhead wires, or other combustible article, or as otherwise deemed acceptable by the Fire Chief or designate;
- f) Maximum Size

In the case of a Chiminea or Outdoor Brick Fireplace;

- i. Ensure that the chiminea or outdoor brick fire place is not greater than 92 centimeters (3 feet) in all directions;
- ii. Locate the Chiminea or Outdoor Brick Fireplace on a non-combustible surface that extends beyond the unit to a dimension equal to the height of the Chiminea or Outdoor Brick Fireplace or;
- iii. Ensure combustible ground cover is cleared from around the unit a dimension equal to the height of the Chiminea or Outdoor Brick Fireplace;

In the case of a Camp Fire;

- i. Ensure that the fire does not exceed 92 centimeters (3 feet, maximum) in all directions;
- ii. Is located in compliance with the ratio for fire safe distance;
- iii. Is constructed in such a manner to contain the fire.

4.3 **Outdoor Fire Container – Campground or Seasonal Trailer Park**

The Campground Owner/Operator and any Person (tenant) conducting Open Air Burning located at a seasonal campground or seasonal trailer park by way of an Outdoor Fire Container shall:

- a) Comply with Section 3 – General Rules, with the exception of Section 3.4 n)
- b) Only conduct Open Air Burning during approved hours regulated by campground or park;

Effective April 1, 2022

- c) Locate Outdoor Fire Container and comply with the ratio for fire distance between any trailer, building, structure, line, tree, hedge, fence, roadways, overhead wires, or other combustible article, or as otherwise deemed acceptable by the Fire Chief or designate;
- d) Only use an Outdoor Fire Container that is constructed from non-combustible material, that has been provided by the campground or park

that has been provided or approved by the campground or park owner and/or management;

e) Maximum Size

- i) Ensure that the fire does not exceed 92 centimeters (3 feet, maximum) in all directions;
- ii) Is located in compliance with the ratio for fire safe distance;
- iii) Is constructed in such a manner to contain the fire.

Section 5 – Open Air Fires – Brush Fires (Permit Required)

5.1 A person may conduct Open Air Burning if the person has been issued a Permit, and if the person complies with all the conditions set out in Section 3 and Section 5 of the By-law;

5.2 A person conducting Open Air Burning shall;

- a) Contact the Fire Department prior to any Open Air Burning to confirm that burning can take place;
- b) Produce the Permit on demand to an Officer conducting an inspection of the Open Air Burning;
- c) Only conduct the Open Air Burning between sunrise and sunset;
- d) Locate the open air burning in compliance with the ratio for fire safe distance as defined to ensure clearance from any trailer, building or structure, property line, tree, hedge, fence, roadways, overhead wires, or other combustible article, or as otherwise deemed acceptable by the Fire Chief or designate;
- e) Adhere to any additional requirements or exemptions the Fire Chief or designate considers necessary in the interest of public safety, or to minimize inconvenience to the general public, or advisable in the circumstances, or give effect to the objects of the By-law.
- f) Size
 - i) Fires 7.6 meters (25 feet), or less, in all directions cannot be more than 3 meters (10 feet) high;
 - ii) Fires greater than 7.6 meters (25 feet) in all directions cannot be more than 3 meters (10 feet) high and must be inspected by the Fire Chief or designate prior to any Open Air Burning taking place;
 - iii) Fires shall not be greater than 15.2 meters (50 feet) in all directions and cannot be more than 3 meters (10 feet) high.

Section 6 – Order to Extinguish

- 6.1 If an Officer is satisfied that this By-law has been contravened, the Officer may order the Permit holder or Owner to extinguish the fire.
- 6.2 If the Permit holder or Owner refuses to extinguish the fire or the Officer feels that correct action will not or cannot be taken to extinguish the fire, the Officer will extinguish the fire using resources at the Officer's disposal.

Section 7 - Severability

- 7.1 Should any section of this By-law be declared by a court of competent jurisdiction to be ultra vires or illegal for any reason, the remaining Sections shall nevertheless remain valid and binding, and shall be read as if the offending section or Section had been struck out.

Section 8 – Penalty and Costs

- 8.1 Any person setting, maintaining or allowing to burn a fire, and all Owners of the property upon which a fire is set, maintained or allowed to burn who contravenes any provision of this By-law shall:
 - a) Be responsible for any damages to property occasioned by said fire; and
 - b) Be liable for the cost of any firefighting equipment and personnel necessary to extinguish said fire, including the aid of neighboring departments, which cost will be calculated in accordance with a cost schedule to be established from time to time by the Council of the Township of Selwyn in accordance with the Township's current Tariff of Fees By-law; and
 - c) Be responsible for the inspection fees incurred by the Township related to the administration and enforcement of the Township's Open Air Burning By-law in accordance with the Township's current Tariff of Fees By-law.
- 8.2 The Corporation shall, if such amounts remain unpaid sixty (60) days following notification of the amounts owing, have the right to collect any unpaid costs, including interest, as authorized by this By-law by adding such charges to the tax roll where they may be collected in a like manner as municipal taxes, all of which is in accordance with Section 398 of the Municipal Act, 2001, c. 25, as amended;
- 8.3 The Corporation shall, prior to adding any amounts owing to the tax roll of any property, provide at least ten (10) days written notice of its intention to do so.
- 8.4 Any person who contravenes any provision of the By-law is guilty of an offence and liable on conviction to a penalty not exceeding \$5000, exclusive of costs, and the provisions of the Provincial Offences Act, R.S.O. 1990, c. P. 33 as amended, shall apply to said fine.

Section 9 - Miscellaneous

Repeal

- 9.1 Upon the passage of this By-law, By-law 2010 -0054 and all amendments thereto shall be repealed;

Short Title

- 9.2 This By-law may be referred to as the *Open Air Burning By-law*.

Section 10 – Enactment

- 10.1 That this By-law shall come into force and effect immediately upon the final passing thereof. Sections 4.3 c) d) and e) shall come into effect as of April 1, 2022.

Read a first, second and third time this _____ day of _____, 2021

The Corporation of the Township of Selwyn

Mayor

Andy Mitchell

Clerk

Angela Chittick

c/s

DRAFT



Date: April 13, 2021

To: Mayor Andy Mitchell and Council Members

From: Andrew Bowyer, Fire Prevention Officer

Subject: Open Air Burning By-law

Status: For Direction

Recommendation

That the report from the Fire Prevention Officer regarding the 2021 Open Air Burning By-law be received for information; and

That By-law 2021-034, a Bylaw to regulate the setting of fires in the open air in the Township of Selwyn, be brought forth for passage under the Bylaws section of the agenda.

Information

The Fire Protection and Prevention Act, 1997, 2.7.1.(1).(a),(b) and 2.7.1.(3) grants authority to municipalities to pass By-laws regulating fire prevention, the spreading of fires, setting of open air fires, times in which open air burning may be set and the scope within the municipality.

As the Township of Selwyn continues to grow, Selwyn Fire Department has seen the need for an updated version of this By-law to be implemented. Many parts of the municipality encompass what is deemed as “cottage country” and residents, whether local, seasonal, or renters enjoy the outdoors that our township is greatly known for. With that, some areas of the previous By-law have needed to be addressed, such as the size and location of campfires/brush fires, and whether trailer parks, seasonal campgrounds, and certified gas fueled outdoor appliances fall under these regulations. This proposed By-law speaks to such issues, and the Selwyn Fire Department believes that it provides a balance to all within the township to enjoy it the fullest, while also respecting the rights of fellow residents and upholding the fire life and safety of the community.

A **ratio for fire safe distance** (1.1 – Definitions) has been established to ensure that both residents and fire personnel understand what are approved distances when conducting any type of open air burning within the township. The ratio, as defined in the By-law, is 1:10, meaning that for every 1 foot of fire in all directions, there must be 10 feet of clearance in all directions.

The previous conditions for **campfires and outdoor fire containers** (Section 4) for residential use have been changed, to be in line with the ratio for fire safe distance. This

will now allow residents who did not have 100 feet of clearance in all directions to have a campfire. Previously many residents were unable to have a campfire, although there was no fire and life safety concern. Those having a campfire or conducting a fire in an outdoor fire container must adhere to the conditions stated in the By-law (3.4). There is no time restrictions on campfires as there are no fire and life safety concerns related to the time of day that this type of burning is conducted. Residents must attend to the fire at all times as stated in the conditions of the By-law. The maximum size of a campfire shall not exceed 3 feet (4.2.(f)).

Burn barrels, once again, are not permitted.

This ratio for fire safe distance will apply immediately to residential campfires and brush fires, and will go into effect April 1, 2022 for seasonal trailer parks and campgrounds (4.3.(c),(d),(e)).

The previous By-law had no regulations regarding campfires at **seasonal trailer parks and campgrounds**. Section 4.3 has been added and will provide consistency for all seasonal trailer parks and campgrounds in the township. This section requires adherence to the ratio for fire safe distance and places the onus on Park owners, management, and renters to abide by the By-law. Admittedly, this will take some time to implement, so as stated above, this particular portion of the By-law would not go into effect until April 1, 2022. This will provide for a period of advanced notice to campgrounds and trailer parks and time for the Fire Department to provide education to the owners and assist with implementation plans.

The size of **brush fire** piles has been increased significantly (5.2.(f)). It has long been observed that the vast majority of brush piles are much larger than what is currently allowed in the By-law. However, for most of these, there was no threat to fire or life safety as the fires were a safe distance away and they had an effective extinguishing agent readily available. Fire Prevention Officer Andrew Bowyer discussed these new perimeters at length with all Captains and Senior Officers of the Selwyn Fire Department before the final recommended adjustments were added. Chief Fire Officials throughout the county were also contacted regarding both the size of campfires and brush piles, the ratio for fire safe distance, and time restrictions, all with very favorable responses.

Although sizes have increased, those who wish to purchase a permit must comply with all conditions stated in the By-law (3.4) as well as maintain the ratio for fire safe distance. For brush fires greater than 25 feet, approval must be granted by the Fire Chief or designate after an inspection of the location to confirm that all fire and life safety concerns are addressed. The maximum size of a brush fire shall not exceed 50 feet (5.2.(f)). Brush piles may only burn between sunrise and sunset (5.2.(c)).

Certified gas fueled outdoor appliances do not fall under open air burning, and are listed under exemptions (2.1.(e)).

Built up areas as defined (1.1) and (3.4.(n)) have not changed and burning in these areas continues to be prohibited by the By-law. However, residents in built up areas are permitted to use a certified gas fueled outdoor appliance.

The previous Consolidated version of the By-law has been removed, so as to not confuse residents who believed that the consolidated version was the By-law in its entirety. It has instead been replaced with a **diagram** (attached) to help understand the By-law, that will be posted online and available for individual copies when permits are issued.

Section 8 - Set penalty and costs has been updated to include reference to the recently established inspection fees. Fees related to contravention of the Bylaw are established in the Tarriff of Fees Bylaw.

The Selwyn Fire Department feels very confident with these recommendations. It is our hope that these changes will provide clarification to residents, and allow them to enjoy this community, while still providing the utmost in fire and life safety that the Department takes great pride in.

Strategic Plan Reference

Goal # 2 - Achieve excellence in governance and service delivery.

Financial Impact

No financial impact related to this recommendation.

Attachment

- Open Air Burning By-law
- Open Air Burning Diagram

Andrew Bowyer

Prepared By: Andrew Bowyer, Fire Prevention Officer

Gord Jopling

Reviewed By: Gord Jopling, Fire Chief

Janice Lavalley

Reviewed By: Janice Lavalley, Chief Administrative Officer

Smith Waste Disposal Site Service Review



Environmental Compliance Approval A341601

November 23, 2020

Prepared for:

The Corporation of the Township of Selwyn

© Cambium 2020 Reference No.: 10528-004

CAMBIUM INC.

866.217.7900

cambium-inc.com

Peterborough | Barrie | Oshawa | Kingston



Executive Summary

The Corporation of the Township of Selwyn (Township) obtained the services of Cambium Inc. to complete a service review for the Smith Waste Disposal Site (Site). The intent of the Study was to review available information on-site servicing and make recommendations for improving operations and administration activities related to the Site.

Cambium met with Township staff and visited the Site in August to obtain information from operators and administrators for the Site as well as observe operations. Overall the Site functions well with numerous successful diversion operations in place and tidy and well-defined areas for waste collection.

Based on the information reviewed in this Study several recommendations are being made that will either optimize operations or improve efficiencies. These recommendations are based on knowledge of other municipal operations, best practices, experience and waste policy and direction. The main change options being recommended for implementation include:

- Optimizing the management of brush on-site
- Reviewing and potentially improving cover and compaction activities
- Improving waste records management for reporting include investigating upgrades or use of new software
- Adding credit card payment option
- Obtaining internet service at the Site
- Amending on-site tipping fees
- Completing waste composition audits

There are also several services that the Study determined should remain the same at this time including:

- Construction and Demolition Program
- Limited Organics Collection



- Hours of Operation

As there are significant changes occurring in waste management with the implementation of extended producer responsibility it is recommended that staff stay informed of highlights on transition developments and the County's plans for transition of the diversion programs. Additionally, the Site life at the end of 2019 has been identified as 15.8 years. It will be important for the Township to consider longer term plans in the next 5 to 10 years including how they will transition the Site for closure or operation as a transfer station.

Respectfully submitted,

Cambium Inc.

Heather Dzurko, M.Sc.
Project Manager

David Bucholtz, C.Tech., EP
Project Manager

HD/dfb

P:\10500 to 10599\10528-004 Selwyn TWP - Service Delivery Review\Deliverables\Landfill Site Service Review RPT\Final\2020-11-23 Smith WDS Service Review FINAL RPT.docx



Table of Contents

1.0	Introduction.....	1
1.1	State of Waste in Ontario	1
1.2	Objectives.....	2
2.0	Background.....	4
2.1	Site Description	4
2.2	Site Service Area	4
2.3	Landfill Capacity	5
2.4	Waste Policy and Regulation.....	5
2.4.1	Bylaws	5
2.4.2	Environmental Compliance Approval	6
2.4.3	County Responsibilities	6
3.0	Methodology	8
4.0	Current Programs and Practices	9
4.1	Operating Procedures	9
4.1.1	Garbage	9
4.1.2	Construction Demolition Material.....	10
4.1.3	Leaf and Yard Waste.....	10
4.1.4	Brush	11
4.1.5	Scrap Metal and Refrigerant Appliances	11
4.1.6	Tires	12
4.1.7	Household Batteries	12
4.1.8	County Diversion Programs.....	12
4.1.8.1	Electronics	13
4.1.8.2	Blue Box	13
4.1.8.3	Hazardous Waste	14
4.2	Administrative Procedures.....	14
4.2.1	Weigh Scale Software and Record Keeping.....	14



4.2.2	Site Transactions.....	15
4.2.3	Site Passes	15
4.2.4	Internal Communication	16
5.0	Performance Analysis.....	17
5.1	Operational Analysis	17
5.1.1	Waste Generation and Diversion.....	17
5.1.1.1	County Information	18
5.1.2	Landfill Material Audit	19
5.1.3	Landfill Cover and Compaction	20
5.1.3.1	Cover.....	20
5.1.3.2	Compaction	20
5.1.4	Comparative Municipalities.....	21
5.1.4.1	Hours of Operation	24
5.1.4.2	Tipping Fees.....	25
5.1.4.3	Waste Disposal Site Programs	28
5.1.5	Hours of Operation	28
5.2	Financial Analysis.....	29
5.2.1	Overall Waste Management Service Costs	29
5.2.2	Landfill Operating Costs	31
5.2.3	Tipping Fees.....	32
5.2.4	Asset Evaluation.....	32
6.0	Options and Recommendations	34
6.1.1	Construction Demolition Material.....	36
6.1.2	Leaf and Yard Management.....	36
6.1.3	Brush	37
6.1.4	Organics Collection	38
6.1.5	Cover and Compaction.....	39
6.1.6	Data Management System	41
6.1.7	Landfill Transaction Management	42



6.1.7.1	Point of Sale Process	42
6.1.7.2	Account Process.....	43
6.1.7.3	Cash Handling Procedures.....	44
6.1.7.4	Internet	44
6.1.8	Site Passes	44
6.1.9	Tipping Fees.....	47
6.1.10	Hours of Operation	49
6.1.11	Diversion Programs.....	50
6.1.12	Waste Composition Audits	51
6.1.13	Clear Bag Program.....	51
6.1.14	Transition to Extended Producer Responsibility	52
6.1.15	Long-Term Use of the Site	53
7.0	Conclusion	54
	References	55

List of Embedded Figures

Embedded Figure 1	Waste Management Annual Operating Costs.....	30
Embedded Figure 2	Landfill Annual Operating Costs	32

List of Embedded Tables

Embedded Table 1	Summary of Landfill Waste Capacity	5
Embedded Table 2	Landfill Cover and Compaction.....	21
Embedded Table 3	General Municipal Comparison Information.....	23
Embedded Table 4	Municipal Comparison of Site Hours of Operation	25
Embedded Table 5	Site Use	29
Embedded Table 6	Site Assets	33
Embedded Table 7	Options Summary	34



List of Appended Figures

- Figure 1 Regional Location Plan
Figure 2 Site Plan

List of Appended Tables

- Table 1 Waste Generation and Diversion
Table 2 Waste Audit Summary
Table 3 Waste Disposal Site Tipping Fees – Municipal Comparison

List of Appendices

- Appendix A Environmental Compliance Approval
Appendix B Landfill Cost Model
Appendix C Photographs

1.0 Introduction

The Corporation of the Township Selwyn (Township) contracted Cambium Inc. (Cambium) to complete a Service Review (Study) for the Smith Waste Disposal Site (Site).

The goal of the Study was to gain a thorough understanding of the operational details of the Site in order to make recommendations to the Township that meet the goals of optimization and efficiency, while keeping environmental responsibility in mind.

The Township is faced with challenges and opportunities associated with operating one waste disposal site for a large geographic area. The population is spread out across the area and somewhat seasonal in nature. Additionally, waste management programs in the Township are managed at both the Township and County of Peterborough (County) level which adds complexity to coordinating operations. Gaining as great an understanding as possible of the current operations, challenges, and opportunities, helps to ensure suggested courses of action are appropriate and achievable with the resources available.

1.1 State of Waste in Ontario

This Study is being undertaken at a time where a relatively high level of both uncertainty and opportunity exists in the area of waste management. The Waste Free Ontario Act, enacted in 2016, represents an opportunity to move the province toward the circular economy (where waste is essentially eliminated), and shift the responsibility for waste from municipalities to the producers.

In 2017, the province of Ontario released a Strategy for a Waste Free Ontario: Building the Circular Economy (Ontario, 2017), which builds on the Waste Free Ontario Act, and outlines the intent to transform the way that we do business and manage waste in the province of Ontario. The goals of the Waste Free Ontario strategy were to reduce waste and greenhouse gas (GHG) emissions by making producers responsible for end of life management of their products and packaging. In 2018 the provincial government released it's a Made-in-Ontario Environment Plan (Ontario, 2018), which maintained the provinces commitment to a shift towards a circular economy and Individual Producer Responsibility (IPR). In 2020, we have

begun to see this shift in material management with some producers already being regulated to manage their waste (tires and batteries) and others scheduled to shift to this new system between now and 2025 (electronics, hazardous waste, and blue box recycling).

In addition to shifts in the management of material packaging the provincial direction includes action items required to manage issues around food waste and its GHG emissions (Ontario, 2018). Both provincial and federal government's mandate to reduce GHG emissions has the potential to impact the food waste issue and possibly waste related transportation.

The overall landfill life remaining in Ontario is approximately 14 years as of 2018, which is quite short given the requirements and time necessary to open new landfills (Ontario Waste Management Association, 2018).

1.2 Objectives

Cambium utilized research and knowledge of leading “best practices” in waste reduction programs and planning for municipalities, and applied awareness of trends and anticipated future changes relating to practice and regulatory policy to support recommendations. The Township put together a Project Team who were provided opportunity to participate and work directly with the Cambium team.

The Township required a Study with some foresight to achieve one or more of the following:

- Reduce the net costs for waste management;
- Decrease waste per capita;
- Increase waste diversion; and
- Optimize system operations;

Reducing net costs can be accomplished through reducing operating costs (increasing efficiency and/or increasing the revenue derived from the current waste management programs, eliminating programs). Decreasing waste per capita can be accomplished through waste reuse and reduction programs. Increasing diversion entails increasing the success of the current diversion programs and/or adding new diversion programs. System optimization is



completed by reviewing the processes in place to achieve the desired outcome and identify areas for improvement.

The Study goals and objectives align with the Townships Strategic Plan, developed to guide decisions and actions within the community (Township, 2018). The Township of Selwyn is focused on creating “a progressive and sustainable community” and ensuring decisions are “environmentally responsible”. Additionally, the Township is prioritizing the reduction of greenhouse gases as part of the Townships Climate Change Action Plan. To date many ‘Green’ initiatives have been implemented to support the Strategic Plan and Climate Change Action Plan. The Study is funded by the Provincial Modernization Program and therefore is also intended to drive efficiencies in municipal operations.



2.0 Background

2.1 Site Description

The Site is on Lot 20, Concession VIII, geographic Township of Smith, 1480 County Road 18 (8th Line of Smith) and operates under Ontario Ministry of Environment, Conservation, and Parks (Ministry) Environmental Compliance Approval (ECA) No. A341601 (Appendix A), approved on December 15, 2011, and amended on October 11, 2013.

The Site is centrally located in the Township of Selwyn and services a large rural geographic area as well as the villages of Lakefield and Bridgenorth as shown on Figure 1. The Site is primarily surrounded by wooded area with wetland tributaries to Miller Creek located to the northwest.

The Site currently operates Tuesday to Saturday, opening at 9am each morning. In the summer, the Site closes at 5pm on each operating day except Wednesday when it remains open until 7pm and Saturday when it closes at 3pm. In the winter, the Site closes at 4pm on each operating day except Saturday when it closes at 3pm.

The Site is permitted to receive solid non-hazardous waste for landfill and operate several waste diversion programs including but not limited to blue box, electronics, hazardous waste, scrap metal, and construction demolition material.

2.2 Site Service Area

As reported by the Census in 2016, the Township has a population size of 17,060 (Statistics Canada, 2019). The Site is the only waste disposal site in the Township and is only permitted to receive materials generated within the municipal boundaries. To confirm municipal residency, site access is regulated by access cards issued annually to residents (2 cards per household). There is currently no access pass requirements for commercial customers but they are asked to provide the address of the location which they are servicing when they attend the Site. Residents of the Township are also permitted to take waste materials to the

Bensfort Road waste disposal site (Bensfort WDS), which is jointly owned by the City and County of Peterborough.

2.3 Landfill Capacity

The landfill at the Site is approved for a 10.1 ha filling area within a 52.2 ha licensed area and approved for a total volume of 536,000 m³ of waste (Cambium, 2010). Remaining landfill capacity is presented in Embedded Table 1 and updated annually as part of the Annual Monitoring Program for the Site. Since 2016, the Landfill has been able to significantly reduce the annual volume of waste being landfilled resulting in a longer projected lifespan for the waste disposal capacity.

Embedded Table 1 Summary of Landfill Waste Capacity

Year	Average Annual (m ³)	Existing Volume	Remaining Capacity	Remaining Life
2014	11,467	388,235	147,765	12.9
2015	11,739	397,200	138,800	11.8
2016	8,528	405,685	130,315	15.3
2017	7,470	409,170	126,830	17.0
2018	7,617	417,130	118,870	15.6
2019	7,229	421,670	114,330	15.8

Note: 5-year average annual volume used to estimate remaining life

2.4 Waste Policy and Regulation

2.4.1 Bylaws

In addition to Federal and Provincial policy and regulations, the Township has adopted municipal bylaw 2019-008 to outline specific waste requirements. The bylaw was updated in 2019 to reflect the new clear bag program currently being launched and becoming mandatory by September 2021. It also describes curbside bag limits, sets out requirements and times and exemption processes for waste tipping fees. The Township has a separate User Fees and Charges Bylaw 2016-026, which details waste tipping fees. Further analysis of the tipping fees is included in Section 5.1.4, 5.1.4.2, 5.2.3, and 6.1.9.

2.4.2 Environmental Compliance Approval

The ECA outlines requirements for operation including but not limited to fill and cover requirements, limits for materials which can be accepted at the Site and record keeping requirements. The Site is operating in accordance with Ministry requirements and currently meeting or exceeding the expectations.

2.4.3 County Responsibilities

Waste management responsibilities are shared by the Township and the County. The County plays a significant role in waste diversion operations in all of its member townships. The County supports the Township by overseeing the curbside collection and recycling of blue box material, leaf and yard waste and some kitchen organics. The County provides a mattress diversion program at the Bensfort WDS, and hosts events for collection of various diversion materials including bulky plastics, hazardous waste and electronics, and occasionally carpet or textiles. Additionally, the County administers and/or operates a number of waste diversion programs at the Site as listed below.

- Electronics - administered by County, operated by Township
- Blue Box Materials – administered by County, operated by Township
- Hazardous Waste – administered and operated by County
- Leaf and Yard Waste Composting – County covers the cost of some leaf and yard waste received in the spring and fall at the Site to be transferred off-site to a composting facility.

Although the County administers these programs by coordinating contracts for hauling and processing, the Township is significantly involved in the operation of the programs as they monitor the waste diversion areas for electronics, blue box materials, and leaf and yard waste and are responsible for overall operation of the Site.

There are no recent/formal agreements between the County and Township detailing the parameters for the shared programs. The County levies the Township annually for curbside



collection of blue box materials, leaf and yard, and organics as well as administration of on-site depot operation of diversion programs noted above.

The levies also cover the Townships share of operating costs of the Peterborough County/City Bensfort WDS, Harper Road leaf and yard composting site (Harper Rd), and the Pido Road hazardous waste and Blue Box Material Recovery Facility (Pido Rd). Levies include the tipping fees and/or processing fees for all materials collected curbside and brought to these facilities (recycling, garbage and leaf and yard).

Residents are charged tipping fees when individually visiting the Bensfort WDS. Staff at the Bensfort WDS track the origin of materials brought to the site by city or township. Therefore, it is possible to determine for example, how many mattresses are currently being generated for disposal by Township residents or how many visits are made to the Bensfort WDS by Township residents.

3.0 Methodology

The approach to the Study involved four phases:

- Detailed review of current programs and practices
- Evaluate performance of current programs and practices
- Understand financial cost of existing operations
- Develop and prioritize options and opportunities that would assist in achieving the Study goals.

The approach involved a considerable amount of data gathering and research. It was important to gain a clear understanding of the current waste management situation in the Township, including: program operational details, waste performance and how it was measured, and the financial costs associated of the existing programs.

In conducting the review, the following key factors were considered:

- Study's, reports and audits completed by the Township and County to date;
- Current waste generation and diversion rates;
- Geographic expanse and make-up of the municipality as well as location and capacity of the landfill;
- Policy changes at a provincial level, which will impact the Township in terms of roles and responsibilities and costs for waste diversion (i.e. the Resource Recovery and Circular Economy Act);
- Existing waste management contracts and arrangements for collecting and processing of waste materials at the landfill;
- The Townships plans and services and how they integrate with the County's requirements; and
- Site operating procedures



4.0 Current Programs and Practices

In order to effectively assess operational efficiencies, Cambium met on Site with operations staff on August 13, 2020 to discuss and identify areas of success and potential areas for improvement. This Section provides a summary of Site programs and operations based on information obtained from the Township. For reference, photographs of the waste disposal areas are found in Appendix C.

4.1 Operating Procedures

4.1.1 Garbage

The Township offers a curbside garbage collection program to all residents and small commercial businesses within the municipality. Residents are permitted to set out 2 containers weekly whereas commercial establishments are permitted to set out 4 containers of garbage weekly. Garbage collected curbside by Waste Connections Canada is brought to Bensfort WDS, with the exception of waste collected on holiday Mondays which goes to the Site. Approximately 3,100 tonnes of waste per year is diverted to Bensfort WDS whereas approximately 100 tonnes is brought to the Site on holiday Mondays.

Based on the information provided, most of the residential garbage generated is collected curbside and brought to the Bensfort WDS. Waste not collected at the curb may be brought to the Site by residents and local commercial businesses. Customers are required to bring garbage to the tipping face or designated area for disposal. All waste is weighed on hydraulic scales and customers are charged a weight-based tipping fee after garbage disposal.

Site equipment operators ensure that garbage is properly placed in the landfilling area. At the end of every day in summer and twice a week in winter an 816CAT Compactor is used to crush garbage prior to application of cover. A 624K John Deer Loader is used to move cover material to the tipping face for daily cover application.

The Township uses a mix of materials for cover including road ditching material, composted leaf and yard waste mixed with sand, wood chips, and sand/soil from a municipally owned pit located on the adjacent property.

4.1.2 Construction Demolition Material

Customers must cross the scales and pay a tipping fee to dispose of construction demolition waste. Construction demolition materials are separated by the customer by placing waste in a designated area onsite. The onsite loader then fills 40-yard bins with the construction material and notifies the waste hauler and processor (Waste Connections Canada Inc.) for collection. Cambium understands from discussion with staff that Waste Connections Canada Inc. takes construction demolition material to their waste disposal facility for further processing, consolidation and transporting to end markets. Materials accepted in the program include:

- Untreated wood
- Plaster and drywall
- Toilets
- Sinks
- Cupboards

4.1.3 Leaf and Yard Waste

Residents must cross the scales with leaf and yard waste and place material in a designated area. This active leaf and yard disposal area is maintained by onsite equipment. Throughout the year the material is brought from the drop off area to a leaf and yard storage area where the material is left to decompose. Historic test results have shown the material does not meet Ministry standards for end use as compost and therefore no effort is expended to meet any composting standards following placement in the leaf and yard composting area. Decomposed leaf and yard waste is currently mixed with soils and used as alternative daily or interim cover. A small portion of the leaf and yard waste is transferred annually to Harper Rd for composting. In 2017-2018 approximately 2,000 cubic metres (m³) of leaf waste was stockpiled onsite. By the end of 2019 1,000m³ had been used as cover material and some shipped offsite to Harper Rd. The County will transfer and compost leaf and yard waste up to a value of \$8,600 (hauling and processing fees) if the material is received at the Township at no cost. The Township



therefore schedules free leaf and yard waste days at the Site to coincide with the dates of curbside leaf and yard collection administered by the County.

The County offers a curbside leaf and yard material collection service to some residents in the Township, located in Bridgenorth, Arnott and Gifford Drive Area, Ennismore (settlement), Emerald Isle, Terraview Heights and Woodland Acres, Youngstown (and Area) and Lakefield. Leaf and yard material collected at the curb is brought to Harper Rd for composting.

4.1.4 Brush

Residents must cross scales and pay fees as required to drop off brush onsite. There is no limit to the quantity of brush that residents are permitted to drop off. Brush is kept separate from leaf and yard waste and chipped into wood chips which are mixed with sand and used as daily cover. At the time of the Site visit a significant quantity of unchipped brush material was noted onsite. It has been noted during the past 3 years of site surveying that the brush pile has been increasing in size, starting at 3,000m³ at the end of 2017 to over 6,000m³ by the end of 2019. A recent survey completed in October 2020 indicates the pile has been significantly reduced since August to 2,575m³.

It was identified during the Site visit by operators that wood chips are only suitable as daily cover during specific times of the year when weather permits. Wood chips can create challenges when used during wet times of the year as they break down and create undesirable operating conditions at the waste tipping area.

4.1.5 Scrap Metal and Refrigerant Appliances

Residents bringing scrap metal to the Site must cross the scales and pay the regular waste tipping fee as well as an additional fee for freon removal if applicable. Scrap metal is currently placed in a designated area by residents and loaded into 40-yard bins by onsite equipment for transport to a recycling facility. Appliances requiring removal of refrigerants (e.g. air conditioners, fridges, freezers, and dehumidifiers) are placed in a separate location until the refrigerant has been removed and then they are loaded into the 40-yard bins onsite. There is a per bin fee for scrap metal pick up and a corresponding rebate based on scrap metal prices

reported by the hauler (currently Waste Connections Canada). There is a per unit charge by a licenced contractor for removal of refrigerants from appliances.

4.1.6 Tires

Tires are currently accepted at the Site. The collection and diversion of tires is managed by the Township. There is currently a limit of 10 tires per resident per visit. Less than 50 tires were noted, neatly stacked onsite at the time of the Site visit. Collection of tires is sometimes a concern for municipalities but it has not been identified as an issue for the Township. The current service provider is R&E Tire. Tires was the first program to transition to full producer responsibility under the Resource Recovery and Productivity Act (RPRA). Under this program tire producers are obligated to collect used tires for recovery.

A search of the RPRA tire directory shows multiple locations offering tire collection service in the area including auto garages and dealerships in Bridgenorth, Lakefield, and the City of Peterborough. It should be noted that by offering a Tire collection service at the Site, the Township is supporting producers in meeting their collection requirements while providing a convenience to residents; however, it is not a requirement. The Township should keep this in mind as other programs transition to Extended Producer Responsibility (EPR). Some municipalities such as the City of Kawartha Lakes have chosen to opt out of tire collection and leave that service to the repair shops and locations that sell tires and are required to collect post-consumer tires.

4.1.7 Household Batteries

Household batteries are accepted outside of Hazardous Waste Depot hours by Township staff. These are placed in a designated location beside the scale house in a covered collection container. Township staff arrange pick up of batteries.

4.1.8 County Diversion Programs

Residents arriving at the Site with County supported diversion materials (waste electronics, blue box, hazardous waste, and batteries) are directed to drop off materials in the designated

area adjacent to the scales. There is no charge to drop off waste electronics, blue box materials, hazardous waste or batteries so the area is set up to eliminate the requirement for residents to cross the scales. Weights of materials are recorded in the landfill software program when it is being collected by the waste hauler. The number of customers using this service is estimated by the scalehouse operator and noted in the Sites software program. The quantity/proportion of material that is from commercial customers in the area is not recorded by Township staff.

4.1.8.1 Electronics

Electronics are deposited on a table by residents and Township staff load the materials into roll off containers. This ensures that only acceptable materials are placed in the bins and that electronics are stacked to optimize the use of space and quantity of materials that can be shipped in a load. The Township must notify the County to coordinate collection when the bins are full and not the waste hauler directly. This can sometimes result in miscommunication or delays. Currently the service is provided by Quantum Life Cycle LPP, who are under contract with the County.

4.1.8.2 Blue Box

The two-stream recycling program (containers and fibres) is located at the Site where blue box materials are placed into 8-yard front end bins by residents. The bins have signs indicating which materials goes in which bins but residents often need the assistance of Township staff to confirm the materials are being placed in the correct location. Specifically, it was noted that although bagged film is collected in the fibre bin, this is not indicated on the signs. During the visit Cambium observed that there is not clear separation/distinction between the container and fibre bins. All the bins are blue and located in a single line with a slight increase in the distance between bins where the bin type switches from fibres to containers as shown in Appendix C. Bins are emptied by the Counties blue box recycling collector, currently Emterra Environmental, and brought to the Material Recovery Facility (MRF) at Pido Rd in Peterborough.



4.1.8.3 Hazardous Waste

The Hazardous Waste Depot is entirely managed by County staff and is currently open seasonally on Thursdays. Township employees are not required to track customers using the hazardous waste service or handle any hazardous waste. Hazardous waste can also be brought by residents to Pido Rd.

4.2 Administrative Procedures

4.2.1 Weigh Scale Software and Record Keeping

The Township uses a program provided by JF Custom called Weigh Manager to track waste material categories, weights, and fees. The system includes several functions allowing the operator to manage what information is entered into the system. Operators can add customer information, material types and pricing tables. Additionally, operators can run a number of different reports to review the information collected from customers.

Report outputs are available in PDF format, and there is no integration with other municipal software such as accounting. As there is no network connection, backup data are placed on USB and shared with the Township office to conduct accounting requirements. Currently, reports are printed from the system and information is entered manually into record keeping sheets as required. The tracking of information and management of records for reporting has been identified as an operation needing improvement.

The Township currently enters most information into the software system to keep all data tracking in one place. The administration office also receives information from the County on diversion data, and Waste Connections for tonnes of curbside waste, depot construction demolition, and depot scrap metal. Currently, the Township doesn't receive information from the City or County on the use of shared facilities such as Bensfort WDS, and Pido Rd by Township residents.

Data management is an important tool to support optimal and effective waste services.



4.2.2 Site Transactions

The software system provides operators with information about the load and fees due by the customer. Currently customers are permitted to pay via cash, debit or account. There is no internet access onsite and debit is available by dial-up connection only. Staff reconcile their ticket and payment information at the end of day and provide it to administrative staff at the Township office to verify, enter data into the financial services software, and deposit payments to the bank.

Accounts can be requested by commercial customers to be invoiced monthly based on transactions at the Site. Occasionally there are issues with unpaid accounts and invoicing account holders is an additional administrative requirement.

The lack of internet access and credit card options as well as the management of landfill accounts have been identified as opportunities for improving landfill transactions.

4.2.3 Site Passes

Site passes are issued to residents to ensure that material accepted at the Site is generated within the Township, a requirement of the ECA. Passes allow residents access to the Site but they are still required to pay respective fees to dispose of their materials. Residents are mailed two passes with their tax bill annually. Replacement passes can be purchased at the township office for \$10. Record keeping requirements for this process are minimal.

Commercial customers do not have landfill passes to access the Site but are asked to identify the location from which the material originates and staff have to know if these locations are within township boundaries. Current road lists at the scalehouse office are outdated and additional information could be provided to staff to assist with this process.

It was recently identified that the Township may be moving to an electronic tax billing system and are looking at options for the management of landfill passes moving forward.



4.2.4 Internal Communication

During operating days staff onsite use 2-way radios to communicate regarding site requirements. There is also a radio in the Township office located at 1310 Centre Line Road, however staff at the Site opt to use the phone to connect with administrative staff in the Township office when possible. The 2-way radios work well for onsite communication and staff have not identified any concerns with this technology.

The County are contacted by phone directly from the Site and staff at the Township office use phone and email to communicate information with the County. There are no internet capabilities at the Site.

Internet and email capabilities would assist landfill staff to communicate with administrative and management personnel at the Township office as well as with County staff.

5.0 Performance Analysis

5.1 Operational Analysis

Several performance measures were evaluated as part of the program review, including waste generation and diversion rates, environmental and operational considerations, and comparison to municipalities of similar size and characteristics.

5.1.1 Waste Generation and Diversion

Information was obtained from the Township on waste tonnage and landfill capacity usage. The Site is estimated to have 15.8 years remaining landfill capacity at the end of 2019 based on current rates of fill. The Site capacity estimates increased significantly when the average fill volume was re-evaluated in 2019. The five-year average annual volume (7,230m³) was significantly less than historical estimates of 13,000m³, as reported in the Design and Operations Plan (DOP) (Cambium, 2010).

Waste generation rates estimate that Township residents are currently generating approximately 560kg/person/year of waste. This is based on 2016 census data, waste quantities available including residential and commercial waste quantities obtained at the Site and through curbside programs, and excludes materials dropped off directly at County facilities by Township residents. If recorded commercial weights are excluded then the generation rate is closer to 390 kg/person/year. However, neither of these generation rates account for the seasonal influx in population or the materials hauled by Township residents or commercial businesses directly to Harper Rd or Pido Rd, and the information on residential vs commercial waste has limited accuracy. The actual waste generation rate is likely much lower if the seasonal population is accounted for. In the Ministers message regarding the Strategy for Waste Free Ontario, 2017, he cited the average Ontarian produces 850kg of waste each year.

Waste tonnage information available for the Township was organized into garbage and diversion categories for the purpose of calculating diversion from landfill. Based on the information available, Cambium estimates the diversion rate for the Township to be between 37% and 53%. There are 2 common waste diversion reports for Municipalities, one based on



all wastes received and diverted and the other based on just residential wastes. The reason for the two separate waste diversion rates is that cost recovery for Municipalities in provincial regulations applies to residential diversion of material only. However, for landfill site longevity it is important to understand the diversion rate of all materials, hence the second calculation. The lower diversion rate described above applies to overall diversion and the higher end applies to residential only.

It should be noted that the residential diversion rate would likely be less if tracking of residential versus commercial loads is done more accurately. All waste information is presented in appended Table 1.

5.1.1.1 County Information

The County reports waste diversion to the RPRA datacall program for blue box material annually. To support the data review, Cambium reviewed the 2018 datacall information available publicly on the RPRA website. In 2018, the County of Peterborough reported managing blue box recycling for a population of 56,619. The Township represents 30% of this population. The County reported a 50.3% residential diversion rate in 2018 and a per capita waste generation rate of 404 kg/person/year. Comparable sized municipalities in Ontario reported waste diversion rates ranging from 27.7% to 62.4% but most fell within a similar range to the County.

It is important to note that the differences in diversion rates and generation rates are a reflection of the County as a whole and reported residential tonnages of waste. Additionally, the information included in the Townships waste generation calculations in Section 5.1.1 don't include resident self haul to Peterborough City and County facilities for either landfill or diversion. Overall, the Townships diversion rate is likely somewhere between 40 and 50% when you account for these variances. Waste generation rates reported by the County and calculated from the Townships data are comparable, with the County reporting a 404kg/person/year versus 390 kg/person/year calculated from the Townships information.

5.1.2 Landfill Material Audit

At the time of the Study, the Township conducted a five-day waste audit of material coming into the landfill site for disposal. The audit was informal and conducted by Site attendants in order to gain a general sense of the types of materials being disposed in the landfill. The types of materials and weights of loads were documented and summary of the audit results are available in Table 2. Audit results show customers are primarily bringing in household generated waste that is not typically placed at the curb such as hoses, furniture, kids' toys, blankets, carpet and construction demolition materials such as treated and untreated wood and vinyl siding. There was no indication of industrial or commercial wastes from major waste haulers other than construction renovation materials which was about 8% of loads noted during the audit inspections. Additionally, it was noted that about 22% of the loads contained black bags assumed to consist of household waste. Based on the number of bags and an average weight of 15kg/bag, it is estimated that the weight of residential waste was about 10% of the total waste coming in during the audit. Current software tracking programs don't differentiate between residential customers and commercial customers. It is assumed that smaller loads (minimum fee) are all residential but it is unknown which percentage of the larger loads are residential and which are commercial.

It is important to note that waste auditing procedures were loosely defined and results could be confirmed through a more thorough tracking procedure for commercial vs residential material in the software or more defined auditing instructions for future audits.

Of the customers that were included in the audit, only one used clear bags. This indicates that additional information will have to be provided to residents and commercial customers prior to the compliance date of September 1, 2021 for clear bags.

5.1.3 Landfill Cover and Compaction

5.1.3.1 Cover

The D&O Plan recommends a 4:1 volume ratio of waste to daily/intermediate cover, a minimum 600 mm thickness of final cover, and 150 mm of soil cover and vegetation. As incoming waste is measured in tonnes and the material density varies compared to cover material it is challenging to estimate volume of waste versus cover landfilled without making too many assumptions. When reviewing the cover tracking reports provided by the Township along with the waste tonnage reports it appears that the quantity of cover being used may be greater than designed. The Site is well maintained to reduce blowing litter and address prior Ministry requirements for more daily cover placement. It is also noted that estimated tonnage of incoming cover material exceeds that currently being used or required onsite.

5.1.3.2 Compaction

A landfill compactor is used at the Site to assist with good management of landfilled wastes. A compactor is designed to use its weight and sharp teeth on the wheels to crush and break waste into smaller pieces. These smaller pieces of waste can be compacted to produce a more even surface for cover application and reduce unused air space in the landfill. During the site visit it was noted that wheels on the 816CAT Compactor were significantly worn. This was also identified by staff when asked about the performance of the equipment.

Despite the worn packer wheels the data suggests the Site is still able to achieve a good compaction rate. In the Design and Operations Plan, Cambium used a compaction rate, of 500 kilograms per cubic metre (kg/m^3), a compaction density often used to estimate capacity at small rural landfill sites (Cambium, 2010). This is a conservative estimate and data presented in Embedded Table 2 show that compaction rates are in line with or slightly below this estimate. Compaction rates noted by the US Environmental Protection Agency for a small landfill site are higher up to 700-1000 kg/m^3 (USEPA, April 2016).

Embedded Table 2 Landfill Cover and Compaction

	2017	2018	2019
Total Waste Landfilled (tonnes)	3,082	2,995	2,921
Total Cover Landfilled* (tonnes)	2,109	2,044	2,377
Total Capacity (m ³)	7,366	6,743	5,675
Overall Material Compaction (kg/m ³)	705	747	934
Compaction of Waste (kg/m ³)	418	444	515
Total Cover Inbound (tonnes)	N/A	3,510	4,884
<i>Note: soil density of 421.39 kg/yd³ used to calculate total daily cover and total inbound cover(US EPA)</i>			

Based on tonnage reports and capacity usage the Site is meeting expected compaction standards. There are several factors that can account for this including the removal of wastes that are difficult to compact such as mattresses, bulky plastics, and construction materials. Additionally, higher volumes of soils which already have a high density and can fill small voids can improve compaction rates but unnecessarily consume air space in the landfill.

5.1.4 Comparative Municipalities

A review of other municipal programs offers insight into how other municipalities are choosing to manage their waste, typical service level standards and opportunities for improvement. A total of nine municipalities with waste disposal site operations were chosen for comparison with the Site. Each of the municipalities used in the comparison offer some level of curbside waste and diversion material collection.

The Townships of Douro-Dummer, Havelock-Belmont-Methuen, and North Kawartha were selected as comparable Townships within the County that also offer curbside collection services to all or some of their residents as well as operating waste disposal site(s). It should be noted that each of these Townships are significantly smaller in population compared to the Township of Selwyn.



The Ottawa Valley Waste Recovery Centre (OVWRC), the Town of Blue Mountain, the Township of South Frontenac, and the County of Brant were all selected as municipal groups that offer similar services and have comparable population and geography. These municipal groups are all listed as rural collection south in the RPRA datacall program for blue box material.

Finally, the City of Kawartha Lakes and the City of Peterborough were considered as they are adjacent municipal facilities, although they service a significantly greater population size.

A comparison was completed for each municipality including hours of operation, number of sites, tipping fees, and waste disposal site programs. Embedded Table 3 provides a summary of general waste operation services offered by each comparable municipality.



Embedded Table 3 General Municipal Comparison Information

	Population	Curbside Collection	WDSs	Access by Permit	Payment Method	Waste Generation Rate (kg/capita)	Diversion Rate (kg/capita)
Township of Selwyn	17,060	Yes	1 L	Yes	Debit and Cash	404	203
Township of Douro-Dummer	6,709	Yes	1 TS	Yes	Debit only		
Township of Havelock-Belmont-Methuen	4,530	Yes, in specific areas	4 TSs	Yes	Cash only		
Township of North Kawartha	2,479	Yes	2 TSs	Yes	Cash or Cheque		
Ottawa Valley Waste Recovery Centre	38,174	Yes	1 L	No - higher tipping fee for non-partner municipality	Cash, Debit, and Credit	498	216
Town of Blue Mountain	7,025	Yes	1 L	Yes	Debit and Credit (temp no cash)	461	214
Township of South Frontenac	18,646	Yes	5 L's	No- must have ID	Debit and Cash	283	94
County of Brant	29,466	Yes	1 L 1 Ts	No	Debit and Credit (temp no cash)	569	197
City of Kawartha Lakes	75,423	Yes	5 L's	No	Debit and Credit (temp no cash)	445	167
City of Peterborough	82,094	Yes	1 L	No	Cash, Debit and Credit	438	238

Notes: Waste Disposal Sites are listed as (L) Landfill or (TS) Transfer Station

Population reported is based on Statistics Canada 2016 report with the exception of Ottawa Valley Waste Recovery Centre and County of Brant which are based on the 2018 datacall as information is not available on Statistic Canada for the areas as described.

5.1.4.1 Hours of Operation

The Site operates five days per week, offering 40 hours of operation to residents in the summer, and 34 hours in the winter. During the summer months, the Township provides one day a week when the Site is open until 7:00pm and on Saturdays is open from 9:00am to 3:00pm. In the winter, the Site is open 9:00am to 4:00pm, Tuesday to Friday, and 9:00am to 3:00pm, Saturday. Comparatively, although serving a larger area and population, the City of Peterborough, adjacent to the Township, is open 51.5 hours, six days per week. The County of Brant operates two waste disposal sites, one landfill site and one transfer station with a total of 54.75 hours per week between the two sites. The County of Brant has a slightly smaller population however, there are no extended hours into the evening and weekend hours are condensed.

The OVWRC has a larger population size to the Township of Selwyn and provides slightly more availability in terms of hours of operation (46 to 58) at the facility. The OVWRC is open five to six days per week in the summer, generally eight to ten hours per day, with some extended hours during the busy season.

The Township of South Frontenac has five landfills with operating hours that total 56 hours per week in both the winter and summer. The Township of South Frontenac differs in that it has rotating hours for the landfills each day of the week, meaning each landfill is open one or two days per week, likely due to the area the municipality covers.

The other townships that were examined in the surrounding area, Douro-Dummer, Havelock-Belmont-Methuen and North Kawartha, have significantly smaller population sizes, but most have sites open five to seven days a week.

Overall the hours of operation at the Site are considered to be slightly below the average but within a comparable range as shown in Embedded Table 4. Additional assessment of hours of operation is in Section 5.1.5.

Embedded Table 4 Municipal Comparison of Site Hours of Operation

	Summer (hours/week)	Winter (hours/week)
Township of Selwyn	40	34
Township of Douro-Dummer	24	12
Township of Havelock-Belmont-Methuen	113	60
Township of North Kawartha	58	42
Ottawa Valley Waste Recovery Centre	58	46.5
Town of Blue Mountain	21	temp hours
Township of South Frontenac	56	56
Country of Brant	54.75	52.75
City of Kawartha Lakes	115	105
City of Peterborough	51.5	51.5
Average	59	51

5.1.4.2 Tipping Fees

Tipping fees are an important consideration when reviewing waste operations. Tipping fees need to consider both the costs of operating the site as discussed in Section 5.2.3 as well as costs of comparable and more importantly neighbouring municipalities. If the municipal tipping fees are too high or too low it could change where a customer chooses to bring their waste.

Tipping Fees for all municipalities are in Table 3.

- **Minimum Tipping Fees**

Township of Selwyn has a minimum tipping fee of \$3.50 for less than 50kg for all waste material. Almost all of the nine municipalities of comparison have a higher minimum tipping fee. This comparison, indicated that sites typically charge a minimum fee per load, ranging from \$5.00 to \$20.00.

- **General Waste Tipping Fees**

The Townships general waste tipping fee is consistent for residential, construction, demolition and commercial waste at \$100 per tonne. Tipping fees in the adjacent municipalities of Douro-Dummer, and City of Peterborough, as well as OVWRC all have tipping fees slightly less at \$95/tonne, while Kawartha Lakes (also adjacent) has tipping

fees of \$120/tonne. It was noted during the review that the City of Peterborough is planning to increase the tipping fees at the Bensfort WDS in January 2021 to \$125/tonne. While it is good that the Township rates are currently slightly higher than City of Peterborough so as to encourage more waste to go to that Site if possible this will change come January 2021. Given the drastic difference between the City of Kawartha Lakes, new City of Peterborough fees and the Township fees, there is a possibility that waste from outside the Township will come to the Site. The garbage tipping fee at the County of Brant and Town of Blue Mountain are significantly higher than the other comparison municipalities likely due to their geographic location and tipping fees in those areas. Two Townships charge per truck load, with no specified weight ranging from \$30.00 to \$200.00 as there are no scales on those sites to determine weight-based fees.

- **Mixed Load/Unsorted Fees**

Four of the comparison municipalities have a higher rate per tonne charged for unsorted or mixed loads. The intent of these fees is to encourage residents to source separate materials into correct waste streams rather than landfill a mix of garbage and divertible materials. The mixed load applies to the separation of all materials with diversion programs at the sites including blue box, metal, construction demolition materials or other as applicable to the municipality. To the extent possible mixed loads are identified to the customer on the way into the site, however sometimes the scale house is notified of a mixed load by staff working at the tipping face. Although not all mixed loads will be identified without extreme scrutiny, the fees act as a disincentive to bring in unsorted material or to unload diversion materials in the incorrect location. The Town of Blue Mountain charges \$160.00 per tonne for sorted residential waste and \$320.00 for unsorted and the County of Brant charges \$291.00 per tonne for unsorted loads and \$97.00 per tonne for garbage separated from other materials. The City of Kawartha Lakes charges \$120.00 per tonne for standard loose waste but a mixed load is \$220.00 per tonne.

Kawartha Lakes also applies the mixed load rate to help enforce their clear bag program. If the load contains more than 10% opaque bags a higher rate applies: clear (\$120.00/tonne) versus opaque (\$220.00/tonne).

- Yard Waste Tipping Fees

Similar to the Township, most municipalities accept leaf and yard waste for no charge up to a specified weight. The Township, for example, accepts leaf and yard waste up to 100kg for no charge and beyond that charges a fee of \$45 per tonne. The City of Peterborough charges the same rate, however it will be increasing to \$95/tonne, whereas the City of Kawartha Lakes allows 250kg at no charge and over this amount is \$120 per tonne. The County of Brant has a fee of \$65.40 per tonne and the Township of North Kawartha charges per truck or trailer load which ranges from \$30.00-\$75.00. The remaining sites do not charge for leaf and yard waste.

- Construction Demolition

Construction and demolition waste for many sites has the same tipping fee as residential waste. However, the Town of Blue Mountain and the County of Brant have different fees based on whether the construction material is sorted and if it can be diverted. For example, the County of Brant separates specific items, like shingles (\$97.00 per tonne), wood construction materials, doors, tile, metal (\$97.00 per tonne), concrete with rebar (\$30.70/tonne), pre-sorted concrete with no rebar, brick, masonry pipe, asphalt and soil (\$15.35/tonne).

- Asbestos

Approximately half of the sites used in this comparison accept materials containing asbestos. The Township of Selwyn, the City of Peterborough, the OVWRC and the City of Kawartha Lakes charge the highest rates per tonne, between \$200.00 and \$250.00. However, the OVWRC charges an additional fee per load of \$150.00. Many of the other sites do not accept asbestos material and the County of Brant has a much lower rate of \$153.20 per tonne. Rates charged by the Township are comparable to adjacent municipalities for this material.

5.1.4.3 Waste Disposal Site Programs

Generally, each of the municipalities used in this comparison have landfills, the three sites that do not are the Townships of Douro-Dummer, Havelock-Belmont-Methuen and North Kawartha which only offer transfer stations. All municipalities offer curbside pickup, most of which are dual stream blue box collection. The County of Brant is the only municipality used in this comparison that has a single stream blue box collection. Each of the nine municipalities allows scrap metal and bulky plastics and most collect tires, aside from the City of Kawartha Lakes.

5.1.5 Hours of Operation

As noted in Embedded Table 4 the hours of operation at the Site are on the lower end when compared with other municipalities. The Site hours are being effectively used as can be further supported by the vehicle count recorded onsite. In 2019, the monthly number of vehicles was divided by the average monthly hours of operation for the Site to determine the approximate number of vehicles entering the site per hour as shown in Embedded Table 5. The assessment shows that the Site is well used and on average the hours are sufficient to provide good service. Approximately 15% of the visits are to the recycling depot only, the rest of the visits attend both the recycling depot and the landfill site or just the landfill site. In 2019, Site visits peaked in August at an average of 29 vehicles per hour. Assuming an average of 30 seconds is spent on the scale in and 30 seconds on the scale out and that 15% of visits are to the recycling depot only, the average vehicle count per hour should not be greater than 35 or it would be a challenge to serve all customers efficiently. Conversely, if vehicle counts are low, changes to the hours of operation may be recommended based on service requirements. Additional information gathered on time of customer visits would allow for a more detailed analysis of Site use.

Embedded Table 5 Site Use

	Number of Vehicles	Hours of Operation	Number of Vehicles per Hour
January	1500	147.22	10
February	1500	147.22	10
March	2000	147.22	14
April	3000	147.22	20
May	4500	160.21	28
June	4500	173.2	26
July	4000	173.2	23
August	5000	173.2	29
September	4000	173.2	23
October	4000	160.21	25
November	3000	147.22	20
December	2000	147.22	14
* hours were calculated by multiplying the number of hours per week by 4.33 (May and October each assumed half a month of summer hours and half a month of winter hours)			

5.2 Financial Analysis

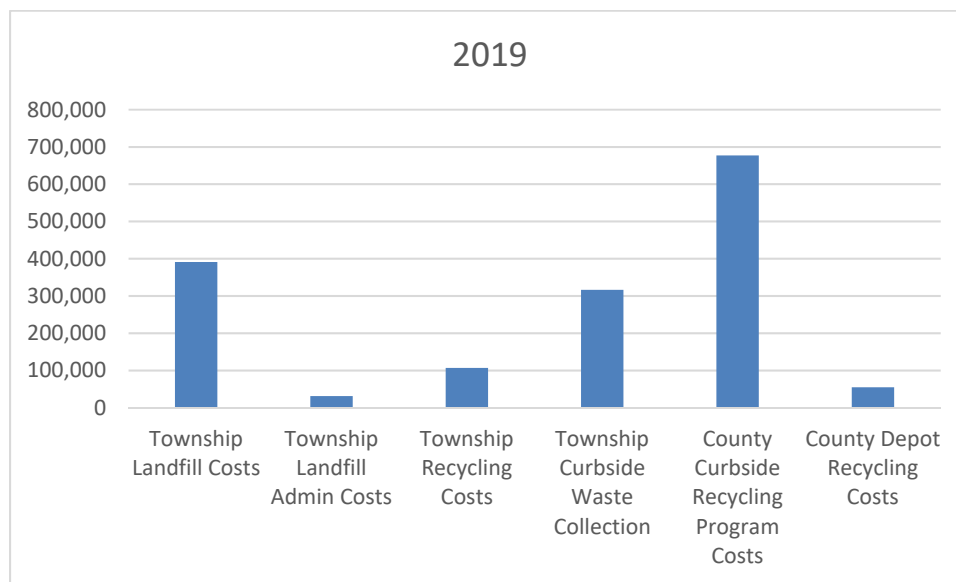
As costs of services are continually increasing, it is important to review operational costs and capital expenditures to ensure decisions consider financial implications.

Cambium completed an assessment of the value of the landfill site capacity based on available information. The assessment concluded that the value of the landfill space for waste is approximately \$90/m³ or \$175/tonne. This value considers the closure and post closure costs of the landfill as well as annual operating costs and initial start-up costs (assumed to be \$50,000 as this was completed approximately 40 years ago). When the time comes for the Township to consider future disposal capacity the value of space assessment should be re-assessed to consider the start-up costs for designing and approving new waste disposal capacity. The assessment is included as Appendix B.

5.2.1 Overall Waste Management Service Costs

The Township provided Cambium with financial information for 2017 to 2019 inclusive for the operation of the Site to assist in evaluating expenses and areas of possible savings. In addition to the costs outlined in the General Ledger (GL) waste accounts, Cambium estimates an

additional \$30,000 in labour costs to operate the site are incurred by the municipality to provide management, customer service, finance, administration, and human resource services. There are also County levies to the Township including \$677,000 in costs annually for curbside recycling, as well as and \$55,000 in costs for recycling services provided directly at the Site. These County levies also cover some leaf and yard management, the pilot organics collection, special events and recycling programs such as bulky waste events, textile collection, the operations at Pido Road, mattress recycling, as well as the Townships share of operating Bensfort WDS. Information is not available publicly on the cost per tonne for program delivery for the various RPRA municipal comparison groups. Therefore, Cambium is not able to comment on the costs of County services for waste diversion other than to note that they are just over 45% of the total estimated waste management costs for the Township. As approximately 40% of wastes are reported as being diverted and fees include garbage disposal costs at the Bensfort landfill, this seems like a reasonable allocation of costs. Annual Costs for Waste Management Services in the Township are outlined in Embedded Figure 1.



Embedded Figure 1 Waste Management Annual Operating Costs

5.2.2 Landfill Operating Costs

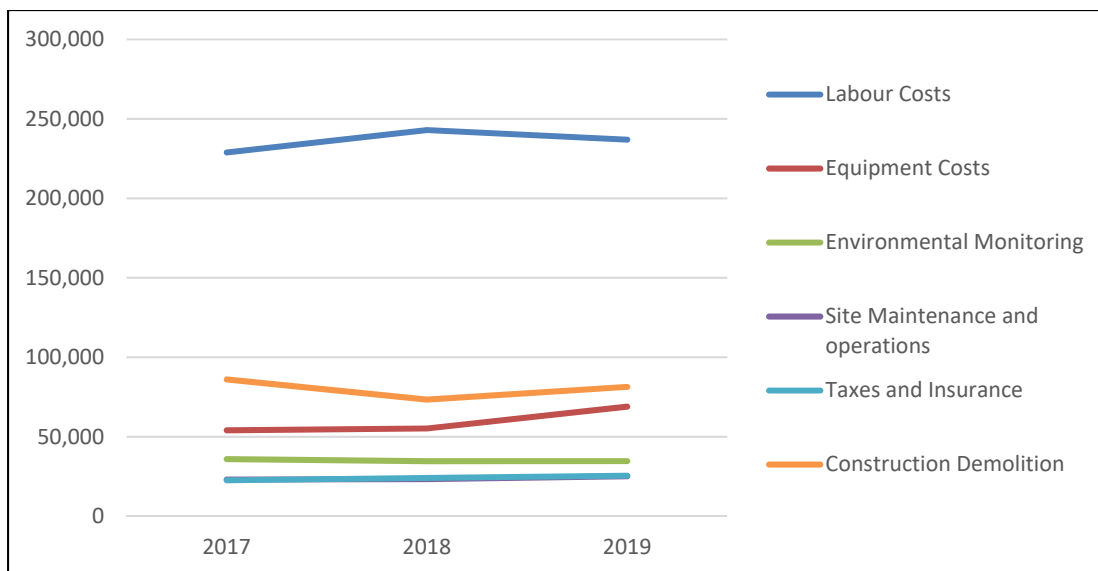
As is common with landfill operations, the main costs associated with operations of the Site are the labour, equipment and environmental monitoring costs as shown in Embedded Figure 2. The costs identified are in line with Cambiums experience and knowledge of operating costs at other waste disposal sites. Based on information provided at the time of the Site visit, three people are normally working onsite. This number seemed appropriate at the time to serve customers and ensure proper handling of waste. During slower seasons (December to March) less staff may be required onsite.

A significant cost for some municipalities is the supply of waste cover materials. The Township's costs for covering garbage include owning and obtaining materials from the adjacent pit and equipment costs. The costs associated with chipping brush, and composting leaves would be required regardless of whether the materials were used for cover and the using road ditching material offsets costs of obtaining cover material from other sources. There are no fees charged for accepting road ditching material or street sweeping material for use onsite as alternative daily cover.

It is also worth noting that costs for chipping brush are accounted for in the equipment rental account. It is estimated that these costs are about 15% of that budget.

The Township is charged a fee for the collection and processing of the construction demolition waste material. Based on a review of tonnage of material shipped and expense the cost per tonne for managing the material is approximately \$87/tonne.

Scrap metal financial arrangements seem reasonable. Upon reviewing July invoices there were 2 pick ups at an average cost of \$41.50/tonne and rebates of an average of \$146/tonne.



Embedded Figure 2 Landfill Annual Operating Costs

5.2.3 Tipping Fees

Current tipping fee rates bring in approximately \$390,000 per year in revenue. This revenue covers the Sites costs as identified in Embedded Figure 1. However, considering the \$30,000 cost estimated for landfill administration as well as closure and post closure costs identified in Section 5.2 the tipping fees could be increased to better account for longer term landfill costs. Generally, landfill site tipping fees should cover onsite landfill and waste transfer operations and tax levies should cover any curbside services and recycling programs. The waste tipping fees at the Bensfort WDS will increase to a minimum \$12/load and \$125/tonne for mixed waste in January 2021. If the Township matched those fees they would be closer to full cost recovery and reduce the burden on staff who are required to ensure that only Township generated wastes come to the Site. It is estimated that an increase in tipping fees to match those proposed by the City and County of Peterborough for the Bensfort WDS would result in an estimated \$100,000 increase in revenue per year.

5.2.4 Asset Evaluation

The Site includes a number of capital assets for reference as outlined in Embedded Table 6. The Township is still developing an asset management plan and therefore details on all assets

onsite were not available for review. In order to evaluate the impact of assets on the operation and effectiveness of the site it is important to incorporate their capital costs as well as expected replacement schedule to determine if there are opportunities for change in the future. It is expected that an annual cost of approximately \$75,000 is required for capital asset management for the landfill based on information collected during the Site visit and included in Embedded Table 6. Some additional assets that may be considered in the future were also included in the table for reference. The amortization period and estimated costs can be updated with actual values to provide a clearer indication of capital asset value onsite.

Embedded Table 6 Site Assets

Landfill Site Assets	Age	Amortization period	Estimated Cost (per unit)	Number of Units	Annual Cost
816CAT Compactor*	2011	10	\$206,573	1	\$20,657
624K John Deer Loader	2014	10	\$275,000	1	\$27,500
Canadian Scales and Scale House	2011	15	\$100,000	2	\$13,333
Fencing (per meter)		15	\$75	1000	\$5,000
Site electrical (per meter)		20	\$90	180	\$810
water/sanitary (per meter)		20	\$500	180	\$4,500
signage (per large sign)		7	\$1,000	6	\$857
paving (per square meter)		15	\$35	200	\$466
gravel pad (per square meter)		10	\$10	600	\$600
ECA Approvals		20	\$15,000	1	\$750
Concrete Sawtooth Bin-wall (per bin/min 5 bins)		20	\$8,000	0	\$0.00
20-yard bins		7	\$7,000	0	\$0.00
40-yard bins		7	\$10,000	0	\$0.00
Roll off Truck		10	\$180,000	0	\$0.00
Site Lighting (per light pole)		15	\$800	0	\$0.00
Total					\$74,474
*actual cost of compactor refurbishment in 2011 (CIF, 2020)					

6.0 Options and Recommendations

In completing our analysis of current programs and performance, opportunities for improvement and optimization were noted, and benchmarking will be utilized where practical. The information gathered from this review are considered further in the options assessment below and summarized in Embedded Table 7.

Embedded Table 7 Options Summary

Number	Option	Description	Cost/Savings/Benefit	Page Number
1	Construction Demolition	<ul style="list-style-type: none"> Continue with current program – look into option to separate vinyl siding for recycling 	Cost \$85,000/year saving 2000m ³ /space or \$180,000 worth of landfill space/year	10, 36
2	Leaf and Yard	<ul style="list-style-type: none"> Continue accepting material for free during collection weeks. Through education and tipping fees, direct as much material as possible to Bensfort WDS as it is taken to a proper composting facility. Consider implementing a maximum acceptable load size. 	County covers up to \$8,600 of material received free during the leaf and yard collection weeks. Residents can self haul to Bensfort WDS	10, 25, 36
3	Brush	<ul style="list-style-type: none"> Provide wood chips to other Township departments to use as ground cover Provide wood chips to residents to use as ground cover Ensure that contract for chipping brush includes minimum annual quantities and frequencies to reduce frequency of large stockpiles – consider issuing an RFP 	Provide additional service to public Reduce quantity of wood chips landfilled	11, 37
4	Organics	<ul style="list-style-type: none"> Wait for regional organics program to start separating this material from the waste stream 	No change to current	38
5	Cover and Compaction	<ul style="list-style-type: none"> New/Refurbished Packer Wheels Stockpile excess cover material outside of the waste footprint to use at a later time 	Cost \$30,000 to \$50,000 saving \$575,000 in landfill space over 5 years (based on 1/3 reduction in tonnes of	9, 20, 39



		<ul style="list-style-type: none"> Complete weight checks – to confirm tonnage of cover materials received and used onsite 	cover and cost of tonne identified in costing model)	
6	Data Management	<ul style="list-style-type: none"> Record Management System – in excel Investigate Upgrade or New Landfill Software 	<p>There would be no added cost to improving the record management system and ultimately this would increase efficiency for staff reporting information.</p> <p>New landfill software or upgrades typically range from around \$1,500-\$2,000 for licences with annual services fees between \$1,500-\$2,000. New or Upgraded Software would increase efficiency for Township administration of waste accounting and reporting</p>	14, 41
7	Point of Sale	<ul style="list-style-type: none"> Consider acceptance of credit card onsite Review accounts set up and management 	Cost \$3,000-\$6,000 annually, benefit in increase service	15, 42
8	Internet	<ul style="list-style-type: none"> Implement internet capabilities 	Cost \$5,000-\$10,000 annually	44
8	Site Passes	<ul style="list-style-type: none"> Consider alternative for site passes when tax bills transition to electronic system 	Benefit of electronic tax bill – residents can request mail out or pick up of landfill pass if electronic tax bill users.	15, 44
9	Tipping Fees	<ul style="list-style-type: none"> Increase minimum tip fee to \$5/load Implement a mixed/unsorted load fee Increase leaf and yard tip fee to \$100/tonne > 100kg to be greater than proposed for 2021 at City of Peterborough Incremental tip fee increases to meet City of Peterborough 2021 rate of \$125/tonne. 	<p>Minimum tip fee estimated to increase revenue \$15,000/year</p> <p>Implement mixed/unsorted load fee is expected to increase material diversion from landfill and encourage the use of clear bags. Would be a benefit in increase tipping fee and/or increase diversion depending on how customers react to the requirement.</p>	25, 32, 47
10	Hours of Operation	<ul style="list-style-type: none"> No changes recommended 	No change to current	24, 28, 49

11	Bulky Plastics	<ul style="list-style-type: none"> Continue to monitor for opportunities 	Increase diversion by 10 tonnes. Cost unknown	50
12	Textiles	<ul style="list-style-type: none"> Verify quantities through composition studies 		50
13	Landfill Audits	<ul style="list-style-type: none"> Recommend biennial or annual landfill audits completed by staff or third party 	Cost approximately \$5,000 for a week-long audit assessment	51
14	Clear Bag Implementation	<ul style="list-style-type: none"> Ensure plans are in place for mandatory clear bag transition 	Cost is mainly staff time and promotional costs but will provide benefit post transition	51
15	Transition Plans	<ul style="list-style-type: none"> Communicate with the County and stay up to date on transition regulations 		52
16	Long-term Site use	<ul style="list-style-type: none"> Collect additional data on site use 		53

Notes: Landfill space savings are calculated assuming the value is \$90/m³ as described in Section 5.2

6.1.1 Construction Demolition Material

Cambium reviewed information on the tonnes and cost of the construction demolition recycling program. Currently the Township charges \$100/tonne tipping fee which offsets the \$87/tonne collection and transportation costs and the costs of operating the Site for this service. It is estimated that at a minimum 2,000m³ of landfill space is saved each year through this program, equivalent to over 3 years of site life at existing landfilling rates. The Township can continue to offer construction demolition recycling as long the service is available under current conditions. The Township may investigate with their service provider the option to include vinyl siding and/or concrete and bricks in the construction demolition program. These materials have been identified in the material audits discussed in Section 5.1.2. The program should be re-evaluated with changes to the service fees and cost.

6.1.2 Leaf and Yard Management

Leaf and yard waste is currently accepted primarily decomposed on-site to be used as alternative daily cover. A small portion of leaf and yard waste is transferred to Harper Rd for composting. The Township should continue to accept leaf and yard free during a seasonal

period to be eligible to transfer material to Harper Rd under the County program. Leaf and yard waste is better managed at the Harper Rd site where it can be properly turned and monitored and subsequently used as compost. The material kept at the Site is not currently managed to regulatory standards and significant investment in time and resources would be required in order to meet all of the compost standard requirements as detailed in Ontario regulation 101/94.

Whenever possible residents should be encouraged to place leaf and yard waste in the curbside collection programs or bring it to the Bensfort WDS. This can be encouraged by adjusting the tipping fees as discussed in Section 6.1.9 or by educating the public that materials sent to Bensfort WDS are composted whereas the materials at the Site are not. Larger loads of leaf and yard waste should be discouraged onsite as it is only stockpiled and used as alternative daily cover or interim cover when needed. Consider implementing a maximum quantity that can be accepted at the Site. The maximum quantity would need to be determined following a review of leaf and yard load weights. There are other materials brought to the Site that can better accommodate the requirement for cover material such as ditching material, wood chips and street sweepings.

6.1.3 Brush

Under existing operations, the management of brush has been identified as an area for improvement. Large brush piles present a fire hazard and if left long enough can encourage vectors and vermin onsite.

It is recommended that the complete pile of brush be chipped at least twice annually to coincide with the end of major drop off seasons (late spring, late fall). This will reduce the quantity of unchipped material being left onsite, provide a more consistent source of wood chips to be used as alternative daily cover and reduce risk of onsite fire from dry wood piles. Consider retendering the contract for chipping brush to ensure the frequency and/or quantity of brush being chipped meets the Townships needs.

Additionally, if brush is kept free of painted, treated or laminated wood it can be chipped and provided to the public for use as ground cover. Wood chipped material should be placed in a

location where it can be accessed by customers without the requirement to cross the scales. Staff can weigh several loads of wood chips (wet and dry) to determine an estimated weight per bucket load of material. Bucket loads of wood chips brought to the location for pick up by residents can then be recorded to estimate quantities of wood chips leaving the site. Typically, materials would be manually loaded by the resident. A similar and successful program is currently being operated at City of Kawartha Lakes Lindsay Ops landfill site. A visit to observe their operation may assist the Township with an implementation plan if they wish to pursue this option.

It should be noted that operators will have an increased responsibility to document the quantity of materials that they are bringing over to the location for pick up by residents, as well as ensuring that the materials that they select to put into this location are relatively clean. The Township should include notices of risk associated with using the material to residents to reduce any liability associated with use of the material on their advertising pages and at the pick-up location.

Under the Environmental Protection Act and R.R.O. 347, wood chips of clean wood, brush etc. would not require testing for quality to be eligible for use as ground cover.

6.1.4 Organics Collection

There are two main considerations taken into account when evaluating the possibility of increasing the organics composting program in the Township; the quantity and destination of current materials, and the processing options.

Section 5.1.2 describes materials currently coming to the Site as mostly bulky waste (broken toys, furniture, renovation waste etc.) and limited amount of household waste which would contain organics. Based on available information it is estimated that there is approximately 5 tonnes per year of organic waste suitable for composting that could be captured from materials currently being landfilled at the Site. The main reason for the low quantity of material is that the majority of organic waste is found in residential garbage which is collected curbside and destined for the Bensfort Landfill Site. The volume of waste that 5 tonnes represents is

relatively insignificant in terms of landfill space savings or greenhouse gas reduction to warrant investing in a program at this time.

Cambium estimates 550 to 900 tonnes of compostable organic waste is found in the curbside waste stream. As the Township offers a curbside waste collection program, an organics program would likely have to follow the same curbside service to be successful. If the organic material was to be captured there would be an added cost for source separated collection as well as a compost processing fee. Other municipalities with no curbside collection program have an advantage to successful depot organics program as residents are already visiting the site regularly to dispose of household waste.

Cambium reviewed options for sources separated organics as four Townships in the County offer this service at select depots: Townships of North Kawartha, Trent Lakes, Havelock-Belmont-Methuen, and Douro-Dummer. The organics from these sites are brought to Harper Rd for composting. The Township has previously consulted with the County and were informed that Harper Rd did not have capacity for additional material from the Township. The Township could consider processing compost onsite using technology however, this technology ranges in cost from \$100,000- \$300,000 in capital costs and additional operational costs. Additionally, a curbside collection program would likely need to be considered to capture enough material to make these technologies feasible.

It is recommended that the Township wait for a regional source separated organics program to expand on the existing services. For the interim, continue to promote backyard composting and food waste reduction programs either through the Townships waste department or in collaboration with the County.

6.1.5 Cover and Compaction

As indicated in Section 5.1.3 it appears that a significant quantity of cover material is being used to provide effective daily cover. This may be the result of a few variables including equipment, cover material type and cover material tracking.



Overall the landfill is managed with sufficient and appropriately sized equipment. At the time of the Site visit the equipment was visually inspected and it was noted that wheels on the CAT compactor are worn and require replacement in the next couple years in order to ensure effective compaction of waste and maximizing capacity. This is especially important as most waste received at the Site are bulky and less residential wastes are placed in the landfill to fill gaps and voids made from ineffectively compacted bulky waste. Compactor wheels are designed to break apart materials into smaller pieces making them easier to compact. Inadequate compaction may also be resulting in excessive cover use. It is estimated that upgrading packer wheels could cost somewhere between \$30,000 and \$50,000 depending on the service provider for 5 to 10 years of improved compaction. This increase in capital cost could be offset by a decrease in cover material required to properly cover waste. By increasing the shredding of waste and therefore increased compaction there should be a decrease in air gaps that will be filled when applying cover and therefore less cover material should be required. If the volume of cover material used could be reduced by one third, the Township could expect to add 2 to 3 years of landfill capacity based on existing fill rates and existing volume of cover material recorded.

Sufficient cover material was available at the time of the Site visit. As there is no cost to the municipality for the cover material being imported the current methods are considered cost effective. However, it seems that significant quantities of material are being used to effectively cover the tipping face. Cover materials such as road ditching material that are in excess of what is required should be stockpiled in a designated location to be used at a later time when required or for final cover.

Township staff do an excellent job tracking cover material. This tracking has assisted in completing this assessment. Some other municipalities are able to track tonnage of cover material used onsite where others don't monitor cover material quantity at all. It would be beneficial for the Township to weigh some loads of road ditching material and street sweepings in order to get approximate weights per truck and per bucket that can be used to more accurately estimate the quantities of cover received and used onsite. These weights should be

documented separately from waste quantities to not duplicate cover material reports and can be provided to waste consultants annually to include in reporting.

6.1.6 Data Management System

Through this review process Cambium has spent significant time importing and reviewing data. As the Township relies on a variety of sources to evaluate their waste management performance a good tracking system is important. Cambium recommends the use of an electronic spreadsheet (e.g. MS Excel) to manage the various sources of information available on waste quantity and generation. Each tab in the spreadsheet should represent a different information source and can then be summarized in a master list. The tabs can be organized in a manner similar to the following:

- Waste Summary
- Curbside Waste Tonnages (from waste hauler)
- Inbound Waste Tonnages from Landfill Software
 - Waste Breakdown by Material Type
- Outbound Waste Tonnage from Landfill Software (choose to track each material by receipts invoices from hauler/processor or from outbound weights).
 - Scrap Metal
 - Construction Demolition
 - Tires
 - Units containing refrigerant (note that tonnages would be included in scrap metal)
- County Waste Tonnages (including diversion tonnes through depot programs as well as use of the Bensfort Landfill)

It would also be beneficial for the Township to gain a better idea of the number of customers who are residential versus commercial. Currently, all minimum tip fee weights are attributed to residential customers and loads weighing greater than 50kg are attributed to commercial

customers. However, many of the loads greater than 50kg are probably residents conducting yard clean-up activities etc. as opposed to true commercial customers. A commercial customer would be anyone receiving compensation for providing the service and would normally be identified by a business logo on their vehicle. This information will be helpful in the future as the landfill reaches capacity and the Township needs to evaluate its services. The tracking of this information should be available through a software program where staff are able to select if the customer is commercial or residential.

To facilitate improved data management and service the Township could consider adopting new weigh scale software if the existing system cannot be adapted to meet all the Township needs. Cost for new software are estimated at \$1,000-\$2,000 per year, provided by DM&T Service Ltd, although other options may be available as well. New software or upgrades to existing software can improve operations by including additional benefits such as:

- integration with accounting software
- abilities to track commercial and residential visits separately
- expanded data exporting and reporting options
- flagging and customer notification abilities (unpaid accounts or previous issues etc.)
- storing tared vehicle weights – improve tracking of cover material (weigh in but not out)

6.1.7 Landfill Transaction Management

In order to improve service delivery Cambium reviewed current point of sale processes, account processes and cash handling procedures.

6.1.7.1 Point of Sale Process

Currently the Township doesn't offer a credit card payment option. The process for establishing a credit card point of sale is relatively simple. There are fees associated with accepting credit cards onsite determined by a service provider (or acquirer) based on a number of parameters. This cost could be as much as 3% of sales via this method of payment and is estimated that if 25-50% of transactions occur using this method the cost could be

between \$3,000 and \$6,000 per year depending on the service provider and parameters of consideration. A review of payment options offered by other municipalities shows that all of the municipalities of comparable size to the Township offer credit card service.

It is expected that use of credit cards onsite will improve service delivery in several ways:

- Increase convenience to customers
- Reduce the value of cash that attendants are required to manage
- Combined with internet access this change in process is also likely to reduce the amount of time to process a transaction

The Township Finance Department should establish an approved process for use of credit cards, and staff should be trained on the process.

6.1.7.2 Account Process

There is an ability in the software program to add customers and to show a list of existing customers with accounts. Landfill accounts are important for clients with numerous operators who may visit the landfill site as it may be impractical for them all to have a copy of a credit card. The process for setting up and managing accounts should be reviewed to ensure it includes the following:

- Process for setting up accounts including:
 - Requirement for deposit or credit check
 - Up to date address and invoicing information
 - Property tax information if required
- Process for identifying and dealing with unpaid accounts including:
 - Suspension of account and use of landfill site
 - Process for obtaining owed funds (possibly through taxes)
 - Procedure for reinstating account if applicable



- The customer listing should be reviewed annually and unused/unpaid accounts should be removed from the system to ensure that information maintained for the accounting process is kept up to date.
- The credit card option can be used as an alternative for account holders that do not follow through on payments regularly. It is also recommended that the Township continue to offer an account option for an interim basis until it can be determined if the credit card will be a viable option for customers who currently have accounts.

6.1.7.3 Cash Handling Procedures

Cambium reviewed cash handling procedures onsite. The procedures in place serve their intended purpose and no changes are being recommended at this time.

6.1.7.4 Internet

It is recommended that the Site obtain internet capabilities. Internet connection will allow information from landfill software to be uploaded directly to the network and avoid requirement to save all information daily to USB and later uploaded to the network. Point of sale units can be updated to have capabilities with internet connection that will increase the speed of financial transactions and improve site efficiencies. The internet can also improve the flexibility for on-site staff to communicate and share resources with the administrative office via email if permitted. Internet connection will also allow on-site staff to use web tools such as online maps to verify resident's location is within the Township.

6.1.8 Site Passes

During the review, the Township identified the intent to modernize the taxation program and conceivably move to an electronic billing system. This would eliminate the mailing of tax bills which is the current means by which the site passes are distributed. If we consider the current method of distribution to be zero cost, as we are piggy backing on another process, the optimal solution will also be zero cost. The replacement cost for passes provides the Township with a revenue of approximately \$2,000/year to cover administrative costs of the program.



Review of access passes in other jurisdictions indicate there are several alternative options or combination of options that can be considered for administering passes:

- Online request by resident triggers a pass to be mailed or picked up at the township office
- Pick up at the township office
- Pick up at the waste disposal site
- Electronic pass system
- No passes

Municipalities such as the Township of South Stormont allow residents to submit a request for a landfill pass online which can either be mailed or picked up as per the resident's request. In order to obtain a pass, they must provide proof of ownership or authorization of landowner if a tenant and indicate if they would like their passes mailed or picked up. A nominal fee could be applied to residents requesting a mailed pass if cost recovery is important. Additional passes could continue to be charged an additional fee.

The Township can also allow for pick up of passes at either the Township office or the waste disposal site. A \$10 charge can still be applied to replacement passes as long as a verified record keeping system is in place to document the first free pass pick up. It is recommended that a good tracking system for site pass issuance is developed to run this program. It may be difficult for attendants at the Site to issue waste passes if they are busy and verification/information recording is required. A system to support simple delivery for the attendant would need to be established to avoid delays if the Site is busy.

There could also be a form of electronic management for this process, whereby residents apply online for a pass and receive confirmation which is presented to the attendant at the scalehouse. Some software programs could be designed in this fashion to read proximity cards, such as the system from DM&T, however there is additional administration of the proximity cards required as a result. The current waste pass system doesn't address commercial customers who do business for local residents. Under the current system commercial customers need to inform the attendant where the material is coming from but



there is no pass. This electronic management system could incorporate commercial materials and require passes for those customers and loads as well. This system is likely to be more expensive and result in additional administration depending on the parameters established for the issuance of passes.

The benefit of a landfill pass is that it provides residents with some anonymity in that they don't have to provide their full address to attendants in order to gain access to the Site. However, an alternative to landfill passes is no passes, whereby attendants ask site users to indicate where the waste is coming from and possibly show ID or documentation with local address. If there is indication based on attendant's knowledge of the customer and the area that the material came from outside of the Township boundaries, the attendant would refuse the load until proper verification could be obtained. This is the same process that is currently in place for other larger municipalities such as the City of Kawartha Lakes, the Bensfort WDS and the Township of South Frontenac. This system would be best implemented with a software program that could flag customer licence plates once they have been identified as non-residents that have tried to bypass the system in the past. Additionally, if this verification system is required it may increase the length of time associated with dealing with a customer and may require an increase to the hours of operation at the Site, at least in the summer, to manage the additional requirements. The impacts of this change would need to be monitored by staff and adjustments made as required.

A significant concern has been identified by staff that tipping fees increasing at the Bensfort WDS will result in non-residents attempting to use the Site. Therefore, a pass system is recommended to continue for the interim until the impacts of the difference in tipping fees can be more accurately assessed.

The existing landfill pass system should be maintained with the option for residents who receive an electronic tax bill to pick up their free passes at the Township office. Commercial customers should continue to be required to provide proof of their job address in the Township to be allowed to access the Site. It is recommended that commercial customers continue to be allowed to use the Site until more detailed information regarding the quantity of residential vs

commercial waste can be obtained. At a later date with that assessment the Site could potentially be limited to residential customers and passes only.

6.1.9 Tipping Fees

The tipping fees were compared to adjacent municipalities as well as similar sized municipalities as described in 5.2.3. Based on information obtained in a background review and municipal comparison Cambium is recommending consideration be given to two tipping fee changes to be implemented prior to clear bags becoming mandatory. As well, Cambium has suggested another two tipping fee options that may be considered.

- **Minimum Fees:**

Tipping fees at the Site are generally \$100/tonne with a \$3.50 minimum fee established for materials less than 50kg. As 50kg of material would cost \$5.00 at \$100/tonne, the minimum tip fee should be increased to \$5.00 for any loads of waste coming in under 50kg. The City of Kawartha Lakes also has a \$5 minimum fee, whereas the County of Brant has a \$10 minimum fee, City of Peterborough will soon have a \$12 minimum fee and a few other municipalities have a \$20 minimum load fee. These fees also encourage residents to use curbside programs that are available and limit unrequired trips to the landfill. Assuming 10% of the transactions on-site are minimum fee the increase would result in an estimated \$15,000 in annual tip fees.

- **Mixed Load Fees:**

One challenge to successful diversion of waste from landfill is encouraging users to sort materials into correct disposal locations as opposed to dumping mixed waste at the tipping face of the landfill. Although staff are usually available to answer questions about where to dispose of material, loads of material are often dumped at the tipping face before mixed load issues are identified (i.e. a customer may dump a load of construction debris and metal at the tipping face instead of properly sorting this material into the correct locations on-site). Staff are available to re-sort some of this material into proper

locations but this additional work for on-site staff may result in materials being improperly handled if time doesn't permit sorting activities by staff.

With the implementation of a clear bag policy it will be important to identify a management strategy for customers coming to the site with opaque bags. There is an option to deny disposal of opaque bags, however this can create conflict and sometimes the opaque bags will go undetected until after the material has already been tipped in the landfill. Asking customers to go back and collect the material they discarded in opaque bags may also create conflict. Implementing a mixed load fee would provide customers with an option to either pay the fee (for staff to manage the material appropriately) or manage the materials appropriately (in clear bags and/or sorted into the correct waste streams). Overall this will provide enough of a disincentive to most customers that they will properly manage their waste on-site.

It is recommended that the mixed load fee be double the current tipping rate to provide a significant disincentive to mix waste. Additionally, the minimum fee should be increased to coincide with the mixed load rate. Recommended Mixed load fees would be a minimum \$10 or \$200/tonne for each unsorted load. Customers would be advised of a mixed load fee on entry and asked to properly sort their waste. If they are unwilling to do so and staff on-site identify this, then they can be charged a mixed load fee. Eventually the additional fee will encourage regular visiting customers to properly sort materials on-site. This will also be a useful tool following the implementation of the clear bag program. The Township may consider allowing a small quantity of recyclables in the landfill (for example a dump load of material that contains one or two cardboard boxes may not be charged the mixed load fee). The City of Kawartha Lakes has implemented a 10% rule when applying the mixed load fee (if 10% of materials are incorrectly sorted or in opaque bags then the mixed fee applies).

- Leaf and Yard Fees:

To encourage the use of the Bensfort landfill site for disposal of leaf and yard waste (especially those in larger quantities), the Township should consider increasing the fees

to \$100/tonne greater than 100kg. This is \$5/tonne greater than the 2021 tipping fees proposed at the Bensfort WDS for leaf and yard waste.

- Regional Increase in Tipping Fees:

Prior to learning that the Bensfort WDS fees would be increasing in January 2021, it was going to be recommended that a regional increase in tipping fees be applied in the County and City of Peterborough. This would have been initiated and coordinated with other municipalities since the rates in the Region are significantly lower than elsewhere for weight-based fees including the City of Kawartha Lakes to the west (\$120/tonne), County of Northumberland (\$130/tonne), and Durham Region (\$125/tonne). However, since Cambium is now aware that the Bensfort WDS is moving forward with a fee increase to come more in line with tipping fees in other areas, it is recommended that the Township consider the same.

A \$25/tonne tipping fee increase is significant. The Township may choose to increase fees gradually for example \$10/year for the next three years to a rate of \$130/tonne in 2023. At the same time the Township should monitor the impact of the fee changes at the Bensfort WDS on the Sites operation. This increased tipping fee will better align with overall site operation costs, result in a similar rate as the surrounding areas and help to offset costs associated with some operational change recommendations such as internet and credit card service at the Site.

6.1.10 Hours of Operation

The hours of operation for the Site were reviewed and considered to be optimal for customer service and efficiency. This is based on an assessment of vehicle use per hour and comparison to adjacent municipalities. No changes to the hours of operation are recommended at this time.

6.1.11 Diversion Programs

- Bulky Plastics:

The results of the waste audit confirmed that there is a significant quantity of bulky plastics (kid's toys, furniture, buckets, etc.) that are brought to the Site for disposal. The County has been offering annual bulky plastics recycling programs however in 2020 it was a challenge to find a processor to take this material for recycling even prior to disruptions related to Covid-19. Based on the limited market it is not recommended to divert the material at this time. However, if market conditions improve and processors are willing to accept bulky plastics this is a good diversion opportunity for the Township.

The diversion tonnage of bulky plastics has varied over the years however, a full program the Township could expect to divert upwards of 10 tonnes of material annually. Typically, materials are collected in roll off bins, similar to scrap metal program, and hauled off-site for processing. Alternatively, bulky plastics can be set aside in a designated area until sufficient quantity for diversion is accumulated and then loaded into bins for shipment to a processing facility. The market should be confirmed prior to implementing a program. This can be completed through a competitive process requesting the bulky plastics service.

A financial assessment cannot be completed at this time without a processing and end market cost, however the County of Peterborough may be able to support a program if a processor and market can be established. The Township should aim to keep all cost associated with diversion of the material below \$175/tonne to make the program worthwhile.

- Textiles:

The Township could verify the quantity of textiles that are ending up in landfill through additional waste composition audits to determine if it's worth investing in program to increase diversion of this material. Waste audits that were completed identified some textile materials such as blankets. Typically, municipalities will refer residents to existing textile reuse locations in the area or work with non-profit agencies to collect textiles. The Township has provided a service to residents on-site for textile collection by means of a bin, which has been recently suspended due to COVID.

6.1.12 Waste Composition Audits

Waste audits provide important information to help assess the types of material being received for disposal at the Site. Waste audits can be completed by weight or volume estimate and assist in identifying areas where the Township can potentially increase diversion. Without knowing what is going into the landfill it is difficult to make assessment on how to reduce that quantity. Annual or biennial audits for one or two weeks at a time is recommended. Ideally a waste auditing procedure will be developed that can be followed for each audit to provide consistent results. The audits can be conducted by staff internally if the capacity is available to do so. It is recommended that methodology be confirmed in advance of the audits and staff be trained on proper auditing procedures. Alternatively, services can be acquired to conduct onsite waste audits.

6.1.13 Clear Bag Program

As identified during the Landfill Material Audit conducted by the Township, few customers have begun using clear bags for waste. Based on experience of other municipalities it is important to ensure extensive communication is provided well in advance of the mandatory clear bag date to provide residents with the opportunity to use up their black bags. The Township has already adopted several best practices for implementation such as a FAQ and sorting guide as well as a soft launch period to give residents time to adjust to the change in requirements. Several recommendations follow to support a smooth transition to clear bag program.

- **Communication:**

If not already completed, if willing to support the program, place signage at local grocery stores located in the area advising residents of the switch to clear bags (locate the signage where residents would purchase bags)

Landfill site page on the Township website should be updated to include a link or information on clear bag requirements

It is a difficult time to communicate with the public due to limited social interactions. Consider increasing social media posts early next year reminding residents of the

transition. Monitor clear bag use at the curb with assistance from your contractor and share the results on social media as a reminder

Consider including radio advertisements and road signs in your communication plan

- **Enforcement Plan:**

Develop an internal enforcement strategy for the clear bag program – both curbside and landfill. For example, perhaps only one black bag be left behind to notify residents the first week of mandatory compliance. The second week of mandatory compliance the black bag from the week prior will be collected if new waste is placed in clear bags. This will allow residents to have their waste collected if they didn't receive the message about clear bags or forgot about the change the first week. Alternatively, residents who did not comply can be asked to transfer materials to a clear bag for collection the following week.

Determine how clear bag enforcement will be handled at the landfill. Will you turn residents away and ask them to return with their waste in clear bags? Will the user be allowed to sort materials into clear bags on-site that you provide or will you implement a fee as a deterrent for non-compliant loads?

6.1.14 Transition to Extended Producer Responsibility

The Township should consider its role in providing designated waste diversion programs such as hazardous waste, electronics and blue box programs. The County is in a good position to negotiate arrangements with producers for a larger collective group, the Townships within the County. However, during the transition of these programs to producers, it is unknown how the County will continue to be involved in the programs post transition and responsibility may be transferred completely to the producers to provide this service. It is important for the Township to maintain awareness of the developments with the County and ensure that they maintain information regarding the services that are being provided and negotiations that are occurring.

Regardless the Township should be prepared for changes in service delivery for these programs in the coming years. In preparation the County or Township should consider



obtaining additional information on users of the blue box and electronics depot, specifically the proportion of commercial versus residential participation in the programs at the depot.

Tires is an example of a material that the Township has chosen to continue collecting on behalf of residents.

6.1.15 Long-Term Use of the Site

The Township should more accurately assess the use of the Site by commercial and residential customers to determine the implication of limiting use of the Site to residents only. This is not a concern at this time, however as the Site reaches capacity, the Township may choose to conserve landfill space for residents only. At this time an assessment cannot be completed on the implications of this decision as insufficient information is available on user type. An updated or new software program should be designed to include options to manage these two types of users separately.



7.0 Conclusion

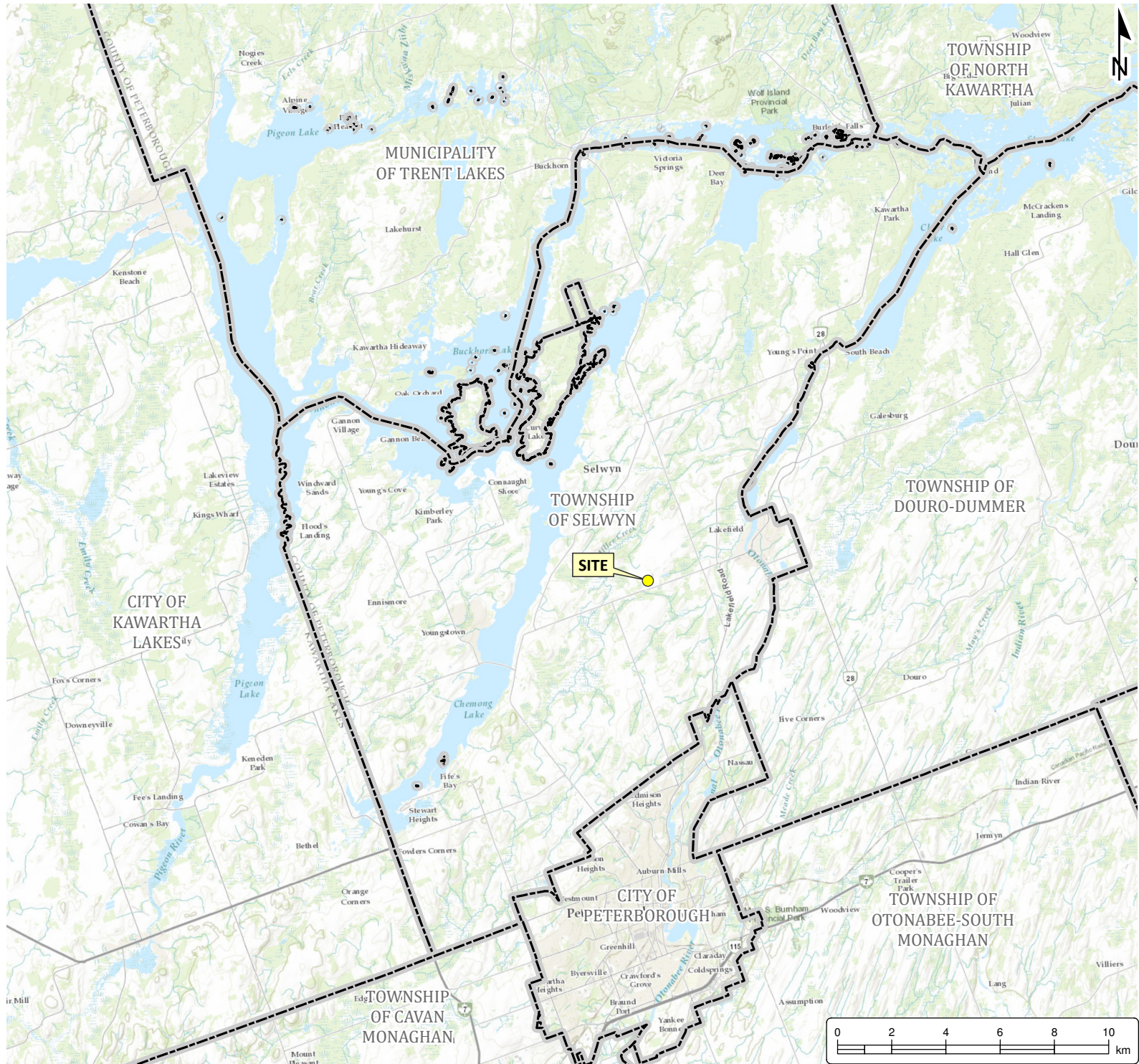
In conclusion the Township offers a well-rounded waste management program and the Site operates effective and efficient operations. Several recommendations have been made with the intent to improve operations, reduce costs and increase efficiency. The Township should consider these options and implement those which they consider to be the most in line with their priorities and needs.

References

- Cambium. (2010). *Design and Operations Plan Update, Smith Waste Disposal Site*. Cambium Environmental Inc. Retrieved from Cambium. (2010). Design and Operations Plan Update, Smith Waste Disposal Site. Cambium Environmental Inc.
- CIF, C. I. (2020). *Depot Costing Model*. Retrieved from Continuous Improvement Fund: <https://thecif.ca/centre-of-excellence/collection/depots-2/>
- Municipality of Hastings Highlands. (2019, September 19). *Draft Hastings Highlands Community Strategic Plan*. Retrieved from https://hastingshighlands.ca/wp-content/uploads/2019/09/DRAFT_Hastings-Highlands-Community-Strategic-Plan_1.pdf
- Ontario. (2017). *Strategy for a Waste-Free Ontario: Building the Circular Economy*. Queen's Printer for Ontario.
- Ontario. (2018). *Preserving and Protecting our Environment for Future Generations, A Made-in-Ontario Environment Plan*. Queens Printer for Ontario.
- Ontario Waste Management Association. (2018, December). *State of Waste in Ontario: Landfill Report* .
- Township, S. (2018). *Township of Selwyn Strategic Plan*.
- USEPA. (April 2016). *Volume-to-Weight Conversion Factors*. Us Environmental Protection Agency.



Appended Figures



**SMITH
WASTE DISPOSAL SITE**
Township of Selwyn
County of Peterborough

LEGEND

 Municipal Boundary

Notes:
- Base mapping features are © Queen's Printer of Ontario, 2017 (this does not constitute an endorsement by the Ministry of Natural Resources or the Ontario Government).
- Distances on this plan are in metres and can be converted to feet by dividing by 0.3048.
- Cambium Inc. makes every effort to ensure this map is free from errors but cannot be held responsible for any damages due to error or omissions. This map should not be used for navigation or legal purposes. It is intended for general reference use only.



P.O. Box 325, 52 Hunter Street East
Peterborough, Ontario, K9H 1G5
Tel: (705) 742.7900 Fax: (705) 742.7907
www.cambium-inc.com

REGIONAL LOCATION PLAN

Project No.: 10528-004	Date: September 2020 Rev.:
Scale: 1:200,000	Projection: NAD 1983 UTM Zone 17N
Created by: TLC	Checked by: SNR
Figure: 1	

**SMITH
WASTE DISPOSAL SITE**
Township of Selwyn
County of Peterborough

LEGEND

- Shallow Overburden Monitoring Well
- Deep Overburden Monitoring Well
- Bedrock Monitoring Well
- Survey Benchmark
- Gate
- Primary Topographic Contour Line
- Secondary Topographic Contour Line
- Existing Limit of Waste (9.1 ha.)
- Approved Waste Disposal Area (10.1 ha.)
- Property Line (52.3 ha.)
- Closed Landfill Area
- Lot Line
- On-site Road
- Approximate Tree Line
- Clean Cover Stockpile/Berm

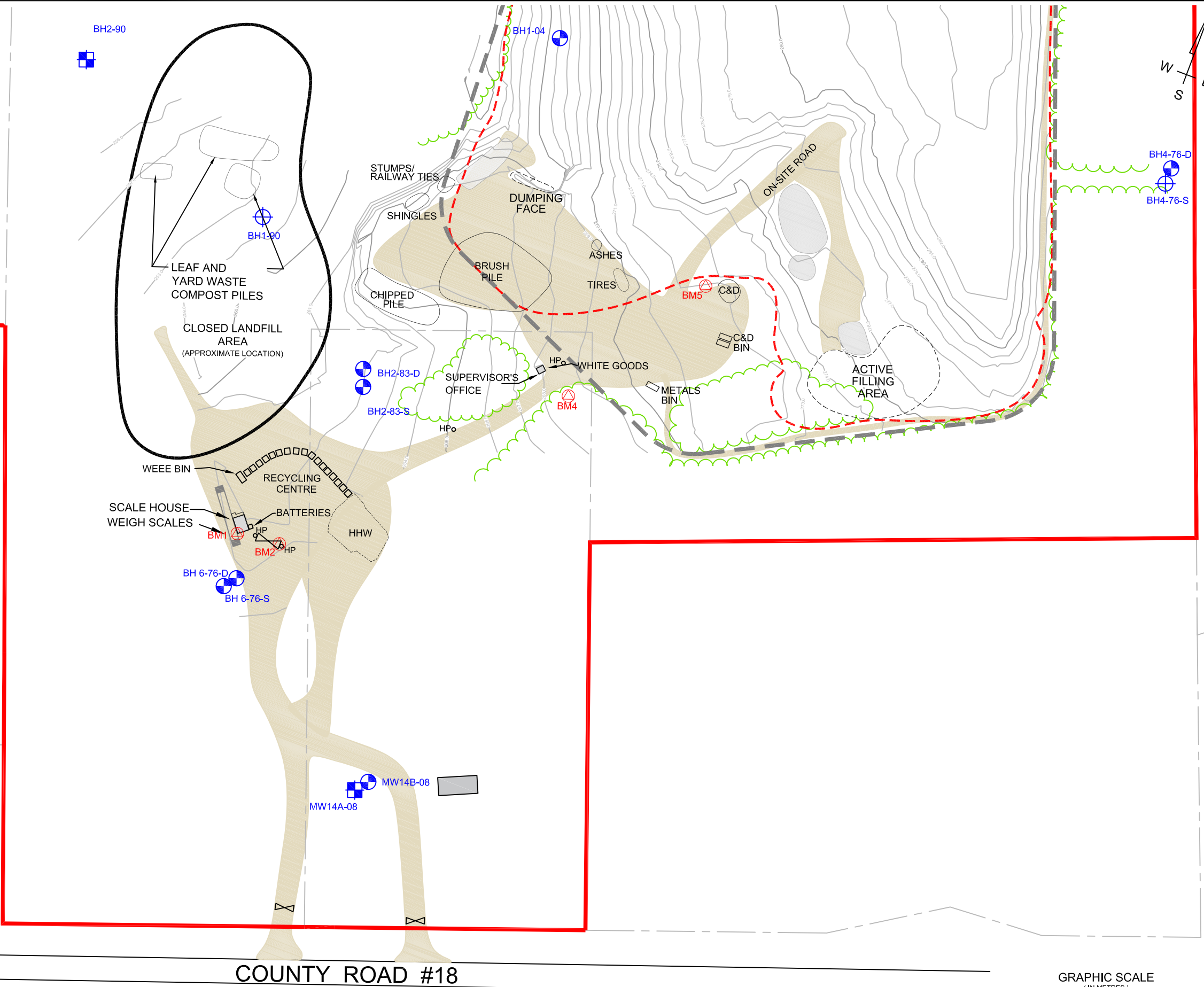
Notes:
1. Survey completed by Cambium Inc. September 24, 2019.
2. Property boundaries obtained from Plan 45R-6143, Bishop and Wilson Ltd. OLS, Part of S1/2 Lot 19, Concession 8, Township of Smith, Plan 45R-6060, T.S. Fluke OLS, Part of the South Half Lot 19, Concession 8, Township of Smith, and Plan 45R-6149, T.S. Fluke OLS, Part of Lot 20, Concession 8, Township of Smith. Distances on this plan are in metres and can be converted to feet by dividing by 0.3048.
Benchmarks:
1. Nail and washers wood deck at scales and tipping booth. South end of deck.
Northing 4920883.7710, Easting 712561.8590
Elevation 262.40 m.
2. Nail and washers in north face of hydro pole, in the middle of the recycling centre.
Northing 4920886.8570, Easting 712563.1830
Elevation 262.150 m.
3. Nail and washers in east face of hydro pole, located on Centre Line, Pole No. ULF7
Northing 4921066.7334 m, Easting 711711.0141 m
Elevation 253.37 m.
4. Nail and washer in northeast face of maple tree, northeast corner of woodlot, immediately behind propane tank storage.
Northing 4921005.8714 m, Easting 712690.8595 m
Elevation 266.91 m.
5. Top of T-Bar pounded into the ground on the southwest corner of the concrete wall near the C & D dump pile is located.
Northing 4921081.4220 m, Easting 712734.2290 m
Elevation 273.525 m.



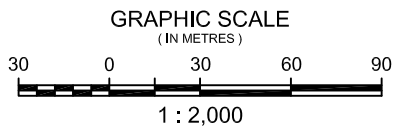
P.O. Box 325, 52 Hunter Street East
Peterborough, Ontario, K9H 1G5
Tel: 705-742-7900 Fax: 705-742-7907
www.cambium-inc.com

EXISTING SITE CONDITIONS

Project No.:	10528-004	Date:	September 2020
Horizontal Scale:	1:2,000	Projection:	UTM Zone 17N
Drawn By:	TLC	Checked By:	SNR
		Figure:	2



COUNTY ROAD #18





Appended Tables



Table 1: Waste Generation and Diversion

Selwyn Waste Generation	2017 tonnes	2018 tonnes	2019 tonnes
Residential Garbage (min fee)	2.43	2.34	24.33
Commercial Garbage (over 50kg)	3,079.22	2,993.05	2,897.01
Curbside Garbage (to Bensfort)	3,246.83	3,105.69	3,114.62
Brush	376.85	412.63	360.94
Leaf and Yard - Depot (material brought from the depot to Harper Road)	165.72	165.47	197.75
Lake Weeds			96.53
Container Recycling	17.41	19.15	19.54
Fibre Recycling	107.66	97.19	84.47
Waste Electronics	27.30	28.04	36.18
Construction Demolition Material		806.50	930.52
Scrap Metal	45.48	49.28	60.49
Tires *	14.61	26.91	19.57
Curbside Recycling	1,442.16	1,397.05	1,329.35
Fibre Recycling (campgrounds bins)	34.81	26.85	2.24
Container Recycling (campgrounds bins)	23.99	24.96	1.52
Private Road Recycling Collection	70.77	52.61	41.97
Organics Curbside Pilot - Bridgenorth	47.23	44.30	32.87
Leaf and Yard - Curbside (material brought to Harper Road)	175.38	260.37	274.88
Campground Recycling	14.88	14.33	15.84
Paper Shredding - Event	2.20	0.82	1.08
Media & Car Seats - Event	0.80	0.32	0.86
Hard Cover Books - Event	0.54	0.27	0.31
Hazardous Waste	35.80	35.82	34.38
Carpet Recycling - n/a	n/a	n/a	n/a
Durable Plastics - Event	8.52	1.18	5.00
Polystyrene - Event	0.01	0.02	0.01
Resident Self Haul to Peterborough City/County Sites	N/A	N/A	N/A
Total Landfilled	6,328.48	6,101.08	6,035.96
Total Diverted	2,612.13	3,464.07	3,546.30
Total Waste Generated	8,940.61	9,565.15	9,582.25
Diversion Rate	29%	36%	37%
Diversion Rate (excluding reported commercial garbage tonnage)	45%	53%	53%
Waste Generation Rate (kg/person/year)	524.07	560.68	561.68

*using RPRA conversion factor for used passenger and light truck tires

**using population 17,060 as reported by Statistics Canada



Table 2 - Waste Audit Summary

Material Type	Number of Customers	Percent of Customers
Black Bags	26	22%
Commercial Waste	10	8%
Wood	40	34%
Bulky Plastic	11	9%
Shingles	6	5%
Dirt	3	3%
Vinyl Siding	5	4%
Furniture	6	5%
Drywall	8	7%
Broken Toys	6	5%
Carpet	4	3%
Pool	6	5%
Chair	6	5%
Metal	11	9%
Hose	9	8%
Feed Bags	2	2%
Blankets	2	2%
Tarps	6	5%
Brush	5	4%
Clear Bags	1	1%
Total Number of Customers	118	
Total Bags	200	
Total Weight of bags (tonnes)*	3	
Total Weight of Audited Material (tonnes)	28.205	
Bag Waste	10.64%	

* One bag is assumed to be 15kg



Table 3 - Waste Disposal Site Tipping Fees – Municipal Comparison

Municipality	Tipping Fee Minimum	Residential Waste	Construction Waste	Commercial Waste	Asbestos Waste	Freon Appliances	Leaf and Yard Waste	Mattresses	Soil	Organic Material	Other
Township of Selwyn	\$3.50 less than 50kg	\$100/tonne			\$250/tonne	\$12.50/unit plus per tonne rate	<100kg no charge, >100kg \$45	N/A			
Township of Douro-Dummer	\$3.00 less than <13kg	Materials <13kg: \$3.00 Materials >13kg: \$95.00/tonne			N/A	\$15.00/unit plus per tonne rate		Mattresses:\$25 Boxsprings: \$22			
Township of Havelock-Belmont-Methuen	N/A	\$2.00/bag With bag tag no charge \$30/yd³ \$10/bulky item (furniture)	\$50/yd³	N/A	N/A	\$10.00/unit plus additional \$10 if freon removal required	Paper/Compostable bags - free Clean brush \$10.00/half tonne load	\$10/unit			\$30/yd³ scrap metal
Township of North Kawartha	N/A	Trucks - level load \$45-\$85, heaped load +\$10-\$15 Trailer (4'x8') \$75 level load, +\$15 for heaped	\$8.00/garbage bag equivalent to 35 gallons or .259 cubic yards, \$30/cubic yard	Trucks - level load \$45-\$85, heaped load +\$10-\$15 Trailer (4'x8') \$75 level load, +\$15 for heaped		\$20.00 per item	Leaf and yard waste - Trucks - level load \$30-\$60, heaped +\$10-\$15 Trailer (4'x8') level load \$50, heaped +\$15				
Ottawa Valley Waste Recovery Centre	\$20/load landfill waste, \$50/load unsorted waste	Landfill Waste: Minimum \$20 <210kg, \$95/tonne Unsorted loads: Minimum <200kg \$50, \$250/tonne			Asbestos and lead paint coated material \$150/load plus tipping fee, minimum <200kg \$40, \$200/tonne		No charge		Contaminated Soils (including Hydrocarbon) (Pre-approval required): \$95/tonne	Organic Material: Minimum <210kgs \$20, \$95/tonne	
Town of Blue Mountain	\$8/load	Residential Waste not divertable: \$160/tonne Divertable Residential Waste: \$90/tonnes Unsorted Residential Waste: \$320/tonne	Commercial, Construction, Demolition Waste \$320/tonne Unsorted Commercial, Construction, Demolition: \$640/tonne Sorted Commercial, Construction and Demolition Clean Drywall: \$140/tonne Divertible and Sorted Commercial, Construction and Demolition Waste: \$90		Not Accepted	\$15 each	No charge	\$20 per unit	Contaminated Soil: \$200/tonne		
Township of South Frontenac	Loughborough - \$20 minimum vehicle fee Portland - 0-200kg \$20	Loughborough Trucks \$30-\$200 per load Trailers \$30-\$100 per load Other loose material \$30/cubicm - 1/2 tonne truck load Portland Garbage: 0-200kg \$20 201-300kg \$33 301-400kg \$44 401-500kg \$55 More than 500kg - Prorated at \$110 per 1000kg/tonne				Not Accepted	No charge				Loughborough Large Furniture \$20/item Small furniture \$20/item minimum vehicle fee Sinks, toilets, tubs \$20 minimum vehicle fee Fibreglass boats \$100-\$200



Table 3 - Waste Disposal Site Tipping Fees – Municipal Comparison

Municipality	Tipping Fee Minimum	Residential Waste	Construction Waste	Commercial Waste	Asbestos Waste	Freon Appliances	Leaf and Yard Waste	Mattresses	Soil	Organic Material	Other
County of Brant	\$10/load	Waste: \$97/tonne Unsorted load-user does not sort divertible materials: \$291/tonne	Rubble pre-sorted and segregated (concrete (no rebar or reinforcing steel), brick, concrete block, tile, masonry pipe, asphalt, uncontaminated soils, etc.): \$15.35/tonne Concrete with rebar \$30.70 C&D Materials, wood construction materials(excl. pressure treated), doors, windows, tile, metal items: \$97/tonne Asphalt Shingles: \$97/tonne	Waste: \$97/tonne Unsorted load-user does not sort divertible materials: \$291/tonne	\$153.20/tonne	\$25.50/unit Steel White goods not containing Freon: no charge	\$65.40/tonne				Asphalt Shingles: \$97/tonne Clean White Expanded Polystyrene (Styrofoam) \$97/tonne
City of Kawartha Lakes	\$5/load waste in clear bag \$7/mixed load or non clear bag	Garbage Bag (Clear) - \$5 minimum, \$120/tonne Garbage Bag (opaque) - \$7 minimum, \$220/tonne Loose Waste (standard) - \$5 minimum, \$120/tonne Mixed load - \$7 minimum, \$220/tonne			\$250/tonne	\$20/item	up to 250kg free, over is \$120/tonne	\$15/unit	Contaminated Soil (suitable for daily cover) - \$50/tonne Contaminated Soil (not suitable for daily cover) - \$5 minimum, \$120 per tonne		Boat and bale wrap \$5 minimum, \$120/tonne RV sanitary disposal \$5 Single large items \$5 minimum, \$120/tonne
City of Peterborough	Mixed garbage - 100kg or less \$10	\$10 minimum, \$95/tonne			\$200/tonne	\$20 each	100kg or less - free, >100kg \$45/tonne	Mattress/Boxpring - <10 - \$12 each, >10 - \$20 each	Contaminated Soil - Call for pricing		Recyclables - 100kg or less - free, >100kg \$45/tonne



Appendix A

Environmental Compliance Approval

AMENDMENT TO ENVIRONMENTAL COMPLIANCE APPROVAL

NUMBER A341601

Notice No. 1

Issue Date: October 11, 2013

The Corporation of the Township of Selwyn
PO Box 270
Township of Selwyn , Ontario
K0L 1H0

Site Location: 1480 County Road 18
Lot 20, Concession 8
Township of Selwyn , County of Peterborough
K0L 1H0

You are hereby notified that I have amended Approval No. A341601 issued on December 15, 2011 for a waste disposal site (landfill) , as follows:

This Notice approves the expansion of the Municipal Hazardous and Special Waste (MHSW) program, the acceptance of Waste Electronic and Electrical Equipment (WEEE) and specific non-blue box materials at the Smith Waste Disposal Site.

I. The following Definitions are Amended to read as follows:

"**MHSW**" means municipal hazardous and special waste limited to waste classes 112, 121, 122, 146, 147, 148, 212, 213, 221, 242, 251, 252, 253, 254, 261, 263, 312, 331 and 145 as defined in Ontario Regulation 347, generated by households located within the Service Area as defined in this Approval.

"**Operator**" means any person, other than the *Owner's* employees, authorized by the *Owner* as having the charge, management or control of any aspect of the Site. The Operator of the organics collection system and the MHSW Depot is the Corporation of the County of Peterborough;

"**Site**" means the entire waste disposal site, including the buffer and the contaminant attenuation zone lands, located at part lots 19 and 20, concession 8, Township of Selwyn, County of Peterborough, at municipal address 1480 County Road 18 and includes the Landfill, MHSW Depot, Transfer Station, Compost Facility, WEEE storage area and all other storage areas identified under Appendix D in item 23 of Schedule A;

II. The following Definitions are Added:

"biomedical waste" means waste as defined in Guideline C-4 and includes pathological waste and sharps waste.

"Guideline C-4" means the Ministry document entitled "Guideline C-4: The Management of Biomedical Waste in Ontario" dated November 2009, as amended from time to time.

"hazardous components" means components manually removed from *waste electrical and electronic equipment* which have hazardous properties including, but not limited to, batteries, cathode ray tubes screens, circuit/wiring boards, fluorescent lamps, condensers/capacitors and switches;

"MHSW Depot" or "Depot" means Municipal Hazardous and Special Waste area located within the the *Site* .

"Non-Blue Box Recyclable Materials" means materials that are not currently picked up under the current blue box program, as defined in item 23 of Schedule "A" of this Approval, such as mattresses, carpet, polystyrene, boat wrap and agricultural wrap and other materials as markets develop; collection becomes economically viable and/or approved by Ontario Minister of the Environment.

"WEEE" means Waste Electronic and Electrical Equipment and **"e-waste"** which means devices listed in Schedules 1 through 7 of *Ontario Regulation 393/04*.

III. The following Conditions are Revoked and Replaced:

11.0 Service Area

11.1 The *Site* shall only accept waste to be landfilled on-site, that is generated within the geographic boundaries of the Township of Selwyn and may accept all other approved waste materials from within the geographic boundaries of the County of Peterborough.

15.0 Approved Waste Types

15.3 White goods, tires, scrap metal, recyclable materials as defined in Schedules 1 and 3 of Ontario Regulation 101/94, non-blue box recyclable materials, MHSW as defined in this Approval, leaf and yard waste, clean wood, automobile batteries, compressed gas cylinders, C&D waste and e-waste may be accepted at the *Site* , and managed in accordance with the Design and Operations Plan Update, item 21 and 23 of Schedule "A" and the County of Peterborough MHSW Operations Plan.

28.0 MHSW Depot

- 28.3 The *Owner* shall ensure that:
- (a) the wastes are stored in a safe and secure manner, within a diked area, and/or within an enclosed building;
- 28.5 Waste Quantity
- (a) the maximum amount of liquid industrial waste which may be present on site at any one time and shall not exceed 3,000 litres.
- 28.10 All storage facilities, including tanks, shall be maintained under lock and key and access to these facilities shall be limited to *competent Site Operator*.
- 28.13 The *Owner* shall ensure that *competent Operator* are on duty at all times during the operation of the *MHSW Depot*.

IV. The following Conditions are Added:

Waste Diversion

27.9 Non-Blue Box Recyclable Materials

This Site is approved to collect and store *non-blue box recyclable materials* for recycling such as:

- a. Boat wrap and agricultural bale wrap;
- b. Mattresses and carpet;
- c. Hard plastics and polystyrene (Styrofoam);
- d. Other materials as markets develop, collection becomes economically viable and/or approved by Ontario Minister of the Environment; and
- e. Prior to adding other materials, the Director and the District Manager shall be notified in writing.

- 27.10 The maximum amount of *non-blue box recyclable materials* destined for recycling, which may be present on *Site* at any one time shall not exceed 100 tonnes.

MHSW Depot

28.15 The MHSW Depot is approved for the following waste management activities:

- (a) the receipt, temporary storage and transfer of approved *MHSW materials* ;
- (b) the receipt, temporary storage and transfer of *biomedical waste*, specific to sharps waste;
- (c) the receipt, temporary storage and transfer of pharmaceutical waste; and
- (d) the receipt, temporary storage and transfer of e-waste.

- 28.16 All incoming waste shall be inspected by *competent Operator*, prior to being

accepted at the *Depot*, to ensure that the *Depot* is approved to accept the material;

28.17 if any incoming waste load is known to, or is discovered to, contain unacceptable waste, that load shall not be accepted at the *Depot*; and

28.18 if any unacceptable waste is discovered at the *Depot*, that waste shall be immediately be disposed of in accordance with the *Act* and *Ontario Regulation 347*.

28.19 Handling and Storage of Sharps

All sharps waste shall be handled and stored in accordance with Section 4.2 of the ministry's *Guideline C-4*, and in accordance with the following:

- (a) All sharps waste received at the site shall be stored in a container made of rigid materials that are puncture resistant and leak resistant. The container shall have a lid that is securely attached to the container that can be closed and locked when the container is full.
- (b) In addition to the storage requirements of Tables 4A and 4B of *Guideline C-4*, sharps waste stored at the *Depot* shall be in an area that is:
 - (i) secured and not accessible to the general public. The storage room shall be kept locked at all time except when authorized personnel are on hand;
- (c) The facility shall be clearly marked as being a biomedical waste storage area with a sign that is no smaller than twenty (20) centimetres by twenty (20) centimetres, which states "biomedical waste storage area" and which clearly displays the universal biohazard symbol from Appendix 1 of *Guideline C-4*;
- (d) All sharps containers being transported off the *Site* shall be:
 - (i) labelled and colour-coded as specified in Section 4.0 - Tables 4A and 4B of *Guideline C-4*; and
 - (ii) sealed in either a leakproof disposable container which will be fed into an incinerator or autoclave, or a leakproof reusable container which will be disinfected prior to being reused;
- (e) All shipments of sharps waste are subject to Sections 18 and 19 of *Reg. 347* requiring generator registration and manifesting as specified in Sections 4.2 and 4.3 of *Guideline C-4*;
- (f) Sharps waste shall only be transported to a facility for which an Approval has been issued authorizing the acceptance of sharps waste; and
- (g) Sharps waste shall be removed as soon as practical. Sharps shall not be stored for greater

than six (6) months from the date of receipt at the MHSW Site.

28.20 Sharps containers which are improperly labelled, packaged, identified, or contain any waste other than Sharps waste shall be either returned to the generator; or disposed of at an approved facility using an approved hauler, within 24 hours of receipt.

28.21 Household Hazardous Waste Days

- (a) The *Owner* may hold up to a maximum of twelve (12) Household Hazardous Waste Day events each calendar year, in addition to regular operating hours;
- (b) The MHSW Site is approved to operate:
 - (i) 2 days per week between June to October initially and may increase operation to that of the landfill Site, as outlined under Condition 12.1;
 - (ii) Event days may occur on any day of the week, from January to December.
- (c) The *Owner* shall ensure that only Household Hazardous Waste generated by residents living in the County of Peterborough, is received;
- (d) The *Owner* shall ensure that trained Operator, spill containment equipment and fire fighting equipment are available at the *Site* at all times during the operation of the Household Hazardous Waste Day events; and
- (e) The *Owner* shall post "No Smoking" signs in the vicinity of the drop off area.

28.22 Handling and Storage of Pharmaceutical Waste

- (a) All pharmaceutical waste received at the *Depot* shall be stored in tamper proof containers and shall be placed in a storage room that is locked at all time except when used by an authorized personnel;
- (b) A record shall be kept at the *Depot* of the date, type of pharmaceuticals collected and total quantity and shall be available for inspection by a Provincial Officer upon request at all times;
- (c) Pharmaceuticals shall only be transported to a facility for which an Approval has been issued authorizing the acceptance and disposal of the waste;
- (d) Pharmaceutical waste shall not be stored at the *Depot* for more than 180 days from the date of receipt; and
- (e) No cytotoxic pharmaceuticals shall be received at the *Depot* .

28.23 All incoming and outgoing wastes from the Depot shall be inspected by competent Operator in accordance with the County of Peterborough MHSW Operations Plan for the *Depot*, as detailed in Item 23 of Schedule "A" of this *Approval*, prior to being received, processed, transferred and shipped to ensure wastes are being managed and disposed of in accordance with the Act and Reg 347.

28.24 Notwithstanding the requirements of Condition 28.23 of this *Approval*, the *Owner* shall take all reasonable actions in the way of laboratory, compatibility and bench testing of waste and materials to ensure that the bulking, blending, mixing, transfer and processing of wastes at the Site will not result in uncontrollable reactions that could result in a fire or release of contaminants to the natural environment.

28.25 Handling and Storage of WEEE

The WEEE program shall be operated in accordance with this Approval and the County of Peterborough MHSW Facility Operations Manual, item 23 of Schedule "A", as outlined:

- (a) An area for the acceptance, storage and preparation for transport of waste electrical and electronic equipment (WEEE), and subsequent transfer of such wastes by an approved carrier for disposal elsewhere shall be operated in accordance with the following:
 - (i) the materials shall be stored in a covered roll-off bin, a trailer or other suitable shelter; in an orderly fashion, to avoid breakage (broken materials shall be placed in containers), such that WEEE is sheltered from rain and snow, and as provided per the WEEE Program Plan and in accordance with the Conditions of this Approval;
 - (ii) maximum storage volume is 80 cubic yards;
 - (iii) There shall be no processing of WEEE at this *Site*;
 - (iv) *Hazardous components* such as batteries shall not be removed from *e-waste* and stored on *Site*;
 - (v) In the event that the *hazardous components* become separated from the original WEEE materials, the *Owner* shall review and log the incident and take appropriate steps to prevent future occurrences;
 - (vi) All spillages at the *Depot* shall be dealt with in accordance to Condition 39.2;
 - (vii) *e-waste* collected shall not be kept at the *Site* for more than 180 days after receipt and shall be removed by an approved waste management system to an approved Ontario processor; and
 - (viii) a log shall be kept of the firm used for the transportation and the destination where the waste will be consolidated for recycling, re-use, refurbishment or disposed as per the WEEE Program Plan and in accordance with the Conditions of this Approval.

28.26 Recording Keeping at the Depot

- (1) The *Owner* shall maintain separate daily records at the MHSW Depot, in a log book or

electronic format which includes:

- (a) the date of the record;
- (b) the type and quantity of all MHSW received and shipped from the MHSW Depot;
- (c) quantities of waste returned to the public as noted in Condition 28.28;
- (d) any spills or upsets experienced at the MHSW Depot;
- (e) details on how these upsets were addressed and when.

- (2) The *Owner* shall keep a daily record of drum inventory for all waste stored in drums at the *Depot*. The drum inventory record shall be kept current at all times and shall include as a minimum:

- (i) drum inventory number;
- (ii) location of drum/s;
- (iii) type of waste (waste class and characteristic, if applicable);
- (iv) for labpacks containing wastes which do not fall into the same Ontario Waste Class, an inventory of wastes and their corresponding waste classes shall be kept;
- (v) date of receipt;
- (vi) sum total of all drums stored on-site; and
- (vii) if records are maintained on a computerized database, the date the record was created.

28.27 **Storage/Labelling**

- (a) The *Owner* shall comply with the requirements of the MOE "**Guidelines for Environmental Protection Measures at Chemical Storage and Waste Storage Facilities, May 2007**". Drums shall be clearly labelled as to its contents, sealed and made resistant to corrosive attack from its contents.
- (b) Groups of drums shall be arranged such that contents are compatible and do not increase the potential for violent chemical reactions or explosive hazards.
- (c) The *Owner* shall ensure that all labels on containers and drums are kept current at all times; and
- (d) The *Owner* shall ensure that all drums used to store waste are in good condition to prevent leakage or a suitable over-pack is provided to contain possible spills.
- (e) Areas where corrosive, toxic, flammable, oxidizing, reactive and combustible materials are stored shall have warning signs placed indicating that sources of excessive heat and/or open flames are prohibited;
- (f) The *Owner* shall develop, maintain and implement a protocol to ensure that chemically incompatible materials are not stored in close proximity to each other. This protocol shall be considered to be part of the operations manual

for the *Depot* and all employees are required to be trained in this protocol. The protocol shall be reviewed annually and records of amendment and review of the protocol shall be maintained and be made available to a Provincial Officer upon request.

28.28 Reuse of Household Hazardous Waste

- (1) The *Owner* shall not offer household hazardous waste for reuse unless:
 - (a) the waste is in its original packaging, and the label on the package is legible;
 - (b) the waste has been inspected by trained personnel to ensure the waste meets the requirements for reuse for that specific waste type; and
 - (c) the waste is one of the following:
 - (i) household cleaners, wheel and tire cleaners, other than bleach or ammonia;
 - (ii) varsol, turpentine, thinners, linseed oil;
 - (iii) polishes and waxes;
 - (iv) adhesives (tile and wood), glue (contact cement);
 - (v) caulking, grout, mortar (cement), drywall compound;
 - (vi) citronella (liquid or wax), lamp oil;
 - (vii) aerosols (hairspray, air fresheners, cleaners);
 - (viii) motor oil (auto marine, lawnmower), provided the original container has never been opened;
 - (ix) antifreeze, provided the original container has never been opened;
 - (x) barbeque starting fluid, windshield washer fluid and CLR
 - (xi) other items as determined by the Operator provided they comply with the conditions of this Certificate.
 - (xii) waste paint, subject to the requirements of Condition 28.28 (2) and (3) below;
- (2) The *Owner* shall only offer waste paint for reuse provided that the following conditions are met:
 - (a) the waste paint is contained in the original manufacturer's container;
 - (b) the original manufacturer's label containing product information use and product hazards is clearly legible;
 - (c) the original manufacturer's container is in an undamaged state such that the material may be transported without risk of leaks or spills; and
 - (d) the Operator does not suspect the paint to have been manufactured prior to 1972.
- (3) Oil based paints which have been manufactured prior to 1972, or whose manufacturing date cannot be determined shall be analyzed for PCB content. If the PCB content is equal to or greater than 50 ppm., then the waste shall be classified as PCB Waste and shall be managed

in accordance with Ontario Regulation 362, R.R.O. 1990.

28.29 Management of All Waste Classes

- (1) The *Owner* shall develop, maintain and implement a management plan for the handling of all waste classes approved under this Certificate of Approval.
- (2) The *Owner* shall review annually, the management plan for the handling of all waste classes approved under this Approval. In the event of an emergency resulting from the operation of the *Site*, the *Owner* shall immediately review the management plan for the handling of all approved waste classes and provide a copy of the findings of the review to the District Office. If the review reveals changes are required to the management plan, the *Owner* shall immediately implement the changes and provide the necessary training to personnel, if applicable.

37.0 Record Keeping

37.3 The *Owner* shall keep records of all waste materials, including hazardous, non-hazardous and liquid industrial waste collected at the *Site*. The written records shall be in the form of a Log Sheet and shall be kept for a minimum of two years and include the following information:

- a) name of the generator and address;
- b) date that the waste was accepted;
- c) quantity and type of waste (waste class and characteristic); and
- d) cumulative total quantity of small amounts of hazardous and liquid industrial waste received from the generator/s.

SCHEDULE "A"

This Schedule "A" forms part of Environmental Compliance Approval No. A341601:

23. Environmental Compliance Approval Application, signed by Janice Lavalley, C.A.O., and dated November 16, 2012 and includes the Design and Operations Report for the Smith Waste Disposal Site (prepared by Cambium Environmental Inc.), County of Peterborough MHSW Operations Manual, Appendices A to H and all other supporting documentation.
24. Email from Catrina Switzer, Environmental Services Division, County of Peterborough detailing the tonnages and breakdown by material type for each waste material, dated February 20, 2013.
25. Email from Catrina Switzer, Environmental Services Division, County of Peterborough confirming there will be no processing of WEEE on Site, dated February 25, 2013.
26. Email, dated August 15, 2013, from Chris Johnston, Provincial Officer, Peterborough District

Office to Laurie Westaway, Manager of Environmental Services, County of Peterborough, requesting Action Plan to bring all the County's HHW Depots in compliance with **Guideline C-4: The Management of Biomedical Waste in Ontario.**

27. Email, dated August 16, 2013 from Laurie Westaway, Manager of Environmental Services, County of Peterborough, to Chris Johnston, outlining Action Plan to bring all the County's HHW depots into compliance with Guideline C-4.
28. Email from Catrina Switzer, Environmental Services Division, County of Peterborough commenting on draft ECA, dated August 20, 2013.
29. Email from Catrina Switzer, Environmental Services Division, County of Peterborough confirming amendments to draft ECA, dated September 23, 2013.
30. Email confirming acceptance of final draft ECA, dated October 2, 2013, from Catrina Switzer, Environmental Services Division, County of Peterborough.

The reasons for this amendment to the Approval are as follows:

1. *The reason for amending the definitions is to expand the meaning of terms to meet the Conditions in this Approval.*
2. *The reason for adding the definitions is to incorporate the specific meaning of terms used in the amendment of this Approval.*
3. *The reason for amending Condition 11.1 is to clarify the service area boundaries for the Site.*
4. *The reason for amending Condition 15.3 is to update the approved waste types for the Site.*
5. *The reason for amending Condition 28.3 is to enable the expansion of the MHSW Depot collection and storage area.*
6. *The reason for amending Conditions 28.5 is to increase the liquid wastes quantities that may be stored at the Depot at any one time.*
7. *The reasons for adding Conditions 27.9 and 27.10 are to specify other approved recyclable materials and the maximum approved tonnages for the Site.*
8. *The reasons for adding Conditions 28.15, 28.16, 28.17, 28.18, 28.19, 28.20, 28.22, 28.23 and 28.24 are to specify the waste management activities approved to take place at the Site; how incoming waste should be handled; and the types of waste that may be accepted and stored at the MHSW Depot, based on the Owner's application and supporting documentation.*
9. *The reason for adding Condition 28.21 is to specify the requirements for operating the*

household hazardous event days.

10. *The reason for adding Condition 28.25 is to specify how e-waste or WEEE should be handled and stored at the Site.*
11. *The reason for adding Condition 28.26 is to specify how records should be made, maintained and stored at the MHSW Depot.*
12. *The reasons for adding Condition 28.27 is to ensure waste materials on Site are properly stored and labelled.*
13. *The reason for adding Condition 28.28 is to allow the Owner to distribute certain wastes for reuse subject to restrictions.*
14. *The reason for adding Condition 28.29 is to ensure all wastes at the Site are properly managed.*
15. *The reason for adding Conditions 37.3 is to ensure records of all waste materials and drums stored at the Site are recorded.*

This Notice shall constitute part of the approval issued under Approval No. A341601 dated December 15, 2011.

In accordance with Section 139 of the Environmental Protection Act, you may by written Notice served upon me and the Environmental Review Tribunal within 15 days after receipt of this Notice, require a hearing by the Tribunal. Section 142 of the Environmental Protection Act provides that the Notice requiring the hearing shall state:

1. *The portions of the environmental compliance approval or each term or condition in the environmental compliance approval in respect of which the hearing is required, and;*
2. *The grounds on which you intend to rely at the hearing in relation to each portion appealed*

Pursuant to subsection 139(3) of the Environmental Protection Act, a hearing may not be required with respect to any terms and conditions in this environmental compliance approval, if the terms and conditions are substantially the same as those contained in an approval that is amended or revoked by this environmental compliance approval.

The Notice should also include:

3. *The name of the appellant;*
4. *The address of the appellant;*
5. *The environmental compliance approval number;*
6. *The date of the environmental compliance approval;*
7. *The name of the Director, and;*
8. *The municipality or municipalities within which the project is to be engaged in*

And the Notice should be signed and dated by the appellant.

This Notice must be served upon:

The Secretary*
Environmental Review Tribunal
655 Bay Street, Suite 1500
Toronto, Ontario
M5G 1E5

AND

The Director appointed for the purposes of
Part II.1 of the Environmental Protection Act
Ministry of the Environment
2 St. Clair Avenue West, Floor 12A
Toronto, Ontario
M4V 1L5

* Further information on the Environmental Review Tribunal's requirements for an appeal can be obtained directly from the Tribunal at: Tel: (416) 212-6349, Fax: (416) 314-4506 or www.ert.gov.on.ca

The above noted activity is approved under s.20.3 of Part II.1 of the Environmental Protection Act.

DATED AT TORONTO this 11th day of October, 2013



Tesfaye Gebrezghi, P.Eng.
Director
appointed for the purposes of Part II.1 of the
Environmental Protection Act

CJ/

c: District Manager, MOE Peterborough
Stephen Crough, The Corporation of the Township of Smith-Ennismore-Lakefield



AMENDED ENVIRONMENTAL COMPLIANCE APPROVAL

NUMBER A341601

Issue Date: December 15, 2011

The Corporation of the Township of Smith-Ennismore-Lakefield
R.R. # 4
Post Office Box, No. 270
Bridgenorth, Ontario
K0L 1H0

Site Location: 1480 County Road 18
Lot 20, Concession 8, Smith
Smith-Ennismore-Lakefield Township, County of Peterborough
K0L 1H0

You have applied under section 20.2 of Part II.1 of the Environmental Protection Act, R.S.O. 1990, c. E. 19 (Environmental Protection Act) for approval of:

the use and operation of a 10.1 hectare landfilling site, composting area, municipal hazardous and special waste depot, and waste transfer station within a total site area of 52.2 hectares, including the contaminant attenuation zone lands.

For the purpose of this environmental compliance approval, the following definitions apply:

"**Act**" means the *Environmental Protection Act*, R.S.O. 1990, C.E-19, as amended;

"**Approval**" means this Environmental Compliance Approval and any Schedules to it, including the application and supporting documentation listed in Schedule "A";

"**CAZ**" means contaminant attenuation zone, included within the Site as defined below, and as shown on Figure 2 of the Design and Operations Plan Update, item 21 of Schedule A.

"**competent**" means an employee who has received training in accordance with Condition 35.1 and is knowledgeable and able to carry out any necessary duties;

"**compost waste**" means *leaf and yard waste* that:

- (i) has gone through the whole composting process, as required in O.Reg. 101/94, including curing, but did not meet the criteria of O.Reg. 101/94, or
- (ii) has not completed the curing process and therefore does not meet the stability and maturity requirements of finished compost;

"**C&D waste**" means construction and demolition waste limited to asphalt and concrete, shingles, gypsum wallboard (drywall), and wood;

"**Director**" means any Ministry employee appointed in writing by the Minister pursuant to section 5 of the *Act* as a Director for the purposes of Part V of the *Act*;

"**District Manager**" means the District Manager of the local district office of the Ministry in which the Site is geographically located;

"**Green Waste**" means a mixture of chipped brush and clean lumber and leaf and yard waste, chipped brush and clean

lumber mixed with sand, and leaf and yard waste mixed with sand.

“**leaf and yard waste**” means waste consisting of natural Christmas trees and other plant materials but not tree limbs or other woody materials in excess of 7 centimetres in diameter;

“**MHSW**” means municipal hazardous and special waste limited to waste classes 251, 252, 253, and 254 as defined in Ontario Regulation 347, generated by households located within the Service Area as defined in this Approval;

“**Ministry**” and “**MOE**” means the Ontario Ministry of the Environment;

“**OWRA**” means the *Ontario Water Resources Act*, R.S.O. 1990, c. O.40, as amended;

“**Ontario Regulation 101/94 or O.Reg. 101/94**” means Ontario Regulation 101/94, Recycling and composting of Municipal Waste, as amended;

“**Ontario Regulation 189**” means Ontario Regulation 189/94, Refrigerants, or as amended, made under the *Act*;

“**Ontario Regulation 347**” means Ontario Regulation 347, R.R.O. 1990, General - Waste Management, made under the *Act*, as amended from time to time;

“**Ontario Regulation 903**” means Ontario Regulation 903 – R.R.O. 1990, Wells, as amended ;

“**Operator**” means any person, other than the *Owner's* employees, authorized by the *Owner* as having the charge, management or control of any aspect of the Site. The Operator of the organics collection system is the Corporation of the County of Peterborough;

“**Owner**” means any person that is responsible for the establishment or operation of the Site referred to in this *Approval*, and includes the Corporation of the Township of Smith-Ennismore-Lakefield, its successors and assigns;

“**PA**” means the *Pesticides Act*, R.S.O. 1990, c. P-11, as amended from time to time;

“**PCB**” means monochlorinated and polychlorinated biphenyls or any mixture of them or any mixture that contains one or more of them;

“**Provincial Officer**” means any person designated in writing by the Minister as a provincial officer pursuant to section 5 of the *OWRA* or section 5 of the *Act* or section 17 of *PA*.

“**PWQO**” means the Provincial Water Quality Objectives included in the July 1994 publication entitled *Water Management Policies, Guidelines, Provincial Water Quality Objectives*, as amended from time to time;

“**RUP**” means the Reasonable Use Policy (Guideline B-7) of the Ministry of the Environment;

“**Schedules**” means the following schedules attached to this Approval and forming part of this Approval, namely:

Schedule A - Supporting Documentation

Schedule B - Groundwater Monitoring Program

Schedule C - Surfacewater Monitoring Program

“**Site**” means the entire waste disposal site, including the buffer and the contaminant attenuation zone lands, located at part lots 19 and 20, concession 8, Township of Smith, County of Peterborough, at municipal address 1480 County Road 18 and includes the Landfill, MHSW Depot, Transfer Station and Compost Facility.

“**white goods which contain refrigerants**” means white goods which contain, or may contain refrigerants, and which include, but is not restricted to, refrigerators, freezers and air-conditioning systems.

You are hereby notified that this environmental compliance approval is issued to you subject to the terms and conditions outlined below:

TERMS AND CONDITIONS

1.0 Revoke and Replace

1.1 This *Approval* revokes Certificate of Approval No. A341601 dated January 21, 1986, as amended. The approval given herein, including the terms and conditions set out, replaces all previously issued approvals and related terms and conditions under Part V of the *Act* for this *Site*.

2.0 Compliance

2.1 The *Owner* shall ensure compliance with all the conditions of this *Approval* and shall ensure that any person authorized to carry out work on or operate any aspect of the *Site* is notified of this *Approval* and the conditions herein and shall take all reasonable measures to ensure any such person complies with the same.

2.2 Any person authorized to carry out work on or operate any aspect of the *Site* shall comply with the conditions of this *Approval*.

3.0 In Accordance

3.1 Except as otherwise provided for in this *Approval*, the *Site* shall be designed, developed, built, operated and maintained in accordance with the applications for this *Approval*, the Design and Operations Plan Update (item 21 of Schedule "A"), and the supporting documentation listed in Schedule "A".

3.2 (a) Use of the *Site* for any other type of waste, or other waste management activity, is not authorized under this *Approval*, and requires obtaining a separate amendment to this *Approval*; and

(b) Applications to amend this *Approval* shall include submission of a revised Design and Operations Report.

4.0 Interpretation

4.1 Where there is a conflict between a provision of any document, including the application, referred to in this *Approval* and the conditions of this *Approval*, the conditions in this *Approval* shall take precedence.

4.2 Where there is a conflict between the application and a provision in any documents listed in Schedule "A", the application shall take precedence, unless it is clear that the purpose of the document was to amend the application and that the *Ministry* approved the amendment.

4.3 Where there is a conflict between any two documents listed in Schedule "A", other than the application, the document bearing the most recent date shall take precedence.

4.4 The conditions of this *Approval* are severable. If any condition of this *Approval*, or the application of any condition of this *Approval* to any circumstance, is held invalid or unenforceable, the application of such condition to other circumstances and the remainder of this *Approval* shall not be affected thereby.

5.0 Other Legal Obligations

5.1 The issuance of, and compliance with, this *Approval* does not:

- (a) relieve any person of any obligation to comply with any provision of any applicable statute, regulation or other legal requirement; or
- (b) limit in any way the authority of the *Ministry* to require certain steps be taken or to require the *Owner* to furnish any further information related to compliance with this *Approval*.

5.2 The *Owner* shall ensure that:

- (a) all wastes at the *Site* are managed and disposed in accordance with the *Act* and *Ontario Regulation 347*; and
- (b) all wastes are transported to and from the *Site* by an approved waste transportation system, as defined under *Ontario Regulation 347*.

5.3 The *Owner* shall ensure that:

- (a) all equipment discharging to air operating at the *Site* are approved under Section 20.2 of the *Act*; and
- (b) all effluent is discharged in accordance with the *OWRA*.

6.0 Adverse Effect

6.1 The *Owner* shall take steps to minimize and ameliorate any adverse effect on the natural environment or impairment of water quality resulting from the *Site*, including such accelerated or additional monitoring as may be necessary to determine the nature and extent of the effect or impairment.

6.2 Despite an *Owner*, *Operator* or any other person fulfilling any obligations imposed by this *Approval*, the person remains responsible for any contravention of any other condition of this *Approval* or any applicable statute, regulation, or other legal requirement resulting from any act or omission that caused the adverse effect to the natural environment or impairment of water quality.

7.0 Change of Owner

7.1 The *Owner* shall notify the *Director*, in writing, and forward a copy of the notification to the *District Manager*, within 30 days of the occurrence of any changes in the following information:

- (a) the ownership of the *Site*;
- (b) appointment of, or a change in, the *Operator* of the *Site*;
- (c) the name or address of the *Owner*;
- (d) the partners, where the *Owner* is or at any time becomes a partnership and a copy of the most recent declaration filed under the *Business Names Act*, R. S. O. 1990, c. B.17, shall be included in the notification.

7.2 No portion of this *Site* shall be transferred or encumbered prior to or after closing of the *Site* unless the *Director* is notified in advance and sufficient financial assurance is deposited with the *Ministry* to ensure that these conditions will be carried out.

7.3 In the event of any change in ownership of the works, other than change to a successor municipality, the *Owner* shall notify the successor of and provide the successor with a copy of this *Approval*, and the *Owner* shall provide a copy of the notification to the *District Manager* and the *Director*.

8.0 Certificate of Requirement/Registration on Title - Site

8.1 The *Owner* shall:

- (a) If not already provided, then within two (2) years of the date of the issuance of this *Approval*, submit to the *Director* for review, two copies of a completed Certificate of Requirement with a registerable description of the *Site*; and
- (b) Within 10 calendar days of receiving the Certificate of Requirement authorized by the *Director*, register the Certificate of Requirement in the appropriate Land Registry Office on title to the *Site* and submit to the *Director* the duplicate registered copy immediately following registration.

8.2 Pursuant to Section 197 of the Environmental Protection Act, neither the *Owner* nor any person having an interest in

the *Site* shall deal with the *Site* in any way without first giving a copy of this *Approval* to each person acquiring an interest in the *Site* as a result of the dealing.

9.0 Inspections

9.1 No person shall hinder or obstruct a *Provincial Officer* from carrying out any and all inspections authorized by the *OWRA*, the *Act*, or the *PA*, of any place to which this *Approval* relates, and without limiting the foregoing:

- (a) to enter upon the premises where the approved works are located, or the location where the records required by the conditions of this *Approval* are kept;
- (b) to have access to, inspect, and copy any records required to be kept by the conditions of this *Approval*;
- (c) to inspect the *Site*, related equipment and appurtenances;
- (d) to inspect the practices, procedures, or operations required by the conditions of this *Approval*; and
- (e) to sample and monitor for the purposes of assessing compliance with the terms and conditions of this *Approval* or the *Act*, the *OWRA* or the *PA*.

10.0 Information and Record Retention

10.1 Any information requested, by the *Ministry*, concerning the *Site* and its operation under this *Approval*, including but not limited to any records required to be kept by this *Approval* shall be provided to the *Ministry*, upon request, in a timely manner.

10.2 The receipt of any information by the *Ministry* or the failure of the *Ministry* to prosecute any person or to require any person to take any action, under this *Approval* or under any statute, regulation or other legal requirement, in relation to the information, shall not be construed as:

- (a) an approval, waiver, or justification by the *Ministry* of any act or omission of any person that contravenes any term or condition of this *Approval* or any statute, regulation or other legal requirement; or
- (b) acceptance by the *Ministry* of the information's completeness or accuracy.

10.3 Any information relating to this *Approval* and contained in *Ministry* files may be made available to the public in accordance with the provisions of the *Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, C. F-31.

10.4 All records and monitoring data pertaining to the operation of the Landfill required by the conditions of this *Approval* must be retained for the contaminating life span of the Landfill except for as otherwise authorized in writing by the *Director*. All other records required by this *Approval* shall be kept on the Owner's premises for a minimum period of three (3) years from the date of their creation.

11.0 Service Area

11.1 The *Sites* shall only accept waste generated within the geographic boundaries of the Township of Smith-Ennismore-Lakefield.

12.0 Hours of Operation

12.1 This *Site* is approved to operate:

- (a) Tuesday to Saturday from 9:00 am to 5:00 pm; and
- (b) December 24 and 31: 9:00 am to 1:00 pm.

12.2 Hours of operation may be changed by the *Owner* at any time, with prior notification to the District Manager, and provided that the hours are correctly posted at the *Site* gate.

13.0 Signage and Security

13.1 The *Site* shall be maintained in a secure manner, such that unauthorized vehicles cannot enter the *Site*.

13.2 The *Owner* shall limit access to and from the *Site* to the approved hours of operation and when the *Site* is supervised by a *competent* person.

13.3 The *Owner* shall restrict the public from accessing the Composting area and MHSW Depot storage areas.

13.4 The *Owner* shall install and maintain a sign at the main entrance/exit to the *Site* on which is legibly displayed the following information:

- (a) the name of the *Site* and *Owner*;
- (b) the number of the *Approval*;
- (c) the name of the *Operator*;
- (d) the normal hours of operation;
- (e) the allowable and prohibited waste types;
- (f) the telephone number to which complaints may be directed;
- (g) a warning against unauthorized access;
- (h) a twenty-four (24) hour emergency telephone number (if different from above); and
- (i) a warning against dumping outside the *Site*.

14.0 Landfill Operations

14.1 All loads of waste must be properly inspected by *competent* Site personnel prior to acceptance at the site and waste vehicles must be diverted to appropriate areas for waste disposal.

14.2 The *Owner* shall deposit waste in a manner that minimizes exposure area at the landfill working face and all waste shall be compacted before cover is applied.

14.3 The *Owner* shall fill areas in accordance with the Design and Operations Plan Update, and the proposed phasing plan, Figure 13, item 22 of Schedule "A".

15.0 Approved Waste Types

15.1 Only non-hazardous solid domestic, commercial and industrial waste, including non-hazardous contaminated soil shall be accepted at the landfill:

15.2 No hazardous waste or liquid industrial waste as defined under O.Reg. 347 as amended shall be accepted at the landfill.

15.3 White goods, tires, scrap metal, recyclable materials as defined in Schedules 1 and 3 of O.Reg. 101/94, MHSW as defined in this Approval, leaf and yard waste, clean wood, automobile batteries, compressed gas cylinders, C&D waste may be accepted at the *Site*, and managed in accordance with the Design and Operations Plan Update, item 21 of Schedule "A".

16.0 Capacity

16.1 The *Owner* shall only accept and deposit waste at the *Site* as long as there is available capacity as defined by the final contours for the *Site* approved by this *Approval* as shown in Figure 6, Proposed Final Contours, (letter response dated may 6, 2011), item 22 in Schedule "A".

16.2 The amount of waste deposited at the *Site* shall not exceed 536,000 cubic metres including daily cover material and excluding final cover material.

17.0 Cover

17.1 The following materials, in the corresponding thickness, may be used as an alternative to soil as a daily and intermediate cover:

- asphalt shingles;
- contaminated soil;
- Compost Waste;
- Green Waste;
- temporary or moveable, low permeability, flexible membranes.

17.2 The use of any other alternative materials as daily or intermediate cover material is subject to approval by the *Director*.

17.3 Cover material shall be applied as follows:

- Daily Cover - At the end of each working day, during summer (May through October), and twice weekly during winter (November through April), the entire working face shall be covered with a minimum thickness of 150 mm of soil cover or an approved thickness of alternative cover material;
- Intermediate Cover - In areas where landfilling has been temporarily discontinued for six (6) months or more, a minimum thickness of 300 mm of soil cover or an approved thickness of alternative cover material shall be placed; and
- Final Cover - In areas where landfilling has been completed to final contours, a minimum 0.6 metre thick layer of final cover soil shall be placed followed by 0.15 m of topsoil.

18.0 Waste Limits

18.1 No waste, including daily cover, intermediate cover or final cover layer, shall be landfilled outside the limits of the final contours shown in Figure 6, in item 22 of Schedule "A" attached to this *Approval*.

18.2 Landfilling operations shall be conducted in accordance with the Design and Operations Plan Update in Schedule "A" attached to this *Approval*.

19.0 Litter Control

19.1 The *Owner* shall take all practical steps to prevent escape of litter from the *Site*. The *Owner* shall inspect and collect litter from the *Site* weekly or as required during the spring, summer and fall months. During winter months, litter collection shall be completed when accumulated snow depths permit. All loose, windblown litter shall be collected and disposed of at the landfill working face.

20.0 Vermin, etc.

20.1 The *Site* shall be operated and maintained such that the vermin, vectors, dust, litter, odour, noise and traffic do not create a nuisance.

21.0 Scavenging

21.1 No scavenging is to occur at the *Site*.

22.0 Dust

22.1 The *Owner* shall control fugitive dust emissions from on site sources including but not limited to on-site roads, stockpiled cover material and, closed landfill area prior to seeding especially during times of dry weather conditions. If necessary, major sources of dust shall be treated with water and/or dust suppression materials to minimize the overall dust emissions from the *Site*.

23.0 Noise

23.1 The *Owner* shall comply with noise criteria in MOE Guideline entitled "Noise Guidelines for Landfill Sites".

24.0 Landfill Gas

24.1 The *Owner* shall ensure that all buildings at the Site are free of any possible landfill gas accumulation. If necessary, the *Owner* shall provide adequate ventilation systems to relieve landfill gas accumulation in the buildings at the *Site*. All on Site buildings shall have a landfill gas alarm installed in the building.

25.0 Burning Waste Prohibited

25.1 The *Owner* shall ensure that:

- (a) No burning of waste at the *Site*;
- (b) Burning of wood products approved to take place at the *Site*, is done in accordance with the Ministry Guideline "Burning at landfill Sites", and in a supervised and controlled manner.

26.0 Surface water management

26.1. Temporary berms and ditches shall be constructed around the active waste disposal area, as necessary, to prevent extraneous surface water from contacting the active working face.

26.2. The *Owner* shall not discharge surface water to receiving water bodies without an approval under Section 20.2 of the EPA.

27.0 Waste Diversion

27.1 All waste destined for diversion shall be segregated either into bins or in designated areas, as shown on Figure 3, of the Design and Operations Plan Update, item 21 of Schedule "A". All bins and designated waste storage areas shall be clearly labelled.

27.2 The *Owner* shall ensure that:

- (a) all bins and waste storage areas are clearly labelled;
- (b) all lids or doors on bins shall be kept closed during non-operating hours and during the high wind events;
- (c) if necessary to prevent litter, waste storage areas shall be covered during the high winds events; and
- (d) Batteries shall be stored in an area with containment that is adequate to contain any spills or leaks or run-off and in a manner which prevents contact with stormwater.

27.3 The *Owner* shall ensure that:

- (a) all *white goods which contain refrigerants* accepted at the *Site*, which have not been tagged by a licensed technician to verify that the equipment no longer contains refrigerants, are stored in an upright position and in such a manner to allow for the safe handling and removal from the *Site* of refrigerants as required by *Ontario Regulation 189*;
- (b) *white goods which contain refrigerants* received on-site shall either have the refrigerant removed prior to removal from the *Site* or shall be shipped off-site only to facilities where the refrigerants can be removed by a licensed technician in accordance with *Ontario Regulation 189*; and
- (c) a detailed log of all *white goods which contain refrigerants* received is maintained which includes the following information:
 - (i) date of the record;
 - (ii) types, quantities and source of *white goods which contain refrigerants* received;
 - (iii) destination of the white goods; or

(iv) the details on removal of refrigerants, if conducted on *Site*, and the quantities and destination of the refrigerants transferred from the *Site*.

27.4 Compressed gas cylinders shall be stored in a segregated area in a manner which prevents cylinders from being knocked over or cylinder valves from breaking.

27.5 Tires shall be placed in a segregated area cleared of vegetation and other waste, in a pile no greater than 300 m² in area or 5,000 tires.

27.7 The *Owner* shall transfer waste and recyclable materials from the *Site* as follows:

- (a) recyclable materials shall be transferred off-Site once their storage bins are full;
- (b) scrap metal shall be transferred off-Site at least twice a year;
- (c) tires shall be transferred off-Site as soon as a load for the contractor hired by the *Owner* has accumulated or as soon as the accumulated volume exceeds the storage capacity of its bunker;
- (d) immediately, in the event that waste is creating an odour or vector problem.

27.8 The *Owner* shall notify the appropriate contractors that waste and recyclable wastes that are to be transferred off the *Site* are ready for removal. Appropriate notice time, as determined by the contract shall be accommodated in the notification procedure.

28.0 MHSW Depot

28.1 The *Municipal Hazardous and Special Waste (MHSW)* Depot shall be operated in accordance with the Application for a Certificate of Approval for a Waste Disposal site (Transfer) dated January 25, 1990, and the supporting documentation in Schedule "A".

28.2 Only municipal hazardous and special waste (*MHSW*) as defined in this Approval may be accepted at the *MHSW* Depot.

28.3 The *Owner* shall ensure that:

- (a) the wastes are stored in a safe and secure manner, within a diked area on a concrete pad, or within an enclosed building;
- (b) the operation of this facility does not interfere with any other activities associated with this *Site*; and
- (c) the wastes are properly handled, packaged or contained so as not to pose any threat to the general public, site personnel and the environment.

28.4 All storage of liquid wastes shall be in accordance with the *Ministry's* publication "Guidelines for Environmental Protection Measures at Chemical and Waste Storage Facilities", May 2007 as amended.

28.5 The storage limit for liquid wastes at the *MHSW* Depot is 1,200 litres.

28.6 Wastes that are collected and stored shall be in amounts which can be safely handled at the *MHSW* Depot. Once the containers are 75% full, the *Owner* shall have the wastes transferred off-Site by an approved hauler.

28.7 No storage facilities other than those approved under this *Approval* shall be used, and fixed storage facilities shall not be moved, replaced or altered without amendment to this *Approval*.

28.8 All storage facilities and tanks shall be clearly marked indicating the type and nature of the waste stored.

28.9 Smoking restrictions shall be adhered to and non-smoking signs posted as required by regulation.

28.10 All storage facilities, including tanks, shall be maintained under lock and key and access to these facilities shall be

limited to *competent Site* personnel.

28.11 No *PCBs* shall be accepted at this *MHSW* Depot.

28.12 Oils which have been manufactured prior to 1972; or whose manufacturing date cannot be determined, may contain *PCBs* and shall be handled in the manner prescribed:

- (a) the oil shall not be mixed (bulk)ed) with other paints prior to testing.
- (b) the oil shall be tested for *PCB* content. The oil is considered to be a *PCB* waste, if measured levels are equal to or greater than 50 parts per million.
- (c) the oil shall not be distributed for reuse if they have any measurable *PCB* content.
- (d) if oil is found to have *PCB*'s at or above 50 ppm, it shall be forthwith reported to the *District Manager* and shall be managed in accordance with *Ontario Regulation 362/92*, Waste Management - *PCB*'s made under the *Act*, or removed from the *Site* to an approved *PCB* storage site in accordance with written instructions from the *District Manager*.

28.13 The *Owner* shall ensure that *competent* personnel are on duty at all times during the operation of the *MHSW* Depot.

28.14 All waste collected shall be transported from the *MHSW* Depot by an approved waste management system and disposed to an approved site approved to accept these types of wastes.

29.0 Composting Operations

29.1 Leaf and yard waste, as defined in O.Reg. 101/94, and clean wood, either chipped to be less than 7 centimetres in diameter are approved for compost processing at the *Site*.

29.2 The storage volume of leaf and yard wastes stored and processed at the *Site* at any one time shall be limited to 3,500 cubic metres.

29.3 *Leaf and yard waste* destined for composting shall be removed to the Composting Area on a weekly basis or whenever the capacity of the designated storage area is reached, whichever occurs first. In the event that the *leaf and yard waste* becomes odorous, the waste will be immediately diverted to the landfill.

29.4 Compost shall be turned every 15 days or as warranted for sufficient aeration.

29.5 The *Owner* shall ensure that, if operations do not conform to requirements of O.Reg. 101/94, then any Compost Waste that is produced is used solely for alternate daily or intermediate cover at the *Site*.

30.0 Organics Collection Operations

30.1 The Corporation of the County of Peterborough or the *Owners* shall notify the *District Manager* one (1) week prior to the start of the organics collection operation.

30.2 The Corporation of the County of Peterborough or the *Owners* shall ensure that all bins used for emptying the underground containers, as described in Item 19 of Schedule "A", properly contain all organic material placed inside.

30.3 The Corporation of the County of Peterborough or the *Owners* shall retain a record of the following information at the *Site*, and the County Office or at a location approved by the *District Manager*:

- i) Date the containers are emptied;
- ii) Approximate volume transferred to the collection truck per load; and
- iii) A record of any spills that occur during emptying and a description outlining any remediation measures that were implemented.

30.4 The Corporation of the County of Peterborough or the *Owner*, shall ensure that the organics collection program is operated and maintained in such a manner that does not pose a danger or health risk to the environment or public.

31.0 Site Monitoring

31.1 Groundwater and surface water monitoring shall be undertaken in accordance with the programs listed in Schedules "B" and "C" attached to this *Approval*. No changes to the groundwater and surface water monitoring programs shall be implemented prior to receiving a written concurrence from the *District Manager* or an approval from the *Director*.

32.0 Groundwater

32.1 The *Owner* shall ensure that all groundwater monitoring wells which form part of the monitoring program are properly capped, locked and protected from damage.

32.2 Where landfilling is to proceed around monitoring wells, suitable extensions shall be added to the wells, and the wells shall be properly re-secured.

32.3 Any groundwater monitoring wells included in the on-going monitoring program that are damaged shall be assessed, repaired, replaced or decommissioned by the *Owner*, as required.

32.4 The *Owner* shall repair or replace any monitoring well which is destroyed or in any way made to be inoperable for sampling such that no more than one regular sampling event is missed.

32.5 All monitoring wells which are no longer required as part of the groundwater monitoring program, and have been approved by the *Director* for abandonment, shall be decommissioned by the *Owner*, as required, in accordance with Ontario Regulation 903, that will prevent contamination through the abandoned well. A report on the decommissioning of the well shall be included in the annual monitoring report for the period during which the well was decommissioned.

33.0 Trigger Mechanism & Contingency Plans

33.1 The *Owner* shall comply with the following Site-specific trigger mechanism program for the implementation of the surface water contingency measures:

33.2 The surface water trigger mechanism shall be as follows: If the concentrations for one half of the selected quality indicators at SW2, exceed that observed at SW1 and exceed three-quarters of the *PWQO* on three consecutive sets of samples, then the contingency plan shall be implemented.

33.3 The surface water trigger parameters are established as follows:

- unionized ammonia, cadmium, chloride, chromium, copper, lead, total phosphorus, sulphate, benzene, toluene, ethyl benzene, m-xylene.

33.4 If a trigger occurs, the *Owner* shall implement the following contingency actions:

1. Initiate verification sampling within 30 days.
2. Within fifteen (15) days of receipt of the analytical results of the second occurrence, notify the *District Manager*;
3. After the second occurrence, confirm the water quality analytical results through the collection and analysis of a minimum of one additional sample from the background sample station and the downstream sample station within 15 days of receipt of the analytical results.
4. Conduct a *Site* visit to assess other potential sources of impact and/or confirm landfill derived impact.
5. Assess the need to sample at additional surface water stations and/or the need for analyses of additional parameters to better assess surface water compliance.
6. Report the results of steps 2 to 4 to the *Owner*. If the verification sampling does not indicate a persistent exceedance, the surface water monitoring program should continue as scheduled.
7. If the above actions confirm non-compliance, the municipality will develop potential remedial measures and submit these to the *Director* for approval within 30 days of receipt of the confirmatory verification analytical results

33.5 The *Owner* shall provide an evaluation of whether groundwater triggers should be established for the *Site* in the next Annual Report.

34.0 Inspections

34.1 The *Owner* shall ensure that weekly *Site* inspections, are undertaken by *competent Site* personnel and the areas to be inspected shall include, but not be limited to the following:

- a. condition of the active disposal areas, recyclables (blue bins) area, the tire, white goods, scrap metal storage areas;
- b. condition of the *MHSW* depot;
- c. the condition of the Compost Area, including temporary storage area;
- d. presence of any ponded water at the *Site*;
- e. condition of the on-site roads for evidence of excessive erosion and fugitive dust emissions;
- f. presence of litter at the *Site*'s perimeter and litter fences;
- g. condition of the intermediate cover and of the final cover;
- h. presence of vector, vermin and animals;
- i. condition of the on-site facilities, the gate and its lock and the signs required by this *Approval*;
- j. amount of the cover material to ensure that sufficient daily cover is available at all times that the *Site* is in operation; and
- k. presence of leachate springs

34.2 The *Owner* shall conduct inspections twice per year to confirm the condition of the *Site*'s monitoring well network.

35.0 Training

35.1 All *Operators* and staff of the *Site* shall be trained in the following areas:

- a. terms, conditions and operating requirements of this *Approval*;
- b. operation and management of the landfill, the Compost Area, *MHSW* Depot, organics collection area and the other waste storage areas as described in the documents in Schedule "A" attached to this *Approval* unless otherwise required by the conditions of this *Approval*;
- c. outline of the responsibilities of the operators of the *Site*;
- d. any environmental concerns pertaining to wastes being handled at the *Site*;
- e. proper inspection, receiving and recording procedures and the activities to be undertaken during and after a load rejection;
- f. occupational health and safety concerns pertaining to the wastes to be handled at the *Site*;
- g. relevant environmental legislation and regulations, including but not limited to the *Act* and O. Reg. 347;
- h. specific written procedures for the control of nuisance conditions; and
- i. operation of equipment and procedures to be followed in the event of an emergency situation as described in the Emergency Response Manual required by this *Approval*.

36.0 Complaints

36.1 The *Owner* shall record the name and address of complaint, and the date, time and nature of complaint and the actions taken to address the cause of the complaint, in a log book or a computer file.

36.2 If at any time, the *Owner* receives complaints regarding the operation of the *Site*, the *Owner* shall respond to these complaints according to the following procedure:

- The *Owner* shall record and number each complaint, either electronically or in a log book, and shall include the following information: the nature of the complaint, the name, address and the telephone number of the complainant if the complainant will provide this information and the time and date of the

complaint;

- The *Owner*, upon notification of the complaint, shall initiate appropriate steps to determine all possible causes of the complaint, proceed to take the necessary actions to eliminate the cause of the complaint and forward a formal reply to the complainant; and
- The *Owner* shall complete and retain on-site a report written within one (1) week of the complaint date, listing the actions taken to resolve the complaint and any recommendations for remedial measures, and managerial or operational changes to reasonably avoid the recurrence of similar incidents.

36.3 The *Owner* shall designate a person to receive any complaints and to respond with a written notice of action as soon as possible. The *Owner* shall post the *Site* complaints procedure at the *Site* entrance. All complaints and the *Owner's* actions taken to remedy the complaints must be summarized in the Annual Report.

37.0 Record Keeping

37.1 The *Owner* shall establish and maintain a written record of the *Site* inspections as required by this *Approval*. This record shall be in the form of a log or a dedicated electronic file and it shall include, as a minimum, the following information:

- a. date and time of inspection;
- b. name, title and signature of trained personnel conducting the inspection;
- c. a listing of all the areas inspected and any deficiencies observed; and
- d. recommendations for remedial action and the completion date of such action.

37.2 The *Owner* shall:

- a. retain all documentation listed in Schedule "A" for as long as this *Approval* is valid;
- b. retain at the *Site*, all records required by this *Approval*, for a minimum of two (2) years from the date of their creation;
- c. retain the employee training records for as long as the employee is working at the *Site*; and,
- d. make all of the above documents and records available for inspection upon request by the staff of the *Ministry*.

38.0 Annual Report

38.1 The *Owner* shall prepare and submit an Annual Report to the *District Manager* by March 31st of the year following the calendar year covered by the report which shall include at a minimum, the following:

- a. calculations of the volume of waste landfilled, the daily and intermediate cover, the final cover and the overall volume of the *Site* capacity used during the reporting period;
- b. a comparison of the actual capacity used to the estimates of the capacity estimated;
- c. an estimate of the remaining *Site* life;
- d. types and amount of recyclable wastes diverted;
- e. amount of leaf and yard wastes accepted to the *Site*;
- f. amount of organics accepted for the organics collection system, if operating;
- g. any changes in operations, equipment, or procedures used at the *Site*, any operating problems encountered and corrective actions taken;
- h. details on the monitoring program undertaken, outlining monitor locations, analytical parameters sampled, frequency of sampling;
- i. an analysis and interpretation of the surface water and groundwater monitoring data, analytical results evaluated against regulatory limits and *Site* trigger levels, a review of the adequacy of the monitoring program, conclusions of the monitoring data, and recommendations for any changes that may be necessary;
- j. summary of inspections undertaken at the *Site*;
- k. summary of any public complaints received and the responses made;
- l. a discussion of cover stockpile activities including use, timing, locations and erosion protection;

- m. status update on the final cover placement, and seeding activities undertaken in the closed sections of the landfill;
- n. a statement as to compliance with all conditions of this *Approval* and the other relevant *Ministry's* groundwater and surface water requirements;
- o. recommendations respecting any proposed changes in the operation of the *Site*;
- p. a report on the status of all monitoring wells and a statement as to compliance with Ontario Regulation 903; and,
- q. any other information that the *District Manager* may require.

39.0 Emergency situations

39.1 Any spills, fires or other emergency situations shall be forthwith reported directly to the *Ministry* of Environment and Energy Spills Action Centre (1-800-268-6060) and the *District Manager* and shall be cleaned up immediately.

39.2 In addition, the *Owner* shall submit, to the *District Manager* a written report within three (3) days of any spill or incident, outlining the nature of the incident, remedial measures taken and the measures taken to prevent future occurrences at the *Site*.

39.3 The *Owner* shall ensure that adequate fire fighting and contingency spill clean-up equipment is available and that the emergency response personnel are familiar with the use of such equipment and its location(s).

39.4 The *Owner* shall prepare an Emergency Response Manual for the *Site* within ninety (90) days of issuance of this *Approval*, in consultation with local emergency response agencies. The Emergency Response Manual should indicate the responsibility of each of the stakeholders with respect to handling possible emergency situations.

39.5 The Emergency Response Manual shall be updated on a regular basis and be provided to the *District Manager* within one month of the revision date.

40.0 Site Closure

40.1 At least two (2) years prior to the anticipated date of closure of the landfill at this *Site* or the date when 90 per cent of the total waste disposal volume is reached, whichever occurs first, the *Owner* shall submit to the *Director* for approval, with a copy to the *District Manager*, a detailed *Site* Closure Plan pertaining to the termination of the landfilling operations at the *Site*, post-closure inspection, maintenance and monitoring and the end use. The plan shall include, but not be limited to the following:

- a. a plan showing *Site* appearance after closure;
- b. a description of the proposed end use for the *Site*;
 - a. descriptions of the procedures for closure of the *Site*, including but not be limited to, the following:
 - i. advance notification of the public of the *Site* closure;
 - ii. posting a sign at the *Site* entrance indicating the landfill is closed and identifying any alternative waste disposal arrangements;
 - iii. completion, inspection and maintenance of the final cover and landscaping;
 - iv. *Site* security after closure;
 - v. removal of unnecessary landfill-related structures, buildings and facilities; and
 - vi. final construction of any necessary control, treatment, disposal and monitoring facilities for ground and surface water and for landfill gas.
- d. description of the procedures for post-closure care of the *Site*, including:
 - i. operation, inspection and maintenance of the control, treatment, disposal and monitoring facilities for leachate, groundwater, surface water and landfill gas, if applicable;
 - ii. record keeping and reporting; and
 - iii. complaint contact and response procedures.
- e. an assessment of the adequacy of and need to implement the contingency plans; and

- f. an estimate of the contaminating life span of the *Site*, based on the results of the monitoring programs to-date.

Schedule "A"

Supporting Documentation

1. Application and Supporting Information, [for the Certificate of Approval dated August 12, 1980]
2. Report entitled "Revised Development Plan for Waste Disposal Site, Township of Smith, prepared by Property Committee of Township of Smith Council, dated May, 1977
3. Report (above) includes two "Smith Township Martin Landfill" plans (Site Plan and Development Plan) prepared by Totten Sims Hubicki Associates Ltd.
4. Application for a Certificate of Approval for a Waste Disposal Site (Landfill) dated March 25, 1985 which was clarified by the letter of July 25, 1985 from Totten Sims Hubicki Associates to the Ministry of Environment and the letter of July 23, 1985 from Trow Ltd., Hydrology Consultant to Totten Sims Hubicki Associates.
5. Report on the Expansion of the Existing Landfill Site by Totten Sims Hubicki (TSH) dated June 24, 1983.
6. Hydrogeologic Evaluation for the Proposed Expansion of the Existing Sanitary Landfill Site, Lot 20, Concession 8, Township of Smith by Hydrology Consultants dated April 14, 1983.
7. Correspondence from the Township of Smith
 - a) By-Law No. 1979-79
 - b) By-Law No. 1980-7
 - c) Deed of Property
8. Addendum Report Hydrogeologic Evaluation for the Proposed Expansion of the Existing Sanitary Landfill Site: Lot 20 concession 8. township of Smith by Hydrology Consultants dated November 15, 1984
9. Certified List of Owners of Property adjacent to the site
10. Site Development and Operations Report by Totten Sims Hubicki Associates titled "Revised Development Plan for Waste Disposal Site" Township of Smith, dated March 1985
11. Letter dated August 24, 1998, from Michael Lord, Lakefield Research Limited, to Eugene Raymo, Ministry of the Environment (MOE), and the attached Application form dated September 9, 1998
12. Document titled "Smith Landfill Site, Operations and Maintenance Plan, Amendment for Leaf and yard Composting", dated August 24, 1998, and an attached Site Plan (figure No. 1) by Lakefield Research Limited dated August 1998
13. Letter dated September 18, 1998 from Michael Lord, Lakefield Research, to Eugene Raymo, MOE, and an application form dated September 19, 1998
14. Letter requesting more information and clarification, dated January 29, 1999, from Tesfaye Gebrezghi, MOE, to Michael Lord
15. Letter dated July 8, 1999, from Bruce G. Harman, Lakefield Research Limited, to Tesfaye Gebrezghi, MOE, and an attached response document to item 14 above
16. Application for a Provisional Certificate of Approval for a Waste Disposal Site submission dated July 3, 2001 from the Township of Smith-Ennismore-Lakefield and supporting documentation from Lakefield Research Limited, Environmental Services dated June 26, 2001 and July 3, 2001
17. Application for a Provisional Certificate of Approval for a Waste Disposal Site submission dated July 20, 2005, and signed by Janice Lavelley, Clerk, Deputy Treasurer, including letter dated July 20, 2005 prepared by Tyler H. Peters,

P.Eng., SGS Lakefield Research Limited, and all supporting documentation.

18. Letter dated May 2, 2007 requesting an amendment to an existing Certificate of Approval from the Corporation of the Township of Smith-Ennismore-Lakefield, signed by Norman Kyle, CAO, Smith-Ennismore-Lakefield, including all supporting information.

19. Letter dated November 27, 2007, signed by Catrina Switzer, Environmental Services, County of Peterborough, to Alan Tan, MOE. re: design of organics collection system, with enclosed information on Molok deep well collection units.

20. Application for a Provisional Certificate of Approval for a Waste Disposal Site submission signed by Stephen Crough, Manager of Public Works, Corporation of the Township of Smith-Ennismore-Lakefield, dated January 22, 2010,

21. Design and Operations Plan Update, Smith Disposal Site, dated January 20, 2010, prepared by Cambium Environmental Inc.,

22. Letter dated May 6, 2011, from David Bucholtz, Cambium Environmental, to Lynda Mulcahy, MOE, with responses to request for additional information

Schedule "B"

Groundwater Monitoring Program

Location	Task	Frequency	Analytical Parameters
BH1-76, BH2-76-D, BH4-76-S, BH4-76-D, BH6-76-S, BH6-76-D, BH8-76, BH9-76-S, BH9-76-D, BH11-76-S, BH11-76-D, BH1-90, BH2-90, BH3-90, BH4-90, BH04-1, MW12A-08, MW12B-08, MW13A-08, MW13B-08, MW14A-08, MW14B-08 2 QA/QC Duplicates	measure groundwater levels, groundwater sampling, field measurements (pH, conductivity, temperature)	twice per year (spring, autumn)	alkalinity, ammonia, barium, boron, cadmium, calcium, chloride, chromium, cobalt, copper, COD, conductivity, DOC, hardness, iron, lead, magnesium, manganese, nitrate, pH, potassium, sodium, sulphate, total dissolved solids, total phosphorus, TKN, zinc
RW1, RW2, and RW3	groundwater sampling, field measurements (pH, conductivity, temperature)	twice per year (spring, autumn)	
BH1-90, BH3-90, BH1-04	groundwater sampling	twice per year (spring, autumn)	BOD, suspended solids
BH11-76S	groundwater sampling	twice per year (spring, autumn)	benzene, toluene, ethylbenzene, xylene, (BTEX)
BH9-76S, BH8-76	groundwater sampling	once per year (autumn)	BTEX
BH1-90, BH3-90	groundwater sampling	once per year (autumn)	EPA 624 VOCs including vinyl chloride, dichloromethane
BH2-76-S, BH2-83-S, BH2-83-D, BH2-84-S, BH2-84-D	measure groundwater levels	twice per year (spring, autumn)	none

Schedule "C"**Surfacewater Monitoring Program**

Location	Task	Frequency	Analytical Parameters
SW1, SW2, SW4, SW5, SW6 1 QA/QC duplicate	surface water sampling, flow estimates, field measurements (pH, conductivity, temperature, dissolved oxygen)	three times per year (spring, summer, autumn)	alkalinity, ammonia, barium, boron, BOD, cadmium, calcium, chloride, chromium, cobalt, COD, conductivity, copper, DOC, hardness, iron, lead, magnesium, manganese, mercury, nitrate, pH, phenols, potassium, total phosphorus, silver, sodium, strontium, sulphate, total dissolved solids, vanadium, zinc

The reasons for the imposition of these terms and conditions are as follows:

- 1. The reason for the definitions is to define the specific meaning of terms and simplify the wording of conditions in this Approval.*
- 2. The reason for Condition 1.1 is to clarify that this Approval revokes and replaces the previous one, including amendments.*
- 3. The reason for Conditions 2.1, 2.2, 3.1, 3.2, 5.1, 5.2, 5.3, 6.1 and 6.2 is to clarify the legal rights and responsibilities of the Owner under this Approval.*
- 4. The reasons for Condition 7.1 is to ensure that the Site is operated under the corporate name which appears on the application form submitted for this approval and to ensure that the Director is informed of any changes.*
- 5. The reasons for Condition 7.2 and 7.3 are to restrict potential transfer or encumbrance of the Site without the approval of the Director and to ensure that any transfer of encumbrance can be made only on the basis that it will not endanger compliance with this Approval.*
- 6. Conditions 8.1 and 8.2 are included, pursuant to subsection 197(1) of the EPA, to provide that any persons having an interest in the Site are aware that the land has been approved and used for the purposes of waste disposal.*
- 7. The reason for Condition 9.1 is to ensure that appropriate Ministry staff have ready access to the Site for inspection of facilities, equipment, practices and operations required by the conditions in this Approval. This condition is supplementary to the powers of entry afforded a Provincial Officer pursuant to the EPA and OWRA.*
- 8. Conditions 10.1 to 10.4 are included to ensure that the appropriate Ministry staff have ready access to information and the operations of the Site, which are approved under this Approval.*
- 9. The reason for Condition 11.1 is to specify the approved area from which waste may be accepted at the Site*
- 10. The reason for Conditions 12.1 and 12.2 is to specify the hours of operation of the Site and a mechanism for amendment of the hours of operation.*
- 11. The reason for Conditions 13.1 to 13.4 is to ensure that access to the Site is controlled, and that users of the Site are fully aware of important information and restrictions related to Site operations under this Approval.*

12. *The reason for Conditions 14.1 to 14.3 is to ensure that only wastes that are approved for receipt at the Site are received, and that landfilling operations are done in a manner to minimize impacts to neighbours and the environment.*
13. *The reason for Conditions 15.1 to 15.3 is to specify the approved waste types for the Site.*
14. *The reason for Conditions 16.1, 16.2, 18.1 and 18.2 is to specify the restrictions on the extent of landfilling at this Site based on the Owner's application and supporting documentation. These limits define the approved volumetric capacity of the Site. Approval to landfill beyond these limits would require an application with supporting documentation submitted to the Director.*
15. *The reason for Conditions 17.1 to 17.3 is to ensure that landfilling operations are conducted in an environmentally acceptable manner. Daily and intermediate cover is used to control potential nuisance effects, to facilitate vehicle access on the site, and to ensure an acceptable site appearance is maintained. The proper closure of a landfill site requires the application of a final cover which is aesthetically pleasing, controls infiltration, and is suitable for the end use planned for the site*
16. *The reason for Conditions 19.1 to 23.1 is to ensure that landfilling operations do not cause nuisance or hazards to the environment or people. Scavenging is the uncontrolled removal of material from waste at the Site.*
17. *The reason for Condition 24.1 is to address the risk of landfill gas in buildings at the Site, to ensure the safety of persons working at the Site.*
18. *The reason for Condition 25.1a is that open burning of municipal waste is unacceptable because of concerns with air emissions, smoke and other nuisance affects, and the potential fire hazard.*
19. *The reason for Condition 25.1b is to define what type of waste may be burned at the Site, to define the procedures to be undertaken before and after the burning event, to ensure that burning at the Site is completed in accordance with Ministry of Environment's guidelines and to guarantee that burning does not result in a hazard or nuisance to the environment and the health and safety of people.*
20. *The reason for Conditions 26.1 and 26.2 is to prevent impacts to surface waters at or near the Site from landfilling operations.*
21. *The reason for Conditions 27.1 to 28.14 is to ensure that wastes that are diverted from the landfill, including municipal hazardous and special wastes, are stored, managed and disposed of in a manner that protects the environment and the public.*
22. *The reason for Conditions 29.1 to 29.5 is to ensure that wastes intended for partial or complete composting are managed and processed in a manner which protects the environment and the public, and to ensure that compost that does not meet quality criteria is not re-used by the public.*
23. *The reason for Conditions 30.1 to 30.4 are to ensure that the Ministry is aware of when organic collection program starts, and to ensure that the program is run in a manner that does not pose a risk to the environment or the public.*
24. *The reason for Condition 31.1 is to demonstrate that the landfill site is performing as designed and the impacts on the natural environment are acceptable. Regular monitoring allows for the analysis of trends over time and ensures that there is an early warning of potential problems so that any necessary remedial/contingency action can be taken.*
25. *The reasons for Conditions 32.1 to 32.5 and 34.2 are to ensure protection of the natural environment and the integrity of the groundwater monitoring network.*
26. *The reason for Condition 33.1 to 33.5 is to ensure regular monitoring for groundwater and surfacewater at and near the Site. A remedial action / contingency plan is necessary to ensure protection of the natural environment.*
27. *Condition 34.1 is paramount in ensuring the site is inspected on a regular basis for certain items such that an adverse effect on the environment does not occur.*
28. *The reason for Condition 35.1 is to ensure that the Site is supervised and operated by properly trained staff in a manner which does not result in a hazard or nuisance to the natural environment or any person.*

29. *The reason for Conditions 36.1 to 36.3 is to ensure that the Owner follows a plan with an organized set of procedures for identifying and responding to unexpected but possible problems at the Site.*

30. *The reasons for Conditions 37.1 and 37.2 are to provide for the proper assessment of effectiveness and efficiency of site design and operation, their effect or relationship to any nuisance or environmental impacts, and the occurrence of any public complaints or concerns. Record keeping is necessary to determine compliance with this Approval, the Act and its regulations.*

31. *The reasons for Condition 38.1 are to ensure that regular review of site development, operations and monitoring data is documented and any possible improvements to site design, operations or monitoring programs are identified. An annual report is an important tool used in reviewing site activities and for determining the effectiveness of site design.*

32. *The reasons for Condition 39.1 is to ensure that the Ministry is informed of any spills or fires at the Site and to provide public health and safety and environmental protection.*

33. *Conditions 39.2 to 39.5 inclusive are contained in the Approval to guarantee that appropriate measures are taken by the Owner to prevent future occurrences of spills or fires at the site and to protect public health and safety and the environment.*

34. *The reasons for Condition 40.1 are to ensure that final closure of the Site is completed in an aesthetically pleasing manner and to ensure the long-term protection of the natural environment.*

35.

Upon issuance of the environmental compliance approval, I hereby revoke Approval No(s). A341601 issued on January 21, 1986

In accordance with Section 139 of the Environmental Protection Act, you may by written Notice served upon me and the Environmental Review Tribunal within 15 days after receipt of this Notice, require a hearing by the Tribunal. Section 142 of the Environmental Protection Act provides that the Notice requiring the hearing shall state:

1. The portions of the environmental compliance approval or each term or condition in the environmental compliance approval in respect of which the hearing is required, and;
2. The grounds on which you intend to rely at the hearing in relation to each portion appealed.

Pursuant to subsection 139(3) of the Environmental Protection Act, a hearing may not be required with respect to any terms and conditions in this environmental compliance approval, if the terms and conditions are substantially the same as those contained in an approval that is amended or revoked by this environmental compliance approval.

The Notice should also include:

3. The name of the appellant;
4. The address of the appellant;
5. The environmental compliance approval number;
6. The date of the environmental compliance approval;
7. The name of the Director, and;
8. The municipality or municipalities within which the project is to be engaged in.

And the Notice should be signed and dated by the appellant.

This Notice must be served upon:

CONTENT COPY OF ORIGINAL

The Secretary*
Environmental Review Tribunal
655 Bay Street, Suite 1500
Toronto, Ontario
M5G 1E5

AND

The Director appointed for the purposes of Part II.1 of
the Environmental Protection Act
Ministry of the Environment
2 St. Clair Avenue West, Floor 12A
Toronto, Ontario
M4V 1L5

*** Further information on the Environmental Review Tribunal's requirements for an appeal can be obtained directly from the Tribunal at:
Tel: (416) 212-6349, Fax: (416) 314-4506 or www.ert.gov.on.ca**

The above noted activity is approved under s.20.3 of Part II.1 of the Environmental Protection Act.

DATED AT TORONTO this 15th day of December, 2011

Tesfaye Gebrezghi, P.Eng.
Director
appointed for the purposes of Part II.1 of the
Environmental Protection Act

LM/
c: District Manager, MOE Peterborough
Dave Bucholtz, Cambium Environmental Inc.

Properties

PIN

28400 - 0005 LT

☒ Affects Part of Prop

Description

PT S 1/2 LT 19 CON 8 SMITH PT 1 45R8143, PT 1 45R6060; PT LT 20 CON 8 SMITH AS IN R356975 & R392998; SAVE AND EXCEPT THEREOUT AND THEREFROM PART 1 ON PLAN 45R15882; TOWNSHIP OF SELWYN; BEING PART OF PIN 28400-0005(LT).

Address

LAKEFIELD

Party From(s)

Name

HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO AS REPRESENTED BY THE MINISTER OF THE ENVIRONMENT

Address for Service

Director, Part II.1, Environmental Protection Act
2 St. Clair Avenue West, Floor 12A
Toronto, ON M4V 1L5

I, Tesfaye Gebrezghi, have the authority to bind the corporation.

This document is not authorized under Power of Attorney by this party.

Statements

This document relates to registration no.(s)R392998, R480747 and R528971

Schedule: See Schedules

Signed By

Robert Edward Pakenham

332 Aylmer St. P.O. Box1146
Peterborough
K9J 7H4

acting for
Party From(s)

Signed

2014 09 12

Tel

705-742-1674

Fax

705-742-4677

I have the authority to sign and register the document on behalf of the Party From(s).

Submitted By

LLF LAWYERS LLP

332 Aylmer St. P.O. Box1146
Peterborough
K9J 7H4

2014 09 12

Tel

705-742-1674

Fax

705-742-4677

Fees/Taxes/Payment

Statutory Registration Fee

\$60.00

Total Paid

\$60.00

File Number

Party From Client File Number : 20140531

SCHEDULE "A"

CERTIFICATE OF REQUIREMENT

s. 197(2) of the *Environmental Protection Act*

This is to certify that pursuant to an Environmental Compliance Approval No. A341601 issued by Tesfaye Gebrezghi, P.Eng. Director appointed for the purposes of Part II.1 of the Environmental Protection Act dated December 15, 2011 with respect to the use and operation of a 10.1 hectare land filling site, composting area, municipal hazardous and special waste depot and waste transfer station at Part Lot 19 and Part Lot 20, Concession 8, Geographic Township of Smith, now in the Township of Selwyn, County of Peterborough, Province of Ontario and being all of PIN 28400-0005(LT) save and except thereout and therefrom Part 1 on Plan 45R15882; the following person(s):

THE CORPORATION OF THE TOWNSHIP OF SELWYN

and any other persons having an interest in Part Lot 19 and Part Lot 20, Concession 8, Geographic Township of Smith, now in the Township of Selwyn, County of Peterborough, Province of Ontario and being all of PIN 28400-0005(LT) save and except thereout and therefrom Part 1 on Plan 45R15882 are required, before dealing with the land in any way, to give a copy of the Environmental Compliance Approval, including any amendments that may be made thereto, to every person who will acquire an interest in the land as a result of the dealing. Under subsection 197(3) of the *Environmental Protection Act*, this requirement applies to each person who, subsequent to the registration of this certificate, acquires an interest in the land.



Appendix B

Landfill Cost Model



Landfill Capacity Costing Model
Continuous Improvement Fund

Municipality: Selwyn Township

Site Name: Smith Landfill

Date Completed: September 3, 2020

Completed By: Heather Dzurko, Cambium

Total Estimated Landfill Life from Opening to Closure:

30

years

Estimated Life from September 2019

Interest rate

5%

annual rate

A) STARTUP COSTS (excl HST)

	<u>Total Lump</u> <u>Sum</u>	<u>Site Life</u>	<u>Annualized Cost</u>	<u>Data Source/Explanatory Notes</u>
1) Land	\$ 50,000	30 yr.	\$ 3,098	
2) Public Consultation	\$ -	30 yr.	\$ -	
3) Approvals and Fees	\$ -	30 yr.	\$ -	
4) Consulting/Engineering	\$ -	30 yr.	\$ -	
5) Site Preparation/Construction		30 yr.	\$ -	
6) Other	\$ -	30 yr.	\$ -	
7) Other	\$ -	30 yr.	\$ -	

Subtotal A) Annualized Start-up Costs: \$ 3,098 per year

B) ANNUAL OPERATING COSTS (excl HST)

	<u>Typical Annual Costs</u>	<u>Data Source/Explanatory Notes</u>
1) Staffing	\$ 280,000	onsite staff only - includes benefits, plus 40,000 for management and administration costs
2) Environmental Services (Monitoring & Analysis)	\$ 35,000	includes MOECC
3) Annual Reporting to MOECC	\$ 1,000	for ECA amendments etc.
4) Equipment (rental or annualized cost)	\$ 80,000	includes fuel
5) Equipment Fuel	\$ -	
6) Building, Grounds, and Equipment Maintenance (Repair)	\$ 2,500	
7) Utilities (electricity/propane/water)	\$ 4,000	hydro and phone



8) Sanitary Facilities	\$ -	
9) Safety Related Expenses	\$ -	
10) Printing and General Supplies	\$ 1,600	
11) Purchase/Placement of Soil Cover	\$ -	included in equipment costs
12) Gravel/Road Building	\$ 10,000	added based on assumption that new roads and areas will have to be created as site develops
13) Waste Bins/Movements	\$ -	
14) Signage/Fencing	\$ -	
15) Animal/Bird Control	\$ -	
16) Leases/Property Taxes	\$ 20,000	
17) Royalties Paid	\$ -	
18) Small Tools/Equipment	\$ -	
19) Other	\$ 3,000	misc debit/credit card expenses
20) Other	\$ 1,500	other misc expenses
Subtotal B) Annual Operating Costs		\$ 438,600 per year

C) CAPITAL COSTS (excl HST)

	<u>Total Lump Sum</u>	<u>Site Life</u>	<u>Annualized Cost</u>	<u>Data Source/Explanatory Notes</u>
1) Construction Projects Not Covered Under B) (Total Site Lifetime Estimate)	\$ -	30	\$ -	
2) Other (Total Site Lifetime Estimate)	\$ 35,000	30	\$ 3,211	compactor, loader, scales and scalehouse
3) Cell Capping and Closure	\$ 500,000	30	\$ 45,877	
Subtotal C) Annualized Cap			\$ 49,089	per year

D) POST CLOSURE COSTS (excl HST) O. Reg. 232/98, s. 18

(Note: Assumes post closure period equals Site Life)

	<u>Annual Costs</u>	<u>Closure period</u>	<u>Annualized Cost</u>	<u>Data Source/Explanatory Notes</u>
1) Monitoring and Reporting	\$ 30,000	25	\$ 11,595	



2)	Final Capping and Closure	\$	2,000	25	\$	508	
2)	Maintenance	\$	1,500	25	\$	740	
3)	Other (contingency costs)	\$	2,000	25	\$	987	

Subtotal D) Annualized Post \$ 13,830 per year

E) ADMINISTRATIVE SUPPORT	5% of total of A+B+C+D	\$	25,231
TOTAL ESTIMATED ANNUALIZED COST (A+B+C+D+E+F)		\$	529,847

Prior 5 year **Average** Total Waste Tonnage Received 3,000 tonnes

Prior 5 year **Average** Blue Box Tonnage Received 120 tonnes
calculated % Blue Box of Total 4.0%

Prior 5 year **Average** Volume Consumed - Total Waste 6,000 cubic metres

Prior 5 year **Average** Volume Consumed - Blue Box 724 cubic metres
calculated % Blue Box of Total 12.1%

ESTIMATED ANNUAL COST PER CUBIC METRE	\$	88	per cubic metre
BLUE BOX - ESTIMATED ANNUAL ALLOCATION	\$	63,921	total cost
BLUE BOX - ESTIMATED ANNUAL COST PER TONNE	\$	533	per tonne
Garbage - ESTIMATED ANNUAL ALLOCATION	\$	529,847	total cost
Garbage - ESTIMATED ANNUAL ALLOCATION	\$	177	per tonne



Appendix C

Photographs



Photograph 1: Garbage Disposal Signage, August 2020



Photograph 2: Garbage Disposal Area, August 2020



Photograph 3: Construction Demolition Area, April 2020



Photograph 4: Leaf and Yard Storage, August 2020



Photograph 5: Brush Drop Off Area, August 2020



Photograph 6: Brush Pile, April 2020



Photograph 7: Scrap Metal Bin, April 2020



Photograph 8: Tires Collection Area, August 2020



Photograph 9: Electronics Drop Off, April 2020



Photograph 10: Blue Box Recycling Bins, April 2020



Photograph 11: Fibre Recycling Bins, April 2020



Photograph 12: Container Recycling Bins, April 2020



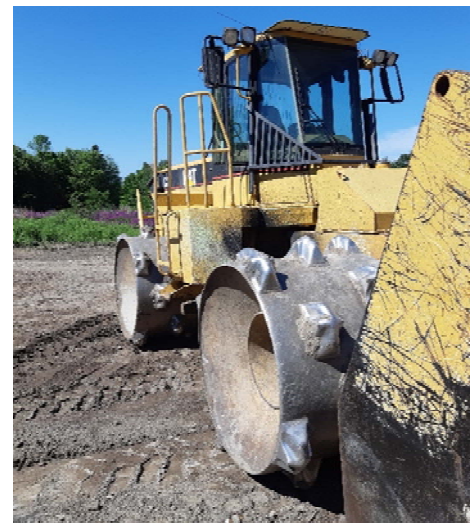
Photograph 13: Hazardous Waste Depot, April 2020



Photograph 14: Battery Drop Off Bin, April 2020



Photograph 15: Scalehouse, August 2020



Photograph 16: Landfill Compactor, August 2020



Photograph 17: Entrance Signage, April 2020



Photograph 18: Entrance Signage, August 2020



Date: April 13, 2021

To: Mayor Andy Mitchell and Council Members

From: Janice Lavalley, C.A.O.
Rick Dunford, Manager of Public Works
Randy Lean, Landfill Site Operator

Subject: Smith Landfill Site Tipping Fees

Status: For Direction

Recommendation

That the report of the Chief Administrative Officer with regard to the Smith Landfill Site tipping fees be received for information; and

That Council provide direction with respect to each of the recommendations noted throughout the report; and

That the required Bylaw be prepared to implement any approved changes and be brought forth for consideration at the next meeting of Council.

Information

As Council may recall, the Smith Waste Disposal Site Service Review conducted by Cambium Inc. in 2020 made several recommendations with respect to the changes in the tipping fees charged at the site. The Cambium report is attached for your ease of reference and the relevant sections are 5.2.3 and 6.1.9.

General Tipping Fee

The Cambium report recommends that an increase in the general tipping fee be implemented to achieve the following outcomes:

- to better account for costs related to landfill administration (eg. credit card charges, internet service) and longer term costs related to asset management, closure and post-closure costs;
- to align with tipping fees at other neighbouring landfill sites (Bensfort, City of Kawartha Lakes) and support efforts to ensure only waste generated within the Township is brought to the site as required by the Environmental Compliance Approval;
- to encourage use of Bensfort Landfill Site, Waste Connections of Canada (WCC) facilities for disposal of construction debris thereby maximizing the life of the Smith Landfill Site and minimizing the Township's costs.

Tipping fees at the Bensfort Landfill were increased from \$95/tonne to \$125/tonne effective January 1, 2021. The WCC facility in Douro Dummer, which accepts construction debris, has also increased its tipping fee to \$115. Staff at the Landfill Site have noted an increase in large loads coming to the Site since these increases were implemented. While staff do attempt to ensure that the waste is generated from within the Township by asking for an address, there is concern that there may be contractors bringing materials generated in other areas to the site due to the difference in the tipping fee.

The Township has typically tried to maintain a tipping fee which is slightly higher, typically \$5/tonne, than Bensfort in order to encourage large loads to be taken to that site and to discourage people from trying to dispose of waste generated outside the Township at the Smith site. Having said that it would be a significant increase to try and achieve this level of fee with a one-time increase.

Options for consideration:

- 1) Status quo.
- 2) Increase tipping fee to \$130/tonne effective June 1, 2021.
- 3) Phase-in increase over two years, ie. \$115/tonne effective June 1, 2021 and to \$130/tonne effective June 1, 2022.
- 4) Phase-in increase over three years in \$10/tonne increments on June 1 of each year.

Recommendation

Option 3 is recommended as it provides for a phase-in period while still matching the WCC charge in 2021. This would help to avoid encouraging additional use of the Smith Site for loads which would otherwise go there.

It is my understanding that additional increases at the Bensfort site are under consideration so the 2-year phase-in is desirable should there be another increase in at that site in 2022 or 2023.

Minimum Fees

The Cambium report recommends that the minimum tipping fee for material less than 50 kg be increased from \$3.50 to \$5.00 for the following reasons:

- 50kg of material would cost \$5.00 at the current tipping fee of \$100/tonne,
- aligns with the City of Kawartha Lakes \$5 minimum fee and the new Bensfort \$12 minimum fee for loads of 100kg or less;
- encourages residents to use curbside programs that are available and limit unrequired trips to the landfill.

Options for consideration:

- 1) Status Quo.
- 2) Increase minimum fee to \$5.00 effective June 1, 2021 and to \$6.00 per tonne effective June 1, 2022.
- 3) Increase minimum fee each year based upon maximum allowed weight for which the fee allows. For example, if Option 2 above is chosen minimum fee of \$5.75 June 1, 2021 and \$6.50 June 1, 2022

Recommendation

Option 2 is recommended recognizing that not every minimum load will reach the maximum weight.

Mixed Load Fees

The Cambium report recommends the establishment of a mixed load general tipping fee and minimum fee. The recommendation is for the mixed load fee to be double the applicable general tipping fee and minimum fee. This change would assist with the following goals:

- encourages users to sort materials into correct disposal locations as opposed to dumping mixed waste (garbage, recycling, metal, etc) at the tipping face of the landfill;
- assists with the implementation of the clear bag policy as a way to discourage customers coming to the site with opaque bags and promote compliance with the program;

Options for consideration:

- 1) Status quo.
- 2) Establish a mixed load fee which is double the applicable general tipping fee and minimum fee.
- 3) Establish a mixed load fee at a different increment that Council deems appropriate.

Recommendation

Option 2 is recommended as it aligns with the charges in place in other municipalities identified by Cambium. This type of fee would provide a significant incentive to properly sort waste materials at the site and to support the transition to the Clear Bag Program. Based on experience at the Site, staff do not expect that the mixed load fee would be utilized frequently to enforce proper sorting as most customers manage their materials appropriately. It would however assist in managing the odd case of repeat non-

compliance. It would be a very useful tool to assist with seeking compliance with the Clear Bag Program as it comes into effect in September.

Leaf and Yard Fees

The Cambium report recommends that the Township consider increasing the fees for leaf and yard waste to \$100/tonne for loads greater than 100kg. This is \$5/tonne greater than the 2021 tipping fees proposed at the Bensfort WDS for leaf and yard waste. This change would:

- encourage the use of the Bensfort landfill site for disposal of leaf and yard waste (especially those in larger quantities),
- material disposed of at the Bensfort site would be transferred to the Harper Road compost facility to be properly managed as compost.

It is noted by staff that there are not many typical residential household customers that would actually have loads exceeding the 100 kg weight and therefore most of these loads are free. It is also noted that, during the time of the County leaf and yard curbside collection program, all loads regardless of size are accepted free of charge at the landfill site.

Options for consideration:

- 1) Status Quo.
- 2) Increase the leaf and yard tipping fees to \$100 per tonne for loads greater than 100 kg.

Recommendation

Option 2 is recommended in accordance with the Cambium recommendation. This would encourage large loads of compost to be disposed of at the Bensfort site where it is ultimately transferred to a proper composting facility. The leaf and yard waste is currently utilized as cover material at the Smith Site as conditions allow. This material is not ideal for this purpose and is currently utilized in this way as a means to dispose of it.

Additional Item

Although not addressed in the Cambium report, staff have identified another area where a change is recommended. The surcharge that is in place for the removal of Freon from any appliance delivered to the site has fallen behind the actual cost of having this service completed. The current charge is \$12.50 per appliance that is not already tagged as having the Freon removed. The cost of this service has increased to \$15.00 per appliance.

Options for consideration:

- 1) Status Quo.
- 2) Establish fee of \$15.00 per appliance.
- 3) Establish fee as “the actual cost of Freon removal services”.

Recommendation

Option 3 is recommended as it would allow the Township to ensure ongoing cost recovery for this service without requiring an amendment to the Bylaw each time the service fee increase.

Financial Impact

Given the various combinations of options, it is not possible to provide an overall Financial Impact. The goal of implementing these forward-looking options from the Service Delivery Review is to stay abreast of current local operating fees and industry best practices, continue compliance with the Landfill Site ECA, extend the life of our local landfill site for our residents, utilize user pay fees to mitigate tax levy increases and offset future landfill site closure costs.

Strategic Plan Reference

- Foster a healthy, engaged and connected community
- Achieve excellence in governance and service delivery
- Support a sustainable, balanced and investment ready community

Environmental Impact

Responsible management of the Smith Landfill Site and promotion of diversion opportunities ensures that the site meets all requirements of its Environmental Compliance Approval, minimizes the impact of the site on the natural environment and preserves the life of the site for the benefit of the Township ratepayers.

Attachments

- Smith Waste Disposal Site Service Review, Cambium Inc.

Janice Lavalley

Prepared By: Janice Lavalley, C.A.O.

Rick Dunford

Prepared By: Rick Dunford, Manager of Public Works

Randy Lean

Prepared By: Randy Lean, Landfill Site Operator

44 Bridge Street, Lakefield

Heritage Designation Evaluation

Township of Selwyn

Plan 26 Blk A Lot 3 Pt Lot 9 (Village of Lakefield)

February 2021



Prepared by Emily Turner, M.A. PhD for the Township of Selwyn

Executive Summary

In February 2021, the Township of Selwyn requested a Heritage Evaluation Report be completed for the property known municipally as 44 Bridge Street in the village of Lakefield. The report was intended to establish whether the property had cultural heritage value as defined by Ontario Regulation 9/06 and merited designation under Part IV of the Ontario Heritage Act. The subject property is a mid-nineteenth century stone home associated with a number of prominent local citizens.

Background research, field survey research and site analysis were undertaken to evaluate the property's cultural heritage value and document the site in its present condition. Using the data from the research and on-site analysis, the property was evaluated based on the Ontario Regulation 9/06 criteria and it was determined that the property exhibits cultural heritage value and merits designation under Part IV of the Ontario Heritage Act.

A full explanation of how the property fulfils each of the Ontario Regulation 9/06 criteria, a statement of reasons for designation and a list of heritage attributes are included as part of this report. Historic and contemporary images of the property are included as Appendix A, as is a bibliography of sources consulted as Appendix B.

Statement of Cultural Heritage Value or Interest

The subject property has been researched and evaluated in order to determine its cultural heritage significance under Ontario Regulation 9/06 of the Ontario Heritage Act R.S.O. 1990. A property is eligible for designation if it has physical, historical, associative or contextual value and meets any one of the nine criteria set out under Regulation 9/06 of the Act. An evaluation of the subject property has determined that 44 Bridge Street, Village of Lakefield has cultural heritage value or interest and merits designation under the Ontario Heritage Act.

1. The property has design value or physical value because it:

i. is a rare, unique, representative or early example of a style, type, expression, material, or construction method:

The subject property is a unique example of a Georgian-style house constructed in stone in Lakefield. Although it has been modified since its original date of construction in 1858, the house demonstrates the key characteristics of this architectural type. The house is the only residential property of this type in Lakefield.

ii. displays a high degree of craftsmanship or artistic merit:

The subject property displays a typical degree of craftsmanship for a house of this type.

iii. demonstrates a high degree of technical or scientific achievement:

There are no specific technical or scientific achievements associated with the subject property.

2. The property has historical or associative value because it:

i. has direct associations with a theme, event, belief, person, activity, organization, or institution that is significant to the community:

The subject property has direct associations with significant local figures, Frank Hyde D'Arcy and John Hull, the first two owners of the house, who owned and operated the flour mill constructed on the Smith Township side of the Otonabee River, beginning in 1858. The flour mill was a key economic driver in the village of Lakefield in the mid-nineteenth century and both D'Arcy and Hull prominent men in the community. Hull, in particular, was an important figure in the second half of the century serving on the village Council and as Reeve.

ii. yields, or has the potential to yield, information that contributes to an understanding of a community or culture:

The property yields information on the economic growth of Lakefield in the mid-nineteenth century through its relationship to the D'Arcy-Hull flour mill. The construction of the property is directly related to the

construction of the mill and the growth in population and prosperity of the community in the 1850s and 1860s.

iii. demonstrates or reflects the work or ideas of an architect, artist, builder, designer or theorist who is significant to the community:

The designer and builder of the property are not definitively known.

3. The property has contextual value because it:

i. is important in defining, maintaining or supporting the character of an area:

The subject property is important in supporting the wider historical character of the village of Lakefield. The house is one of a range of historic houses, beginning the mid-nineteenth century which characterize the residential character of this area of the village. More generally, the house supports the Victorian character of Lakefield as a whole which has retained many of its historic residential and commercial properties intact from the nineteenth century.

ii. is physically, functionally, visually, or historically linked to its surroundings:

The subject property is historically linked to its surrounds as part of the larger parcel originally owned by Frank D'Arcy which included the house and the grist mill site. The grist mill was located on the present-day site of Curtis Park, in close proximity to the house. The property also has historical links to the river in its role as the residential property associated with the mill.

iii. is a landmark.

The property is a local landmark and has been recognized as such by the local community.

Design and Physical Value

44 Bridge Street has design and physical value as an excellent and unique example of a Georgian-style house constructed in the stone in Lakefield. The house, which was constructed around 1858 and is the only example of this type in the village, demonstrates the key characteristics of the Georgian style including the symmetrical three-bay massing and centre hall plan. Despite its later additions, it retains the important elements of this architectural style as it was adapted in North America in the early to mid-nineteenth century. It is unique as one of very few nineteenth century stone buildings extant in the village.

The rise of the Georgian style, both in Britain and its colonies, came during a period of British strength and stability from the early eighteenth to mid-nineteenth century. Specifically, this was between 1714 and 1830 with the reigns of the four Hanoverian Kings, George I to George IV. It was a period of rapid expansion of empire and of military strength and the architecture that arose during this period reflected new British national attitudes. It also corresponded with the Enlightenment era and its focus on logic, order and balance across a range of disciplines and the rejection of excess in favour of sober stability, in government, academic life, religion and the arts.

In the built environment, British architecture moved away from the Baroque and Neoclassical traditions popular in Europe at this time, rejecting the heavily decorative and ornate style of architecture in favour of a more stripped version of Classicism. Of the various classical styles, it drew most heavily on Palladianism and its emphasis on proportionality, balance and symmetry, particularly on the front façade, and limited ornamentation. Notably, Georgian architecture was based on a formalized system of proportions, which gave it an incredible flexibility to be adapted to a range of different sized buildings and types. Although the Georgian period is seen to have ended around 1830, the architectural style named after it continued to be used well into the mid-nineteenth century.

This flexibility was a key part of the reason for its popularity in North America. The style arose at a time when the British Empire was expanding in the mid-eighteenth century and settlers and military personnel were dispatched across the globe, particularly to the American colonies. New residents, notably those of the upper and middle classes, aimed to replicate the architecture of their homeland and turned to the Georgian style. On one hand, it was the popular style of the time and could be used to denote taste, class and wealth. On the other, the basis of the Georgian style on a proportional system and its lack of ornamentation made it an extremely flexible style that could easily be adapted to colonial conditions.

Although it is based on the same set of principles, Georgian architecture in North America, including Ontario, differs significantly from its British antecedents and has regional variations across the United States and Canada. The adaptation of Georgian in North America depended heavily on a range of factors including available materials and the ability to procure labour. It was also significantly less urban than its British counterparts, where the style became widely adopted in cities such as Bath and Edinburgh for terraces. The majority of Georgian residences in North America were single family detached homes, both in towns and in rural areas. However, in essence, this architectural style was based on the same principles on both sides of the Atlantic: simplicity, symmetry, and solidity.

North American Georgian, in general, used a much wider range of materials than its contemporaries in Britain which were primarily constructed in dressed ashlar. The needs and limitations of the colonial environment required adaptation to local materials. The majority of Georgian homes in North America are constructed in brick and wood; stone examples, such as 44 Bridge Street, exist but they are the exception. They are most commonly found in areas of abundant and easily accessible stone, including along the St. Lawrence River, and include examples using a range of different stone treatments including rubble stone construction, rusticated stone, and ashlar. The most well-known example of a stone Georgian house in Ontario is likely the Ermatinger house in Sault Ste. Marie, constructed in 1813 from rubble stone.

By the end of the eighteenth century, a typical North American Georgian residence had emerged. It was a detached home built on a basic rectangular plan, generally one-and-a-half to two storeys in height with either a low hipped or gable roof. The façade was divided into three, five or seven bays depending on the size of the house and arranged symmetrically around a central entrance. Rear or side additions were not uncommon, although generally added after the original date of construction. The sash windows were generally of a consistent size on both stories and reasonably large. Two identical chimneys flanked the house, one on each end. Ornamentation was limited and generally confined to around the entrance. Inside, the house was usually laid out on a centre hall plan with symmetrical arrangement of rooms on the ground floor. This basic form was constructed across the United States and Canada with local modifications, but retaining the emphasis on balance and proportionality found in all Georgian architecture.

The Georgian style was first introduced to Upper Canada with the arrival of the United Empire Loyalists in the 1780s. Soon after their arrival in Canada, these new settlers began to construct houses in the style, which was familiar to them and drew on the prevalent architectural styles in Britain and their interpretation in American vernacular architecture. For many people, this meant constructing Georgian houses and soon towns and villages across what

would eventually become Ontario contained many different examples of this types of residence. It is most commonly seen in communities with large Loyalist populations and those which were settled in the late eighteenth and early nineteenth century. The common form found in the United States – the symmetrical centre hall plan – was transplanted directly to new towns and villages in Ontario and adapted to suit local needs.

The Georgian style was at its peak in Ontario from about 1780 to 1820, but continued to used throughout the province even as it was supplanted by new architectural trends in the mid-nineteenth century. There are a significant number of examples of this style constructed in the 1840s and 1850s in communities across Ontario, primarily southern Ontario, demonstrating the enduring appeal of the style, particularly for the business and professional class. Examples can even be seen from the final decades of the century. In areas where settlement came later, including Peterborough County, the adoption of the Georgian style was less prevalent than elsewhere but it nevertheless was transplanted and endured into the mid-nineteenth century.

44 Bridge Street is a representative example of this style executed in stone and the main body of the house demonstrates the 3-bay massing found in most smaller examples. It is constructed on the typical centre hall plan, with symmetrically placed 6-over-6 sash windows, flanking chimneys and a gable roof. When viewed from Bridge Street, the centre hall plan which characterized Georgian homes of this type is not immediately evident because the original entrance to the house is on the rear elevation, facing the north side of the lot. It is currently obscured by a sunroom, a later addition. Historic photographs of the house show its original entrance on the northern elevation of the building. Although its profile has been altered by changes made after its initial construction in the late 1850s, it retains the basic form and key elements of this residential type and is immediately recognizable as such. In this way, it is representative of the Georgian style in its mid-nineteenth century form and as it was interpreted in Ontario communities at this time.

The home is unique because of its construction material. In Ontario as a whole, stone Georgian style homes are more common in some areas than others, but, by the mid-nineteenth century, brick was gaining prominence as the construction material of choice, particularly in central Ontario. There are several contemporaneous homes to 44 Bridge Street in Selwyn Township constructed in stone, but none that are similar architecturally. A similar regional example to the subject property which was constructed at about the same time can be seen at Concession 2, Lot 22 in Ops Township, but this is located at a distance from Lakefield. In Lakefield itself, the subject property is the only stone Georgian home located in the village and one of only a few buildings constructed in stone.

As with most stone homes from Victorian Ontario, the stone used in the construction of the property was obtained locally and speaks to the diverse geological features present in the local area. Both cut granite and limestone have been used in its construction and are reflective of the location of Lakefield in what is often called “the land between”, or the area of geological transition between the granite of the Canadian shield and the limestone of the St. Lawrence lowlands. Stone houses with a mix of granite and limestone are not common throughout Ontario as a whole, but they are found throughout central and northern sections of both Peterborough and Victoria Counties where both granite and limestone are available. 44 Bridge Street speaks to very localized conditions in its construction materials, further emphasizing its uniqueness.

The house has had a number of changes since its construction in 1858, namely the construction of two additions on either side of the house. The 1911 Fire Insurance Plan of Lakefield shows the house as it appeared in the early twentieth century with the first of these additions, built in wood. This addition, on the western side of the house, is believed to have been constructed around 1867 and echoes the profile of the main house in its rectangular massing and gable roof, albeit with a lower roofline. It also retains details such as its 6-over-6 sash windows which match those in the main house. The addition of wings in this manner was not uncommon in Georgian houses as families expanded and required more space. The second, eastern addition was added at some point during the twentieth century and is a one-storey wing. The final addition, for which the date is not definitively known, is the rear sunroom, which obscures the original entrance of the house. This addition, although not original, has a historic connection to the architectural of the village in that it is made from salvaged materials from a Victorian storefront in Lakefield, the former Margaret Leonard’s Ladies Wear. Although these have changed its appearance, they have not changed the fact that 44 Bridge Street is representative of the Georgian style and the uniqueness of its construction material, nor have they altered its architectural significance in the village.

Historical and Associative Value

44 Bridge Street has historical and associative value through its relationship to its first two owners and occupants: Frank Hyde D’Arcy and John Hull. The two men were the first two owners, consecutively, of the Katchewanooka Mill, the flour mill constructed in 1858 and the only mill on western side of the Otonabee River. The house holds significance as the home associated with the mill and its owners which was an important economic driver in the mid-nineteenth century. Through its association with the mill and its owners, the property yields information regarding the economic growth of Lakefield in the mid-nineteenth century.

The house, and the mill which with it is associated, was constructed for Frank Hyde D'Arcy in about 1858. D'Arcy was born in 1838 in Milford, Hampshire in England to Colonel Joseph D'Arcy and his second wife, Katherine Hyde. His parents were acquainted with Colonel Samuel Strickland and this appears to have been the reason he came to Lakefield in the mid-1850s, along with his brother William. Both boys attended Strickland's school in the village and may have accompanied him on his return to Canada in 1855 after a visit to England. It appears that Katherine Hyde was the original purchaser of the property on which the mill was eventually constructed and her son worked in Lakefield in the establishment of the mill as her agent. Hyde came from a merchant family who owned properties throughout England and in the West Indies and appears to have been well connected to the wider upper and upper middle class colonial networks of the time. Joseph D'Arcy, who died in 1848, was himself a military man and member of the British elite abroad, having served in the Peninsular Wars and in what was then known as Persia (Iran). Frank D'Arcy came to Canada a well-connected and well-resourced young man. By 1861, he had returned to Hampshire, and died only seven years later at the age of 29.

The opening of the D'Arcy mill, located on the current site of Curtis Park, was a significant event in mid-nineteenth century Lakefield and was reported on in the *Katchewanooka Herald*, the local newspaper at the time. Of the opening of the new mill, the *Herald* wrote that it was "an event in itself of immense importance to the Town of Lakefield and to all the numerous settlers around it. We allude to the opening of F. H. D'Arcy's Grist mill, it is one step, one very long step, up the ladder which will raise Lakefield into a town."¹ The opening, which was attended by most of the town's prominent citizens, was clearly recognized as a key indicator of, as well as a catalyst for, the growth of the community during this period.

Mill sites were essential to the economic development and expansion of Ontario communities in the mid-nineteenth century. Many communities across the province were defined in the nineteenth century by their mills, both saw and grist, and often settlements formed around these mill sites. Particularly in the early days of settlement, settlers would travel from their homesteads to mill locations to have their grain ground into flour and for sawn boards. Recognizing the importance of these sites, businesses, often inns, taverns, and general stores, would establish themselves around the mill. From this, residential settlement would occur and the nucleus of towns and villages was formed. For colonial authorities, who often reserved mill sites as part of settlement surveys, mills were seen as an investment in economic growth because of the vital role they played in day to day life and their role as a focal point for the surrounding countryside. It is telling that in colonial surveys the

¹ *Katchewanooka Herald* (1859).

mill and town site reserves were generally located next to one another, in clear recognition of the symbiotic relationship between mills and urban settlement.

At the same time, the construction of new mills after the period of initial settlement generally took place at locations where there was seen to be an established community with the potential to be a commercial and population centre. By the middle of the nineteenth century, businessmen looking for opportunities were establishing new mills at locations which had already established as centres for the local agricultural communities, anticipating further growth as the towns continued to expand. Flour mills, in particular, both represented a measure of settlement and fueled increased expansion through the provision of a vital local service around which agricultural communities and their associated settlement sites could coalesce. Without them, flour, the most important commodity in day to day life, could not be processed locally, which was inconvenient and expensive for both farmers and consumers. A local flour mill changed the supply chain and created local opportunity and was one of the most important facilities in rural society.

The first mill in Lakefield was a sawmill, constructed on the Douro side of the river in 1834 by Scottish settler James Herriot and is consistent with prevalent settlement patterns in relation to mill sites in Ontario at this time. Lakefield, then known as Selby, was ideally placed along the Otonabee River for this type of industry. By September of that year, Catherine Parr Traill reported in a letter that “we have now within a short distance of us an excellent saw-mill, a grist mill, and store, with a large tavern and many good dwellings.”² These mills, which were taken over by James Thompson in 1836, burnt in 1838. New saw mills were eventually constructed in the 1840s, but the grist mill was not replaced until the opening of D’Arcy’s mill in 1858.

In Lakefield, the construction of D’Arcy’s mill corresponded directly with a period of economic consolidation and growth in the village. In 1851, the townsite had been laid out by Zacheus Burnham and, throughout the 1850s, the town was expanding with new residential and commercial growth. The construction of the mill was both a symptom of this expansion and fuel for its continued growth which continued throughout the 1860s and 1870s. During this period, residential and commercial development increased, as did the construction of new industry in the community and the establishment of institutions, namely church and school. The Midland Railway and telegraph line arrived from Peterborough in 1870. By 1874, the population had grown to 750 and the community was formally incorporated. This pattern of development is consistent with that of other similar towns and villages in Ontario and the establishment of Lakefield as the commercial and industrial centre, with a

² Catherine Parr Traill, *The Backwoods of Canada* (London: Charles Knight, 1836), 257.

larger and operational grist mill, further consolidated its vital economic role in the rural landscape of both Douro and Smith Townships.

Although D'Arcy was the mill's original owner, he did not own or operate it for long. D'Arcy soon returned to England and the mill was leased by John Hull around 1863; Hull would soon after purchase the establishment. According to Charles Mulvany's 1884 *History of the County of Peterborough, Ontario*, Hull was born in the former Whitby Township in 1842, the son of the Rev. T.R. Hull, a Bible Christian minister from Norfolk County in England. At the age of fifteen, the younger Hull had begun his career as a miller in Tweed, Ontario and worked in several mills in Ontario and Quebec over the next six years. In 1863, he came to Lakefield and leased the flour mill from the now-absent D'Arcy. Hull formally purchased the property in 1868.

Hull lived in the community until his death in 1917 and, over the course of nearly half a century, developed the mill into a significant economic driver in the community. By 1884, Hull had expanded the mill, doubling its capacity and built a storage facility by the railway station; Mulvany reports that by the mid-1880s, the mill was turning out 100 barrels of flour a day. Hull operated it until his retirement in 1906, when it was sold. The 1911 Fire Insurance map outlines the capacity of the mill and storage facility in the early twentieth century, noting its seven sets of rollers and a smutting machine. The storage facility and grain elevator by the railway station is noted as having a capacity of 30,000 bushels. The flour itself was of no mean quality; in 1893, Hull was awarded a medal for it at the World's Columbian Exposition in Chicago. Hull's business ambitions were not limited to the village, as he also owned a circular saw mill on Stoney Lake and 700 acres of property in Burleigh Township. He was also highly involved in the local community, serving as a village councillor for fourteen years in the final decades of the century, included a stint as reeve from 1899-1900.

The economic impact of a large and expanding flour mill on a village the size of Lakefield cannot be understated. Prior to the construction of the D'Arcy-Hull mill, flour milling services were not available locally, because the Herriot mill was not replaced after it burnt down in 1838. Grain had to be transported to Peterborough and, in reverse, the processed flour to Lakefield. In the nineteenth century, this was a significant distance and the shift to a local service provider focussed the agricultural community around the village. Its continued growth and expansion throughout the second half of the nineteenth century solidified and increased the prominence of the village in the rural economy and provided additional local jobs. This was the pattern found in communities across Ontario and Lakefield would not have been an exception. In this way, D'Arcy and Hull were key figures in the economic growth and development of the village in the second half of the nineteenth century.

As the house occupied by the mill owner from the late 1850s to late 1910s, the history of 44 Bridge Street mirrored that of the mill. Geographically and functionally, the house was intimately connected with the establishment and expansion of the mill. The house itself was constructed for D'Arcy around 1858, developing at the same time as his new mill. When Hull took over the mill, he also moved into the house. Prior to the construction of the Trent-Severn Canal and the expropriation of land from Hull to build the canal in the mid-1880s, the mill and house were located on a single, unbroken parcel of land and formed one geographic unit. They were sold and transferred together from the 1850s until Hull's retirement. The mill was eventually sold and dismantled in 1920, but the house remained in the Hull family until 1945.

At present, the house is the remaining built resource from the mill complex. Through its association with two prominent members of the business community and the mill site, it yields information about the history of the village and its economic growth in the village from the mid-nineteenth century.

Contextual Value

44 Bridge Street has contextual value as part of the former flour mill site owned consecutively by Frank D'Arcy and John Hull. Although it is the only remaining built resource from the former mill site, the house retains its relationship with the wider landscape that informed this industrial development, including the Otonabee River. The house is also important in supporting the wider historical character of the local residential neighbourhood and the village of Lakefield as a whole. It is recognized by the community as a local landmark.

When it was originally constructed, the house formed part of a complex that included the flour mill, its associated industrial buildings, and the mill owner's residence. Originally one parcel of land, the house and mill were built together as part of the introduction of a new commercial development into the village. The physical relationship between the mill and the house can be seen in a number of historic sources. These include the 1911 Fire Insurance Plan of Lakefield which shows the proximity of the house to the mill, then owned by W.J. Charlton. A late nineteenth century photo of the mill also shows the correlation between the two, showing the mill in the foreground and the house in the background.

The mill is no longer extant but the mill site, the present day Curtis Park, remains and the house retains its relationship to the site through its proximity. It also retains its proximity to the Otonabee River, the key natural feature which allowed for the development of the mill and, by extension, the construction of the house.

The property also supports the Victorian character of the local residential neighbourhood and of Lakefield as a whole. The property is located in an area that contains a range of historic homes dating from the mid-nineteenth century. The Selwyn Township Cultural Resource mapping shows a preliminary overview of some of these properties. The immediate area shows the location of several of these properties, including Westcove (the Catherine Parr Traill house). However, visits to the site demonstrate a much wider range of historic homes located in this area. These homes are all detached single family homes, constructed in a range of architectural styles dating from the mid-nineteenth century and representing a cross section of residential architecture from the village's past. These homes are located along Bridge Street to the west of the subject property, on Clementi Street and on the side streets both north and south of Bridge Street. This area is predominantly comprised of historic residential properties and the subject property supports this character.

More generally, the property supports the historic character of the village as a whole and its historic core on both the east and west sides of the Otonabee River. As a community, Lakefield is defined in large part by its Victorian character and architecture. There is a significant amount of extant built heritage from this period and it contributes to the distinctiveness and uniqueness of the community. 44 Bridge Street, as a prominent nineteenth century home, contributes to and supports this overall character.

The property has long been recognized as a landmark in the local community and a well-known building. Throughout the nineteenth century, it was the home of two important citizens and occupied a prominent corner location in the village on a corner lot. At the time, it would have been a well-recognized local home. After the purchase of the property by Dr. Reginald Campbell in 1945, a portion of the home was converted into a dentist office and many local patients came through the door.

Its identification as a local landmark had been confirmed through the discussion of and activity around the property in more recent times. The property has been identified in a variety of sources as an important home in the village. These include the local history text published by the Lakefield Historical Society in 1999, *Nelson's Falls to Lakefield: A History of the Village* which discussed the home and Selwyn Township's cultural resource mapping exercise in 2013 which identify the home as the Mill House as part of its built heritage inventory.

More recently, concern over the proposed demolition of the property has caused the local community to rally around the property because they explicitly see it as a landmark in the village. Arguments regarding the rationale for retaining the property from community members hinge, in part, on the property's status as a local landmark. Landmark status is often conferred on

built heritage properties by their significance to the local community and its members and its longstanding recognition and prominence in the village has continued into the twenty-first century.

Summary of Reasons for Designation

The statement of significance and the description of the heritage attributes of the property, along with all other components of the Heritage Evaluation Report, constitute the Reasons for Designation required under the Ontario Heritage Act.

Statement of Significance

44 Bridge Street has cultural heritage value as a unique example of a Georgian house constructed in stone in Lakefield and in its associations with prominent local figures, Frank Hyde D’Arcy and John Hull. The house, which was built in 1858, is the only example of a Georgian residence constructed in stone in the village and displays the key characteristics of this architectural style which was popular in Ontario from the late eighteenth to the mid-nineteenth century. Although it has a number of later additions, the main body of the house retains its Georgian features and styling which include: symmetrical, three-bay massing; a gable roof with matching chimneys; 6-over-6 sash windows; limited ornamentation; and an overall simplicity of design. Historically, the house has direct associations with prominent local men Frank Hyde D’Arcy and John Hull, who consecutively owned and operated both the house and the grist mill located in the west side of the Otonabee River. The mill was the only mill located on the west side of the Otonabee River and the only grist mill in the village at the time of its construction in 1858. The construction of the mill had a direct impact on the economic growth of Lakefield in the middle of the nineteenth century and the subject property is related to and yields information regarding this period of economic and industrial growth in the village. The house also has contextual significance as part of the wider nineteenth century landscape of Lakefield as a whole and in its historic relationship to the mill property and the Otonabee River. The house is also a well-known local landmark and recognized by local residents as such.

Summary of Heritage Attributes to be Designated

The Reasons for Designation include the following heritage attributes and apply to all elevations, unless otherwise specified, and the roof including: all façades, entrances, windows, chimneys, and trim, together with construction materials of wood, brick, stone, stucco, concrete, plaster parging, metal, glazing, their related building techniques and landscape features.

- Two-storey construction
- Symmetrical massing and centre hall plan
- Granite and limestone construction
- Gable roofs
- Symmetrically placed chimneys
- Central entrance
- Fenestration including:

- 6-over-6 sash windows
 - Limestone sills
 - Limestone lintels
- Western two-storey addition
- Rear sunroom including:
 - Salvaged windows

Appendix A: Figures



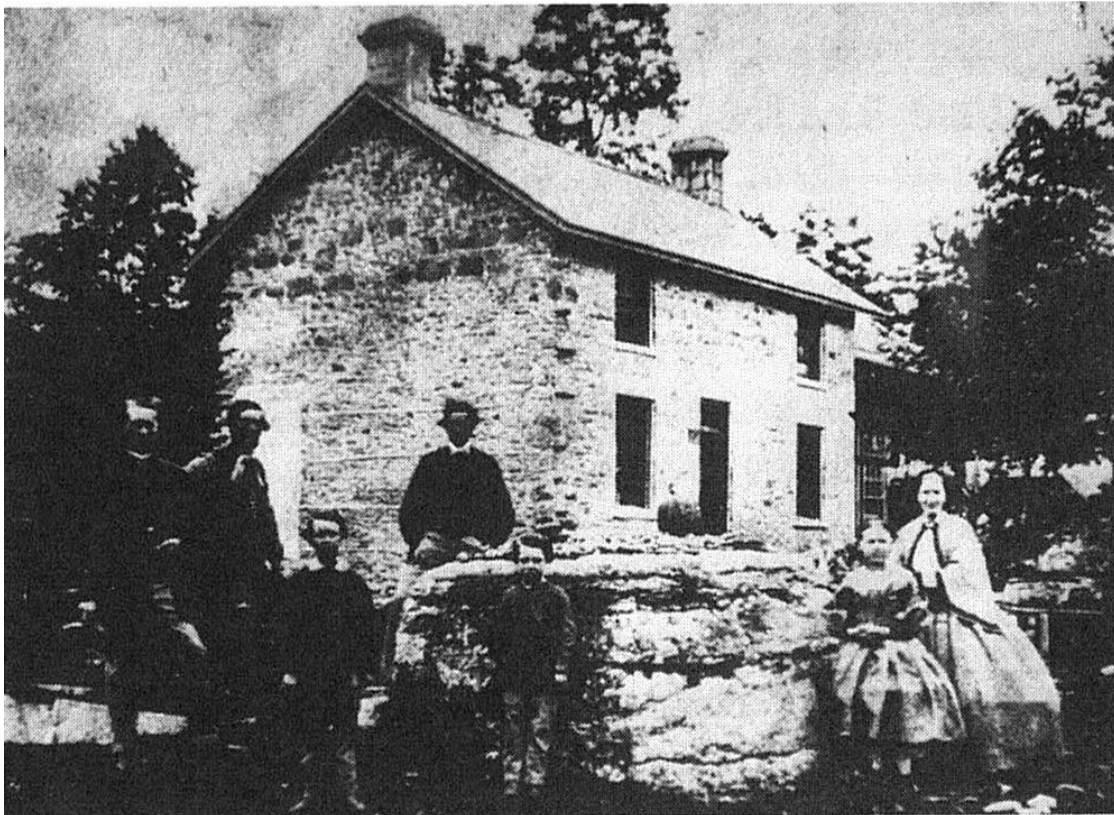
44 Bridge Street, February 2021



44 Bridge Street, February 2021



44 Bridge Street, February 2021



44 Bridge Street, with John Hull c. late 1860s, from *Nelson's Falls to Lakefield*



44 Bridge Street, likely early 20th century. Image courtesy of Lakefield Historical Society Archives



D'Arcy-Hull Grist mill with 44 Bridge Street in the background, n.d. Image courtesy of Lakefield Historical Society Archives

D'Arcy Grist Mill - farmers brought their grain & returned for bags of flour.



D'Arcy-Hull Grist mill, n.d. Image courtesy of Lakefield Historical Society Archives.



Frank D'Arcy, n.d., courtesy of Tim Anderson

Appendix B: Bibliography

Angus, James T. *A Respectable Ditch: A History of the Trent Severn Waterway, 1833-1920*. Montreal: McGill-Queen's University Press, 1988.

Archives of Ontario, Toronto. Ontario Births, 1869-1912. Accessed at FamilySearch <https://www.familysearch.org/search/collection/1784212>.

Archives of Ontario, Toronto. Ontario Marriages, 1869-1927. Accessed at FamilySearch <https://www.familysearch.org/search/collection/1784216>.

Cole, A.O.C., ed. *Illustrated Historical Atlas of Peterborough County, 1825-1875*. Peterborough: Corporation of the County of Peterborough, 1975.

Delledone, Bob. *Nelson's Falls to Lakefield: A History of the Village*. Lakefield: Lakefield Historical Society, 1999.

Gowans, Alan. *Styles and Types of North American Architecture: Social Function and Cultural Expression*. New York: Harper Collins, 1992.

Guillet, Edwin C. *The Valley of the Trent*. Toronto: University of Toronto Press, 1957.

Humphreys, Barbara and Meredith Sykes. *The Buildings of Canada*. Ottawa: Parks Canada, 1974.

Kalman, Harold. *A History of Canadian Architecture*. 2 vols. Toronto: Oxford University Press, 1994.

Library and Archives Canada, Ottawa. Census of Canada Records, 1851-1921. <https://www.bac-lac.gc.ca/eng/census/Pages/census.aspx>

Library and Archives Canada, Ottawa. Fire Insurance Plans. <https://www.bac-lac.gc.ca/eng/CollectionSearch/Pages/record.aspx?app=fonandcol&ldNumber=5088587&new=-8585880858088871601>

Macrae, Marion and Anthony Adamson. *The Ancestral Roof: Domestic Architecture of Upper Canada*. Toronto: Clarke, Irwin and Company, 1963.

McCalla, Douglas. *Planting the Province: The Economic History of Upper Canada, 1784-1870*. Toronto: University of Toronto Press, 1993.

Mikel, Robert. *Ontario House Styles: The Distinctive Architecture of the Province's 18th and 19th Century Homes*. Toronto: James Lorimer and Company, 2004.

Mulvany, Charles. *History of the County of Peterborough, Ontario*. Toronto: C. Blackett Robinson, 1884.

Parr Traill, Catherine. *The Backwoods of Canada*. London: Charles Knight, 1836.

Poole, Thomas W. *A Sketch of the Early Settlement and Subsequent Progress of the Town of Peterborough and of Each Township in the County of Peterborough*. Peterborough: Peterborough Review, 1867.

Robnik, Diane. *The Mills of Peterborough County*. Peterborough: Trent Valley Archives, 2006.

Wood, J. David. *Making Ontario: Agricultural Colonization and Landscape Re-Creation before the Railway*. Montreal: McGill-Queen's University Press, 2000.



Date: February 23, 2021

To: Mayor Andy Mitchell and Council Members

From: Robert Lamarre Manager of Building and Planning

Subject: Heritage Brief - 44 Bridge Street Lakefield

Status: For Direction

Recommendation

That the report from the Manager of Building and Planning regarding the Heritage Brief related to 44 Bridge Street and related correspondence from various interested parties be received for information; and

That the recommendation of the Selwyn Township Municipal Heritage Committee (MHC) to designate the property at 44 Bridge Street in Lakefield as a heritage property under Part IV, Section 29 of the Ontario Heritage Act (OHA) (R.S.O. 1990, c.O.18) being of "cultural heritage value or interest" be considered; and

That Council determine whether or not it would like to move forward with the designation of the subject property by providing Notice of Its Intention to Designate.

Information

At their meeting of February 9, 2021 Council heard numerous delegations and received a staff report which summarized the ongoing debate surrounding the redevelopment of 44 Bridge Street, the relevant Ontario Heritage Act provisions that apply in this context and the next steps in consideration of this matter.

Fortunately, the Heritage Designation Evaluation (heritage brief) was completed in time for it to be forwarded to each MHC member on February 17th so that the Committee members could complete their evaluation independently ahead of their scheduled meeting on February 18th. The Heritage Brief was completed by Emily Turner, M.A., PhD, who is a municipal heritage planner with a wide range of knowledge and experience in the architectural and heritage sectors. She has worked as the heritage planner for the City of Kawartha Lakes since 2019, coming from the City of Peterborough. Prior to her work in municipal heritage planning, she worked in the academic sector, undertaking research and teaching on the history of architecture. She holds a PhD in Architecture from the University of Edinburgh and an MA from the University of Toronto.

The result of the heritage evaluation, which was completed in accordance with Ontario Regulation 9/06, concluded that *“the property exhibits cultural heritage value and merits designation under Part IV of the Ontario Heritage Act”*.

The list of heritage attributes apply to the entire structure save and except the one storey addition located on the east side of the main stone structure.

All four members of the Committee and one staff member were tasked with reviewing the Brief and evaluating the structures cultural or heritage value or interest using the Township’s Heritage Building Evaluation Score Sheet. The Committee collectively considered the evaluations at its February 18th meeting.

The overall average score for the building based upon the evaluation criteria was 82%. This score puts the structure into category A in the scale of designation categories.

Category A properties are defined as *“individually outstanding and have the broadest heritage significance by virtue of architectural, historical, and environmental criteria.”*

Category A properties are of the highest priority for heritage designation. Consequently, the Committee has recommended as follows:

That Council designate the property at 44 Bridge Street in Lakefield as a heritage property under Part IV, Section 29 of the Ontario Heritage Act (R.S.O. 1990, c.O.18) being of “cultural heritage value or interest”; and

That Council’s intention to designate be advertised in a newspaper having general circulation in the municipality as per the Ontario Heritage Act R.S.O. 1990, c.O.18, s.31; and

That the owners of the property to be designated, and the Ontario Heritage Trust, be served with a Notice of Intention to Designate as per the Ontario Heritage Act R.S.O. 1990, c.O.18, s.29 (3).

The MHC’s recommendation is consistent with their mandate which is to provide Council with their assessment of the value or interest of the property from a cultural heritage perspective. Their assessment is focussed on determining if the criteria set out in the regulations made under the Ontario Heritage Act to determine whether a property is of cultural heritage value or interest have been met.

The MHC came to their opinion after having reviewed the Heritage Designation Evaluation (heritage brief) and having scored the property in accordance with the Township’s Designation Evaluation Manual.

In accordance with the OHA, Township Council must consult with its Municipal Heritage Committee prior to giving Notice of its Intention to Designate. The receipt and consideration of the Committee’s recommendation fulfills that obligation.

Council is now tasked with determining whether or not to issue a Notice of Intention to Designate. It is not bound by the recommendation made by its advisory Municipal Heritage Committee any more than it is bound by the dissenting opinions. It must consider the broader implications associated with each option before rendering its decision.

In addition to the Heritage Designation Evaluation (Heritage Brief) and the MHC recommendation, Council has had the benefit of numerous letters, emails and oral deputations from several sources with varying interests in the property. A number of these were received as part of the February 9th agenda and additional items are included in the attached Summary of Feedback/Input. The input received from community members states their desire to preserve the structure due to its historical and cultural significance. The feedback from the property owner, Habitat for Humanity, expresses their concern about the financial impact on the organization should the current real estate transaction not be finalized. Input was also been received from some members of the public in support of Habitat for Humanity goals and the importance of their efforts to provide affordable housing in the region. Correspondence was also received from the Peterborough and the Kawartha Home Builders Association Inc. expressing concern about the impact designation would have on the development potential of the property.

Option 1 – Giving Notice of its Intention to Designate

We have established that this a viable option supported by the research detailed in the attached Heritage Designation Evaluation (Heritage Brief) and subsequent evaluation undertaken by the MHC completed in accordance with our policies.

The immediate effect of this decision would be to void the demolition permit that has been issued on the subject property (effective once Notice is given in accordance with the regulation).

This decision is subject to appeal for 30 days. Should an appeal be launched, the matter would be heard by the Conservation Review Board (CRB). Decisions rendered by the CRB are not binding on Council.

If the property is formally designated, any decisions related to the alteration or demolition of the structure would be made by Township Council in consultation with its MHC. This does not mean that any future development of the property is precluded. As part of a development proposal, any proposed changes to the part of the structure that is subject to the designation (in this case the two-storey stone building, the two-storey addition and the sunroom addition) would have to be detailed and provided to Council for approval prior to any work being undertaken.

Option 2 – No Notice of Intention to Designate

In consideration of all of information that has been received, Council has the authority to conclude that it will not move forward with the formal designation of the property.

This decision would result in the structure/property not having any protections from demolition/alteration under the OHA.

If Council were to move forward with this option, staff would work with the land owner with a view to preserving the structure, in whole or in part, as part of any development proposal that is brought forward. However, there would be no requirement for the owner to do so.

Financial Impact

The subject property, if designated would be eligible for a tax incentive of 40% of the taxes for municipal and school purposes levied on property assessed in the residential class; and 20% of the taxes for municipal & school purposes levied on property assessment in the commercial & multi-residential classes.

Strategic Plan Reference

Support a sustainable, balanced, and investment-ready community.

Attachments

- Heritage Designation Brief – 44 Bridge Street
- Summary of feedback/correspondence – 44 Bridge Street

Robert Lamarre

Prepared By: Robert Lamarre, Manager of Building and Planning

Janice Lavalley

Reviewed By: Janice Lavalley, CAO

**The Corporation of the
Township of Selwyn**

By-law Number 2021-026

**Being a By-law to Designate Certain Properties in the
Township of Selwyn under the
Ontario Heritage Act
44 Bridge Street – Lakefield Ward**

The Corporation of the Township of Selwyn by the Council thereof hereby enacts as follows:

1. That the hereinafter described property be and is hereby designated to be of historical and architectural value or interest pursuant to the provisions of the Ontario Heritage Act, R.S.O. 1990, c. 0.18, for the reasons hereafter stated:

a) 44 Bridge Street – Township of Selwyn (Former Village of Lakefield)

Reason for Designation

The property at 44 Bridge Street in the Village of Lakefield, Ontario is worthy of designation under Part IV of the *Ontario Heritage Act* for its cultural heritage value or interest as a Georgian-style house constructed in stone. The house, which was constructed in 1858 and is the only example of this type in the Village, demonstrates the key characteristics of the Georgian-style including the symmetrical three-bay massing and centre hall plan. Despite its later additions, it retains the important elements of this architectural style as it was adapted in North America in the early to mid-nineteenth century. This local landmark holds many key heritage attributes including, but not limited to, granite and limestone construction, gable roof, symmetrically placed chimneys and central entrance. The subject property has direct associations with significant local figures, Frank Hyde D'Arcy and John Hull, the first two owners of the house, who owned and operated the flour mill constructed on the Smith Township side of the Otonabee River, beginning in 1858. The flour mill was a key economic driver in the village of Lakefield in the mid-nineteenth century and both D'Arcy and Hull prominent men in the community. Hull, in particular, was an important figure in the second half of the century serving on the village Council and as Reeve.

Heritage Attributes

The Reasons for Designation include the following heritage attributes and apply to all elevations of the structure identified in "Schedule A", attached hereto, and the roof including: all façades, entrances, windows, chimneys, and trim, together with construction materials of wood, brick, stone, stucco, concrete, plaster parging, metal, glazing, their related building techniques and landscape features.

- Two-storey construction
- Symmetrical massing and centre hall plan
- Granite and limestone construction
- Gable roofs
- Symmetrically placed chimneys
- Central entrance
- Fenestration including:
 - 6-over-6 sash windows
 - Limestone sills
 - Limestone lintels
- Western two-storey addition

- Rear sunroom including:
 - Salvaged windows

Read a first, second, and third time and finally passed this 13th day of April A.D., 2021.

Andy Mitchell, Mayor

Angela Chittick, Clerk

Corporate Seal

Schedule A
By-law 2021-026



44 Bridge Street – Heritage attributes apply to all elevations of the structure identified in yellow.



Date: April 13, 2021

To: Mayor Andy Mitchell and Council Members

From: Robert Lamarre Manager of Building and Planning

Subject: Heritage Designation - 44 Bridge Street Lakefield

Status: For Direction

Recommendation

That the report from the Manager of Building and Planning regarding the Heritage Designation of 44 Bridge Street, Lakefield be received for information; and

That By-law 2021-026 being a By-law to designate 44 Bridge Street, Lakefield under the Ontario Heritage Act be forwarded to the By-law section of the agenda for consideration.

Information

Council considered a staff report at its February 23, 2021 meeting related to the designation of 44 Bridge Street in the Lakefield Ward and passed the following resolution:

Resolution No. 2021 – 042 – 44 Bridge Street, Lakefield – Heritage Designation Report

Councillor Anita Locke – Deputy Mayor Sherry Senis –

Whereas the Township of Selwyn has taken a number of measures to protect the built heritage of the community; and

Whereas a Heritage Brief for 44 Bridge Street (Lakefield) prepared by a Heritage Consultant and evaluated by the Heritage Committee indicates that the property is a category A – individually outstanding and has the broadest heritage significance by virtue of architectural, historical and environmental criteria; and

Whereas the Selwyn Township Municipal Heritage Committee has recommended that the property at 44 Bridge Street be designated as a heritage property under Part IV, Section 29 of the Ontario Heritage Act; and

Whereas the Council of the Township of Selwyn seeks development opportunities that are consistent with built heritage preservation;

Therefore be it resolved that the property at 44 Bridge Street in Lakefield be designated as a heritage property under Part IV, Section 29 of the Ontario

Heritage Act (R.S.O. 1990, c.O.18) being of “cultural heritage value or interest”;
and

That the intention to designate be advertised in a newspaper having general circulation in the municipality as per the Ontario Heritage Act R.S.O. 1990, c.O.18, s.31; and

That the owners of the property to be designated, and the Ontario Heritage Trust, be served with a Notice of Intention to Designate as per the Ontario Heritage Act R.S.O. 1990, c.O.18, s.29 (3); and

Further that, in accordance with the Ontario Heritage Act, any future development proposal that would impact the components of the structure that are subject to the designation be subject to consideration by Council and the Municipal Heritage Committee. Carried.

In accordance with Council’s direction, staff undertook to provide notice of the Township’s intention to designate as prescribed by legislation. Objections to the designation were to be provided to the Clerk no later than March 29, 2021. No objections were received.

Accordingly the Designation Bylaw has been prepared and is attached for your information. The Heritage Designation Brief prepared by Emily Turner, M.A., PhD, which formed the basis of the recommendation to move forward with the designation was used to inform the body of the By-law.

Financial Impact

The subject property, once designated, would be eligible for a tax incentive of 40% of the taxes for municipal and school purposes levied on property assessed in the residential class; and 20% of the taxes for municipal & school purposes levied on property assessment in the commercial & multi-residential classes.

Strategic Plan Reference

Support a sustainable, balanced, and investment-ready community.

Attachments

- Heritage Designation Brief – 44 Bridge Street
- Staff Report – Dated February 23, 2021
- Draft By-law 2021-026

Robert Lamarre

Prepared By: Robert Lamarre, Manager of Building and Planning

Janice Lavalley

Reviewed By: Janice Lavalley, CAO



Date: April 13, 2021
To: Mayor Andy Mitchell and Council Members
From: Jeannette Thompson, Planner
Subject: Minister Zoning Orders
Status: For Direction

Recommendation

That the report of the Planner related to Minister Zoning Orders be received for information.

Information

At the March 23rd Council meeting the Mayor and Deputy Mayor asked a few questions related to the proposed amendments to the Planning Act, via Bill 257 – Supporting Broadband and Infrastructure Expansion Act, related to Minister's Zoning Orders.

Background

Section 47 of the Planning Act allows the Minister of Municipal Affairs and Housing (Minister) to make "Minister's Zoning Orders" (MZOs), to govern land uses within areas subject to the order. An MZO prevails over any other zoning by-law in effect in the area, giving the Minister complete authority to regulate land use on specific lands. Historically, MZOs have been rarely or judiciously used.

The Planning Act has long afforded the Minister significant discretionary authority to directly zone land; however, the use of this extraordinary power was often limited to areas without municipal organization, cases of emergency or where there was a pressing provincial objective at stake.

Under the Planning Act, a decision of a Minister in respect of the exercise of any authority that affects planning matters (e.g., a Minister's zoning order) shall be consistent with policy statements issued under the Planning Act (e.g., the Provincial Policy Statement) that are in effect on the date of the decision.

Proposed Amendment

The Provincial government has recently proposed an amendment to the Planning Act through a schedule to an unrelated bill, Bill 257 - Supporting Broadband and

Infrastructure Expansion Act, 2021, which would have the effect of revising the Planning Act so that a Minister's zoning order would not have to be consistent with the Provincial Policy Statement. In addition, the changes would apply retroactively. That is any existing Minister's zoning orders, never had to be consistent with the Provincial Policy Statement. The proposed amendment would apply to all lands within the Province with the exception of lands located within the Greenbelt Area.

Council's specific question and answers are provided below:

1. Does an MZO need to be consistent with the Provincial Policy Statement?

The proposed amendment specifically references section 3(5)(a) of the Planning Act, which presently states that MZOs must be "*consistent with the policy statements issued under subsection (1) that are in effect on the date of the decision*". This section would be amended to state that "*clause 3 (5) (a) does not apply and is deemed never to have applied to an order made under clause (1) (a) of this section*".

Therefore, the MZO is not required to be consistent with the PPS.

2. Does the MZO need to conform to the Growth Plan for the Greater Golden Horseshoe?

Section 3(5)(b) of the Planning Act specifically references provincial plans indicating that MZOs must conform to provincial plans (i.e. the Growth Plan) has not been amended, therefore, the MZO is required to conform to the Growth Plan.

3. Is the proposed amendment site specific or would it apply to the entire province?

Section 47 of the Planning Act applies to any lands within the Province of Ontario.

4. Who can initiate the MZO application?

An application for a MZO can be made by the developer or a municipality.

Strategic Plan Reference

Not applicable

Environmental Impact

Township Council or the community may not have any input into the implementation of a MZO, which has the potential to adversely impact sensitive features.

Financial Impact

The recommendation in this report has no financial impact.

Jeannette Thompson

Prepared By: Jeannette Thompson, Planner

Robert Lamarre

Reviewed By: Robert Lamarre, Manager of Building & Planning

Janice Lavalley

Reviewed By: Janice Lavalley, CAO



Date: April 13, 2021

To: Mayor Andy Mitchell and Council Members

From: Rick Dunford, Manager of Public Works

Subject: 2021 Gravel Crushing Tender

Status: For Endorsement

Recommendation

That the report of the Manager of Public Works with respect to the Gravel Crushing Tender be received for information; and

That the tender of Westone Aggregates Inc., in the amount of \$102,850.00 (HST excluded) for crushing approximately 17,000 tonne of gravel be approved.

Information

The Gravel Crushing tender was advertised in accordance with our purchasing policy and detailed specifications were available in hard copy at the Township office and on our website.

The tender closed on Tuesday April 6, 2021 at 11:59:59 AM and the Township received three (3) tenders as follows: (HST excluded)

Westone Aggregates Inc.	\$102,850.00
Doughty Aggregates	\$118,830.00
Robert E. Young Construction	\$129,200.00

It is recommended that the Township award the Gravel Crushing Tender to Westone Aggregates Inc. The Township has a good working relationship with Westone Aggregates Inc. and they have proven they complete their projects in a professional and timely manner.

Financial Impact

Funding for the majority of this contract is included in the Public Works Department 2021 Budget for Gravel Crushing in Department #24, with the balance allocated to Resurfacing in Department #20.

Environmental Impact

The Township will continue to maximize the use of this resource until depleted at which time we will rehabilitate the pit in accordance with our licencing requirements.

Strategic Plan Reference

Our goal is to:

- Achieve excellence in governance and service delivery.

Rick Dunford

Prepared By: Rick Dunford, Manager of Public Works

R. Lane Vance

Reviewed By: R. Lane Vance, Manager of Financial Services
Treasurer

Janice Lavalley

Reviewed By: Janice Lavalley, CAO



Date: April 13, 2021
To: Mayor Andy Mitchell and Council Members
From: Rick Dunford, Manager of Public Works
Subject: 2021 Surface Treatment Tender
Status: For Endorsement

Recommendation

That the report of the Manager of Public Works with respect to the 2021 Surface Treatment tender be received for information; and

That, in accordance with the provisions of the tender document, the Township of Selwyn accept their portion of the Peterborough County Tender T-02-2021; and

That, the tender of Miller Paving, in the amount of \$425,810.00 (HST excluded) for the 2021 surface treatment requirements be approved.

Information

Surface Treatment

The Township participated in a joint surface treatment tender with the County of Peterborough and a number of other local municipalities.

The tender closed on Tuesday March 30, 2021 at the County of Peterborough office. There were two (2) tenders received through this tender call for the Selwyn portion: (HST excluded)

Dufferin Construction Company	\$555,855.25
Miller Paving Limited	\$425,810.00

It is recommended that the Township award the Surface Treatment Tender to Miller Paving Limited. Miller Paving Limited has a good working relationship with the Township and they have proven they complete their projects in a professional and timely manner.

Micro-surfacing

The Township also participates in the County tender for micro-surfacing. Two bids were received for this work and the County has awarded the tender to Miller Paving Limited. This tender does not provide for a separate approval by the Township. We have had a positive experience with this program in both Ennismore in 2019 (Skyline Road) and Lakefield in 2020 (Concession Street). The following roads in Bridgenorth are scheduled for 2021 - Jones Beach, Highland Road, Nichol's Blvd and Harrison Street - at a tendered price of \$128,745 (HST excluded).

Financial Impact

Funding for these contracts is included in the Public Works Department 2021 Budget for Resurfacing in Department #20 and as components of various Road Construction projects. The amounts in the Resurfacing tender and Micro-Surfacing tender can be accommodated within the budget for department # 20.

Environmental Impact

Timely resurfacing allows for a smoother road surface which results in a more consistent rate of speed for vehicular traffic minimizing stop/start driving. In addition, when properly implemented, road resurfacing minimizes dust and the need for adding chemical dust suppressants.

Strategic Plan Reference

Our goal: Achieve excellence in governance and service delivery.

Rick Dunford

Prepared By: Rick Dunford, Manager of Public Works

R. Lane Vance

Reviewed By: R. Lane Vance, Manager of Financial Services/Treasurer

Janice Lavalley

Reviewed By: Janice Lavalley, CAO



Date: April 13, 2021

To: Mayor Andy Mitchell and Council Members

From: Rick Dunford, Manager of Public Works

Subject: Smith Landfill Annual Report

Status: For Information

Recommendation

That the report of the Manager of Public Works with respect to the 2020 Smith Landfill Annual Report, as prepared by Cambium Environmental, be received for information.

Information

Attached is a copy of the Executive Summary from the 2020 Annual Monitoring Report for the Smith Landfill Site, as prepared by Cambium Environmental. The detailed narrative and technical tables, figures and appendices have not been included but can be made available if anyone wishes to review the same. In accordance with the requirements of the Certificate of Approval for the site, the report was submitted to the Ministry of the Environment, Conservation and Parks (MECP) by March 31, 2021.

About 8,250 m³ of capacity was used from September 2019 to October 2020. Using the five year average annual fill rate, the remaining site life is about 15 years.

Cambium has recommended the continuance of the monitoring program as currently approved in 2021, proceeding with the installation of up to two well nests that were recommended by MECP and a couple of items for further investigation which will be completed with their guidance.

As mentioned in last year report, the Township has received support from the Ministry for a reduction in reporting to once every three years for the Ennismore site. As such, the next report for the closed Ennismore site will be submitted in April 2022.

Environmental Impact

The purpose of the annual inspection is to determine if the Smith Landfill Site is being operated in accordance with the requirements of Environmental Compliance Approval Number A341601, Ontario Regulation 347, the Environmental Protection Act and other relevant environmental legislation. The Smith Landfill continues to meet all requirements of the Environmental Compliance Approvals (ECA). In a recent inspection of the site undertaken by MECP, the Inspector noted that the site is being well operated.

Financial Impact

There is no financial impact related to the recommendation in this report. The cost of the monitoring program and preparation of the Annual Report are included in the 2021 operations budget. The cost of the well installation has been included in the 2021 capital budget.

Strategic Plan Reference

- Foster a healthy, engaged and connected community;
- Achieve excellence in governance and service delivery;
- Cultivate partnerships and promote collaboration.

Attachment

- 2020 Smith Landfill Annual Report – Executive Summary

Rick Dunford

Prepared By: Rick Dunford, Manager of Public Works

Janice Lavalley

Reviewed By: Janice Lavalley, CAO



Executive Summary

The Smith waste disposal site is a natural attenuation landfill and waste transfer station that operates under Environmental Compliance Approval No. A341601. The site is on Lot 20, Concession VIII, geographic Township of Smith. This report documents the results of the annual monitoring program and the operation and development of the waste disposal site in 2020.

Overburden groundwater flow during the monitoring events was predominantly to the west. Bedrock groundwater flow ranged from west to northwest. A leachate plume is evident beneath and down-gradient of the waste mounds. Due to natural attenuation, the groundwater concentrations decrease with distance from the waste disposal area.

Leachate impacted groundwater potentially discharges into the low-lying areas and wetlands to the northwest. Miller Creek flows through this discharge area and is monitored regularly, on and down-gradient of the site, for evidence of impacts.

Downward vertical gradients have typically been present from the till to bedrock layers farther to the west and south. As such a RUC assessment using groundwater criteria was completed along the west property boundary, where groundwater is not expected to discharge to surface.

The Site complied with the Ministry Guideline B-7, Reasonable Use Concept and the site-specific groundwater trigger mechanism in 2020.

Landfilling operations at the site have not impacted neighbouring domestic drinking water supplies.

The surface water quality downstream of the Site continued to show no evidence of impact from the waste disposal operations.

In 2020, SW6, BH11-76S, and BH11-76D exceeded the modified trigger values for iron. Based on historical monitoring results this was not unexpected and additional monitoring was not conducted.



VOCs were not detected at surface water stations and sampling frequency was reduced to every five years, as approved by the Ministry of the Environment, Conservation and Parks Peterborough Office District Manager.

About 8,250 m³ of capacity was used from September 2019 to October 2020. Using the five year average annual fill rate, the remaining site life is about 15 years. Actual site life is dependent on the annual fill rate and cover and compaction methods.

Cambium has provided recommendations regarding future operation of the site and work to be completed in 2021 including a new surface water location, investigation of the upslope areas east of SW5, and one or two monitoring well nests west of the waste mounds, up-gradient of Miller Creek.

Respectfully submitted,

Cambium Inc.

Heather Dzurko, M.Sc.
Solid Waste Specialist



Stephanie Reeder, P. Geo., C.E.T.
Senior Project Manager



Date: April 13, 2021

To: Mayor Andy Mitchell and Council Members

From: Scott Warren, Capital Project Coordinator
R. Lane Vance, Manager of Financial Services

Subject: Streetlight Project – Procurement Update

Status: For Endorsement

Recommendation

That the report of the Capital Projects Coordinator and Manager of Financial Services regarding the Streetlight Project – Procurement Update be received for information; and

That the bid submission from Dan Healey Electric Ltd. in the amount of \$18,475.50 (HST excluded) be approved; and

That By-law 2021 – 033, to authorize the execution of an Agreement between Dan Healey Electric and the Township of Selwyn for the installation of new streetlight poles & related equipment be forwarded to the by-law section for Council consideration.

Information

As outlined in the Capital Budget 2021, the Township received approval under the Rural Economic Development (RED) funding program to make enhancements of public realm amenities in Lakefield's downtown to align with the Trail Town requirements. This component would include improvements to replace the existing green decorative street lighting with new black decorative lighting located at the Queen/Albert Street and Queen/ Reid Street intersections. In addition, work will be completed to paint the traffic signal poles black to match the new decorative lighting poles.

This project is being managed by our Capital Project Coordinator and purchases related to the new LED streetlights and related equipment are being made directly by the Township, thereby saving any markup.

With respect to related installation of new poles & equipment and the painting of remaining traffic light poles, a Request for Proposal was prepared and circulated. Options were provided to bid on painting only, electrical installation only or both. Six (6) RFP submissions were received with a variety of options.

With respect to the painting only options, there were no bids received that were deemed complete or provided good value for dollar. As such, staff will update a Request for Quotation document and reach out for another round of submissions.

With respect to the electrical bids, there were a number received and after completing a review, staff have confirmed that the bid from Dan Healey Electric Ltd. was complete and represents good value at \$18,457.50 plus HST.

Strategic Plan Reference

The Township's Strategic Plan Goals section references *supporting a sustainable, balanced and investment ready community* – making investments in facilities a priority.

Environmental Impact

The decorative streetlights installed under this project will yield excellent lighting, reduced maintenance, reduced energy consumption and will have a positive impact on the environment.

Financial Impact

This project is included in the 2021 budget in Department # 23. Funding will be received under the RED program (30%) and, OMPF funding allocated into reserve in 2020 and is available for the project in 2021. (70%)

Attachment

➤ None.

Scott Warren

Prepared By: Scott Warren, Capital Projects Coordinator

R. Lane Vance

Reviewed By: R. Lane Vance, Manager of Financial Services

Janice Lavalley

Approved By: Janice Lavalley, C.A.O.

ONTARIO TRANSFER PAYMENT AGREEMENT

THE AGREEMENT is effective as of the 1st day of January, 2021

B E T W E E N :

**Her Majesty the Queen in right of Ontario
as represented by the Solicitor General**

(the “Province”)

- and -

Township of Selwyn

(the “Recipient”)

BACKGROUND

- A. The Province implemented the Court Security and Prisoner Transportation (CSPT) Program (the “Program”) in 2012 to assist municipalities in offsetting their costs of providing CSPT services in their jurisdictions;
- B. The Province will upload CSPT costs from municipalities to a maximum of \$125 million in 2021;
- C. The Recipient is a municipality which is responsible for the costs of providing security for court premises during hours of court operations and security of persons attending court; and/or the costs of transporting prisoners and custodial minors (i.e., persons between twelve and seventeen years of age) between correctional institutions, custodial facilities and court locations for the purposes of court attendance;
- D. The Recipient has provided its 2019 CSPT costs, as confirmed in the 2019 Annual Financial Report submitted by the Recipient;
- E. Funding is allocated based on the Recipient’s relative share of the total 2019 provincial CSPT cost.

CONSIDERATION

In consideration of the mutual covenants and agreements contained in this Agreement and for other good and valuable consideration, the receipt and sufficiency of which are expressly acknowledged, the Province and the Recipient agree as follows:

1.0 ENTIRE AGREEMENT

1.1 The agreement, together with:

Schedule "A" - General Terms and Conditions
Schedule "B" - Project Specific Information and Additional Provisions
Schedule "C" - Project
Schedule "D" - Payment Plan and Reporting Schedules
Schedule "E" - Court Security and Prisoner Transportation Services and Activities Eligible for Funding
Schedule "F" - Template for Annual Financial Report, and
any amending agreement entered into as provided for in section 3.1,

constitutes the entire agreement between the Parties with respect to the subject matter contained in the Agreement and supersedes all prior oral or written representations and agreements.

2.0 CONFLICT OR INCONSISTENCY

2.1 **Conflict or Inconsistency.** In the event of a conflict or inconsistency between the Additional Provisions and the provisions in Schedule "A", the following rules will apply:

- (a) the Parties will interpret any Additional Provisions in so far as possible, in a way that preserves the intention of the Parties as expressed in Schedule "A"; and
- (b) where it is not possible to interpret the Additional Provisions in a way that is consistent with the provisions in Schedule "A", the Additional Provisions will prevail over the provisions in Schedule "A" to the extent of the inconsistency.

3.0 AMENDING THE AGREEMENT

3.1 The Agreement may only be amended by a written agreement duly executed by the Parties.

4.0 ACKNOWLEDGEMENT

4.1 The Recipient acknowledges that:

- (a) by receiving Funds it may become subject to legislation applicable to

organizations that receive funding from the Government of Ontario, including the *Broader Public Sector Accountability Act, 2010* (Ontario), the *Public Sector Salary Disclosure Act, 1996* (Ontario), and the *Auditor General Act* (Ontario);

- (b) Her Majesty the Queen in right of Ontario has issued expenses, perquisites, and procurement directives and guidelines pursuant to the *Broader Public Sector Accountability Act, 2010* (Ontario);
- (c) the Funds are:
 - (i) to assist the Recipient to carry out the Project and not to provide goods or services to the Province;
 - (ii) funding for the purposes of the *Public Sector Salary Disclosure Act, 1996* (Ontario);
- (d) the Province is not responsible for carrying out the Project; and
- (e) the Province is bound by the *Freedom of Information and Protection of Privacy Act* (Ontario) and that any information provided to the Province in connection with the Project or otherwise in connection with the Agreement may be subject to disclosure in accordance with that Act.

4.2 The Province acknowledges that the Recipient is bound by the *Municipal Freedom of Information and Protection of Privacy Act* (Ontario) and that any information provided to the Recipient in connection with the Project or otherwise in connection with the Agreement may be subject to disclosure in accordance with that Act.

- SIGNATURE PAGE FOLLOWS -

The Parties have executed the Agreement on the dates set out below.

**HER MAJESTY THE QUEEN IN RIGHT OF
ONTARIO as represented by the Solicitor General**

Date

Name: Michelina Longo
Title: Director, External Relations Branch
Public Safety Division

Township of Selwyn

Date

Name:
Title:

I have authority to bind the Recipient.

**SCHEDULE “A”
GENERAL TERMS AND CONDITIONS**

A1.0 INTERPRETATION AND DEFINITIONS

A1.1 Interpretation. For the purposes of interpretation:

- (a) words in the singular include the plural and vice-versa;
- (b) words in one gender include all genders;
- (c) the headings do not form part of the Agreement; they are for reference only and will not affect the interpretation of the Agreement;
- (d) any reference to dollars or currency will be in Canadian dollars and currency; and
- (e) “include”, “includes” and “including” denote that the subsequent list is not exhaustive.

A1.2 Definitions. In the Agreement, the following terms will have the following meanings:

“Additional Provisions” means the terms and conditions set out in Schedule “B”.

“Agreement” means this agreement entered into between the Province and the Recipient, all of the schedules listed in section 1.1, and any amending agreement entered into pursuant to section 3.1.

“Business Day” means any working day, Monday to Friday inclusive, excluding statutory and other holidays, namely: New Year’s Day; Family Day; Good Friday; Easter Monday; Victoria Day; Canada Day; Civic Holiday; Labour Day; Thanksgiving Day; Remembrance Day; Christmas Day; Boxing Day and any other day on which the Province has elected to be closed for business.

“Court Security and Prisoner Transportation Services” means the services and activities eligible for funding, as set out in Schedule “E”.

“Effective Date” means the date set out at the top of the Agreement.

“Event of Default” has the meaning ascribed to it in section A13.1.

“Expiry Date” means the expiry date set out in Schedule “B”.

“Funding Year” means:

- (a) in the case of the first Funding Year, the period commencing on the

Effective Date and ending on the following December 31; and

- (b) in the case of Funding Years subsequent to the first Funding Year, the period commencing on January 1 following the end of the previous Funding Year and ending on the following December 31.

“Funds” means the money the Province provides to the Recipient pursuant to the Agreement.

“Indemnified Parties” means Her Majesty the Queen in right of Ontario, Her ministers, agents, appointees, and employees.

“Maximum Funds” means the maximum Funds set out in Schedule “B”.

“Notice” means any communication given or required to be given pursuant to the Agreement.

“Notice Period” means the period of time within which the Recipient is required to remedy an Event of Default pursuant to section A13.3(b), and includes any such period or periods of time by which the Province extends that time in accordance with section A13.4.

“Parties” means the Province and the Recipient.

“Party” means either the Province or the Recipient.

“Project” means the undertaking described in Schedule “C”.

“Reports” means the reports described in Schedule “F”.

A2.0 REPRESENTATIONS, WARRANTIES, AND COVENANTS

A2.1 General. The Recipient represents, warrants, and covenants that:

- (a) it is, and will continue to be, a validly existing legal entity with full power to fulfill its obligations under the Agreement;
- (b) it has, and will continue to have, the experience and expertise necessary to carry out the Project;
- (c) it is in compliance with, and will continue to comply with, all federal and provincial laws and regulations, all municipal by-laws, and any other orders, rules, and by-laws related to any aspect of the Project, the Funds, or both; and
- (d) unless otherwise provided for in the Agreement, any information the Recipient provided to the Province in support of its request for funds (including information relating to any eligibility requirements) was true

and complete at the time the Recipient provided it and will continue to be true and complete.

A2.2 **Execution of Agreement.** The Recipient represents and warrants that it has:

- (a) the full power and authority to enter into the Agreement; and
- (b) taken all necessary actions to authorize the execution of the Agreement.

A2.3 **Governance.** The Recipient represents, warrants, and covenants that it has, will maintain in writing, and will follow:

- (a) a code of conduct and ethical responsibilities for all persons at all levels of the Recipient's organization;
- (b) procedures to enable the Recipient's ongoing effective functioning;
- (c) decision-making mechanisms for the Recipient;
- (d) procedures to enable the Recipient to manage Funds prudently and effectively;
- (e) procedures to enable the Recipient to complete the Project successfully;
- (f) procedures to enable the Recipient to identify risks to the completion of the Project and strategies to address the identified risks, all in a timely manner;
- (g) procedures to enable the preparation and submission of all Reports required pursuant to Article A7.0; and
- (h) procedures to enable the Recipient to address such other matters as the Recipient considers necessary to enable the Recipient to carry out its obligations under the Agreement.

A2.4 **Supporting Proof.** Upon the request of the Province, the Recipient will provide the Province with proof of the matters referred to in Article A2.0.

A3.0 TERM OF THE AGREEMENT

A3.1 **Term.** The term of the Agreement will commence on the Effective Date and will expire on the Expiry Date unless terminated earlier pursuant to Article A11.0, Article A12.0, or Article A13.0.

A4.0 FUNDS AND CARRYING OUT THE PROJECT

A4.1 **Funds Provided.** The Province will:

- (a) provide the Recipient up to the Maximum Funds for the purpose of carrying out the Project;
- (b) provide the Funds to the Recipient in accordance with Schedule "D"; and
- (c) deposit the Funds into an account designated by the Recipient provided that the account:
 - (i) resides at a Canadian financial institution; and
 - (ii) is in the name of the Recipient.

A4.2 Limitation on Payment of Funds. Despite section A4.1:

- (a) the Province is not obligated to provide any Funds to the Recipient until the Recipient provides the certificates of insurance or other proof as the Province may request pursuant to section A10.2;
- (b) the Province is not obligated to provide instalments of Funds until it is satisfied with the progress of the Project;
- (c) the Province may adjust the amount of Funds it provides to the Recipient in any Funding Year based upon the Province's assessment of the information the Recipient provides to the Province pursuant to section A7.1; or
- (d) if, pursuant to the *Financial Administration Act* (Ontario), the Province does not receive the necessary appropriation from the Ontario Legislature for payment under the Agreement, the Province is not obligated to make any such payment, and, as a consequence, the Province may:
 - (i) reduce the amount of Funds and, in consultation with the Recipient, change the Project; or
 - (ii) terminate the Agreement pursuant to section A12.1.

A4.3 Use of Funds and Carry Out the Project. The Recipient will do all of the following:

- (a) carry out the Project in accordance with the Agreement;
- (b) use the Funds only for the purpose of carrying out the Project;
- (c) use the Funds only on activities and services eligible for funding as set out in Schedule "E"; and
- (d) not use the Funds to cover any cost that has or will be funded or reimbursed by one or more of any third party, ministry, agency, or

organization of the Government of Ontario.

A4.4 **Interest Bearing Account.** If the Province provides Funds before the Recipient's immediate need for the Funds, the Recipient will place the Funds in an interest bearing account in the name of the Recipient at a Canadian financial institution.

A4.5 **Interest.** If the Recipient earns any interest on the Funds, the Province may:

- (a) deduct an amount equal to the interest from any further instalments of Funds; or
- (b) demand from the Recipient the payment of an amount equal to the interest.

A4.6 **Rebates, Credits, and Refunds.** The Ministry will calculate Funds based on the actual costs to the Recipient to carry out the Project, less any costs (including taxes) for which the Recipient has received, will receive, or is eligible to receive, a rebate, credit, or refund.

A5.0 RECIPIENT'S ACQUISITION OF GOODS OR SERVICES, AND DISPOSAL OF ASSETS

A5.1 **Acquisition.** If the Recipient acquires goods, services, or both with the Funds, it will:

- (a) do so through a process that promotes the best value for money; and
- (b) comply with the *Broader Public Sector Accountability Act, 2010* (Ontario), including any procurement directive issued thereunder, to the extent applicable.

A5.2 **Disposal.** The Recipient shall sell, lease or otherwise dispose of any asset purchased with the Funds or for which Funds were provided only in accordance with its asset disposal policies and procedures, unless the Province agrees otherwise.

A6.0 CONFLICT OF INTEREST

A6.1 **No Conflict of Interest.** The Recipient will carry out the Project and use the Funds without an actual, potential, or perceived conflict of interest.

A6.2 **Conflict of Interest Includes.** For the purposes of Article A6.0, a conflict of interest includes any circumstances where:

- (a) the Recipient; or
- (b) any person who has the capacity to influence the Recipient's decisions,

has outside commitments, relationships, or financial interests that could, or could be seen to, interfere with the Recipient's objective, unbiased, and impartial judgment relating to the Project, the use of the Funds, or both.

A6.3 Disclosure to Province. The Recipient will:

- (a) disclose to the Province, without delay, any situation that a reasonable person would interpret as an actual, potential, or perceived conflict of interest; and
- (b) comply with any terms and conditions that the Province may prescribe as a result of the disclosure.

A7.0 REPORTS, ACCOUNTING, AND REVIEW

A7.1 Preparation and Submission. The Recipient will:

- (a) submit to the Province at the address referred to in section A17.1, all Reports in accordance with the timelines and content requirements as provided for in Schedules "D" and "F", or in a form as specified by the Province from time to time;
- (b) submit to the Province at the address referred to in section A17.1, any other reports as may be requested by the Province in accordance with the timelines and content requirements specified by the Province;
- (c) ensure that all Reports and other reports are completed to the satisfaction of the Province; and
- (d) ensure that all Reports and other reports are signed on behalf of the Recipient by an authorized signing officer.

A7.2 Record Maintenance. The Recipient will keep and maintain:

- (a) all financial records (including invoices) relating to the Funds or otherwise to the Project in a manner consistent with generally accepted accounting principles; and
- (b) all non-financial documents and records relating to the Funds or otherwise to the Project.

A7.3 Inspection. The Province, any authorized representative, or any independent auditor identified by the Province may, at the Province's expense, upon twenty-four hours' Notice to the Recipient and during normal business hours, enter upon the Recipient's premises to review the progress of the Project and the Recipient's allocation and expenditure of the Funds and, for these purposes,

the Province, any authorized representative, or any independent auditor identified by the Province may take one or more of the following actions:

- (a) inspect and copy the records and documents referred to in section A7.2;
- (b) remove any copies made pursuant to section A7.3(a) from the Recipient's premises; and
- (c) conduct an audit or investigation of the Recipient in respect of the expenditure of the Funds, the Project, or both.

A7.4 **Disclosure.** To assist in respect of the rights provided for in section A7.3, the Recipient will disclose any information requested by the Province, any authorized representatives, or any independent auditor identified by the Province, and will do so in the form requested by the Province, any authorized representative, or any independent auditor identified by the Province, as the case may be.

A7.5 **No Control of Records.** No provision of the Agreement will be construed so as to give the Province any control whatsoever over the Recipient's records.

A7.6 **Auditor General.** The Province's rights under Article A7.0 are in addition to any rights provided to the Auditor General pursuant to section 9.2 of the *Auditor General Act* (Ontario).

A8.0 COMMUNICATIONS REQUIREMENTS

A8.1 **Acknowledge Support.** Unless otherwise directed by the Province, the Recipient will:

- (a) acknowledge the support of the Province for the Project; and
- (b) ensure that the acknowledgement referred to in section A8.1(a) is in a form and manner as directed by the Province.

A8.2 **Publication.** The Recipient will indicate, in any of its Project-related publications, whether written, oral, or visual, that the views expressed in the publication are the views of the Recipient and do not necessarily reflect those of the Province.

A9.0 INDEMNITY

A9.1 **Indemnification.** The Recipient will indemnify and hold harmless the Indemnified Parties from and against any and all liability, loss, costs, damages, and expenses (including legal, expert and consultant fees), causes of action, actions, claims, demands, lawsuits, or other proceedings, by whomever made, sustained, incurred, brought, or prosecuted, in any way arising out of or in connection with the Project or otherwise in connection with the Agreement,

unless solely caused by the negligence or wilful misconduct of the Indemnified Parties.

A10.0 INSURANCE

A10.1 Recipient's Insurance. The Recipient represents, warrants, and covenants that it has, and will maintain, at its own cost and expense, with insurers having a secure A.M. Best rating of B+ or greater, or the equivalent, all the necessary and appropriate insurance that a prudent person carrying out a project similar to the Project would maintain, including commercial general liability insurance on an occurrence basis for third party bodily injury, personal injury, and property damage, to an inclusive limit of not less than the amount provided for in Schedule "B" per occurrence. The insurance policy will include the following:

- (a) the Indemnified Parties as additional insureds with respect to liability arising in the course of performance of the Recipient's obligations under, or otherwise in connection with, the Agreement;
- (b) a cross-liability clause;
- (c) contractual liability coverage; and
- (d) a 30-day written notice of cancellation.

A10.2 Proof of Insurance. The Recipient will:

- (a) provide to the Province, either:
 - (i) certificates of insurance that confirm the insurance coverage as provided for in section A10.1; or
 - (ii) other proof that confirms the insurance coverage as provided for in section A10.1; and
- (b) upon the request of the Province, provide to the Province a copy of any insurance policy.

A11.0 TERMINATION ON NOTICE

A11.1 Termination on Notice. The Province may terminate the Agreement at any time without liability, penalty, or costs upon giving at least 30 days' Notice to the Recipient.

A11.2 Consequences of Termination on Notice by the Province. If the Province terminates the Agreement pursuant to section A11.1, the Province may take one or more of the following actions:

- (a) cancel further instalments of Funds;

- (b) demand from the Recipient the payment of any Funds remaining in the possession or under the control of the Recipient; and
- (c) determine the reasonable costs for the Recipient to wind down the Project, and do either or both of the following:
 - (i) permit the Recipient to offset such costs against the amount the Recipient owes pursuant to section A11.2(b); and
 - (ii) subject to section A4.1(a), provide Funds to the Recipient to cover such costs.

A12.0 TERMINATION WHERE NO APPROPRIATION

A12.1 Termination Where No Appropriation. If, as provided for in section A4.2(d), the Province does not receive the necessary appropriation from the Ontario Legislature for any payment the Province is to make pursuant to the Agreement, the Province may terminate the Agreement immediately without liability, penalty, or costs by giving Notice to the Recipient.

A12.2 Consequences of Termination Where No Appropriation. If the Province terminates the Agreement pursuant to section A12.1, the Province may take one or more of the following actions:

- (a) cancel further instalments of Funds;
- (b) demand from the Recipient the payment of any Funds remaining in the possession or under the control of the Recipient; and
- (c) determine the reasonable costs for the Recipient to wind down the Project and permit the Recipient to offset such costs against the amount owing pursuant to section A12.2(b).

A12.3 No Additional Funds. If, pursuant to section A12.2(c), the Province determines that the costs to wind down the Project exceed the Funds remaining in the possession or under the control of the Recipient, the Province will not provide additional Funds to the Recipient.

A13.0 EVENT OF DEFAULT, CORRECTIVE ACTION, AND TERMINATION FOR DEFAULT

A13.1 Events of Default. Each of the following events will constitute an Event of Default:

- (a) in the opinion of the Province, the Recipient breaches any representation, warranty, covenant, or other material term of the Agreement, including failing to do any of the following in accordance with the terms and conditions of the Agreement:

- (i) carry out the Project;
 - (ii) use or spend Funds; or
 - (iii) provide, in accordance with section A7.1, Reports or such other reports as may have been requested pursuant to section A7.1(b);
- (b) the Recipient's operations, its financial condition, or its organizational structure, changes such that it no longer meets one or more of the eligibility requirements of the program under which the Province provides the Funds;
 - (c) the Recipient makes an assignment, proposal, compromise, or arrangement for the benefit of creditors, or a creditor makes an application for an order adjudging the Recipient bankrupt, or applies for the appointment of a receiver; or
 - (d) the Recipient ceases to operate.

A13.2 Consequences of Events of Default and Corrective Action. If an Event of Default occurs, the Province may, at any time, take one or more of the following actions:

- (a) initiate any action the Province considers necessary in order to facilitate the successful continuation or completion of the Project;
- (b) provide the Recipient with an opportunity to remedy the Event of Default;
- (c) suspend the payment of Funds for such period as the Province determines appropriate;
- (d) reduce the amount of the Funds;
- (e) cancel further instalments of Funds;
- (f) demand from the Recipient the payment of any Funds remaining in the possession or under the control of the Recipient;
- (g) demand from the Recipient the payment of an amount equal to any Funds the Recipient used, but did not use in accordance with the Agreement;
- (h) demand from the Recipient the payment of an amount equal to any Funds the Province provided to the Recipient; and
- (i) terminate the Agreement at any time, including immediately, without liability, penalty or costs to the Province upon giving Notice to the

Recipient.

A13.3 Opportunity to Remedy. If, in accordance with section A13.2(b), the Province provides the Recipient with an opportunity to remedy the Event of Default, the Province will give Notice to the Recipient of:

- (a) the particulars of the Event of Default; and
- (b) the Notice Period.

A13.4 Recipient not Remediating. If the Province provided the Recipient with an opportunity to remedy the Event of Default pursuant to section A13.2(b), and:

- (a) the Recipient does not remedy the Event of Default within the Notice Period;
- (b) it becomes apparent to the Province that the Recipient cannot completely remedy the Event of Default within the Notice Period; or
- (c) the Recipient is not proceeding to remedy the Event of Default in a way that is satisfactory to the Province,

the Province may extend the Notice Period, or initiate any one or more of the actions provided for in sections A13.2(a), (c), (d), (e), (f), (g), (h), and (i).

A13.5 When Termination Effective. Termination under Article will take effect as provided for in the Notice.

A14.0 FUNDS AT THE END OF A FUNDING YEAR

A14.1 Funds at the End of a Funding Year. Without limiting any rights of the Province under Article A13.0, if the Recipient has not spent all of the Funds allocated for the Funding Year, the Province may take one or both of the following actions:

- (a) demand from the Recipient payment of the unspent Funds; and
- (b) adjust the amount of any further instalments of Funds accordingly.

A15.0 FUNDS UPON EXPIRY

A15.1 Funds Upon Expiry. The Recipient will, upon expiry of the Agreement, pay to the Province any Funds remaining in its possession or under its control.

A16.0 DEBT DUE AND PAYMENT

A16.1 Payment of Overpayment. If at any time the Province provides Funds in excess of the amount to which the Recipient is entitled under the Agreement,

the Province may:

- (a) deduct an amount equal to the excess Funds from any further instalments of Funds; or
- (b) demand that the Recipient pay an amount equal to the excess Funds to the Province.

A16.2 Debt Due. If, pursuant to the Agreement:

- (a) the Province demands from the Recipient the payment of any Funds or an amount equal to any Funds; or
- (b) the Recipient owes any Funds or an amount equal to any Funds to the Province, whether or not the Province has demanded their payment,

such Funds or other amount will be deemed to be a debt due and owing to the Province by the Recipient, and the Recipient will pay the amount to the Province immediately, unless the Province directs otherwise.

A16.3 Interest Rate. The Province may charge the Recipient interest on any money owing by the Recipient at the then current interest rate charged by the Province of Ontario on accounts receivable.

A16.4 Payment of Money to Province. The Recipient will pay any money owing to the Province by cheque payable to the “Ontario Minister of Finance” and delivered to the Province as provided for in Schedule “B”.

A16.5 Fails to Pay. Without limiting the application of section 43 of the *Financial Administration Act* (Ontario), if the Recipient fails to pay any amount owing under the Agreement, Her Majesty the Queen in right of Ontario may deduct any unpaid amount from any money payable to the Recipient by Her Majesty the Queen in right of Ontario.

A17.0 NOTICE

A17.1 Notice in Writing and Addressed. Notice will be in writing and will be delivered by email, postage-prepaid mail, personal delivery, or fax, and will be addressed to the Province and the Recipient respectively as provided for Schedule “B”, or as either Party later designates to the other by Notice.

A17.2 Notice Given. Notice will be deemed to have been given:

- (a) in the case of postage-prepaid mail, five Business Days after the Notice is mailed; or
- (b) in the case of email, personal delivery, or fax, one Business Day after the Notice is delivered.

A17.3 **Postal Disruption.** Despite section A17.2(a), in the event of a postal disruption:

- (a) Notice by postage-prepaid mail will not be deemed to be given; and
- (b) the Party giving Notice will give Notice by email, personal delivery, or fax.

A18.0 CONSENT BY PROVINCE AND COMPLIANCE BY RECIPIENT

A18.1 **Consent.** When the Province provides its consent pursuant to the Agreement, it may impose any terms and conditions on such consent and the Recipient will comply with such terms and conditions.

A19.0 SEVERABILITY OF PROVISIONS

A19.1 **Invalidity or Unenforceability of Any Provision.** The invalidity or unenforceability of any provision of the Agreement will not affect the validity or enforceability of any other provision of the Agreement. Any invalid or unenforceable provision will be deemed to be severed.

A20.0 WAIVER

A20.1 **Waiver Request.** Either Party may, in accordance with the Notice provision set out in Article A17.0, ask the other Party to waive an obligation under the Agreement.

A20.2 **Waiver Applies.** Any waiver a Party grants in response to a request made pursuant to section A20.1 will:

- (a) be valid only if the Party granting the waiver provides it in writing; and
- (b) apply only to the specific obligation referred to in the waiver.

A21.0 INDEPENDENT PARTIES

A21.1 **Parties Independent.** The Recipient is not an agent, joint venturer, partner, or employee of the Province, and the Recipient will not represent itself in any way that might be taken by a reasonable person to suggest that it is, or take any actions that could establish or imply such a relationship.

A22.0 ASSIGNMENT OF AGREEMENT OR FUNDS

A22.1 **No Assignment.** The Recipient will not, without the prior written consent of the Province, assign any of its rights or obligations under the Agreement.

A22.2 **Agreement Binding.** All rights and obligations contained in the Agreement will

extend to and be binding on the Parties' respective heirs, executors, administrators, successors, and permitted assigns.

A23.0 GOVERNING LAW

A23.1 **Governing Law.** The Agreement and the rights, obligations, and relations of the Parties will be governed by and construed in accordance with the laws of the Province of Ontario and the applicable federal laws of Canada. Any actions or proceedings arising in connection with the Agreement will be conducted in the courts of Ontario, which will have exclusive jurisdiction over such proceedings.

A24.0 FURTHER ASSURANCES

A24.1 **Agreement into Effect.** The Recipient will provide such further assurances as the Province may request from time to time with respect to any matter to which the Agreement pertains, and will otherwise do or cause to be done all acts or things necessary to implement and carry into effect the terms and conditions of the Agreement to their full extent.

A25.0 JOINT AND SEVERAL LIABILITY

A25.1 **Joint and Several Liability.** Where the Recipient is comprised of more than one entity, all such entities will be jointly and severally liable to the Province for the fulfillment of the obligations of the Recipient under the Agreement.

A26.0 RIGHTS AND REMEDIES CUMULATIVE

A26.1 **Rights and Remedies Cumulative.** The rights and remedies of the Province under the Agreement are cumulative and are in addition to, and not in substitution for, any of its rights and remedies provided by law or in equity.

A27.0 FAILURE TO COMPLY WITH OTHER AGREEMENTS

A27.1 **Other Agreements.** If the Recipient:

- (a) has failed to comply with any term, condition, or obligation under any other agreement with Her Majesty the Queen in right of Ontario or one of Her agencies (a "**Failure**");
- (b) has been provided with notice of such Failure in accordance with the requirements of such other agreement;
- (c) has, if applicable, failed to rectify such Failure in accordance with the requirements of such other agreement; and

(d) such Failure is continuing,

the Province may suspend the payment of Funds for such period as the Province determines appropriate.

A28.0 SURVIVAL

A28.1 Survival. The following Articles and sections, and all applicable cross-referenced sections and schedules, will continue in full force and effect for a period of seven years from the date of expiry or termination of the Agreement: Article 1.0, Article 3.0, Article A1.0 and any other applicable definitions, section A2.1(a), sections A4.2(d), A4.5, section A5.2, section A7.1 (to the extent that the Recipient has not provided the Reports or other reports as may have been requested to the satisfaction of the Province), sections A7.2, A7.3, A7.4, A7.5, A7.6, Article A8.0, Article A9.0, section A11.2, sections A12.2, A12.3, sections A13.1, A13.2(d), (e), (f), (g) and (h), Article A15.0, Article A16.0, Article A17.0, Article A19.0, section A22.2, Article A23.0, Article A25.0, Article A26.0, Article A27.0 and Article A28.0.

- END OF GENERAL TERMS AND CONDITIONS -

SCHEDULE "B"
PROJECT SPECIFIC INFORMATION AND ADDITIONAL PROVISIONS

Maximum Funds	\$6,564.11
Expiry Date	December 31, 2021
Insurance	\$5,000,000.00
Contact information for the purposes of Notice to the Province	<p>Name: Ministry of the Solicitor General Public Safety Division, External Relations Branch Program Development Section</p> <p>Address: 25 Grosvenor Street Toronto ON M7A 2H3</p> <p>Attention: Fionne Yip, Community Safety Analyst</p> <p>Fax: 416-314-3092</p> <p>Email: Fionne.Yip@ontario.ca</p>
Contact information for the purposes of Notice to the Recipient and to respond as required to requests from the Province related to the Agreement	<p>Name: Township of Selwyn</p> <p>Address: P.O. Box 270 Bridgenorth ON K0L 1H0</p> <p>Attention: Mr. R. Lane Vance Manager of Financial Services / Treasurer</p> <p>Email: rlvance@selwyntownship.ca</p>

Additional Provisions:

None

SCHEDULE “C” PROJECT

The Province implemented the Program in 2012 to assist municipalities in offsetting their costs of providing CSPT services in their jurisdictions.

The Province will upload CSPT costs from municipalities to a maximum of \$125 million in 2021.

The Recipient is responsible for the costs of providing security for court premises during hours of court operations and security of persons attending court, and/or the costs of transporting prisoners and custodial minors (i.e., persons between twelve and seventeen years of age) between correctional institutions, custodial facilities and court locations for the purposes of court attendance.

SCHEDULE “D”
PAYMENT PLAN AND REPORTING SCHEDULES

The Funds in the amount of **\$6,564.11** will be provided to the Recipient according to the following schedule:

- A. First instalment: **\$1,641.03** will be paid to the Recipient once the Recipient has signed the Agreement, provided adequate proof of insurance to the Province in accordance with section A10.2 of the Agreement, and the Agreement has then been signed by the Province.
- B. Second Instalment: **\$1,641.03** will be paid to the Recipient, following the Province’s receipt and approval of the 2020 Annual Financial Report (due April 15, 2021). *Subsequent payments will not be released until the Province has received and approved the 2020 Annual Financial Report.*
- C. Third Instalment: **\$1,641.03** will be paid to the Recipient by the end of September 2021.
- D. Final instalment: **\$1,641.02** will be paid to the Recipient by the end of December 2021.
- E. The Recipient must submit the 2021 Annual Financial Report to the Province by April 15, 2022.

**SCHEDULE “E”
COURT SECURITY AND PRISONER TRANSPORTATION
SERVICES AND ACTIVITIES ELIGIBLE FOR FUNDING**

A. COURT SECURITY includes:

1. Facility Perimeter Security

Costs associated with external and/or internal presence of police or other security personnel during regular or non-regular hours to secure the perimeter of the facility, to respond to a specific threat or for high-profile matters.

2. Courtroom Security

Costs associated with the presence of police or other security personnel in the courtroom to ensure the safety and security of the proceedings and attendees.

3. General Courthouse Security Presence

Costs associated with the use of screening stations to screen all public visitors to the courthouse, including the use of magnetometers and x-ray machines, and police or other security personnel assigned to perform roving patrols of the court facility.

4. Prisoner Movement in Courthouse

Costs associated with monitoring the movement of prisoners between holding cells and other areas within the courthouse.

5. Prisoner Guarding in Holding Cells

Costs associated with guarding and monitoring of prisoners brought to court and held in courthouse holding cells (where applicable).

6. Prisoner Feeding

Costs associated with the provision of meals to prisoners required while in the custody of local police services for the purpose of attending court.

B. PRISONER TRANSPORTATION includes:

1. Prisoner Transport

Costs associated with the movement of prisoners between correctional institutions and court locations for the purposes of attending court.

2. Prisoner Transport - Youth

Costs associated with the movement of custodial minors (i.e. 12-17 years old) between correctional and/or custodial facilities and court locations for the purposes of attending court.

*PRISONER includes: Persons being held in custody as a result of provincial or federal offence proceedings, including persons under immigration detention.

C. TRAINING, EQUIPMENT AND RECRUITING includes:

1. Costs associated with training that is relevant to court security and prisoner transportation only.
2. Cost associated with equipment that is unique to the provision of court security and prisoner transportation and does not include equipment that would be utilized for other purposes.
3. Costs associated with recruiting that is relevant to the staffing of court security and prisoner transportation only. Costs may include advertising for applicants, physical fitness and/or psychological testing, applicant screening, interviews or any other related human resources expense.

COURT SECURITY AND PRISONER TRANSPORTATION do NOT include:

Court Administration

Costs associated with performing court administrative duties including the scheduling of staff for daily deployment, the service of legal documents, the preparation/maintenance of Crown Brief materials, the entry of data into court information systems, preparing or swearing/affirming legal documentation, scheduling of court appearances or other duties of a related nature.

SCHEDULE "F"

TEMPLATE FOR ANNUAL FINANCIAL REPORT

REPORTING MUNICIPALITY: (please select from drop down list)			
CONTACT INFORMATION:			
Salutation:	First Name:	Last Name:	Title:
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Tel:	Ext:	Fax:	E mail:
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Address:			
<input style="width: 95%;" type="text"/>			
City:		Postal Code:	
<input style="width: 95%;" type="text"/>		<input style="width: 95%;" type="text"/>	
LOCAL POLICE SERVICE:			
Name of Municipal or Regional Police Service or OPP Detachment:			
<input style="width: 95%;" type="text"/>			
ANNUAL EXPENDITURE SUMMARY:			
PLEASE COMPLETE THE FOLLOWING SECTION IN RELATION TO THE COURT SECURITY AND PRISONER TRANSPORTATION SERVICES/ACTIVITIES ELIGIBLE FOR FUNDING LISTED IN SCHEDULE B (ATTACHED).			
For lines b, c, d, g, h, and i, please provide details on a separate page, identifying the name of the municipality/funding source and the amount of funding.			
Allocation:			<input style="width: 95%;" type="text"/>
COURT SECURITY COSTS			
a) Total gross annual court security costs:			<input style="width: 95%;" type="text"/>
b) Total annual payments provided to other municipalities for court security:			<input style="width: 95%;" type="text"/>
c) Total annual payments received from other municipalities for court security:			<input style="width: 95%;" type="text"/>
d) Total annual payments received from other funding sources for court security:			<input style="width: 95%;" type="text"/>
e) Total net annual court security costs (a + b - c - d):			\$0.00
PRISONER TRANSPORTATION COSTS			
f) Total gross annual prisoner transportation costs:			<input style="width: 95%;" type="text"/>
g) Total annual payments provided to other municipalities for prisoner transportation:			<input style="width: 95%;" type="text"/>
h) Total annual payments received from other municipalities for prisoner transportation:			<input style="width: 95%;" type="text"/>
i) Total annual payments received from other funding sources for prisoner transportation:			<input style="width: 95%;" type="text"/>
j) Total net annual prisoner transportation costs (f + g - h - i):			\$0.00
Total Net Annual Court Security and Prisoner Transportation Costs (e + j):			\$0.00
Variance (Allocation - Total Net Annual Costs):			\$0.00
SIGNATURE OF AUTHORIZED OFFICIAL:			
<i>I, hereby certify that the information provided in the Annual Financial Report is true and correct and is in agreement with the books and records of the municipality and its consolidated entities.</i>			
Title:	Print Name:		
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>		
Signature:			Date:
<input style="width: 95%;" type="text"/>			<input style="width: 95%;" type="text"/>

March 31, 2021

Mr. R. Lane Vance
Manager of Financial Services / Treasurer
Township of Selwyn
P.O. Box 270
Bridgenorth ON K0L 1H0

Dear Mr. Vance:

We are pleased to inform you that we will be proceeding with the Court Security and Prisoner Transportation (CSPT) Program for 2021, providing a maximum total of \$125M to assist municipalities in offsetting their CSPT costs.

As you may know, in September 2020, the Ministry of the Solicitor General (ministry) hired an independent consultant, Goss Gilroy Inc., to conduct a review of court security and prisoner transportation in Ontario, including the design of the CSPT Program. This review is part of the ministry's ongoing work to reduce court delays, leverage technology and improve public safety to build a more responsive and efficient justice system. Municipalities, police services and other justice sector partners were engaged during the review process. The ministry will be reviewing findings and recommendations in the final report which is expected soon. Please note that no changes were made to the 2021 CSPT Program as a result of the review.

Similar to previous years, an expenditure-based model is used to determine allocation for 2021. Funding is allocated based on each municipality's relative share of the total 2019 CSPT cost across the province. For example, if a municipality's CSPT cost represents one per cent of the total provincial CSPT cost, then it will be allocated one per cent of the available funding. With that, subject to the enclosed agreement being finalized, your allocation for 2021 is **\$6,564.11**. The payment schedule is outlined under Schedule D of the enclosed agreement.

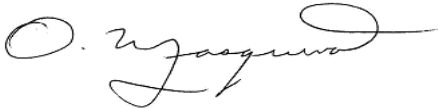
Please have the authorized signatory for the grantee sign the enclosed agreement, where noted, and return by email to Fionne.Yip@ontario.ca by **April 30, 2021**, along with proof of your general liability insurance (\$5 million), indemnifying "Her Majesty the Queen in Right of Ontario, her Ministers, Agents, Appointees and Employees", as per section A10.2 of the agreement.

Mr. R. Lane Vance
Page two

A fully executed copy of the agreement will be returned to you for your records.

If you have any questions, please contact Fionne Yip, Community Safety Analyst,
Program Development Section at Fionne.Yip@ontario.ca.

Sincerely,

A handwritten signature in black ink, appearing to read "O. Mosquera". The signature is fluid and cursive, with a large loop at the end.

Oscar Mosquera
Manager, Program Development Section
External Relations Branch

Enclosures



Date: April 13, 2021

To: Mayor Mitchell and Council Members

From: Angela Chittick, Manager of Community & Corporate Services/Clerk

Subject: Various By-laws

Status: For Direction

Recommendation

That the report of the Manager of Community & Corporate Services/Clerk regarding various By-laws be received for information; and

That By-law 2021-027, a By-law to assume a portion of Arnott Drive in Ennismore into the Township's road system, described as Plan 45M-226 and identified as Property Identification Number 28449-0263; and

That By-law 2021-028, a By-law to amend the Lakefield Parking to include a No Parking Zone on Queen Street to facilitate a bus stop in Lakefield's downtown core for The Link rural bus service; and

That By-law 2021-029, a By-law to authorize the Treasurer to execute a grant agreement for the Court Security and Prisoner Transportation Program on behalf of the Township, be brought forward to the By-law section of the agenda for consideration.

Information

Road Assumption – Portion of Arnott Drive, Ennismore

A portion of Arnott Drive in Ennismore has been developed to a Township standard as part of Subdivision Plan 45M -226 and is now ready to be assumed into the Township's road system. By-law 2021-027 is required to formally assume this portion of Arnott Drive, into the Township's road system. The area in blue, outlined in red, shows the portion of Arnott being added to the road system.



Lakefield Parking By-law – No Parking Zone – Bus Stop

To facilitate a bus stop in the downtown core of Lakefield for The Link rural bus service, a no parking zone is required. An amendment to the Lakefield Parking By-law is required to facilitate the creation of the bus stop. It is proposed that a No Parking Zone be created from Monday to Friday – all day - to align with the hours of the bus service. This will ensure that on-street parking is available on weekends in this location. A photo depicting the area where the no parking zone is to be located is shown below. Businesses adjacent to the bus stop have been advised that a stop is to be located here and the Kawartha Chamber of Commerce will also provide this information in an upcoming e-newsletter.



Court Security and Prisoner Transportation Grant

The Province provides support to municipalities under the Court Security and Prisoner Transportation (CSPT) Program to assist in offsetting a municipality's CSPT costs. This grant agreement applies to the Peterborough Police Service costs only. The Township grant in 2021 would be a maximum of \$6,564.11. The OPP grant is credited directly to the Township through the OPP billing process. A By-law authorizing the Treasurer to execute the grant agreement is required.

Environmental Impact

No specific impact related to this recommendation.

Strategic Plan Reference

Achieve excellence in governance and service delivery

Attachments

- Court Security Agreement and Correspondence

Angela Chittick

Prepared By: Angela Chittick, Manager of Community & Corporate Services/Clerk

Janice Lavalley

Reviewed By: Janice Lavalley, Chief Administrative Officer

Boards of Trade | Chambers of Commerce in Ontario

March 19, 2021

The Honourable Doug Ford
Premier of Ontario
Queen's Park,
Toronto, Ontario,
M7A 1A2

Dear Premier Ford,

Re: Reform of COVID-19 Operating Restrictions Framework: A Responsible Business Protocol

We appreciate the responsiveness of your government in combatting this pandemic and your understanding of the damaging toll it is taking on Ontario's business community. Forecasts of rising business bankruptcies, supplier, and bank delinquencies due to operating restrictions imposed by the current lockdown framework are alarming. Although we are optimistic about the vaccine rollout, our business communities also know that many months of safety protocols and operating restrictions are before us. Given the long-term forecast, now is the time to revisit and refine the regional operating restrictions framework to ensure it keeps Ontarians safe, builds business confidence and does not unduly harm our economy.

The current framework is often referred to as a blunt tool because of its geographic, rather than business-specific, approach. It also does not address what many public health units recognize as a bigger spread issue – community contact reduction. In January 2021, the Brampton Board of Trade recommended the creation of a " [Responsible Business Protocol](#)". This approach refines the current colour-code system, calls for better definitions of safe operating protocols by sector, and recommends adding a community contact reduction framework to better address pandemic spread. Most importantly, the recommended Responsible Business Protocol puts the onus on businesses to adhere to a common safe operating framework which allows them to remain open.

Led by the Peterborough and Thunder Bay Chambers of Commerce, several business communities throughout the province have reviewed and recommended this protocol. In essence, it is a solution that simplifies understanding of rules by sector, addresses community contact reduction and most importantly, minimizes damage to our economy while fighting the spread of COVID-19.

At the heart of the protocol is the understanding that compliance with safety standards is an integral part of running a business. It impacts every size and sector, from retail and restaurants to construction and manufacturing. The primary reason Ontario businesses are leaders in

workplace safety is to protect their employees and customers. Compliance with regulations that continue to evolve is taken seriously. Businesses are accustomed to having their ability to operate depend on their compliance with current safety standards.

Businesses in Ontario follow the Occupational Health and Safety Act closely or face penalties that can include jail time and fines. Businesses feel that it is fundamentally unfair that their operations are required to shut down or forced to significantly change their service model not because of their adherence to safety protocols, but because of the products they sell or the services they offer. This shuts down some businesses while allowing others to operate with very few restrictions.

Today, we are requesting that the Ontario government establish a Responsible Business Protocol that includes the following elements:

- 1) **A Safe Operating Framework (by business sector)** – The framework should advise business owners on operating guidelines for their establishment (restaurant/hair salon/gym, etc) in order to protect their staff and clients from COVID-19 exposure.
 - a. **Example/Idea:** In a barber shop, for example, our position is that regardless of how many chairs in the shop, consistent operating safety protocols (ie. spacing of chairs/plexi-dividers) can be established and all businesses would then be treated equitably. The issue of capacity at which they would be allowed to operate is guided by the Community Contact Reduction Framework described in point #2.

Once a safe operating framework has been established by Ontario for each sector, the safety measures for each business should not vary based on what product you sell, geographic area or establishment size etc. This framework differs from the current one in that Ontarians can take comfort in knowing that the key issue is not business safety, but community contact.

- 2) **A Community Contact Reduction Framework (based on regional virus spread).** As the cases rise in a particular region, the government should enforce reduction in community contacts. We know it is not the business itself that becomes less safe, it is the contact between community members that is less safe.

As such, we recommend that the new protocol establishes a framework that identifies how individual contacts must be reduced and would outline capacity restrictions, across the board, for public-facing businesses.

- a. **Example/Idea:** In the Green level, for example, all public facing businesses would operate at 100% customer capacity (because they are already implementing safe operating protocols as per point #1) **and** as the case level rises in that region,

capacity is reduced by 20% (for example, yellow = 80%, Orange = 60%, Red = 40%, Grey (current) = 25%). This allows more businesses to stay open and changes the message to the community.

Essentially the message to Ontarians is that these operating restrictions are about the community's actions to reduce their own contacts rather than the current messaging, which unfairly closes or restricts trade for small businesses.

The Responsible Business Protocol, together with a safe operating framework by sector and community contact reduction framework, fairly applied across the board (ie both at national big-box and local retail stores) is a much better way to combat COVID, build consumer and business confidence, and not unduly harm the economy.

We welcome an opportunity to discuss this matter further at your earliest convenience.

Sincerely,

Original Signed By:

Todd Letts, CEO, Brampton Board of Trade

Stuart Harrison, President & CEO, Greater Peterborough Chamber of Commerce

Charla Robinson, President, Thunder Bay Chamber of Commerce

Scott McCammon, President & CEO, Milton Chamber of Commerce

Paul Markle, Executive Director, Greater Barrie Chamber of Commerce

Sueling Ching, President & CEO, Ottawa Board of Trade

Debbi Nicholson, President & CEO, Greater Sudbury Chamber of Commerce

cc:

Rocco Rossi, President & CEO, Ontario Chamber of Commerce

Hon. Christine Elliott, Deputy Premier and Minister of Health

Hon. Monte McNaughton, Minister of Labour, Training and Skills Development

Hon. Prabmeet Sarkaria, Minister of Small Business and Red Tape Reduction

Hon. Vic Fedeli, Minister of Economic Development, Job Creation and Trade

Hon. Peter Bethlenfalvy, Minister of Finance and President of The Treasury Board

Hon. Michael Tibollo, Associate Minister of Mental Health and Addictions

Dr. David Williams, Chief Medical Officer of Health, Ontario

From: Stuart Harrison [<mailto:joel@peterboroughchamber.ca>]
Sent: March 26, 2021 3:10 PM
To: Janice Lavalley
Subject: Letter to Premier Ford requesting equitable safety standards

Dear Chamber Members,

This last year has been a challenging one. We have had time to reflect on what can be done better. Choosing who can open and how based on a perception of essentiality is a blunt approach that we believe can be improved. The Greater Peterborough Chamber of Commerce believes businesses in Ontario need a uniform and equitable set of safety standards to govern their ability to serve their customers through this public health crisis.

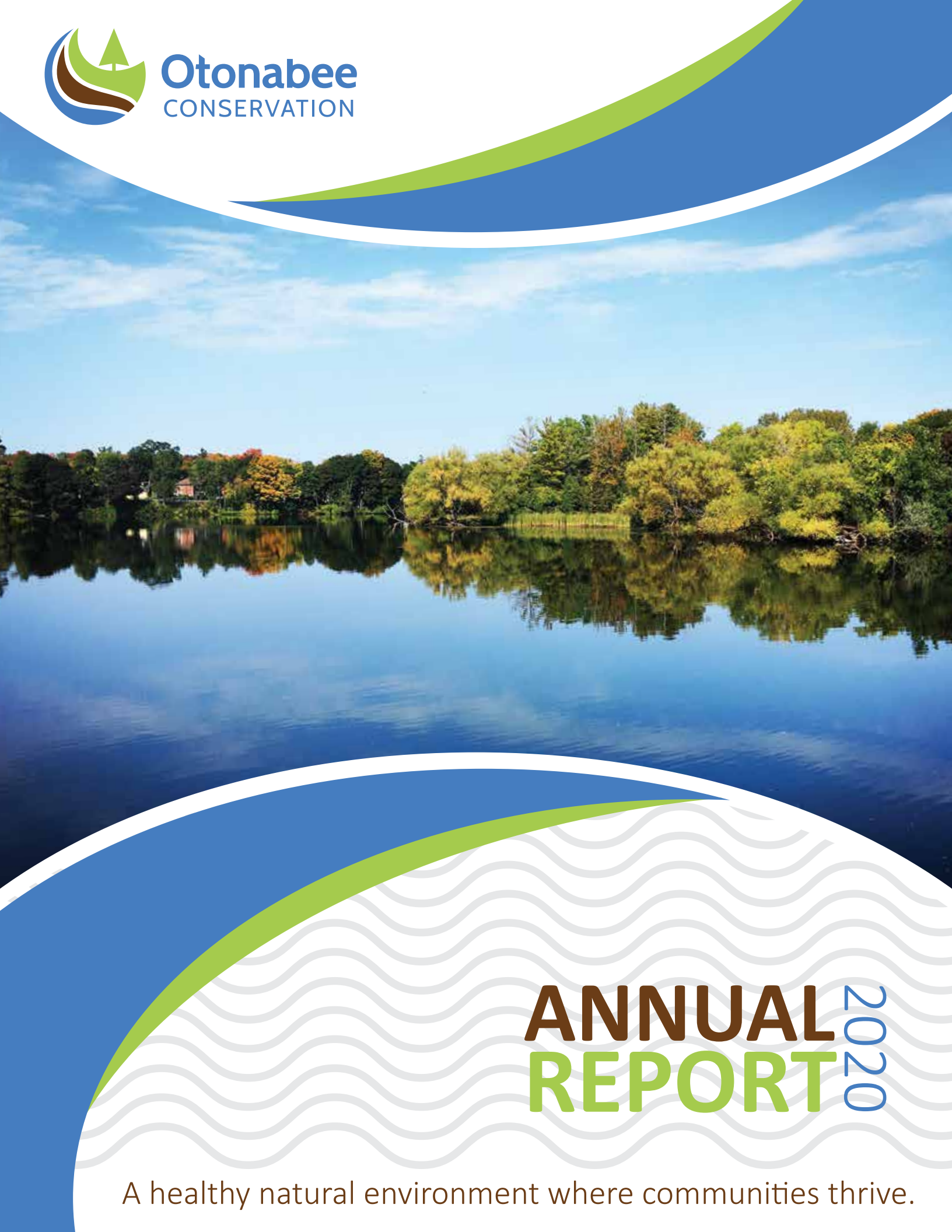
The Greater Peterborough Chamber of Commerce, Brampton Board of Trade, Thunder Bay Chamber of Commerce, Milton Chamber of Commerce, Greater Barrie Chamber of Commerce, Ottawa Board of Trade, and Greater Sudbury Chamber of Commerce have all jointly sent [a letter to Premier Doug Ford](#) asking for the Province to adopt the Responsible Business Protocol.

Please take a few minutes to [read the letter](#) and we encourage you to share this message.

Stuart Harrison
President and CEO
Greater Peterborough Chamber of Commerce
175 George Street North
Peterborough ON K9J 3G6
705-748-9771 ext 202
stuart@peterboroughchamber.ca



Otonabee
CONSERVATION



ANNUAL **REPORT** 2020

A healthy natural environment where communities thrive.

Message from the 2020 Chair & CAO

At Otonabee Conservation, 2020 was a year of adaptation and resiliency.

We adapted by offering more services on-line. Customers can now reserve a campsite, make an application for a Section 28 Permit, obtain a permit to hunt on our lands, and view educational programs on-line.

We made greater use of our website and other social media platforms to communicate information about the changes in programs and services and to provide resources to support home learning.

We saw an increase in the number of people using our conservation areas. Many sent messages thanking us for helping them with their mental health by providing the places and spaces for them to get outdoors.

Many people undertook home and property improvement projects. We responded to a year over year increase in the number of planning and permitting inquiries and permit applications, which were received primarily in a compressed 9-month period. We fielded more inquiries for advice on stewardship and land restoration projects and sold seedlings to 89 different landowners.

We continued to focus on keeping people and property safe. We issued flood related messages and responded to drought conditions. We continued to support our municipalities in protecting sources of drinking water.

Otonabee Conservation continues to work with the Provincial government and our partners to implement legislative changes in a manner consistent with our mandate to protect people, property, and the environment.

Our staff has worked very hard under challenging circumstances to fulfill our conservation mandate. Throughout the year, our Board provided thoughtful leadership and direction through this unprecedented time.

We wish to thank both the staff and the Board for their dedication to our mission and for their support for each other as we collectively responded to the most unusual of years.

Stay well and be safe.



Dan Marinigh
CAO | Secretary Treasurer



Andy Mitchell
Chair, Board of Directors

2020 Board of Directors

The eight member municipalities within the Otonabee Region watershed appoint representatives to our Board of Directors.

Our eleven member board oversees the activities of the Conservation Authority and reports back to their representative municipal councils.

Township of Selwyn

Andy Mitchell (Chair)
Sherry Senis (Vice Chair)

City of Peterborough

Diane Therrien
Gary Baldwin
Kim Zippel

Township of Otonabee-South Monaghan

Joe Taylor

Township of Douro-Dummer

Karl Moher

Township of Cavan Monaghan

Ryan Huntley

City of Kawartha Lakes

Tracy Richardson

Township of Asphodel-Norwood

Paula Warr

Municipality of Trent Hills

Michael Metcalf

Watershed Overview

195,100 ha
Jurisdiction

100,717
Residents

8
Municipalities

4,742 km
Shoreline

12
Sub
Watersheds

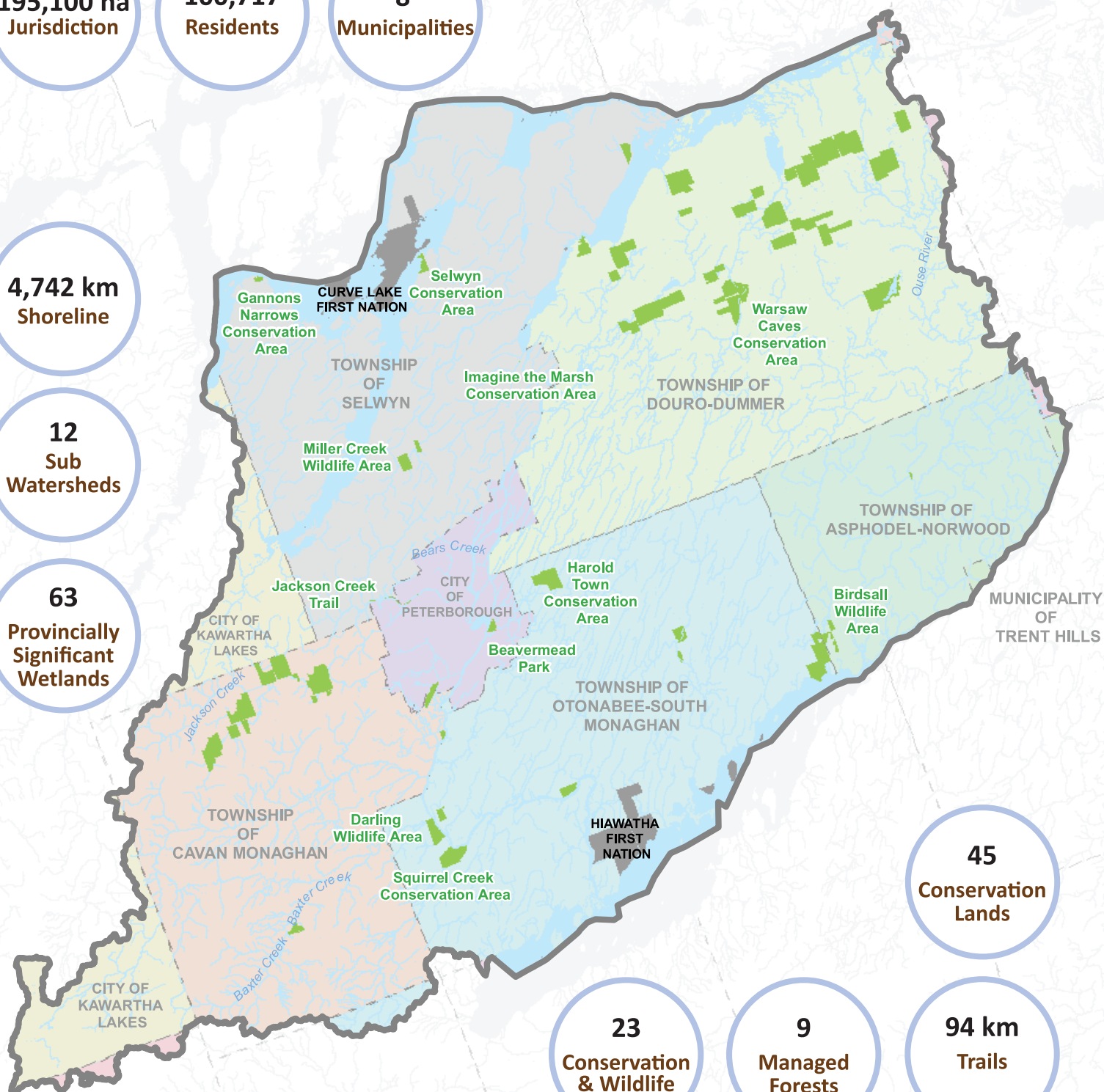
63
Provincially
Significant
Wetlands

45
Conservation
Lands

23
Conservation
& Wildlife
Areas

9
Managed
Forests

94 km
Trails



1:260,000

0 1,875 3,750 7,500 11,250
Meters



Watershed Boundary

Local Municipalities



Conservation Lands

First Nations



Waterbody

Watercourse

Conservation Lands



22,978 Campers

2,666 Campsite Bookings

15,664 campers at Beavermead Campground
7,314 campers at Warsaw Caves Conservation Area



6,288 Day-Use Visitors at
Warsaw Caves CA



164 Hunting Permits Issued



29.5 ha of Forest Plantation
Thinned

Watershed Health

We administer water quality and quantity monitoring programs with many provincial agencies and partners.



11

Groundwater
Monitoring Sites



20

Surfacewater
Quality Sampling Sites

Drinking Water Source Protection

Otonabee-Peterborough Source Protection Area

We support the implementation of the Trent Source Protection Plan, which is 1 of 22 Source Protection Plans in Ontario

3 Surfacewater Systems

9 Groundwater Systems
(including 1 planned)

72 Inquiries were responded to

56 Notices Issued
under Part IV of Clean Water Act

Agreements renewed with 8 municipalities to
provide Risk Management services



Corporate Services

We ensure the effective and efficient
delivery of programs and services for
our watershed residents

93,062 NEW Website Users!

130+ News Items in Local Media

47% ↑ *Your Watershed News,*
E-newsletter subscribers

43% ↑ Social Media Followers on
Twitter, Facebook, & Instagram

Community Engagement & Education

We hosted 2 workplace and 2 virtual placements with Trent University undergraduate students,
and one secondary student workplace placement.



243

Post secondary
students attended 5
virtual presentations



25

Youth participated in
the virtual
Bondar Challenge



33

Secondary students
participated in tree
planting activities



129

Students attended a
Spring Water
Awareness Program

Natural Hazards

We protect life and property from flooding and other natural hazards



23 Flood Messages Issued

9 Water Safety Statements
8 Flood Watch Messages + 1 update
2 Flood Warnings + 4 updates



Level 1 and Level 2 Low Water
Conditions Declared

Plan Review & Permitting

We protect people & properties from loss of life and damage by reviewing applications to minimize risks from natural hazards



324 Permits Issued Under
Conservation Authorities Act

239 Planning Files Commented on

536 Preconsultation files

17 Average Number of Days to Issue
a Minor Permit

Floodplain Mapping



Our commitment to improved floodplain information for our watershed residents continues!

- 2014 | Board of Directors approved, *Strategy for the Acquisition and Management of Floodplain Mapping*
- 2017 | Meade Creek & Curtis Creek commenced
- 2018 | Kawartha Lakes South commenced
- 2019 | Kawartha Lakes North, Lakefield, Norwood, Baxter Creek and Jackson Creek commenced
- 2019 | Kawartha lakes North & South released to the public (1,667 km)
- 2020 | Meade Creek released to the public (71 km)
- 2020 | Thompson Creek commenced
- 2020 | Lakefield (70 km), Norwood (42 km), Baxter Creek (77 km), Jackson Creek (53 km), & Thompson Creek (5.3 km) preliminary mapping completed in draft (247.3 km)
- 2021 | Lakefield, Norwood, Baxter Creek, Jackson Creek, & Thompson Creek to be released to the public

Natural Resources Conservation & Stewardship

We advance and contribute to the maintenance of a healthy and resilient natural environment



8,100

Native Trees
& Shrubs Planted



6.4

ha of Habitat
Enhanced



3.5M+

kg Carbon Sequestered
by Trees Planted



8,450

Trees Planted
by Residents

2020 Year at a Glance

Meade Creek Floodplain Maps Available

Interactive floodplain maps became available to watershed residents

Camping Season Postponed

until further notice

Tree Seedling Pickup 8,450 trees and shrubs were picked up by local landowners with contactless, curbside pickup

February

March

April

May

June

July

Online Campsite Reservation System Went Live

A new campsite booking system went live online, attracting 223 bookings on its opening day

Office Closed to the Public All staff required to work remotely. Conservation Areas and trails remained open for walk-through access with safety protocols in place

Health & Safety Staff developed 12 new Standard Operating Procedures, 20+ informational signs, and installed infection prevention measures at buildings to keep staff and clients safe during the pandemic

Minister's Letter gave direction for Conservation Authority Board of Directors to meet virtually during the state of emergency

Step Into Nature At Home New webpage was created to highlight educational resources for families, teachers, and students to access during school closures and the state of emergency

2 Capital Projects Completed!

Construction completed on a new fully accessible gatehouse at Warsaw Caves CA and a fully accessible washroom at Beavermead Campground

Gates Opened for Camping, Beaches, and More! After a delay in opening, most facilities opened up for the camping season

Mikinaak (Turtle) Crossing Signs Installed at Curve Lake First Nation

Anishnabemowin & English language signs installed in partnership with Curve Lake First Nation with funding from Environment & Climate Change Canada

Section 34 Amendment Approved for the Trent Source Protection Plan related to upgrades to the Pinewood municipal drinking water system

Bondar Challenge 25 youth participated in 2 virtually delivered camp sessions in partnership with Riverview Park & Zoo

New Online Forms Hunting Permit Application & Section 28 Permit Inquiry Forms became available for submission online to enhance customer service and accessibility

Minister's Letter gave direction for Conservation Authority Board of Directors to continue to meet virtually.

84 Native Trees & Shrubs Planted at Siemens Peterborough with funding from Tree Canada

Climate Change Strategy Implementation Plan approved by the Board of Directors at the December Board Meeting

Changes to Conservation Authorities Act Bill 229 passed in the Ontario legislature

August

September

October

November

December

600 Native Trees Planted at Harold Town Conservation Area with funding from One Tree Planted and Forests Ontario

78 Native Trees & Shrubs Planted at Peterborough Regional Health Centre in honour of frontline workers, with funding from TD Canada Trust

1,250 Native Trees & Shrubs Planted by local students at Meadows and Towerhill South stormwater ponds, in partnership with City of Peterborough

2,200 Native Trees Planted by local students as part of a stewardship project with a local landowner in Otonabee-South Monaghan Township, with funding from One Tree Planted and Forests Ontario

Monitoring Station Data Available Online Precipitation and water level data became available on our website via an interactive map and summary tables that are updated daily

Changes to Conservation Authorities Act Province of Ontario released budget including proposed changes to Act under Bill 229, Schedule 6

Letter to the Province Board of Directors sent letter to province outlining concerns with Schedule 6 and urging them to remove Schedule 6 from Bill 229

1,500 Native Trees Planted by local students to help rehabilitate a gravel pit in Selwyn Township, with funding from One Tree Planted, Forests Ontario, and Selwyn Township

30 Native Trees & Shrubs Planted at Brock Mission men's shelter in support of the community's most vulnerable people, with funding from TD Canada Trust

 COVID-19 Pivot Point

 Board / Governance

 Operational Milestone

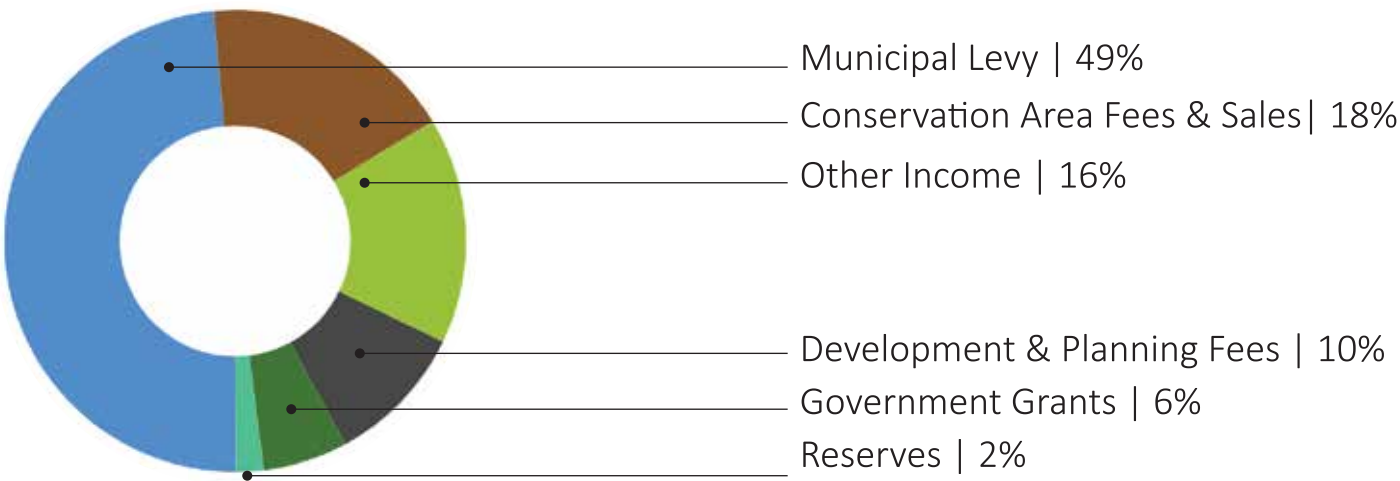
 Partnership Project

Financials

We deliver a variety of programs and services that support the sustainability of the environment

Thank you to our member municipalities for your contributions, which further our work together on a watershed basis!

2020 Budget Revenue | \$3.2 Million



2020 Budget Expenses



Revenues and Expenses representative of 2020 Budget
Audited financial statements will be available in June 2021

Donors & Grants

We are grateful for generous contributions from individual donors, local organizations, foundations, and community partners who help make our work possible!

Conservation Guardian

\$10,000- \$49,000

Community Foundation of Greater Peterborough
TD Canada Trust

Conservation Steward

\$5,000- \$9,999

Anonymous Donor
One Tree Planted
Project Learning Tree

Conservation Supporter

\$1,000- \$4,999

Forest Ontario
Tree Canada
The Great Trail \ Trans Canada Trail

Conservation Friend

\$250- \$999

Alan and Linda Slavin
The Zippel Family
Anne Hollingsworth

Conservation Donor

up to \$249

Tanya Moore
Northern Casket
Michael Mackey
Leah Manley
Karen Halley
J. Clinesmith and M. Skinner
Patricia Dillabough
Dan and Julie Brandsma



Native Tree Planting | Selwyn Township

Government Funding

We are grateful for government funding received in 2020

Public Safety Canada | National Disaster Mitigation Program

Ministry of Environment, Conservation & Parks | Drinking Water Source Protection

Employment & Social Development Canada | Accessibility Fund

Ministry of Natural Resources & Forestry | Flood Management Program



Otonabee Region Conservation Authority
250 Milroy Drive
Peterborough, Ontario, K9H 7M9

Tel: (705) 745-5791

Fax: (705) 745-7488

Email: otonabeeca@otonabeeconservation.com

   @OtonabeeC
otonabeeconservation.com

kawartha

CHAMBER of COMMERCE & TOURISM

In this NewsFlash:

- Chamber Updates
- Member News & Updates
- Business News & Resources

CHAMBER UPDATES

CUSTOMERS... WHO NEEDS THEM?

Kawartha Chamber Webinar - March 23 @ 4:30PM



WEBINAR TODAY!

How you 'Show Up' to your customers can make all the difference in whether they stay your customer. It is vital to examine how your business is showing up to your past, existing and prospective customers.

In this webinar, Sharon Worsley, Senior Manager Chamber Success, for the Ontario Chamber of Commerce, will share with you strategies to excel in meeting the needs of your customers, clients or patients.

Register [here!](#)

Professional Development Sponsor:

[Lynn Woodcroft, Sales Representative, Royal LePage Frank Real Estate](#)

KAWARTHA CHAMBER UPDATES

#KeepingYouUpdated

The Kawartha Chamber is dedicated to keeping you up to date on news and resources during these difficult times.

We want our community to know that we are here for you. If you wish to share the challenges you are having and the support you are needing, we can communicate this to all levels of government via the Chamber network. Please send these thoughts to info@kawarthachamber.ca or generalmanager@kawarthachamber.ca

Also visit our COVID-19 Local Updates webpage, email us your updates and questions, and follow us on social media!

[COVID-19 Updates Page](#)

info@kawarthachamber.ca

[@KawarthaChamber](#)



KEEPING YOU UPDATED

Local Services Open/Closed List



With the latest re-opening help us keep local customers updated. We have revamped our [Open/Closed List](#). Businesses have been sorted into six categories for easier access.

We encourage member & non-member businesses in Peterborough County to [email](#) us with your updated business information! This includes hours, services, closures, etc.

We will be updating lists regularly. Keep us updated as things evolve.

IN CONVERSATION WITH JAGMEET SINGH, NDP

Ontario Chamber of Commerce Event

Join the Ontario Chamber of Commerce on Thursday, April 1 from 2:00PM to 3:00PM for a discussion with Jagmeet Singh, Leader of Canada's New Democratic Party, about his vision of a more inclusive, prosperous and sustainable Canada.

This virtual event will be a one-on-one conversation with our President and CEO Rocco Rossi. Please send your questions in advance so we can work them into the conversation!

They will discuss how we safely get those sectors and communities hardest hit on the road to recovery and build stronger and safer communities post-pandemic.

[Click here to register.](#)



HOW TO PROTECT YOUR BUSINESS WITH TD

Anyone Can Be A Victim - Canadian Chamber Webinar

TD Business Advisors are supporting businesses as they navigate through this unprecedented time. Join Dennis Parker, VP, Business Banking, Aaron McAllister, AVP Financial Crimes and Fraud Management Group and Julie Lavoie, VP Business Banking for this exclusive webinar on March 30.

This is an opportunity to learn from TD Business Bankers and have your questions answered on:

- Going digital. Paperless solution options – what are they; pros and cons; things to consider.
- Managing fraud risk – internal and external forces to be aware of.
- Tips on protecting your business; current stats and trends businesses are experiencing.
- Where you can find more helpful resources on these topics.

[Register Here](#)



MEMBER NEWS & UPDATES



NEW MEMBER

Hayleys

Business Name: Hayleys

Rep: Hayley Snowdon

Facebook: [Hayleys](#)

[Hayleys](#) is a new retail store located on Queen Street in Lakefield. Hayleys offers upscale resale, brand name apparel, antiques, collectibles, sports cards, kids toys, electronics, games, books, DVDs and Blu-rays and much more.

JOB OPPORTUNITIES

Marlin Travel

[Marlin Travel Peterborough](#) is currently taking resumes for Experienced Independent Travel Advisors. With the return to travel just around the corner Marlin Travel is currently looking to help those travel advisors that were furloughed or had their agencies close.

Experience in the travel industry (3-5 years) is a requirement. Specialists in the industry with existing clientele and a working knowledge of TRAMS accounting is an asset. The successful applicant will have the ability to navigate virtual environments and work independently or with a team.

[Job Posting](#)

STARTER COMPANY PLUS GRANT WINNERS

Peterborough & the Kawarthas Economic Development

The Starter Company Plus program, which has been running since March 2017, supports entrepreneurs in starting, growing or acquiring a business, offering a robust series of workshops to support the creation of a formalized business plan, culminating in the chance to pitch for competitive grant dollars. The Winter 2021 intake's grant recipients are:

1. VerminX
2. Daily Development
3. Full Bloom Health
4. Tragically Dipped Donut
5. The K9 Clipper
6. Elemental Tree Care



This [PKED](#) run program has been a key stepping-stone for businesses and entrepreneurs looking to grow in the region. The Starter Company Plus program has resulted in the creation of 84 startups and supported 49 business expansions. The program has also seen the opening of 23 brick-and-mortar locations in the region, and has created 155 jobs in the local community.

[Read More](#)

HIRING ROAD SUPERVISOR

Township of North Kawartha

Reporting to the Chief Administrative Officer, the Road Supervisor is responsible for ensuring the development, provision and maintenance of an effective and efficient public roads and access roads system throughout the [Township of North Kawartha](#).



The incumbent must have a proven track record of effective leadership that includes experience providing feedback, coaching and setting goals to develop and motivate staff. Candidates must have demonstrated leadership skills to effectively manage the work of Road Department staff including a Foreperson, Equipment Operators and seasonal employees. The Road Supervisor also facilitates and coordinates departmental activities with various organizations, agencies and Ministry bodies.

[Job Posting](#)

EASTER BLESSING

Lakefield Youth Unlimited

Donate \$25 grocery gift cards (or cash/cheque) to help provide an Easter meal for a youth and/or family in the Lakefield community. [Lakefield Youth Unlimited](#) will distribute 100% of your donation to local schools, outreach workers and the Lakefield Community Food Bank to provide needed food for Easter meals.



Donation due date is **Thursday, March 25, 2021**

For more info: 705.651.0156 or
email lakefield@youthunlimitedkaw.com

DEPAVE PARADISE

Coming to Selwyn Township!

Are you a local business or property owner with a large impermeable asphalt or concrete surface? Is your property in an area with lots of public traffic? If so, your property could be the first Depave site in [Selwyn Township](#)!

Depave Paradise is a project of Green Communities Canada and local partners such as GreenUP, in communities across Canada. Volunteers work together to remove unwanted pavement and plant gardens filled with native species in its place. Removing asphalt and concrete at the neighbourhood level is an exciting new trend that renews neglected urban spaces by improving biodiversity and stormwater infiltration potential.

Selwyn businesses are encouraged to apply! **The deadline to submit is Friday March 26, 2021.**

[More Info](#)

BUSINESS NEWS & RESOURCES

NEW GRANT PROGRAM

Supporting Tourism, Culture, Sport & Recreation Organizations

The Ontario government is investing \$105 million through the new Community Building Fund to support non-profit tourism, culture, sport and recreation organizations. The funding will be used to help these non-profits recover from the impacts of the COVID-19 pandemic and meet the needs of their communities.

The fund will be administered by the Ontario Trillium Foundation (OTF) through two program streams:

- The \$55-million operating funding stream will provide community non-profits with the support they need to help sustain their operations and create new experiences and events - such as trail systems, heritage attractions, winter activities and local sport and recreation programming - that are critical to the economic and social well-being of their communities.
- The \$50-million capital funding stream will go to municipalities and non-profit organizations to carry out sport- and recreation-facility infrastructure repairs, including retrofits and rehabilitation to meet COVID-19 public health protocol requirements and local community needs.

[More Information](#)

EASTERN ONTARIO REGIONAL NETWORK

Cell Gap Project Announcement



Strong and reliable cellular services are critical to help rural communities take part in the economy, create jobs and improve public safety. Together, Canada, Ontario and municipal governments across Eastern Ontario are supporting the Eastern Ontario Regional Network's Cell Gap Project that will improve both the reach and quality of cellular services throughout the region.

March 19 it was announced that Rogers Communications has been awarded the contract to improve the coverage and capacity of cell networks in the region.

Rogers Communications' investment brings the total value of the public-private partnership to more than \$300 million. This includes investments from the federal and provincial governments who each contributed \$71 million and an additional \$10 million from the Eastern Ontario Wardens' Caucus and most municipalities within the Eastern Ontario Mayors' Caucus.

The Canadian Radio-television and Telecommunications Commission (CRTC) has designated both mobile and fixed broadband as basic services for all Canadians. The project is designed to improve cell coverage across the area where people live, work and travel. It aims to provide:

- 99 per cent of the area with voice calling services.
- At least 95 per cent of the area with standard-definition (SD) level services, such as video-app calls, basic app usage and streaming of SD video.
- At least 85 per cent of the area with service levels that can support streaming high-definition video and more data-intensive apps.

Additional investments will increase capacity of networks in high density, high usage areas.

To better serve rural Eastern Ontario, an area of some 50,000 square kilometres, the project will involve construction of more than 300 new telecommunication sites and will upgrade more than 300 existing sites over the next four to five years. Upgrades and construction will begin as early as this spring.

[Read More](#)

RESTAURANT CAPACITY CHANGES

Ontario Announces New Changes For Red-Control Areas

To support the province's economic recovery, the government is cautiously adjusting dining capacity limits at restaurants, bars and other food and drink establishments, for regions in the Grey-Lockdown, Red-Control and Orange-Restrict levels of the Framework, effective Saturday, March 20, 2021 at 12:01 a.m.

For regions in the Orange-Restrict and Red-Control levels, capacity limits for indoor dining will be adjusted and based on a standard, scalable calculation that will allow for up to approximately 50 per cent of the indoor dining area to be accessible to the public, subject to physical distancing rules. The total occupancy cannot exceed 50 patrons in Red-Control and 100 patrons in Orange-Restrict.



[Read More](#)

SMALL BIZ EXPO FOR BLACK ENTREPRENEURS

Government of Canada

The Government of Canada is organizing a Small Business Information Expo for Black Entrepreneurs to help these entrepreneurs get the information they need on a range of key business support programs and services from financing, to hiring, to innovation, to doing business with the government, to exports.

Small Business Information Expo for Black Entrepreneurs

When: Wednesday, April 14th and Thursday, April 15th from 10am to noon.

What: Tradeshow/business to business (B2B) setup with interactive panel discussions

Where: Online

Cost: FREE!

[More Information](#)

MAIN STREET RELIEF GRANT EXPANDED

Helping Small Business Access PPE



The Ontario government is expanding the number of small businesses that can apply for the Main Street Relief Grant to help offset the costs of purchasing personal protective equipment (PPE) to cautiously and gradually reopen in parts of the province. Small businesses with 2 to 19 employees in all eligible sectors - expanded from 2-9 employees - including those in the arts, entertainment, and recreation sector, can now **apply for up to \$1,000 in financial support**. The expansion is being made as more parts of the province enter the strengthened [COVID-19 Response Framework](#), which allows for the gradual and safe reopening of in-store shopping at non-essential retail stores.

[Access Grant](#)

WEBINARS

Information for Businesses

March 23 @ 1PM: [Industrial Revolution 4.0 Webinar Series](#)

March 25 @ 10:30AM: [Executive Summit Series – Innovation in a Business-led Recovery](#)

March 30 @ 1PM: [Anyone Can Be A Victim: How to Protect Your Business, with TD](#)

April 1 @ 1:30PM: [Supporting a Business-led Recovery, with Polytechnics Canada](#)

April 1 @ 2:00PM: [In Conversation with Jagmeet Singh, Leader of New Democratic Party](#)

April 14 @ 10:00AM: [Small Business Information Expo for Black Entrepreneurs](#)

April 15 @ 10:00AM: [Small Business Information Expo for Black Entrepreneurs](#)



Kawartha Chamber of Commerce & Tourism, 12 Queen Street, Lakefield, ON
705-652-6963 | 1-888-565-8888 |

kawartha

CHAMBER of COMMERCE & TOURISM

In this NewsFlash:

- Chamber Updates
- Member News & Updates
- Business News & Resources

CHAMBER UPDATES

PAWS FOR APPRECIATION

Kawartha Chamber Volunteer Appreciation Event

Paws for Appreciation – April 14 @ 8AM

We are getting together (virtually) to celebrate our fabulous volunteers and the pets who help us out! Shawn Morey, Executive Director of Peterborough Humane Society will join us to discuss the new state-of-the-art Peterborough Animal Care Centre, adopting amid the pandemic, and will even show us some furry friends!

We will also have a second guest speaker - Alice Czitrom, Victim Services Co-ordinator and Pixie the Facility Dog for Peterborough Police Service. Pixie and her Handler Alice will speak about Pixie's role with the police service and the emotional support that animals provide.



We encourage everyone to bring their own pets to join the event! Be it a dog, cat, turtle, pet rock or even a plant! All are welcome!

[Register Today!](#)

Thanks to Event Sponsors:
[Herod Financial Services](#)
[Lynn Woodcroft, Sales Rep, Royal LePage Frank Real Estate](#)

EASTER WEEKEND

Kawartha Chamber & Lakefield ServiceOntario Closed



The Kawartha Chamber office and Lakefield ServiceOntario office will be closed Friday, April 2 and Monday, April 5 for the Easter Weekend.

The KCCT Team would like to wish everyone a happy and safe holiday! Happy Easter!

[Hours of Operation](#)

KAWARTHA CHAMBER UPDATES

#KeepingYouUpdated

[COVID-19 Updates Page](#)

info@kawarthachamber.ca

[@KawarthaChamber](#)



The Kawartha Chamber is dedicated to keeping you up to date on news and resources during these difficult times.

If you wish to share the challenges you are having and the support you are needing, we can communicate this to all levels of government via the Chamber network. Please send these thoughts to membership@kawarthachamber.ca or generalmanager@kawarthachamber.ca

Also visit our COVID-19 Local Updates webpage, email us your updates and questions, and follow us on social media!

ONTARIO CHAMBER RESPONDS TO 2021 BUDGET

OCC Welcomes Supports

What does the [2021 Ontario Budget](#) mean for Ontario's business community? Read the Ontario Chamber of Commerce's and the Ontario Chamber Network's response to 'Ontario's Action Plan: Protecting People's Health and Our Economy'. In this statement the OCC breaks down the budget and how it could help Ontario business.

[Read Statement](#)



MEMBER NEWS & UPDATES

NEW MEMBER

Shop the Lake

Business Name: Shop the Lake

Rep: Niki Pulchinski

Website: <https://shopthelake.ca/>

Facebook: [@shopthelake](#)

Instagram: [@shopthelake](#)

SHOP THE LAKE



[Shop the Lake](#) is a new patio furniture store located at 1525 Chemong Road. The building was purchased as a home for the owners' distribution company for warehousing and offices. Since it was previously the Rova patio furniture store, they decided to open a new store bringing the same great suppliers and some exciting new ones to the newly renovated showroom.

The store offers patio furniture, gazebos and pergolas for every conceivable outdoor situation. The same experienced staff offers excellent design advice as well the technical knowledge you need to make the best selections.

KAWARTHACHOICE.COM

Kawartha Choice FarmFresh (KCFF) Program



[Peterborough & the Kawarthas Economic Development \(PKED\)](#) and the Kawartha Lakes Economic Development are excited to announce the launch of the refreshed and improved kawarthachoice.com. As the latest update of the well-established Kawartha Choice FarmFresh (KCFF) program, kawarthachoice.com is built to connect consumers and local businesses with the Kawartha Region local food sector.

The KCFF program was created as an economic recovery tool in 2003, to showcase and support local food sector businesses in the Kawartha region, and that support continues today. The COVID-19 pandemic, and its impact on food businesses across the region, has shed a new light on the desire to eat locally. More consumers than ever are looking for ways to discover and support local food businesses. In response, the KCFF program recognized the opportunity to provide residents and businesses with a modernized and interactive platform.

[Read More](#)

CASSIS BISTRO EASTER DINNER

Special Easter Take-Away Menu

[Cassis Bistro](#)'s chef has created a delicious menu for Easter. Ready for collection on Sunday, April 4 from 12:30pm until 2pm. Pre-order by Friday, April 2 to secure your spot!

This delicious Easter dinner offers choices such as oven roasted turkey, glazed ham, carrot cake and even chocolate easter egg cheesecake! Support local this holiday!



[Check the Menu!](#)

CELEBRATING ONE YEAR!

Living Local Box

Living Local is celebrating a year of proudly sharing the very best of Peterborough & The Kawarthas.

[Living Local](#), a passion project turned burgeoning business, launched with the release of its first Spring Box last April. Its intention was to support artisans and small businesses immediately impacted by the pandemic. One year, and close to 1,000 boxes later, it's doing just that.



In addition to its one-of-a-kind seasonal collections, Living Local now offers custom and corporate gift boxes. In its Build-A-Box Shop (livinglocalbox.com), shoppers choose from more than 100 items, ranging from coffee and tea, honey, preserves and spices, to bath and body products, candles, charcuterie boards, pottery and textiles.

Congratulations to Alicia & Living Local!

[Read Full Release](#)

BUSINESS NEWS & RESOURCES

CANADA'S VOLUNTEER AWARDS

Apply To Join National Advisory Committee

Canada's Volunteer Awards (CVA) will be **accepting applications for the CVA National Advisory Committee (NAC) until April 8.**

Members of the National Advisory Committee play a leading role in the selection of Canada's Volunteer Awards recipients by reviewing nominations and making recommendations to the Minister of Families, Children and Social Development. They will also support the promotion of the program throughout their term.

The committee consists of 15 volunteer members from across Canada who are passionate about volunteering. Members are selected based on their knowledge and experience working or volunteering in support of community development and will serve a term of three years.

[Learn More](#)



COMMUNITY BUILDING FUND

Ontario Trillium Foundation



The Community Building fund will support arts and culture, heritage, tourism, sport and recreation non-profits and Indigenous communities that operate facilities and/or deliver experiences or programs for the public. The fund will enable organizations to remain viable so they can continue to improve quality of life and provide services, jobs, educational opportunities, and programming for Ontarians. This initiative is part of the 2020 Budget, Ontario's Action Plan: Protect, Support, Recover.

The fund is being delivered by the Ontario Trillium Foundation across two distinct funding streams – Operating and Capital.

Information about the Capital stream will be available later in 2021.

Community Building Fund - Operating stream

- Applications will be accepted starting March 31, 2021.
- Application deadline is April 28, 2021 at 5 PM ET

[More Info](#)

2021 RECONNECT FESTIVAL & EVENT PROGRAM

Celebrate Ontario

Celebrate Ontario is pleased to announce the launch of the 2021 Reconnect Festival and Event Program for eligible festivals and events taking place between April 1, 2021 and March 31, 2022.

The Ontario government is investing \$20 million through the 2021 Reconnect Festival and Event Program to provide support to event organizers who are finding new, exciting and engaging ways to deliver local programming during the COVID-19 pandemic.

For information on the program including changes to eligibility, funding priorities and program details, please see the [Reconnect Festival and Event Program Application Guide](#).

[Tourism Advisors](#) are available to assist with questions about the 2021 Reconnect Festival and Event Program application process. For Peterborough, the Advisor is Beverley Cameron. You can reach Beverley at (705) 760-6329 or Beverley.Cameron@ontario.ca.

The deadline to apply for the 2021 Reconnect Festival and Event Program is Tuesday, April 20, 2021, at 5 p.m. (EDT).

[More Information](#)

HR BASICS - GROWING & SCALING YOUR STARTUP

Innovation Cluster Webinar

Hiring the right people to join your team is crucial and investing in doing it right often leads to higher productivity and profitability.

Are you looking to hire new staff or expand your workforce? This is the workshop you've been waiting for! Join the Innovation Cluster, Savino Human Resource Partners and Peak Benefit Solutions for our Hands-ON: HR Basics - Growing and Scaling Your Startup workshop to set yourself and your team up for success in the long run.

DATE: April 13, 2021

TIME: 12:00 PM EST

LOCATION: ZOOM

[Register Here](#)



ONTARIO BY BIKE

Welcoming Cyclists Webinar

Destination Bike - Welcoming Cyclists in Kawartha Lakes, Peterborough & the Kawarthas
Date: April 21, 10:00am - 11:00am

The Ontario By Bike Network certifies tourism businesses and locations as bicycle friendly, helping businesses reach the growing number of cycle tourists in Ontario, promoting and further developing cycle tourism in destinations across Ontario.



This webinar is open to everyone and free to participate but of particular interest to tourism professionals, including accommodations, food services, attractions, tour operators, breweries, wineries, business areas and cycling-related businesses and organizations interested in the development of cycle tourism.

[Register Here](#)

MAIN STREET RELIEF GRANT

2021 Budget Invests \$1.7 Billion in Second Round of Payments

The Ontario government is providing additional support to eligible small businesses to help with the ongoing costs of the COVID-19 pandemic. Confirmed eligible recipients of the Ontario Small Business Support Grant will automatically receive a second payment equal to the amount of their first payment, for minimum total support of \$20,000 up to a maximum of \$40,000. This support to help small business owners keep the doors open and workers employed is part of the 2021 Budget, [Ontario's Action Plan: Protecting People's Health and Our Economy](#).

The Main Street Relief Grant helps offset the costs of purchasing personal protective equipment (PPE) to cautiously and gradually reopen in parts of the province. Small businesses with 2 to 19 employees in all eligible sectors - including those in the arts, entertainment, and recreation sector, can now apply for up to \$1,000 in financial support.

[Access Grant](#)

WEBINARS

Information for Businesses

April 1 @ 1:30PM: [Applied Research: Supporting a Business-led Recovery, with Polytechnics Canada](#)

April 1 @ 2PM: [In Conversation with the Jagmeet Singh, Leader of Canada's New Democratic Party](#)

April 7 @ 1PM: [IR4: Beyond Paris: Greening Canada's Transportation Technology](#)

April 7 @ 2PM: [RTO8: Focus on the Lifetime Value of Your Customers](#)

April 14 @ 10:00AM: [Small Business Information Expo for Black Entrepreneurs](#)

April 15 @ 10:00AM: [Small Business Information Expo for Black Entrepreneurs](#)



kawartha

CHAMBER of COMMERCE & TOURISM

In this NewsFlash:

- Chamber Updates
- Member News & Updates
- Business News & Resources

CHAMBER UPDATES

PAWS FOR APPRECIATION

Kawartha Chamber Volunteer Appreciation Event

We are getting together (virtually) to celebrate our fabulous volunteers and the pets who help us out! Shawn Morey, Executive Director of [Peterborough Humane Society](#) will join us to discuss the new state-of-the-art Peterborough Animal Care Centre, adopting amid the pandemic, and will even show us some furry friends!

We will also have a second guest speaker - Alice Czitrom, Victim Services Co-ordinator and Pixie the Facility Dog for Peterborough Police Service. Pixie and her Handler Alice will speak about Pixie's role with the police service and the emotional support that animals provide.



Paws for Appreciation
April 14 @ 8AM
FREE Zoom Meeting

REGISTER HERE!

We encourage everyone to bring their own pets to join the event! Be it a dog, cat, turtle, pet rock or even a plant! All are welcome!

Thanks to Event Sponsors:
[Herod Financial Services](#)

MARCH MEMBER OF THE MONTH - CHAMBER CHAT

Lynn Woodcroft



Kawartha Chamber March Member of the Month – [Lynn Woodcroft, Sales Representative, Royal LePage Frank Real Estate.](#)

To wrap up the month, Lynn joined us for a Chamber Chat in beautiful Buckhorn! Discussing the real estate market, local lakes and the best pizza in Buckhorn!

Check it out on the KCCT [YouTube Channel!](#) You can also read Lynn's Member Spotlight on our [blog!](#)

KAWARTHA CHAMBER UPDATES

#KeepingYouUpdated

The Kawartha Chamber is dedicated to keeping you up to date on news and resources during these difficult times.

If you wish to share the challenges you are having and the support you are needing, we can communicate this to all levels of government via the Chamber network. Please send these thoughts to membership@kawarthachamber.ca or generalmanager@kawarthachamber.ca

Also visit our COVID-19 Local Updates webpage, email us your updates and questions, and follow us on social media!

[COVID-19 Updates Page](#)

info@kawarthachamber.ca

[@KawarthaChamber](#)



GROWING A MORE RESILIENT FOOD SUPPLY CHAIN

Ontario Chamber Webinar

Join the OCC for an overview of their latest policy brief authored by by Catrina Kronfli, OCC Senior Policy Analyst and a timely panel discussion with Beef Farmers of Ontario, Durham College, and the Ontario Federation of Agriculture.

How has COVID-19 impacted farmers, the agri-food industry, and consumers?

Panelists will present their unique case studies and how the food supply chain has continued to provide Canadians with uninterrupted access to fresh food, and steps policymakers can take to strengthen Ontario's robust agri-food sector.

[Click here to register!](#)

Growing a More Resilient Food Supply Chain in Ontario

April 12, 12:00-1:00 PM ET

Register now

**Rita DeMontis**
National Lifestyle and Food Editor,
Sun Media, a Division of Postmedia Network

**Richard Horne**
Executive Director,
Beef Farmers of Ontario

**Shane Jones**
Professor & Program Coordinator,
Durham College

**Cathy Lennon**
General Manager,
Ontario Federation of Agriculture

**Rocco Rossi**
President and CEO,
Ontario Chamber of Commerce

**Catrina Kronfli**
Senior Policy Analyst,
Ontario Chamber of Commerce



Thank you to our lead partners

MEMBER NEWS & UPDATES

FOREST SCHOOL - SPRING TERM

Camp Kawartha



Is your child tired of learning in front of screen? More and more research is revealing that time spent outside is healthy for children. Why not consider the [Camp Kawartha](#) Spring Term of Forest School for your child or suggest this program for someone you know! **From April 19 to June 18 students learn the Ontario Curriculum while immersed in 185 acres of forest, wetland and alvar ecosystems.** Taught by qualified teachers, students spend 80 to 90% of their time in the outdoors, learning – and spring is a magical time to see the Earth wake up.

The 9-week Forest School Spring Program is open to students from Kindergarten to Grade 6. In keeping with COVID-19 protocols, the students are co-horted and remain in their group throughout their time.

The cost is \$325.00 per week/per student with a minimum 4-week commitment. There are discounts for those who register for the full term (9 weeks), and there are sibling discounts as well. Busing options from Peterborough and Lakefield to the main Camp are available.

If you would like to learn more, visit the [website](#) or contact [Susan](#) 705-652-3860 x208

SPREAD THE LOVE

Supporting the Community of North Kawartha

The Economic Development Cooperative of North Kawartha is inviting everyone to participate in the Spread the Love project for Apsley. Wooden hearts will be available at the [North Kawartha](#) Public Library in Apsley beginning Friday April 2, 2021 for everyone to decorate. These hearts will then be collected and hung on the fence surrounding the empty Sayers lot. This community initiative is a fun way to spread positivity and support in the town and serves to remind us that the big, empty space in the heart of Apsley is only temporary. So decorate your hearts out!

[Watch Video](#)



Dear Artist,

Take a heart but leave the rest,
The only rules are have FUN and try your best.
If you need a brush or some paints;
take what you need while showing restraint.
Paint your heart to show support;
ANYTHING you wish:
bright colours or words plus your name to report.
Return your heart to the empty bin,
So elves can shellac with a happy grin.
Keep watch on the fence,
Where your heart will be hung,
To show your love and support for everyone.

*** PLEASE RETURN BY APRIL 9**

TRANSPORTATION MASTER PLAN

County of Peterborough

[The County of Peterborough](#) is conducting an update to the Transportation Master Plan (TMP) in 2020/2021. This plan will guide the County in decision making related to infrastructure improvements and enhancements, safety updates and development of policy and standards for the next 20 years.

The TMP goes through an update process every five years to ensure the County is on track and to identify areas for improvement. The previous plan was completed in 2014.

For more information on the TMP update and how you can provide your feedback visit the County's [website](#) or email ttmp@ptbocounty.ca.



NEW 1 GIG FIBRE OPTIC NETWORK

Nexicom Introducing To Lakefield & Bridgenorth

Construction is nearing completion for [Nexicom's](#) new 1 GIG Fibre Optic network that will provide the residents and business owners of the Lakefield and Bridgenorth corridor with a state-of-the-art, next generation true Fibre Optic connection.

This new cutting edge technology will replace the previous coax cable system, providing ultra-fast high speed Internet capacities of up to 1 Gigabyte. In addition to blazing fast Internet speeds, dynamic connectivity, latency and line stability, this true Fibre-to-Home network will vastly improve Telephone reception, while also allowing Nexicom to introduce their new Digital Television platform to current and new customers.



For more information on this exciting new technology visit their [website!](#)

BUSINESS NEWS & RESOURCES

COMMUNITY BUILDING FUND

Applications Now Open!

The Community Building Fund supports arts and culture, heritage, tourism, sport and recreation non-profits and Indigenous communities that operate facilities and/or deliver experiences or programs for the public.

The fund will enable organizations to remain viable so they can continue to improve quality of life and provide services, jobs, educational opportunities, and programming for Ontarians. This is part of the 2020 Budget, [Ontario's Action Plan: Protect, Support, Recover.](#)

The fund is being delivered by the Ontario Trillium Foundation across two distinct funding streams - Operating and Capital. Note: Information about the Capital stream will be available later in 2021.

Community Building Fund - Operating Stream

- Applications NOW OPEN (March 31, 2021)
- **Application deadline is April 28, 2021 at 5:00 PM EST**

[More Information](#)



SUPPORT FOR PARENTS

New Ontario COVID-19 Child Benefit



The Ontario government is providing parents with \$980 million in direct support as part of the Ontario COVID-19 Child Benefit. Under this new round of funding, payments will be doubled to \$400 per child and \$500 for a child with special needs to help offset additional learning costs. This investment is part of the 2021 Budget, Ontario's Action Plan: Protecting People's Health and Our Economy.

The government is automatically providing this round of payments to parents who received Support for Learners payments, and they can expect money to begin flowing on April 26, 2021. Parents who did not apply for or receive the Support for Learners program can apply for the new funding starting May 3 with a deadline of May 17.

[Learn More](#)

TASS CO-OPERATIVE EDUCATION PROGRAM

Host A High School Student

Are you a local business interested in hosting a High School Co-op Student? Thomas A. Stewart Secondary School's Cooperative Education Program begins April 19 and runs through to June 23.

Many local businesses have experienced the benefit of hosting a student at their workplace. If you are interested in hosting a Co-op Student during this time, contact Tania at tania_rightmyer@kprdsb.ca by April 6, 2021.

ONTARIO SUPPORTS TOURISM & HOSPITALITY

2021 Budget Commits \$200 Million to Help Stabilize Industry

The Ontario government is providing an estimated \$100 million for a new one-time Ontario Tourism and Hospitality Small Business Support Grant and \$100 million for a new one-time recovery program.

This significant investment is part of the 2021 Budget, Ontario's Action Plan: Protecting People's Health & Our Economy, and will support the province's tourism industry as it recovers from the impacts of COVID-19. Total support from the Ontario government for the tourism, culture, sports, recreation, and heritage industries since the start of the pandemic now totals \$625 million.

The Ontario Tourism and Hospitality Small Business Support Grant will provide an estimated \$100 million in one-time payments of \$10,000 to \$20,000 to eligible small businesses including hotels, motels, travel agencies, amusement and water parks, hunting and fishing camps, and recreational and vacation camps including children's overnight summer camps.



[Read More](#)

SUMMER JOB FUNDING

ECO Canada

Looking to grow your team's capacity and productivity this summer? Apply for ECO Canada's summer co-op funding and get up to 50% of a student's salary covered to a maximum of \$5,000.

Funding is available for environmental employers looking to hire the brightest minds in Science, Technology, Engineering, Arts, Math (STEAM) and Business students, with no age restrictions, for 6-16 week placements.

Students and employers looking to apply for co-op funding [should check to see if they're eligible](#) through ECO Canada's online assessment tool.

Funding is limited, so make sure to submit your applications early. [Apply today!](#)



WEBINARS

Information for Businesses

April 7 @ 1PM: [IR4: Beyond Paris: Greening Canada's Transportation Technology](#)

April 7 @ 2PM: [RTO8: Focus on the Lifetime Value of Your Customers](#)

April 12 @ NOON: [Growing a More Resilient Food Supply Chain in Ontario](#)

April 13 @ NOON: [Hands-ON: HR Basics – Growing and Scaling your Startup](#)

April 14 @ 10AM: [Small Business Information Expo for Black Entrepreneurs](#)

April 15 @ 10AM: [Small Business Information Expo for Black Entrepreneurs](#)

April 21 @ 10AM: [Destination Bike – Welcoming Cyclists in Kawartha Lakes, Peterborough & the Kawarthas](#)



FOR IMMEDIATE RELEASE

Trent University and peopleCare Communities Collaborate to Advance Long-term Care in Peterborough

***New 224-bed home will address region's long-term care needs while
creating research and learning opportunities for students***

Thursday, March 18, 2021, Peterborough

Trent University and peopleCare Communities are collaborating to improve the lives of local seniors, advance research on aging, and enhance student learning through the creation of a new long-term care (LTC) home located on the University's Symons Campus.

Dave Smith, MPP Peterborough-Kawartha, announced today that peopleCare Communities was awarded the necessary licenses to build a new 224-bed LTC home at Trent through the Ontario Ministry of Health and Long-Term Care. The new home will be built and operated by peopleCare on land leased from the University. In a groundbreaking agreement, the University and peopleCare have committed to collaborate on programming, experiential learning and research that will benefit seniors, and the long-term care sector for years to come.

"peopleCare is thrilled to have this opportunity to build and operate a world-class long-term care Centre of Excellence in beautiful Peterborough, and we sincerely thank the government for their ongoing investments to modernize care and services for seniors in this province," says Brent Gingerich, chairman and CEO of peopleCare. "We are also pleased to work with another leading and innovative organization like Trent University to bring teaching, research, clinical best practices and intergenerational connections to life through this exciting collaboration."

"Trent is committed to the socio-economic wellbeing of the communities in which we reside. This new agreement with peopleCare Communities will continue this tradition," says Dr. Leo Groarke, president and vice-chancellor of Trent University. "Through this groundbreaking intergenerational project, we will co-design a long-term care home that will improve the lives of local seniors at the same time that it advances student life and learning. This is an exciting initiative which will build on Trent's reputation as a globally-recognized, age-friendly university – and help address the region's need for long-term care beds, career experiences for students and leading research in gerontology."

Advancing learning and research

Complementary to the construction of the long-term care home, peopleCare and Trent will work together to spearhead research into promising practices in aging, conducting research and piloting initiatives with the intent to spread and scale innovation throughout the LTC sector and the broader health system.

A fundamental part of the arrangement between Trent and peopleCare is to provide experiential hands-on and simulated clinical learning for nursing students, as well as those in social work, kinesiology and a broad range of programs across the University. A strategic goal of this collaboration is to interest students in geriatric care, a sector challenged to attract young healthcare leaders.

"At a time when it is needed most, the new University-integrated seniors' village positions Trent at the forefront of community engaged research and teaching on aging and long-term care in Canada," says Dr. Mark Skinner, Canada research chair (CRC) in rural aging, health, and social care, founding director of the Trent Centre for Aging and Society and dean of Social Sciences and Humanities at Trent University. "This initiative confirms Trent's longstanding commitment to providing students the opportunity for inspiring and impactful experiential learning that will make a difference in the lives of the people who need it most. Led by the Trent Centre for Aging & Society, Trent/Fleming School of Nursing and programs across the arts and sciences, a new research and teaching partnership in promising practices for long-term care is already underway. In really exciting ways, this initiative provides the foundation for furthering Trent's contribution to the region's incredible response to the opportunities and challenges of population aging."

As the third oldest community in Canada, with almost 2,500 people waiting two to four years for a LTC bed, Peterborough is the ideal location for a new LTC home.

"We look forward to designing a LTC home, with Trent University and our new community partners, that enables seniors to live and age well, and more independently – receiving a range of care, services and community-based health and social supports, all in one place," says Megan Allen-Lamb, president of peopleCare. "This integrated, vibrant and sustainable solution promotes social relationships and inclusion, and healthy aging, which is incredibly valuable to today's seniors and their families as their needs change over time."

With COVID-19 highlighting Infection Prevention and Control (IPAC) considerations for all operators, the new LTC home will be designed with IPAC innovation top of mind. This includes design that focuses on extra space to enable adequate physical distancing in common areas and resident rooms, and self-sustaining resident home areas, and exploring the latest in engineered infection prevention (EIP) technologies, which mitigate the risk of air, water and surface transmission of disease in healthcare settings through materials, sensors and automation to continuously or frequently disinfect the physical environment.

Taking into consideration a number of variables in the pre-construction phase around planning and approvals at the municipal and provincial level, peopleCare is fully committed to open these LTC beds as soon as possible to meet the needs of seniors in the Peterborough community. Timeline for constructing and opening a 224-bed LTC home is approximately 18 months from getting a shovel in the ground to welcoming the first residents.

First step toward realizing vision of a University-integrated seniors' village

The project marks the first step for Trent in realizing a vision for a University-integrated seniors' village within a continuum of care, offering housing options that support seniors to age-in-place in an intergenerational and intellectually stimulating environment.

"This exciting new initiative with peopleCare Communities brings to life a vision set out in the Trent Lands and Nature Areas Plan," says Julie Davis, vice president of External Relations and Advancement at Trent. "This project advances learning and discovery, a key guiding principle in the Trent Lands & Nature Areas Plan, while meeting a real community need. The LTC home reflects the needs and aspirations of the Peterborough community, while also providing hands-on learning opportunities on campus for Trent students and advancing vital research into aging."

The location for the LTC home, as the anchor of the University-integrated seniors' village, is at the north-west corner of Water Street and Woodland Drive and is on municipal transit routes. While the goal is to bring the campus to the village by way of student placements and housing, the location allows easy access to the campus for learning, gathering and recreation. Opportunities for meaningful public engagement to shape the LTC site and the broader village include the building and space design, gardens, functional learning spaces and community use areas. Guided by the vision and guidelines in the Trent Lands & Nature Areas Plan, Trent will work with peopleCare Communities to ensure an energy-efficient facility that also respects the setting and integrates the natural environment.

A community engagement process for the new LTC home, led by peopleCare Communities with Trent University, will begin this Spring. Four season environmental studies have been conducted on the site, in collaboration with the Michi Saagiig Consultation Resource Liaisons, and these reports are being prepared to inform the site design.

About Trent University

One of Canada's top universities, Trent University was founded on the ideal of interactive learning that's personal, purposeful and transformative. Consistently recognized nationally for leadership in teaching, research and student satisfaction, Trent attracts excellent students from across the country and around the world. Here, undergraduate and graduate students connect and collaborate with faculty, staff and their peers through diverse communities that span residential colleges, classrooms, disciplines, hands-on research, co-curricular and community-based activities. Across all disciplines, Trent brings critical, integrative thinking to life every day. Today, Trent's unique approach to personal development through supportive, collaborative community engagement is in more demand than ever. Students lead the way by co-creating experiences rooted in dialogue, diverse perspectives and collaboration. In a learning environment that builds life-long passion for inclusion, leadership and social change, Trent's students, alumni, faculty and staff are engaged global citizens who are catalysts in developing sustainable solutions to complex issues. Trent's Peterborough campus boasts award-winning architecture in a breathtaking natural setting on the banks of the Otonabee River, just 90 minutes from downtown Toronto, while Trent University Durham Greater Toronto Area, delivers a distinct mix of programming in the east GTA.

About peopleCare Communities

peopleCare Communities is a Canadian, family-owned leading operator of senior living communities, with strong values and a 50-year history of service. We are committed to engagement and collaboration to create vibrant communities of care that deliver meaningful experiences, clinical best practices, engaging programs and integrated services that meet seniors' changing needs. peopleCare's innovation and leadership has earned Accreditation Canada Exemplary Status, Canada's Best Managed Companies Platinum designation, and the single largest research grant from the Ontario Centres of Excellence, which funded our award-winning Clinical Pharmacy Model, a first-of-its-kind for long-term care in Canada. Our vision is to Change the World of Senior Living.

-30-

For more information contact:

Cara Walsh, communications & media relations officer, Trent University, (705) 748-1011 x6240 or carawalsh@trentu.ca or

Sheena Campbell, vice president, Communications and Engagement, peopleCare Communities, scampbell@peoplecare.ca

[Read the Government of Ontario announcement.](#)

Project Background: Trent and peopleCare Communities Long-Term Care Home

The Project

- peopleCare Communities will build and operate a 224-bed long-term care (LTC) home, per an agreement to lease land on Trent University's Symons Campus, intended to be the anchor of a University-integrated seniors village
- Through an innovative teaching and research arrangement, peopleCare's LTC home will welcome students and faculty from a variety of programs to collaborate and learn from each other, and from the residents. The intergenerational environment and the focus on developing new approaches to delivering care and building community will enhance residents' quality of life
- The initiative leverages peopleCare's track record as a leader in long-term care excellence and innovation and Trent's strengths as a globally-recognized age-friendly university and leader in interdisciplinary aging studies
- The application for the LTC home included letters of support from Peterborough-Kawartha MPP Dave Smith, Peterborough Regional Health Centre (PRHC), Age-Friendly Peterborough, and Curve Lake First Nation

The Need for LTC in Peterborough

- Statistically, Peterborough is the third oldest community in Canada
- The proportion of seniors aged 65+ (22%) is significantly higher than the provincial average (16%); and seniors 85+ (3.4%) is higher than the provincial average (2.2%)
- With significant growth in the senior population, building capacity to meet current and future demand is even more crucial
- According to government projections, the number of Peterborough seniors aged 65+ will increase by 31.6% in the next ten years: 58.4% by 2046
- As of September 2019, close to one-third – approx. 12,000 people – of those waiting for LTC in Ontario are in the Central East LHIN, approx. 2,500 in the Peterborough CMA alone

Hands-on Learning Opportunities for Students

- This integrated, community-based style of senior living will create a lifelong learning environment where older people can stay engaged in intergenerational learning, social engagement, the arts, research opportunities, and the life of Trent University
- The teaching and research agreement between Trent and peopleCare will provide experiential learning for – at minimum – 92 Nursing, Social Work and Kinesiology students annually. The home will benefit from a close relationship with the Trent Centre for Aging & Society and the Trent/Fleming School of Nursing, as well as creating special engagement opportunities for students in programs such as Social Work, Business, Kinesiology, Sustainable Agriculture and Food Systems, and Cultural Studies

- A strategic goal of this collaboration is to interest students in geriatric care, a sector challenged to attract young healthcare leaders
- Students will be encouraged to work in the home beyond their placements

Far-reaching Research Opportunities

- peopleCare and Trent will work together to spearhead research into promising practices in aging, conducting research and piloting initiatives within the LTC home (and potentially other peopleCare homes), with the intent to spread and scale innovation throughout the LTC sector and the broader healthcare system

Trent Lands Plan Vision & Guiding Principles

- Creation of this LTC home is the first step toward achieving Trent's vision of a University-integrated seniors' village within a continuum of care, offering housing options (e.g. retirement, assisted living, and attainable apartments) that support seniors to age-in-place in an intergenerational and intellectually stimulating environment – a key priority outlined in the approved Trent Lands and Nature Areas Plan
- The Plan lays out the development and environmental principles to inform and guide the construction of this project, and peopleCare will build an energy-efficient home that respects the setting and integrates the natural environment

Site Location

- The location on the corner of Water Street and Woodland Avenue in Peterborough was selected based on detailed four-season environmental studies, archaeological studies and engagement with local Indigenous Traditional Knowledge Keepers and consultants from Curve Lake and Hiawatha First Nation
- The site offers accessible transportation from both the City and County and, importantly, that land is currently serviced, making it possible to move this project along and get new seniors housing into the market as soon as possible
- Allows for easy connection to Trent's Symons Campus, including nature areas and trails

Project Timeline

- Taking into consideration steps in the process to open a new LTC home, including a number of variables in the pre-construction phase around planning and approvals at the municipal and provincial level, peopleCare is fully committed to open these LTC beds as soon as possible to meet the needs of seniors in the Peterborough community
- Timeline for constructing and opening a 224-bed LTC home is approximately 18 months from getting a shovel in the ground to welcoming our first residents

Why Trent?

- Trent is a high caliber, well-regarded university that plays a vital role in this region
- Beyond the economic impact as one of the largest employers, Trent makes an essential contribution to the social vitality of the community
- Home to the [Trent Centre for Aging and Society](#), Trent is an international leader in interdisciplinary aging studies, seeking to celebrate aging, understand diverse experiences of aging, and challenge ageist practices in our communities and culture. Trent hosts a Canada Research Chair in Rural Aging, Health and Social Care

- Trent's Centre for Aging and Society is integrally involved in Age-Friendly Peterborough, working closely with the City and a variety of partners to address the needs of the seniors population in our urban and rural communities
- The [Trent/Fleming School of Nursing](#) is one of the top collaborative programs in the province and has a strategic focus on aging and rural health

More about peopleCare Communities

- peopleCare was selected after a competitive RFP process to build and operate the 224-bed long-term care home on Trent University land
- As a Canadian, family-owned leading operator of senior living communities, with strong values and a 50-year history of service, peopleCare's vision is to change the world of senior living
- Committed to engagement and collaboration to create vibrant communities of care that deliver meaningful experiences, clinical best practices, engaging programs and integrated services that meet seniors' changing needs
- peopleCare's innovation and leadership has earned Accreditation Canada Exemplary Status, Canada's Best Managed Companies Platinum designation, and the single largest research grant from the Ontario Centres of Excellence, which funded its award-winning Clinical Pharmacy Model, a first-of-its-kind for long-term care in Canada
- A demonstrated leader in the sector, peopleCare have worked with a variety of educational institutions and have seen first-hand the value of enriching lives through intergenerational programs. Its partnership with University of Western Ontario co-houses music students in its home, cultivating student appreciation and insight around the value of community
- They were among the first LTC operators in Ontario to Pilot Point-of-Care Rapid Antigen Tests
- In partnership with the Centres for Learning Research and Innovation in LTC, peopleCare is collaborating on new family caregiver resources for the health system, and have received a research grant from the Canadian Foundation for Healthcare Improvement to study the impact of isolation on LTC residents during COVID-19 along with partners from Bruyere and Grey Bruce County.

Ministry of Infrastructure Amends O. Reg. 588/17 to Extend Timelines

As of March 15, the Ministry of Infrastructure has amended [O. Reg. 588/17: Asset Management Planning for Municipal Infrastructure](#) to extend the timelines under the regulation. The regulation now outlines the following timelines:

- **July 1, 2022:** an asset management plan in respect of its core municipal infrastructure assets
- **July 1, 2024:** an asset management plan in respect of all other assets
- **July 1, 2025:** an asset management plan with:
 - Proposed levels of service for the next 10 years, using provided metrics for core infrastructure and municipally created metrics for other infrastructure
 - An explanation of why the proposed levels of service are appropriate, including risks, affordability and whether they are achievable
 - The proposed performance of each category for each year over 10 years
 - A lifecycle management strategy
 - A financial strategy
 - Document and address available funding as well as funding shortfalls
 - An explanation of any other key assumptions

MFOA has [advocated](#) on behalf of its members on this issue since 2020, and we thank all municipalities who have supported our letter to the Ministry of Infrastructure. We also thank the Ministry of Infrastructure for listening to municipal voices on this important issue.

For any questions, please contact Suzanna Dieleman (suzanna@mfoa.on.ca).

Solicitor General

Office of the Solicitor General

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

Solliciteur général

Bureau du solliciteur général

25, rue Grosvenor, 18^e étage
Toronto ON M7A 1Y6
Tél. : 416 325-0408
MCSCS.Feedback@Ontario.ca



132-2021-404
By email

March 18, 2021

Dear Heads of Council and First Nations Chiefs:

I am writing to provide you with an update on the new Ontario Provincial Police (OPP) detachment boards under the *Community Safety and Policing Act, 2019* (CSPA).

As you may remember, in February 2020, the Ministry of the Solicitor General conducted seven regional roundtable sessions across the province. Discussions at these sessions focused on new OPP-related regulatory requirements under the CSPA. Municipalities and First Nation communities receiving policing services from the OPP were invited to learn more about new OPP-related legislative and regulatory requirements and provide the ministry with feedback to inform the development of related regulatory proposals. In addition, we heard from many of you through various letters and engagement opportunities, including meetings with the Association of Municipalities of Ontario MOU Table and Rural Ontario Municipal Association about what you would like your new OPP detachment board to look like.

In response to your feedback, an OPP detachment board framework has been developed that we hope will provide municipalities and First Nation communities receiving direct and/or supplemental services from the OPP the flexibility to create a board that reflects your community and local needs.

Under this framework, municipalities and First Nation communities receiving direct and/or supplemental services from an OPP detachment are being asked to submit one proposal (per detachment) indicating the composition of their board and, if needed, a rationale for multiple boards and the composition of each additional board.

Municipalities and First Nations within a detachment are asked to work together to determine the composition of their board(s) as well as the manner in which they will submit their proposal to the ministry. For example, after determining the composition of the detachment board(s), municipalities and First Nations within a detachment area may select one municipality or First Nation to complete and submit the proposal.

Dear Heads of Council and First Nations Chiefs
Page 2

Proposals must meet base requirements set by the ministry, which include a minimum number of five members per board and a requirement that each board should be composed of 20% community representatives and 20% provincial appointees. To that end, municipalities and First Nations are not required at this time to identify the names of the individuals that will be participating on the detachment board. Rather, you are only asked to identify the number of seats each municipality and First Nation will be allocated on the detachment board as well as the number of community representatives and provincial appointments.

To streamline and support the proposal process, the ministry has developed a digital form that can be accessed using the link included [here](#).

The ministry will work with municipalities and First Nations to obtain outstanding information/proposals and support you in submitting a completed proposal. If, however, a proposal still does not meet the minimum requirements, or a proposal is not submitted and/or if no consensus is reached on the composition of the board then the ministry will determine the composition of the detachment board.

Completed proposals are to be submitted to the ministry by **Monday, June 7, 2021**.

We recognize the significant implications that the current COVID-19 emergency has had on municipalities and First Nations across the province. To this end, in addition to the written supporting material attached here, we are also pleased to work with you directly through virtual information sessions.

If you have questions related to OPP detachment boards under the CSPA, please contact Sarah Caldwell, Director of Community Safety and Intergovernmental Policy, at sarah.caldwell@ontario.ca. If you have questions about the proposal process or would be interested in a virtual information session, please contact Joanna Reading, Senior Policy Advisor, at joanna.reading@ontario.ca

Sincerely,



Sylvia Jones
Solicitor General

Enclosures

c: Chief Administrative Officers

Municipal Clerks



CONTEXT

- Ontario passed the *Comprehensive Ontario Police Services Act, 2019* (Bill 68) and established the *Community Safety and Policing Act, 2019* (CSPA) which, once in force, will repeal the *Police Services Act, 1990* (PSA).
- Section 67 of the CSPA requires there be **an Ontario Provincial Police (OPP) detachment board, or more than one OPP detachment board**, for each detachment of the OPP that provides policing in a municipality or in a First Nation community.
- The Ministry is required to develop a regulation related to the composition of each OPP detachment board. To achieve this, the ministry has developed an “OPP Detachment Board Framework”.



FRAMEWORK

- The new **OPP Detachment Board Framework** will provide civilian governance to 326 municipalities and 43 First Nations including those that:
 - Are directly policed by the OPP;
 - Employ their own First Nations Constables but receive administrative support from the OPP; and
 - Receive “OPP Dedicated” policing (i.e. North Caribou Lake and Wapekeka First Nation).
- By enhancing civilian governance, the **OPP Detachment Board Framework** under the CSPA will:
 - Ensure each municipality and First Nation receiving OPP services and supports has an opportunity to represent their local perspectives, needs, and priorities; and
 - Provide opportunities for municipalities and First Nations to collaborate on efforts to improve community safety.

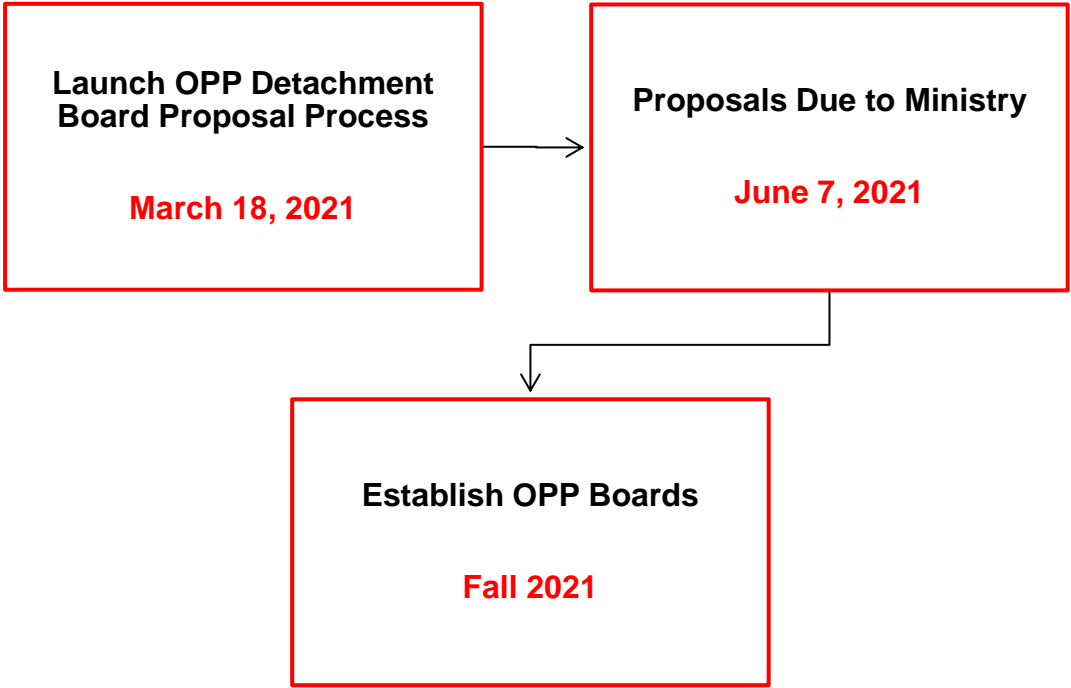


PROCESS

- To ensure the objectives of the **OPP Detachment Board Framework** are met, the ministry has developed a flexible approach that allows municipalities and First Nations to determine the preferred composition of their detachment board(s) by submitting a proposal using a digital form provided by the ministry.
 - Link to Digital Form: [OPP Board Proposal Form](#)
- Municipalities and First Nations within a detachment will be required to work together to develop and submit **one proposal** indicating the composition of their board(s). The proposal must meet the minimum composition requirements established by the ministry (**See Page 2 & Qs and As**).
- Municipalities and First Nations will not be required to identify the names of the individuals that will be participating on the detachment board but will be required to identify the number of seats each municipality and First Nation will be allocated on the detachment board as well as the number of community representatives and provincial appointments.
- The ministry will work with each municipality and First Nation to obtain outstanding information and provide support to ensure each detachment submits a completed proposal. However, a proposal does not meet the minimum requirements set by the ministry or a proposal is not submitted, and/or if a detachment is unable to come to a consensus, the ministry will determine the composition of the detachment board(s).
- The ministry is offering virtual information sessions for municipalities and First Nation communities to address outstanding questions and clarify concerns related to the proposal requirements and process, upon request.



TIMELINES



✓

OPP DETACHMENT BOARD COMPOSITION REQUIREMENTS

MINIMUM REQUIREMENTS

Minimum Size	5 members
Maximum Size	None
Community Representatives	20% Community Representation <ul style="list-style-type: none">Province to appoint community representative(s) if municipal council/band council fail to appoint representatives by joint resolution.
Provincial Appointments	20% Provincial Appointees



CONTACT INFORMATION

General Information/OPP Detachment Board Proposal Process	Community Safety and Intergovernmental Policy Branch Joanna Reading (Joanna.Reading@ontario.ca)
Civilian Governance Options for First Nations	Indigenous Engagement Unit Ashley O'Connell (Ashley.OConnell@ontario.ca)

Q1: What are the key differences between the section 10 board framework under the *Police Services Act* (1990) (PSA) and OPP detachment board framework under the *Community Safety Policing Act, 2019* (CSPA)?

A1:

- The OPP currently polices 326 municipalities. Of these, only those under a section 10 agreement have access to civilian governance. This means there are 178 municipalities that do not participate on a board and as a result do not have access to civilian governance.
- Under the CSPA, all municipalities receiving OPP policing services will have the opportunity to participate on an OPP detachment board.
- In terms of the roles and responsibilities of board members, the role of OPP detachment boards will include additional responsibilities not required for section 10 boards under the PSA (1990) such as:
 - considering any community safety and well-being plan adopted by a municipality that receives policing from the detachment;
 - establishing local policies, in consultation with the detachment commander, with respect to policing in the area receiving policing from the detachment; and
 - ensuring local action plans prepared by the detachment commander address the objectives and priorities determined by the board.
- Under the CSPA, OPP detachment board members will be required to:
 - consult with the OPP Commissioner on the selection of a detachment commander;
 - monitor the performance of the detachment commander; and
 - provide an annual report to the municipalities and band councils served by the OPP.
- OPP detachment boards will also provide a venue for the municipalities and First Nations within a detachment area to coordinate and collaborate on strategies to address common issues that is not present under the PSA.

Q2: What does the transition to the new OPP detachment board framework mean for municipalities and First Nations currently receiving policing services by the OPP?

A2:

- Until the Act comes into force, the ministry will continue to renew section 10 agreements that are set to expire in 2021.
- However once the CSPA comes into force all existing section 10 agreements will be terminated, and Section 10 boards will be dissolved.
- To do this, the ministry is committed to providing sufficient time and adequate supports to municipalities currently participating on a Section 10 board or, in the case of municipalities that receive OPP policing without a formal agreement/contract (i.e. Section 5.1 municipality), a Community Policing Advisory Committees (CPAC) as they dissolve their current board structures and transition to the new OPP detachment board model.

Q3: When will the CSPA come into force?

A3:

- The ministry is working towards the act being proclaimed in early 2022.

Q4: Which municipalities and First Nations are included in the OPP detachment board framework?

A4:

- The OPP detachment board framework provides civilian governance to the municipalities and First Nations receiving policing from OPP detachments.
- More specifically, the framework includes 326 municipalities currently policed by the OPP.
- The First Nations included in this framework include the 43 First Nations that:
 - are directly policed by the OPP (i.e., zone policing without a funding agreement);
 - employ their own First Nations Constables but receive administrative support from the OPP (i.e., “OPP-Administered” policing under the Federal First Nations Policing Program (FNPP)); and
 - receive “OPP-Dedicated” policing (i.e. Stream Two agreements under the FNPP).

Q5: What role will municipalities and First Nations have with respect to the OPP Detachment Board proposal process?

A5:

- Municipalities and First Nations in each OPP detachment area will be required to submit one proposal indicating the composition of their board and the rationale for multiple boards and the composition of each additional board, if multiple boards are being recommended.
- The ministry will only accept one proposal per detachment.
- Municipalities and First Nations within a detachment will be required to work together and determine the approach for developing and submitting their proposal to the ministry.
 - For example, after determining the composition of the detachment board(s), the municipalities and First Nations within a detachment may select one municipality or First Nation to complete and submit the proposal.

Q6: What information is the ministry requesting in the proposal form?**A6:**

- Municipalities and First Nations within a detachment area will be required to submit a proposal indicating the composition of their board(s).
- Municipalities and First Nations will not be required to identify the names of the individuals that will be participating on the detachment board. Rather, they will be required to identify the number of seats each municipality and First Nation will be allocated on the detachment board as well as the number of community representatives and provincial appointments.
- If a municipality and/or First Nation chooses not to participate on a detachment board and forfeits their seat, they will be required to indicate this in the proposal.

Q7: Factors to consider when requesting more than one detachment board.**A7:**

- The CSPA allows an OPP detachment to establish one, or more than one, OPP detachment board.
- Detachments that are considering requesting more than one detachment board should consider factors such as:
 - Geography (e.g. distance between municipalities and First Nations);
 - Variations in population size and;
 - The number of municipalities and First Nations within an OPP detachment; and
 - Service demands (e.g. calls for service).
- However, if proposing more than one OPP detachment board, municipalities and First Nations should also consider challenges associated with recruiting board members (e.g. inability to fill vacancies) and the costs associated with operating additional boards.

Q8: Will municipalities/First Nations that are receiving policing and/or supports and services by two OPP detachments be allowed to participate on both OPP detachment boards?**A8:**

- Yes. Municipalities and First Nations that are receiving policing and/or supports and services by two OPP detachments can participate on both OPP detachment boards, or can choose to participate on only one OPP detachment board.
- Representation must be determined in collaboration with the other municipalities and First Nations within the OPP detachment, as a consensus on the composition of the OPP detachment board is required.
- Municipalities that wish to be represented on both OPP detachment boards will be required to cover the costs associated with participating on two boards (i.e. operational costs).

Q9: What is considered a “completed” proposal?**A9:**

- Each detachment will be required to complete one proposal using the digital form provided by the ministry. The link to the digital form can be found here: [Ontario Provincial Police Board \(OPP\) Proposal Form](#).
- A completed proposal must be submitted using the digital form provided by the ministry and meet the minimum composition requirements provided by the ministry.
- The ministry will work with each detachment to obtain outstanding information/proposals and support them in submitting a completed proposal.
- If however in the end if a proposal does not meet the minimum requirements set by the ministry or a proposal is not submitted, and/or if a detachment is unable to come to a consensus, the ministry will determine the composition of the detachment board.

Q10: What support will the ministry provide municipalities and First Nations throughout the OPP detachment board proposal process?**A10:**

- Virtual information sessions, led by the ministry, will be made available upon request for municipalities and First Nation communities to address outstanding questions and clarify concerns related to the proposal requirements and process.
- If your detachment is interested in a virtual information session, or have other inquiries related to the OPP detachment board proposal process, please forward your request to the ministry to Joanna Reading via email at Joanna.Reading@ontario.ca.

Q11: What is the purpose of provincial appointments on OPP Detachment Boards?**A11:**

- Provincial appointees will provide advice to the board as public representatives whose appointments are independent of municipal/band councils.
- However, to ensure members of the detachment board are reflective of the communities they serve, the municipalities/First Nation Chief and Councils will have the ability to nominate individuals for consideration as provincial appointees.

Q12: Will the government address the current backlog in provincial appointments?**A12:**

- We know there are concerns related to the number of vacant provincial appointments and the length of time these appointments remain unfilled.
- We have made significant progress in reducing the backlog of provincial appointments. Since our government took office in 2018, we have filled approximately 124 provincial appointment vacancies on section 10 boards.
- We will continue to work with municipalities and First Nations to ensure provincial appointees are recruited and appointed in a timely manner.

Q13: Why are First Nations with Self-Administered Police Services not included in the OPP detachment board framework?**A13:**

- First Nations that receive policing from a Self-Administered First Nation Police Service (SA FNPS) are not included in the OPP detachment board framework as they are already represented on boards and/or have their own police governing authorities.
In addition, SA FNPS boards have existing relationships and alternate methods to communicate their input to the OPP with respect to supports and services the OPP provides to their communities.

Q14: Are there other civilian governance options for First Nation communities that are captured within the OPP detachment board framework?**A14:**

- As an alternative to participating on an OPP Detachment board, under the CSPA First Nations have the option to request to form a First Nation OPP Board.
- Where a First Nation or multiple First Nations has entered into an agreement with the Minister for the provision of policing and other specified services by the Commissioner, the First Nation(s) may request that the Minister constitute a First Nation OPP board.
- A First Nation OPP board would perform similar functions and responsibilities as an OPP Detachment board by providing advice and oversight over the policing services provided by the OPP to a First Nation community or communities.
 - This includes determining objectives and priorities, supporting development of the strategic plan, and advising the Detachment Commander with respect to policing provided to a First Nation community or communities.
 - A First Nation OPP board could also establish local policies, in consultation with the OPP, with respect to the detachment's provision of policing.
- Please contact Ashley O'Connell, Indigenous Engagement Unit, Ministry of the Solicitor General at Ashley.OConnell@ontario.ca for more information on requesting a First Nation OPP Board.

ADDITIONAL INFORMATION**Q15: What training will OPP detachment board members be required to complete?****A15:**

- Members cannot perform their duties or exercise any of their powers until they have successfully completed the training identified in the CSPA.
- More specifically, like all other boards and councils governed under the CSPA, OPP detachment board members will be required to successfully complete training with respect to:
 - human rights and systemic racism;
 - the diverse, multiracial and multicultural character of Ontario society;
 - the rights and cultures of Indigenous peoples; and
 - any other training prescribed by the Solicitor General.

Q16: Will municipalities be able to request enhanced OPP policing services (e.g., beyond basic “adequate and effective” policing) under the CSPA?**A16:**

- Under the CSPA, municipalities that receive policing from the OPP may enter into agreements for enhanced policing services.
- Municipalities will continue to be responsible for funding and implementing enhancements.

Q17: Once the CSPA is in force, will municipalities within a detachment receive one billing statement (i.e., a single invoice for the entire detachment)?**A17:**

- There will be no substantive changes to the billing process.
- Municipalities will continue to be billed individually.

Q18: Will there be an opportunity to provide additional feedback on other OPP-related matters for regulation?

A18:

- All OPP-related matters for regulation will be posted on the Ontario Regulatory Registry for public comment.



www.eowc.org

News Release: EOWC Establishes 2021 Priorities

Eastern Ontario, March 23, 2021 - The Eastern Ontario Wardens' Caucus (EOWC) met virtually on Friday, March 12, 2021 for a priority setting meeting in order to establish advocacy efforts for the 2021 term.

The Caucus has identified the following key priorities for 2021:

- the Eastern Ontario Regional Network (EORN) Gig Project;
- Affordable and attainable housing;
- Long-term care; and
- Health care transformation.

In addition, the EOWC will continue to advocate for social assistance transformation, COVID-19 municipal recovery, and joint and several liability.

"Each year, the EOWC identifies key priorities in order to narrow its focus and act as a roadmap for the term ahead," stated EOWC Chair Debbie Robinson. "As the Caucus continues to advance advocacy efforts this coming year, making a difference in the daily lives of eastern Ontario residents will remain a primary motivation for us in 2021 and beyond."

2021 Priorities:

Eastern Ontario Regional Network (EORN): Gig Project

The EOWC will continue to advocate for better broadband in rural communities and provide ongoing support to EORN in the development of a plan to ensure access to the CRTC minimum service level of 50 / 10 Mbps. The EORN Gig Project aims to deliver ultra-fast internet to homes and businesses to meet needs of the region for a generation.

Affordable and Attainable Housing

Housing affordability and attainability will remain a central focus for the EOWC. The Caucus looks forward to working with the provincial and federal governments, and other stakeholders to facilitate affordable and attainable housing initiatives and increase investments, supply and supports for individuals across eastern Ontario.

Long-Term Care

Municipalities are vital partners in the delivery of long-term care. In total, EOWC members currently own and operate 15 long-term care facilities, representing 2,386 licenced beds. The EOWC will continue to share its recommendations and research findings from



www.eowc.org

its recent comprehensive [Review of Eastern Ontario Long-Term Care Facilities](#) to advocate for the improvement of Ontario's long-term care sector.

Health Care Transformation

The EOWC has also identified health care transformation as a key priority for 2021. The COVID-19 pandemic has highlighted the importance of having an effective, efficient and modern health care system. The EOWC will continue to work collaboratively with the Province and key stakeholders to inform changes regarding public health and emergency health services. The EOWC and its member municipalities have a vested interest in the health care system in order to shape the best possible care for rural eastern Ontario residents.

Continued Advocacy Items for the EOWC

The Caucus has also identified continued advocacy items, described as issues of ongoing importance that the EOWC has identified in the past and will continue to support on an as-needed basis. These continued advocacy items include social assistance transformation, COVID-19 municipal recovery, and joint and several liability, among other issues that may arise throughout the year ahead.

- 30 -

For more information, please contact:

EOWC Communications, info@eowc.org

Debbie Robinson, Chair, warden@countyofrenfrew.on.ca

Liz Danielsen, Vice-Chair, ldanielsen@algonquinhighlands.ca

Paul Moreau, Secretary-Treasurer, PMoreau@countyofrenfrew.on.ca



OWA welcomes introduction of legislation recognizing importance of waterpower in Ontario

MPP Michael Mantha to table "An Act to proclaim Waterpower Day"

(March 23rd, 2021 – Toronto, Ontario) The Ontario Waterpower Association (OWA) is thrilled with tomorrow's planned introduction of a Private Member's Bill sponsored by MPP Michael Mantha to proclaim June 20th (Sir Adam Beck's birthday) as "Waterpower Day" in Ontario. Waterpower Day is already recognized by dozens of municipal "Community Champions" across Ontario and the Bill, if passed, would add the province's voice to the celebration.

"Proclaiming June 20th as Waterpower Day raises awareness of the value of the over 200 waterpower facilities in Ontario and of the workers producing 25 per cent of the province's electricity," said MPP Michael Mantha. "This renewable, reliable and affordable energy technology is embedded in villages, towns, Indigenous communities and cities all across Ontario."

"I want to thank MPP Mantha for his leadership on this important initiative," said Paul Norris, President of OWA. "I encourage all Members of Provincial Parliament to support the Bill and join the celebration of an industry that has played a foundational role in the economic prosperity of this province."

Sir Adam Beck was the first chairman of the Hydro-Electric Power Commission. He was knighted by King George V in 1914 for his promotion of electricity and development of transmission lines. The Queenston Chippawa power station (now Sir Adam Beck Hydroelectric Power Stations), located in Niagara Falls, which he helped to create, was renamed after him in 1950.

In Ontario, one quarter of all electricity comes from waterpower facilities, with a total installed capacity of over 9,000 megawatts. Ontario and its residents have benefitted from more than a century of affordable, reliable and sustainable waterpower. Learn more about [Waterpower Day](#) and becoming a [Waterpower Champion](#).

-30-

For more information on OWA, visit: www.owa.ca.

For more information on the Act, visit:

Paul Norris, President pnorris@owa.ca

Ontario Waterpower Association



NEWS RELEASE

Eastern Ontario Regional Network welcomes 2021 Ontario Budget broadband commitment; hopeful for Gig Project support

(March 24, 2021) – The Eastern Ontario Regional Network (EORN) is delighted that the Ontario Government is making a massive \$2.8 billion investment to improve broadband access across Ontario.

The historic funding commitment to broadband by the province builds on previous investments, bringing Ontario's overall investment in broadband to nearly \$4 billion over six years.

"Reliable broadband will be key to the economic recovery from COVID-19 for rural communities," said Chair J. Murray Jones, Warden of the County of Peterborough. "The government's commitment today has the potential to finally bridge the digital divide and give people across Ontario the critical connectivity we need to succeed and thrive. I especially want to thank Ontario's Infrastructure Minister Laurie Scott for being a dedicated champion for improved connectivity."

EORN has submitted a proposal to deliver ultra-fast internet across the region to both the federal and provincial governments. The EORN Gig Project aims to deliver internet speeds of 1,000 megabits per second.

EORN seeks to fund the \$1.2 to \$1.6 billion project through a combination of funding, with \$200 million each from the federal and provincial governments and the remainder from the Canada Infrastructure Bank and the private sector.

"The Gig Project is a comprehensive solution to fix broadband for a generation," Jones said. "We look forward to learning more details about the funding in today's budget and we remain hopeful that it will mean positive news for the Gig Project."

The project would use a competitive process to choose a telecommunications partner that would maximize coverage across the region.

"In eastern Ontario, we have seen what we can achieve when governments work together, like our announcement last week that will see cellular services improved right across the region," Murray added. "We have a proven model for delivering improved service on a regional scale through public-private partnership."

The EORN Cell Gap Project leverages funding from the federal, provincial and municipal governments, as well as Rogers Communications. Combined, the partners are investing more than \$300 million in new or improved cellular infrastructure. Rogers is contributing more than \$150 million.

About EORN

EORN, a non-profit created by the Eastern Ontario Wardens' Caucus (EOWC), works with governments and community organizations to improve and leverage cellular and broadband access to fuel economic development and growth.

From 2010 to 2014, EORN helped to improve broadband access to nearly 90 per cent of eastern Ontario through a \$175 million public-private partnership. The network was funded by federal, provincial and municipal governments and private sector service providers. As a result of the project, 423,000 homes and businesses are now able to access services of up to 10 Mbps download. It also spurred more than \$100 million in additional private sector investment in the region, over and above their initial commitments.

About the EOWC

Since its inception, the Eastern Ontario Wardens' Caucus (EOWC) has worked to support and advocate on behalf of the 750,000 property taxpayers across rural eastern Ontario. The EOWC covers an area of 45,000 square kilometres from Cobourg to the Quebec border, and includes 13 upper-tier and single-tier municipalities as well as 90 local municipalities. All members work together as a team, striving to ensure that conditions are in place to make Eastern Ontario the greatest place in the world to reside and do business.

-30-

For more information, contact:

Lisa Severson, Director of Communications

Eastern Ontario Regional Network

Tel: 613-213-8520, Email: Lseverson@eorn.ca

March 18, 2021

AMO Policy Update – Long-Term Care Modernization and Expansion, Asset Management Plan Timelines Extended, and Age-Friendly Community Planning

Ontario Investing to Modernize and Expand Long-Term Care

The Ontario government announced today an investment of \$933 million in 80 new long-term care projects. This will result in additional new and upgraded long-term care spaces across the province.

The funding will add 7,510 new spaces and upgrade 4,197 spaces, including new spaces for Indigenous, Francophone, and other cultural community residents. It is all part of the government's commitment to add 30,000 long-term care spaces over ten years.

The criteria for selecting the projects being announced today included:

- upgrading older homes in response to lessons learned around improved Infection Prevention and Control (IPAC) measures, particularly the elimination of three and four-bedrooms;
- adding spaces to areas where there are high needs;
- addressing the growing needs of diverse groups, including Francophone and Indigenous communities; and/or,
- promoting campuses of care to better address the specialized care needs of residents.

As additional information becomes available, it will be shared with AMO members.

Asset Management Plan Timelines Extended

The Ministry of Infrastructure has filed regulations to extend asset management plan (AMP) timelines for municipalities. The new regulations extend the deadlines by one year for the plan criteria deadlines. Planning timelines are now:

- July 1, 2022 – plans are required for core municipal assets
- July 1, 2024 – plans are required for all municipal assets
- July 1, 2025 – plans are required to include service levels and their appropriateness; a lifecycle management and financial strategy; funding sources and needs; and other assumptions.

The timelines were extended to account for challenges to staff and planning work posed by the pandemic. AMO understands that the Ministry will be writing to municipal

officials to formally advise them of these extensions.

Government Releases New Age-Friendly Community Planning Guide

The Creating a More Inclusive Ontario: Age-Friendly Community Planning Guide for Municipalities and Community Organizations is intended for those working to develop and support age-friendly communities in Ontario. Age-friendly communities help create more accessible environments for people of all ages and abilities across diverse communities in the province. These communities respond to the opportunities and challenges of an aging population and align with the Advancing Accessibility in Ontario framework.

Along with the Community Planning Guide, the Province has released three supporting documents to support the creation, implementation, and sustaining of local plans. These are the diverse populations addendum, age-friendly community planning toolkit, and age-friendly community remote events planning resource.

March 4, 2021

CL 4-2021, February 25, 2021
PHSSC 2-2021, February 16, 2021
Minute Item No. 5.1, February 16, 2021

MEMBERS OF THE ASSOCIATION OF MUNICIPALITIES OF ONTARIO (AMO)

SENT ELECTRONICALLY

Motion respecting Homelessness, Mental Health and Addiction in Niagara

Minute Item No. 5.1

Regional Council, at its meeting held on February 25, 2021, approved the following resolution from its Public Health and Social Services Committee:

WHEREAS Niagara Region prides itself as being a caring and compassionate community that continually strives to be a place where people want to live, work and play;

WHEREAS providing access to safe, adequate and affordable housing for everyone is fundamental to achieving that goal;

WHEREAS Niagara Region acknowledges that mental health, mental illness, addiction and homelessness, while important issues, are not homogenous, interchangeable or consistently interconnected, and doing so may over simplify exceptionally complex issues that require targeted policy solutions and intervention;

WHEREAS Niagara Region's 10-year Housing and Homelessness Action Plan (HHAP), A Home For All, outlines the Region's vision, challenges, and the actions required to achieve its goals;

WHEREAS Niagara Region has embarked on an ambitious effort to end chronic homelessness through participation in the national Built for Zero campaign;

WHEREAS Regional Council formally adopted Mental Health and Wellbeing (2.2) and Addressing Affordable Housing Needs (2.3) as strategic priorities for the current term of our Council;

WHEREAS a recent KPMG report commissioned by Niagara Region indicated that Council invests more levy funding than its peers into homelessness, demonstrating a steadfast commitment to addressing the issue;

WHEREAS Niagara Region acknowledges that people living in shelters are part of the crisis and not the solution;

WHEREAS Niagara Region has two planned housing projects that would directly address those in Niagara who experience chronic homelessness;

WHEREAS the implementation plan for Council's strategic objectives states that staff will identify gaps within the mental health system to increase the functionality and collaboration within it;

WHEREAS the same implementation plan directed staff to partner with Ontario Health (formally the LHIN) to review the local landscape to identify opportunities, including new investment;

WHEREAS the treatment and supports for mental illness, addiction, and homelessness are predominantly funded and directed by the Province;

WHEREAS the success of the Region's Housing and Homelessness Action Plan is dependent on a commitment of sustained and increased funding (both operational and capital) from all levels of government to address the issues of housing insecurity and homelessness in Niagara; and

WHEREAS the needs of the community far outweigh Niagara Region's available resources and funding required to effectively address these issues, and the support of both the Provincial and Federal governments are needed to meet these needs.

NOW THEREFORE BE IT RESOLVED THAT:

1. That Niagara Region Council officially **ACKNOWLEDGE** that a significant crisis exists in Niagara in regard to the prevalence of chronic homelessness and the lack of affordable housing that far surpasses the Region's ability to meet the vision dictated in its 10-year Housing and Homelessness Action Plan (HHAP);
2. That the Regional Chair **BE DIRECTED** to send advocacy letters directly to the appropriate Federal and Provincial ministries outlining Niagara's current situation and requesting additional funding be provided to ensure Niagara can meet the vision outlined in its housing action plan;
3. That the Regional Chair **BE DIRECTED** to advocate to the Minister of Municipal Affairs and Housing and the Minister of Families, Children and Social Development for the required operational funding for the planned supportive and bridge housing initiatives;
4. That Regional staff **BE DIRECTED**, in alignment with the planned review of Council's strategic priorities, to produce a report specifically highlighting the progress being made and critical gaps in regard to services related to mental health, addictions and wellbeing;
5. That Regional staff **BE DIRECTED** to continue providing Regional Council updates on the HHAP and Built for Zero initiatives;
6. That Regional staff **BE DIRECTED** to request an update from the Overdose Prevention and Education Network of Niagara (OPENN) regarding the current status of the actions being taken to address addiction related issues in Niagara; and

7. That a copy of this motion be sent to all members of the Association of Municipalities of Ontario (AMO).

Yours truly,

A handwritten signature in black ink, appearing to read 'Ann Marie' followed by a stylized flourish.

Ann-Marie Norio

Regional Clerk

:kl

CLK-C 2021- 044

March 22, 2021

RE: Ontario Fire College Closure

Please be advised that the Council of the Municipality of Grey Highlands, at its meeting held March 17, 2021, passed the following resolution:

2021-195

Moved by Aakash Desai, Seconded by Danielle Valiquette

Whereas Council received the resolution 59/21 from the Township of Howick; and

Whereas, the Province of Ontario has announced that as of March 31, 2021 the Gravenhurst campus of the Ontario Fire College will be permanently closed; and

Whereas, the Province of Ontario announced plans to modernize and expand access to firefighter training in Ontario; and

Whereas, there has been no clear plan communicated by the Province of Ontario on how to obtain firefighter training in the absence of the Ontario Fire College campus; and

Whereas, there has been no clear plan communicated by the Province of Ontario on how firefighter training in Ontario will be modernized and expanded; and

Whereas, there has been no clear plan communicated by the Province of Ontario regarding the costs or funding for modernized and expanded firefighter training in Ontario; and

Whereas, the Municipality of Grey Highlands is a small municipality that operates a volunteer fire department to provide fire protection;

Now therefore, be it resolved that Council respectfully request a clear plan be communicated that establishes how the Province intends to modernize and expand firefighter training ensuring equal access to all municipal fire departments in Ontario, and as well, present a plan for funding to subsidize and/or regulate the cost for firefighter training in the Province of Ontario; and

**That a copy of this resolution be forwarded to the Solicitor General, MPP Bill Walker, the Ontario Fire Marshal, the Ontario Association of Fire Chiefs, the Association of Municipalities of Ontario, and all Ontario Municipalities.
CARRIED.**

As per the above resolution, please accept a copy of this correspondence for your information and consideration.

Sincerely,



Jerri-Lynn Levitt
Deputy Clerk
Council and Legislative Services
Municipality of Grey Highlands

The Municipality of Grey Highlands

206 Toronto Street South, Unit One P.O. Box 409 Markdale, Ontario N0C 1H0
☎ 519-986-2811 Toll-Free ☎ 1-888-342-4059 Fax 519-986-3643
🌐 www.greyhighlands.ca ✉ info@greyhighlands.ca



Howick
TOWNSHIP

44816 Harriston Road, RR 1, Gorrie On N0G 1X0
Tel: 519-335-3208 ext 2 Fax: 519-335-6208
www.howick.ca

March 3, 2021

Premier Doug Ford

By email only premier@ontario.ca

Dear Premier Ford:

Please be advised that the following resolution was passed at the March 2, 2021 Howick Council meeting:

Moved by Deputy Reeve Bowman; Seconded by Councillor Hargrave:

Whereas, the Province of Ontario has announced that as of March 31, 2021 the Gravenhurst campus of the Ontario Fire College will be permanently closed; and

Whereas, the Province of Ontario announced plans to modernize and expand access to firefighter training in Ontario; and

Whereas, there has been no clear plan communicated by the Province of Ontario on how to obtain firefighter training in the absence of the Ontario Fire College campus; and

Whereas, there has been no clear plan communicated by the Province of Ontario on how firefighter training in Ontario will be modernized and expanded; and

Whereas, there has been no clear plan communicated by the Province of Ontario regarding the costs or funding for modernized and expanded firefighter training in Ontario; and

Whereas, the Township of Howick is a small rural municipality that operates a volunteer fire department to provide fire protection;

Now therefore, be it resolved that Council respectfully request a clear plan be communicated that establishes how the Province intends to modernize and expand firefighter training ensuring equal access to all municipal fire departments in Ontario, and as well, present a plan for funding to subsidise and or regulate the cost for firefighter training in the Province of Ontario. Carried.

Resolution No. 59/21

If you require any further information, please contact this office, thank you.

Yours truly,

Carol Watson

Carol Watson, Clerk
Township of Howick

Cc Solicitor General Sylvia Jones
Huron-Bruce MPP Lisa Thompson
Ontario Fire Marshal Jon Pegg
Ontario Association of Fire Chiefs Mark McDonald
AMO President Graydon Smith
All Ontario Municipalities

TOWNSHIP OF EDWARDSBURGH CARDINAL

March 22, 2021

Resolution Number: 2021-

100

Moved By:

Seconded By:

WHEREAS the Ontario Fire College has been in operation since 1949, where its primary responsibility is to develop and delivery academically sound educational and hands on training programs to meet the needs of both today's and tomorrow's fire services; and

WHEREAS the Ontario Fire College's main objective is to assist the students to become the best trained and most professional members of the Ontario fire service; and

WHEREAS the Ontario Fire College is one of the primary sources of certified training for Ontario and Municipal Firefighters; and

WHEREAS the Ontario Fire College has built a reputation of integrity, credibility, and reliability in providing some of the best training for our fire services within the Province of Ontario; and

WHEREAS the Ontario Fire College has been utilized by the Township of Edwardsburgh Cardinal for numerous years to train and certify our volunteer fire fighters; and

WHEREAS the Township of Edwardsburgh Cardinal Volunteer Fire Department is on call 24/7 for 365 days a year, with regular jobs and families that expect them to come home safely each and every time; and

WHEREAS the Ontario Fire College provides fire fighters with another option other than Regional Training Centres to obtain their National Fire Protection Association certification; and

WHEREAS the Ontario Fire College is the most cost effective method to certify fire fighters to National Fire Protection Association standards in Ontario; and

WHEREAS when the Government of Ontario enacted and revoked Ontario Regulation 379/18: Firefighter Certification, it was made known by the Office of the Solicitor General that the Act would be amended and brought back in the future; and

WHEREAS the Ontario Fire Service stakeholders were not consulted regarding the closure of the Ontario Fire College training facility in Gravenhurst; and

☒ Carried ☐ Defeated ☐ Unanimous

Mayor:

RECORDED VOTE REQUESTED BY:

NAME	YEA	NAY
Councillor H. Cameron		
Councillor S. Dillabough		
Councillor J. Hunter		
Deputy Mayor T. Deschamps		
Mayor P. Sayeau		
TOTAL		

TOWNSHIP OF EDWARDSBURGH CARDINAL

March 22, 2021

Resolution Number: 2021- _____

Moved By: _____

Seconded By: _____

WHEREAS municipalities in the Province of Ontario are mandated to establish a program including public education and fire prevention, and provide fire protection services as it deems may be necessary with its needs and circumstance.

NOW THEREFORE BE IT RESOLVES THAT the Council of the Corporation of the Township of Edwardsburgh Cardinal hereby strongly requests that the Government of Ontario reverse their decision to close the Ontario Fire College as it is one of the best and most cost effective methods for municipalities to educate and train their firefighters which assists in protecting all residents; and

BE IT FURTHER RESOLVED THAT if the Government of Ontario chooses to not reverse its decision to close the Ontario Fire College, the Province should provide direct financial support to municipalities to offset the increased training costs of providing Provincially mandated firefighting services; and

BE IT FURTHER RESOLVED THAT this resolution be forwarded to the Honourable Doug Ford, Premier of Ontario, the Honourable Sylvia Jones; Ontario Solicitor General, the Honourable Steve Clark, Minister of Municipal Affairs and House, the Ontario Fire Marshal, and all municipalities within the Province of Ontario.

☐ Carried ☐ Defeated ☐ Unanimous

Mayor: _____

RECORDED VOTE REQUESTED BY: _____

NAME	YEA	NAY
Councillor H. Cameron		
Councillor S. Dillabough		
Councillor J. Hunter		
Deputy Mayor T. Deschamps		
Mayor P. Sayeau		
TOTAL		



Community Services

Legislative Services

March 23, 2021
File #120203

The Honourable Patty Hajdu
Minister of Health
House of Commons
Ottawa, ON K1A 0A6
Patty.hajdu@parl.gc.ca

Health Canada
70 Colombine Driveway
Ottawa, Ontario
K1A 0K9
Hcinfor.infosc@canada.ca

Honourable and Dear Madam:

Re: Township of Brock - Cannabis Licencing and Enforcement

Please be advised the Municipal Council of the Town of Fort Erie at its meeting of March 22, 2021 received and supported correspondence from the Township of Brock dated March 2, 2021 requesting Health Canada to confirm designated growers conform with local zoning and control by-laws; notify local authorities of any licence issued, amended, suspended, reinstated or revoked; provide dedicated communication with local governments and Police Services; allow Police Services to lay charges when licenced operators grow in excess and provide enforcement support and guidance to local municipalities for dealing with land use complaints relating to Cannabis.

Attached please find a copy of the Township of Brock's correspondence dated March 2, 2021.

Thank you for your attention to this matter.

Yours very truly,

Carol Schofield, Dipl.M.A.
Manager, Legislative Services/Clerk
cschofield@forterie.ca

CS:dlk

Attach

c.c.

The Honourable Christine Elliott, Minister of Health, Ontario christine.elliott@ontario.ca

The Honourable Laurie Scott, MPP, Haliburton-Kawartha Lakes-Brock laurie.scottco@pc.ola.org

The Honourable Ernie Hardeman, Minister of Agriculture, Food and Rural Affairs minister.omafr@ontario.ca

The Honourable Marie-Claude Bibeau, Minister of Agriculture and Agri-Food -MarieClaude.Bibeau@parl.gc.ca

Tony Baldinelli, MP, Niagara Falls tony.baldinelli@parl.gc.ca

Wayne Gates, MPP wgates-co@ndp.on.ca

Becky Jamieson Municipal Clerk, Township of Brock becky.jamieson@brock.ca

Chief of Police, Bryan MacCulloch, Niagara Regional Police Service deb.reid@niagarapolice.ca

Association of Municipalities of Ontario mturner@amo.on.ca

Ontario Municipalities

Mailing Address:

The Corporation of the Town of Fort Erie
1 Municipal Centre Drive, Fort Erie ON L2A 2S6

Office Hours 8:30 a.m. to 5:00 p.m. Phone: (905) 871-1600 FAX: (905) 871-4022

Web-site: www.forterie.ca



The Corporation of
The Township of Brock
1 Cameron St. E., P.O. Box 10
Cannington, ON L0E 1E0
705-432-2355

March 2, 2021

The Honourable Patty Hajdu
Minister of Health Canada
Via email: Patty.Hajdu@parl.gc.ca

Health Canada
Ottawa, Ontario
via email: hcinfo.infosc@canada.ca

Dear Honourable Madam:

Re: Cannabis Licencing and Enforcement

Please be advised that the Council of the Township of Brock, at their meeting held on February 22, 2021 adopted the following resolution:

Resolution Number 22-2

MOVED by **Michael Jubb** and SECONDED by **Cria Pettingill**

WHEREAS the Government of Canada introduced Bill C-45 (the Cannabis Act) to create the foundation for a comprehensive national framework to provide restricted access to regulated cannabis, and to control its production, distribution, sale, importation, exportation, and possession;

WHEREAS the police have not been given lawful authority to lay charges under the Cannabis Act to appropriately respond to violations of Health Canada Registrations and Licenses;

WHEREAS there is no direct communication or dedicated effort to provide a communication channel between Municipal government staff or Police Agencies for dealing with Health Canada Registrations and Licenses;

WHEREAS the Township of Brock has not been consulted by Health Canada prior to the issuance of licenses for properties not in compliance with municipal zoning by-laws; the future;

BE IT RESOLVED THAT the Township of Brock requests that Health Canada:

1. Require Federal Licenses and Registrations for Designated Growers to conform with local zoning and control by-laws;
2. Ensure local authorities are provided with notification of any licence issuance, amendment, suspension, reinstatement or revocation within their region;

Received by
MARCH 22, 2021
COUNCIL

If this information is required in an accessible format,
please contact the Township at 705-432-2355.

3. Provide dedicated communication with local governments and Police services;
4. Provide lawful authority to Police agencies to lay charges when registered or licences operations grow in excess of their registration or licence through Health Canada; and,
5. Provide enforcement support and guidance to local municipalities for dealing with land use complaints relating to Cannabis.

AND FURTHER BE IT RESOLVED THAT the Township of Brock will forward this motion by email to the following partners: All municipalities in Ontario; the MP and MPP of Haliburton–Kawartha Lakes–Brock; the Minister of Agriculture, Food and Rural Affairs; the Minister of Agriculture and Agri-Food; and the Durham Region Police Services with the request that the Federal government enact legislation to better support local governments with land use management and enforcement issues as they relate to Cannabis Production and Processing.

MOTION CARRIED

Thank you for your consideration. Should you have any questions please do not hesitate to contact the undersigned.

Yours truly,

THE TOWNSHIP OF BROCK



Becky Jamieson
Municipal Clerk

BJ:dh

cc. The Honourable Christine Elliott, Minister of Health, Ontario –
christine.elliott@ontario.ca
The Honourable Laurie Scott, MPP, Haliburton-Kawartha Lakes-Brock -
laurie.scottco@pc.ola.org
Jamie Schmale, MP, Haliburton-Kawartha Lakes-Brock - Jamie.schmale@parl.gc.ca
The Honourable Ernie Hardeman, Minister of Agriculture, Food and Rural Affairs –
minister.omafra@ontario.ca
The Honourable Marie-Claude Bibeau, Minister of Agriculture and Agri-Food - Marie-
Claude.Bibeau@parl.gc.ca
Inspector Ryan Connolly, DRPS - northdivision@drps.ca
Ontario municipalities



Community Services

Legislative Services

March 23, 2021

File #120203

Sent via email: premier@ontario.ca

The Honourable Doug Ford,
Premier of Ontario
Room 281, Legislative Building, Queen's Park
Toronto, ON M7A 1A1

Honourable and Dear Sir:

**Re: City of Sarnia - Advocate the Province of Ontario to Adjust the Capacity Limits
as part of the COVID-19 Colour Coded System**

Please be advised the Municipal Council of the Town of Fort Erie at its meeting of March 22, 2021 received and supported correspondence from the City of Sarnia dated March 4, 2021 advocating the Province of Ontario to adjust the capacity limits for dining, restaurants, sporting and recreational facilities, places of worship, event centers, and all retail/small businesses as part of the COVID-19 Colour Coded System.

Attached please find a copy of the City of Sarnia's correspondence dated March 4, 2021.

Thank you for your attention to this matter

Yours very truly,

Carol Schofield, Dipl.M.A.
Manager, Legislative Services/Clerk
cschofield@forterie.ca

CS:dlk

Attach

c.c.

Tony Baldinelli, MP, Niagara Falls tony.baldinelli@parl.gc.ca

Wayne Gates, MPP wgates-co@ndp.on.ca

Niagara Region ann-marie.norio@niagararegion.ca

Ontario Municipalities

Mailing Address:

The Corporation of the Town of Fort Erie
1 Municipal Centre Drive, Fort Erie ON L2A 2S6

Office Hours 8:30 a.m. to 5:00 p.m. Phone: (905) 871-1600 FAX: (905) 871-4022

Web-site: www.forterie.ca



THE CORPORATION OF THE CITY OF SARNIA
City Clerk's Department

255 Christina Street N. PO Box 3018
Sarnia ON Canada N7T 7N2
519-332-0330 (phone) 519-332-3995 (fax)
519-332-2664 (TTY)
www.sarnia.ca clerks@sarnia.ca

March 4, 2021

The Honourable Doug Ford
Premier of Ontario
Legislative Building
Queen's Park
Toronto, ON M7A 1A1

Dear Premier Ford,

Re: Colour Coded Capacity Limits

At its meeting held on March 1, 2021, Sarnia City Council discussed the challenges local businesses are facing with respect to the colour coded system within the Province's COVID-19 Response Framework. The following motion was adopted:

That Sarnia City Council strongly advocate to the Province of Ontario that they adjust the capacity limits for dining, restaurants, sporting and recreational facilities, places of worship, event centers, and all retail/small businesses as part of the colour coded system.

The following rationale was provided with the introduction of the motion:

- The red zone currently only allows 10 people indoors at a dining or a sporting / recreational facility (regardless of the size), places of worship are capped at 30% or 50 people, and retail / small business is limited to a 50% capacity.
- These businesses and organizations have heavily invested in facility improvements and expensive upgrades to ensure safe social distancing and have all the appropriate safety and protection measures in place.
- Businesses in particular cannot properly plan under the current uncertainty and that means the loss of jobs and income for both workers and owners as well as mental health challenges.

- Indoor capacity limits for restaurants, dining, sporting / recreational facilities, event centers, retail / small business, and places of worship should not involve arbitrary numbers (regardless of size), but instead be changed to the amount of people per facility which ensures that strict and safe social distancing can be maintained.

Sarnia City Council has requested that all municipalities in Ontario join this advocacy effort.

On behalf of Sarnia City Council, I look forward to your reply.

Sincerely,

A handwritten signature in cursive script, appearing to read 'AB', followed by a horizontal line.

Amy Burkhart
Acting City Clerk

Cc: All Ontario Municipalities
Ms. Marilyn Gladu, MP Sarnia-Lambton
Mr. Bob Bailey, MPP Sarnia-Lambton



Community Services

Legislative Services

March 23, 2021
File #120203

Association of Municipalities of Ontario Members:

Re: Niagara Region – Homelessness, Mental Health and Addiction in Niagara

Please be advised the Municipal Council of the Town of Fort Erie at its meeting of March 22, 2021 received and supported correspondence from the Niagara Region dated March 4, 2021 acknowledging a significant crisis exists in Niagara regarding the above; and that the Niagara Region be directed to send advocacy letters to the appropriate Federal and Provincial Ministers and advocate to the Minister of Municipal Affairs and Housing and the Minister of Families, Children and Social Development for the required funding; to align with the Niagara Region's Strategic Plan and request an update from the Overdose Prevention and Education Network of Niagara regarding the current status of the actions being taken to address addiction related issues in Niagara.

Attached please find a copy of the Niagara Region's correspondence dated March 4, 2021.

Thank you for your attention to this matter.

Yours very truly,

Carol Schofield, Dipl.M.A.
Manager, Legislative Services/Clerk

cschofield@forterie.ca

CS:dlk

Attach

Mailing Address:

The Corporation of the Town of Fort Erie
1 Municipal Centre Drive, Fort Erie ON L2A 2S6

Office Hours 8:30 a.m. to 5:00 p.m. Phone: (905) 871-1600 FAX: (905) 871-4022

Web-site: www.forterie.ca

**Administration**

Office of the Regional Clerk

1815 Sir Isaac Brock Way, PO Box 1042, Thorold, ON L2V 4T7

Telephone: 905-685-4225 Toll-free: 1-800-263-7215 Fax: 905-687-4977

www.niagararegion.ca

March 4, 2021

CL 4-2021, February 25, 2021
PHSSC 2-2021, February 16, 2021
Minute Item No. 5.1, February 16, 2021

MEMBERS OF THE ASSOCIATION OF MUNICIPALITIES OF ONTARIO (AMO)***SENT ELECTRONICALLY***Motion respecting Homelessness, Mental Health and Addiction in Niagara

Minute Item No. 5.1

Regional Council, at its meeting held on February 25, 2021, approved the following resolution from its Public Health and Social Services Committee:

WHEREAS Niagara Region prides itself as being a caring and compassionate community that continually strives to be a place where people want to live, work and play;

WHEREAS providing access to safe, adequate and affordable housing for everyone is fundamental to achieving that goal;

WHEREAS Niagara Region acknowledges that mental health, mental illness, addiction and homelessness, while important issues, are not homogenous, interchangeable or consistently interconnected, and doing so may over simplify exceptionally complex issues that require targeted policy solutions and intervention;

WHEREAS Niagara Region's 10-year Housing and Homelessness Action Plan (HHAP), A Home For All, outlines the Region's vision, challenges, and the actions required to achieve its goals;

WHEREAS Niagara Region has embarked on an ambitious effort to end chronic homelessness through participation in the national Built for Zero campaign;

WHEREAS Regional Council formally adopted Mental Health and Wellbeing (2.2) and Addressing Affordable Housing Needs (2.3) as strategic priorities for the current term of our Council;

WHEREAS a recent KPMG report commissioned by Niagara Region indicated that Council invests more levy funding than its peers into homelessness, demonstrating a steadfast commitment to addressing the issue;

WHEREAS Niagara Region acknowledges that people living in shelters are part of the crisis and not the solution;

WHEREAS Niagara Region has two planned housing projects that would directly address those in Niagara who experience chronic homelessness;

Received by
MARCH 22, 2021
COUNCIL

WHEREAS the implementation plan for Council's strategic objectives states that staff will identify gaps within the mental health system to increase the functionality and collaboration within it;

WHEREAS the same implementation plan directed staff to partner with Ontario Health (formally the LHIN) to review the local landscape to identify opportunities, including new investment;

WHEREAS the treatment and supports for mental illness, addiction, and homelessness are predominantly funded and directed by the Province;

WHEREAS the success of the Region's Housing and Homelessness Action Plan is dependent on a commitment of sustained and increased funding (both operational and capital) from all levels of government to address the issues of housing insecurity and homelessness in Niagara; and

WHEREAS the needs of the community far outweigh Niagara Region's available resources and funding required to effectively address these issues, and the support of both the Provincial and Federal governments are needed to meet these needs.

NOW THEREFORE BE IT RESOLVED THAT:

1. That Niagara Region Council officially **ACKNOWLEDGE** that a significant crisis exists in Niagara in regard to the prevalence of chronic homelessness and the lack of affordable housing that far surpasses the Region's ability to meet the vision dictated in its 10-year Housing and Homelessness Action Plan (HHAP);
2. That the Regional Chair **BE DIRECTED** to send advocacy letters directly to the appropriate Federal and Provincial ministries outlining Niagara's current situation and requesting additional funding be provided to ensure Niagara can meet the vision outlined in its housing action plan;
3. That the Regional Chair **BE DIRECTED** to advocate to the Minister of Municipal Affairs and Housing and the Minister of Families, Children and Social Development for the required operational funding for the planned supportive and bridge housing initiatives;
4. That Regional staff **BE DIRECTED**, in alignment with the planned review of Council's strategic priorities, to produce a report specifically highlighting the progress being made and critical gaps in regard to services related to mental health, addictions and wellbeing;
5. That Regional staff **BE DIRECTED** to continue providing Regional Council updates on the HHAP and Built for Zero initiatives;
6. That Regional staff **BE DIRECTED** to request an update from the Overdose Prevention and Education Network of Niagara (OPENN) regarding the current status of the actions being taken to address addiction related issues in Niagara; and

7. That a copy of this motion be sent to all members of the Association of Municipalities of Ontario (AMO).

Yours truly,

A handwritten signature in black ink, appearing to read 'Ann-Marie Norio', with a stylized flourish at the end.

Ann-Marie Norio

Regional Clerk

:kl

CLK-C 2021- 044



Community Services

Legislative Services

March 23, 2021

File #120203

Sent via email: premier@ontario.ca

The Honourable Doug Ford, Premier of Ontario
Room 281, Legislative Building, Queen's Park
Toronto, ON M7A 1A1

Honourable and Dear Sir:

Re: Town of Lincoln – McNally House Hospice's Life in Every Moment Campaign

Please be advised the Municipal Council of the Town of Fort Erie at its meeting of March 22, 2021 received and supported correspondence from the Town of Lincoln dated March 18, 2021 requesting the Province of Ontario and the Niagara Region to support McNally House Hospice's Life in Every Moment Campaign.

Attached please find a copy of the Town of Lincoln's correspondence dated March 18, 2021.

Thank you for your attention to this matter.

Yours very truly,

Carol Schofield, Dipl.M.A.
Manager, Legislative Services/Clerk

cschofield@forterie.ca

CS:dlk

Attach

c.c.

Ann-Marie Norio, Regional Clerk ann-marie.norio@niagararegion.ca

Dean Ellison, MP, Niagara West dean.allison@parl.gc.ca

Chris Bittle, MP, St. Catharines chris.bittle@parl.gc.ca

Tony Baldinelli, MP, Niagara Falls Tony.Baldinelli@parl.gc.ca

Vance Badawey, MP, Niagara Centre vance.badawey@parl.gc.ca

Jeff Burch, MPP, Niagara Centre jburch-qp@ndp.on.ca

Sam Oosterhoff, MPP, Niagara West sam.oosterhoff@pc.ola.org

Jennifer Stevens, MPP, St. Catharines JStevens-co@ndp.on.ca

Wayne Gates, MPP, Niagara Falls wgates-co@ndp.on.ca

Association of Municipalities of Ontario mturner@amo.on.ca

Ontario Municipalities

Mailing Address:

The Corporation of the Town of Fort Erie
1 Municipal Centre Drive, Fort Erie ON L2A 2S6

Office Hours 8:30 a.m. to 5:00 p.m. Phone: (905) 871-1600 FAX: (905) 871-4022

Web-site: www.forterie.ca



4800 SOUTH SERVICE RD
BEAMSVILLE, ON L0R 1B1

905-563-8205

March 18, 2021

SENT VIA EMAIL:
premier@ontario.ca

The Honourable Doug Ford
Premier of Ontario
Legislative Building
Queen's Park
Toronto, ON M7A 1A1

RE: REQUEST FOR SUPPORT – MCNALLY HOUSE HOSPICE AND END OF LIFE CARE

Please be advised that Council of the Corporation of the Town of Lincoln at its Special Council Meeting held on March 8, 2021, endorsed and passed the following motion in support of the McNally House Hospice's Life in Every Moment Campaign.

Moved by: Councillor Tony Brunet; Seconded by: Councillor Lynn Timmers

That the Council of the Town of Lincoln request the Provincial government, Regional government, all Niagara MP's and MPP's as well as municipalities to recognize and support the overall health of the Niagara community and end of life care required to alleviate the burden on hospitals; and

That the Council of the Town of Lincoln direct staff to report back on a financial contribution towards McNally House Hospice Expansion, commencing in 2022 to be funded over a five-year term.

CARRIED

Regards,

Julie Kirkelos
Town Clerk
jkirkelos@lincoln.ca

Received by
MARCH 22, 2021
COUNCIL

cc: Dean Allison, MP
Chris Bittle, MP

Tony Baldinelli, MP
Vance Badawey, MP
Sam Oosterhoff, MPP
Jennifer Stevens, MPP
Wayne Gates, MPP
Jeff Burch, MPP
Local Area Municipalities

March 24, 2021

Hon. Doug Ford
Premier of Ontario
Legislative Building, Queen's Park
Toronto, ON M7A 1A1
premier@ontario.ca

Dear Premier Ford:

Re: Support for West Grey Resolution – Municipal Insurance Rates

At its Regular meeting held on March 15, 2021, the Council of the Corporation of the City of Owen Sound considered the above noted matter and passed Resolution No. R-210315-010 as follows:

R-210315-010

"THAT in consideration of correspondence received February 24, 2021 from the Director of Administration/Clerk, West Grey respecting Municipal Insurance Rates, City Council directs staff to send a letter in support of the resolution passed by the Council of the Corporation of the Municipality of West Grey to the Premier of Ontario, Minister of Finance, Attorney General of Ontario, MPP for Bruce-Grey-Owen Sound, and all municipalities in Ontario."

The resolution passed by the Corporation of the Municipality of West Grey is as follows:

"The Council of the Corporation of the Municipality of West Grey hereby supports the resolution of The Municipality of Grey Highlands dated January 22, 2021 wherein they call on the Province of Ontario to review the seven recommendations of AMO to investigate the following municipal insurance issues, as insurance premiums will soon be out of reach for many communities:

1. The provincial government adopt a model of full proportionate liability to replace joint and several liability.
2. Implement enhancements to the existing limitations period including the continued applicability of the existing 10-day rule on slip and fall cases given recent judicial interpretations and whether a one-year limitation period may be beneficial.
3. Implement a cap for economic loss awards.

4. Increase the catastrophic impairment default benefit limit to \$2 million and increase the third-party liability coverage to \$2 million in government regulated automobile insurance plans.
5. Assess and implement additional measures which would support lower premiums or alternatives to the provision of insurance services by other entities such as non-profit insurance reciprocals.
6. Compel the insurance industry to supply all necessary financial evidence, including but not limited to, premiums, claims and deductible limit changes which support its own and municipal arguments as to the fiscal impact of joint and several liability.
7. Establish a provincial and municipal working group to consider the above and put forward recommendations to the Attorney General; and

That this motion be provided to the Premier of Ontario, Minister of Finance, Attorney General of Ontario, MPP for Bruce-Grey-Owen Sound and all municipalities in Ontario."

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

Sincerely,



Jamie Eckenswiller, AMP
Deputy Clerk
City of Owen Sound

cc. Hon. Peter Bethlenfalvy, Minister of Finance
Hon. Doug Downey, Attorney General
Hon. Bill Walker, MPP Bruce-Grey-Owen Sound
All Ontario Municipalities



2021 Division Road North
Kingsville, Ontario N9Y 2Y9
Phone: (519) 733-2305
www.kingsville.ca
kingsvilleworks@kingsville.ca

SENT VIA EMAIL

March 25, 2021

The Right Honourable Justin Trudeau, MP
Prime Minister of Canada
Langevin Block
Ottawa, Ontario K1A 0A2

Prime Minister:

RE: Bill C-21, An Act to amend certain Acts and to make certain consequential amendments (firearms)

At its Regular Meeting held on March 8, 2021 Council of the Town of Kingsville passed the following Resolution:

“205-2021

Moved By Councillor Thomas Neufeld, **Seconded By** Councillor Larry Patterson

A Resolution concerning Bill C-21, An Act to amend certain Acts and to make certain consequential amendments (firearms), specifically Amendment 26, Section (58.01 (1-8), Conditions-by-law.

WHEREAS municipalities have never been responsible for gun control laws in Canada;

AND WHEREAS law abiding Kingsville residents who own legal handguns have already been thoroughly vetted through the CFSC, PAL and ATT applications;

AND WHEREAS illegal gun owners and smugglers do not respect postal codes;

AND WHEREAS if one municipality enacts a ban and not a neighbouring municipality, this will create a patchwork of by-laws;

AND WHEREAS a municipal ban would be difficult to enforce and easy to get around.

NOW THEREFORE BE IT RESOLVED that The Corporation of the Town of Kingsville is OPPOSED to the adoption of any by-laws restricting the possession, storage and transportation of legally obtained handguns;

AND BE IT FURTHER RESOLVED that this resolution be forwarded to the following public officials: MP Chris Lewis-Essex, MPP Taras Natyshak-Essex, Premier of Ontario The Honourable Doug Ford, Leader of the Official Opposition Andrea Horwath, Prime Minister of Canada The Honourable Justin Trudeau, and Leader of Official Opposition The Honourable Erin O'Toole.”

If you require any further information, please contact the undersigned.

Yours very truly,



Sandra Kitchen
Deputy Clerk-Council Services
Legislative Services Department
skitchen@kingsville.ca

cc: Hon. Doug Ford, Premier
cc: Hon. Andrea Horwath, Official Leader of the Opposition
cc: Hon. Erin O'Toole, Official Leader of the Opposition
cc: MP Chris Lewis- Essex
cc: MPP Taras Natyshak-Essex
cc: Hon. Bill Blair, Minister of Public Safety and Emergency Preparedness
cc: MP Shannon Stubbs
cc: Mayor Aldo DiCarlo, Town of Amherstburg
cc: Mayor Larry Snively, Town of Essex
cc: Mayor Tom Bain, Town of Lakeshore
cc: Mayor Marc Bondy, Town of LaSalle
cc: Mayor Hilda MacDonald, Municipality of Leamington
cc: Mayor Gary McNamara, Town of Tecumseh
cc: all Municipalities in Ontario

premier@ontario.ca
horwatha-qp@ndp.on.ca
erin.otoole@parl.gc.ca

Good afternoon,

Please see the resolution below passed by Orangeville Council on March 22, 2021.

2021-116

WHEREAS the purpose of the Planning Act is to promote sustainable economic development in a healthy natural environment and to provide for a land use planning system led by provincial policy; and,

WHEREAS The requirement for all decision-makers under the Planning Act to make decisions in a manner that is consistent with the Provincial Policy Statement is longstanding and necessary for good planning, environmental, societal and health outcomes;

THEREFORE BE IT RESOLVED THAT The Minister of Infrastructure and the Minister of Municipal Affairs and Housing be requested to withdraw Schedule 3 from Bill 257; and

THAT a copy of this resolution be circulated to the Premier, MPP Sylvia Jones, Minister of Municipal Affairs and Housing, Minister of Infrastructure, Credit Valley Conservation, and all Ontario municipalities.

Result: Carried

Thanks,

Tracy Macdonald | Assistant Clerk | Corporate Services
Town of Orangeville | 87 Broadway | Orangeville ON L9W 1K1
519-941-0440 Ext. 2256 | Toll Free 1-866-941-0440 Ext. 2256
tmacdonald@orangeville.ca | www.orangeville.ca

THE TOWN OF COCHRANE

171 Fourth Avenue
Cochrane, Ontario, Canada, P0L 1C0
T: 705-272-4361 | F: 705-272-6068
E: townhall@cochraneontario.com



ONTARIO, CA

COCHRANE
WONDERFULLY UNEXPECTED

"Via Email: premier@ontario.ca

March 29, 2021

The Honourable Doug Ford
Premier of Ontario
Legislative Building
Queen's Park
Toronto, ON
M7A 1A1

Dear Premier Ford:

Re: MeeQuam Youth Residence Closure

This will serve to advise you that Council, at its regular meeting held Tuesday, March 23rd, 2021, passed the following resolution:

"Resolution No. 83-2021

Moved By: Todd Calaezzi

Seconded By: Robert Hutchinson

WHEREAS the Ontario Government announced the closure of 26 youth justice facilities; and

WHEREAS the MeeQuam Youth Residence in Cochrane is one of the facilities that will be closing effective April 30; and

WHEREAS children aged 12 to 17 from the northeastern communities will be impacted by this closure. These are children who have increased needs yet limited access to much needed set of services and support that assist them with their transition to productive and flourishing adulthood; and

WHEREAS with the closure of the MeeQuam Youth Residence, these vulnerable children will find themselves in a facility hundreds and thousands of kilometers away from their community and their families; and

1/2



THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Town of Cochrane requests that the Province of Ontario reverse their decision to close the youth justice facility in Cochrane, known as MeeQuam Youth Residence, as these vulnerable children need to be as close as possible to their families and communities.

BE IT FURTHER RESOLVED THAT this Resolution be forwarded to the Honourable Doug Ford, Premier of Ontario, the Honourable Todd Smith, Minister of Children, Community and Social Services; Honourable Sylvia Jones, Minister of Indigenous Affairs; and all municipalities within the Province of Ontario.

Carried"

Your attention to this matter is greatly appreciated!

Yours Truly,

THE CORPORATION OF THE TOWN OF COCHRANE



Alice Mercier
Clerk

/am

c.c.: Hon. Todd Smith, Minister of Children, Community and Social Services
Hon. Sylvia Jones, Minister of Indigenous Affairs
All Municipalities within the Province of Ontario
Charlie Angus, MP, Timmins – James Bay
John Vanthof, MPP, Timiskaming – Cochrane

CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY

MOVED BY Lyle WARDEN RESOLUTION NO 75-2021

SECONDED BY SAM McDONELL DATE March 1, 2021

WHEREAS COVID-19, a disease caused by the 2019 novel coronavirus, has resulted in the deaths of almost 7,000 Ontarians;

AND WHEREAS Canada currently lags behind dozens of nations in terms of the proportion of the population that has received doses of COVID-19 vaccines;

AND WHEREAS the federal government has moved too slowly and is failing to foster domestic vaccine-production capacity;

AND WHEREAS the number of administered vaccines in Ontario is not keeping pace with the number of doses that have been received by the provincial government;

AND WHEREAS the provincial COVID-19 vaccine booking system is not yet operational;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Township of South Glengarry urges Premier Doug Ford and the Province of Ontario to procure approved COVID-19 vaccines to be distributed to the residents of the Province of Ontario, increase the Province's vaccination rate to keep pace with the doses that have been received and accelerate the launch of its COVID-19 vaccine booking system;

AND FURTHERMORE that this resolution be forwarded to Premier Doug Ford, MPP Jim McDonnell, Hon. Christine Elliot, Minister of Health, Hon. Peter Bethlenfalvy, Minister of Finance and all Ontario municipalities.



☒ CARRIED

☐ DEFEATED

☐ POSTPONED


Mayor Frank Prevost

MUNICIPALITY OF MORRIS-TURNBERRY

P.O. Box 310, 41342 Morris Road, Brussels, Ontario N0G 1H0
Tel: 519-887-6137 Fax: 519-887-6424 Email: mail@morristurnberry.ca



March 10, 2021

Honourable Doug Ford, Premier of Ontario
Legislative Building
Queen's Park
Toronto ON M7A 1A1

Via email: premier@ontario.ca

Dear Honourable Doug Ford, Premier of Ontario

Please be advised that at their March 2nd, 2021 meeting the Council of the Municipality of Morris-Turnberry passed motion 66-2021 to endorse and support the resolution requesting the Province of Ontario reverse their decision to close the Ontario Fire College Campus in Gravenhurst.

MOTION
66-2021

Moved by Jim Nelemans
Seconded by Sharen Zinn

WHEREAS the Ontario Fire College Campus has been in operation in Gravenhurst since 1958; and 6

WHEREAS the Ontario Fire College Campus is one of the primary sources of certified training for Ontario Firefighters; and

WHEREAS the Ontario Fire College Campus has built a reputation of integrity, credibility, and reliability in providing some of the best training to our Fire Services within the Province of Ontario; and

WHEREAS the Ontario Fire College Campus has been used to train and certify both Volunteer, Part-Time and Career firefighters throughout Ontario; and

WHEREAS the Regional Training Centers are not all created equal and similar in function to the Ontario Fire College Campus; and

WHEREAS the Ontario Fire College Campus gives Ontario Firefighters another option other than Regional Training Centers to obtain National Fire Protection Association (NFPA) certifications; and

WHEREAS the Ontario Fire College Campus is the most cost-effective method for municipalities to certify Firefighters to NFPA Standards in Ontario; and

WHEREAS the Ontario Government enacted and revoked O. Reg. 379/18: Firefighter Certification in 2018; and

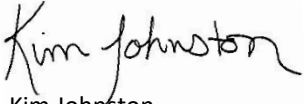
WHEREAS when the Ontario Government revoked O. Reg. 379/18: Firefighter Certification, it was made known by the Office of the Solicitor General that the act would be amended and brought back in the future; and

THEREFORE, BE IT RESOLVED THAT the Municipality of Morris-Turnberry requests that the Province of Ontario reverse their decision to close the Ontario Fire College Campus in Gravenhurst as the OFC is one of the best and most cost-effective methods for municipalities to train their firefighters which assists us in protecting our residents; and

BE IT FURTHER RESOLVED THAT this Resolution is forwarded to the Honourable Doug Ford Premier of Ontario, the Honourable Sylvia Jones; Ontario Solicitor General, the Honourable Steve Clark, Minister of Municipal Affairs and Housing, the Ontario Fire Marshal; Jon Pegg, and all municipalities within the Province of Ontario.

Carried.

Thank you,

A handwritten signature in black ink that reads "Kim Johnston". The signature is written in a cursive, flowing style.

Kim Johnston
Deputy Clerk
Municipality of Morris-Turnberry

c.c Municipality of Charlton and Dack



CORPORATION OF THE
TOWNSHIP OF HUDSON
903303 HANBURY RD.
NEW LISKEARD, ON P0J1P0
(t) 705-647-5439 (f) 705-647-6373
www.hudson.ca admin@hudson.ca

March 31st, 2021

The Honourable Doug Ford
Premier of Ontario
Legislative Building
Queen's Park
Toronto, ON M7A 1A1

Attention: Premier Ford

RE: Support for Fire Departments

At the Township of Hudson's Regular Meeting of Council held on Wednesday March 3rd, 2021, the following resolution 2021-049 was put forward and passed:

WHEREAS the role of Ontario's 441 fire departments and their approximate 30,000 full, part-time, and volunteer firefighters is to protect Ontarians and their property; and

WHEREAS according to the Ontario Fire Marshal and Emergency Management's latest data, in Ontario there was over 11,000 number of loss fires, 9,500 no loss fires, 784 injuries, 91 fatalities, and over \$820 million dollars of estimated loss in 2018; and

WHEREAS fire emergencies only make up a portion of the total calls for help received by fire and emergency service departments as they respond to nearly every public emergency, disaster, or 9-1-1 call; and

WHEREAS Ontario's fire department infrastructure deficit continues to grow annually and is almost entirely borne by the municipality and local taxpayers with the majority having populations under 25,000; and

WHEREAS due to antiquated structures and equipment that do not meet current industry standards the safety of the Ontario public and Ontario firefighters is being jeopardized;

NOW THEREFORE the Council of the Corporation of the Township of Hudson resolves as follows:

1. **THAT** the Federal and Provincial Government includes apparatuses, training, equipment and structures for fire departments as eligible categories to any further infrastructure programs which will not only provide immediate stimulus to the local, provincial and federal economies given current economic uncertainty but also ensure the safety of Canadians and dedicated firefighters; and

2. **THAT** this resolution be forwarded to the Honourable Doug Ford Premier of Ontario, the Honourable Steve Clark, Minister of Municipal Affairs and Housing, the Honourable Laurie Scott, Minister of Infrastructure, local MPP, local MP, the Ontario Fire Marshal, Jon Pegg, the Ontario Association of Fire Chiefs, and all Ontario Municipalities.

Please accept this for your consideration and any necessary action.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jordan Kemp', with a stylized, cursive script.

Jordan Kemp
Clerk-Treasurer
Township of Hudson

AMO Policy Update – OPP Detachment Board Composition Process, Personal Support Worker Temporary Pay Extended, and By-Name Lists

OPP Detachment Board Composition Process

Late last week, the Ministry of the Solicitor General sent notice to all municipal governments and First Nations that Ontario Provincial Police (OPP) detachment boards under the *Community Safety and Policing Act, 2019* (CSPA) are to be developed and submitted in the next 2½ months.

Municipal governments and First Nations receiving services from an OPP detachment are being asked to work together to submit one proposal (per detachment) regarding their selected composition of their board and, if needed, a rationale for multiple boards and the composition of each additional board. To assist the proposal process, the Ministry has developed a digital form included here.

We understand that the Ministry will work with municipalities and First Nations to obtain outstanding information/proposals and support the completed proposal. If, however, a proposal still does not meet the minimum requirements, or a proposal is not submitted and/or if no consensus is reached on the composition of the board, then the Ministry has indicated that they will determine the composition of the detachment board.

Completed proposals are to be submitted to the Ministry by **Monday, June 7, 2021**.

Temporary Wage Enhancement for Personal Support Workers to June 30, 2021

The government announced that it is investing \$239 million to extend temporary wage enhancements for personal support workers and direct support workers in publicly funded home and community care, long-term care, public hospitals, and social services sectors. These temporary wage enhancements will continue until June 30th, 2021. Their purpose is to help stabilize, attract, and retain the workforce needed to provide a high level of care during the COVID-19 pandemic. There will be a review to determine next steps after June 30th.

Ontario Directs Use of By-Name Lists to Combat Homelessness

The Ontario government is directing all municipal service managers to begin collecting detailed, up-to-date information from individuals experiencing homelessness using by-name lists. This approach is to help connect people with local housing and homelessness supports that better respond to their needs. Ontario is partnering with the Canadian Alliance to End Homelessness to support service managers throughout the process including through a best practices guide, training, workshops, coaching, and online tools.



Allan Thompson
Mayor

Sent via E-Mail to: Patty.Hajdu@parl.gc.ca

March 31, 2021

The Honourable Patty Hajdu
Federal Minister of Health
House of Commons
Ottawa, ON K1A 0A6

Dear Ms. Hajdu,

RE: SUPPORT FOR 988, A 3-DIGIT SUICIDE AND CRISIS PREVENTION HOTLINE

I am writing to advise that at the Town Council meeting held on March 30, 2021, Council adopted a resolution endorsing the 988 crisis line initiative to ensure critical barriers are removed to those in a crisis and seeking help.

The resolution reads as follows:

Whereas the Federal government has passed a motion to adopt 988, a National three-digit suicide and crisis hotline;

Whereas the ongoing COVID-19 pandemic has increased the demand for suicide prevention services by 200%;

Whereas existing suicide prevention hotlines require the user to remember a 10-digit number and go through directories or be placed on hold;

Whereas in 2022 the United States will have in place a national 988 crisis hotline;

Whereas the Town of Caledon recognized that it is a significant and important initiative to ensure critical barriers are removed to those in a crisis and seeking help;

Now therefore be it resolved that the Town of Caledon endorses this 988 crisis line initiative; and

That a letter demonstrating Caledon's support be sent to Kyle Seebach, MP, Dufferin-Caledon, the Honourable Sylvia Jones, MPP, Dufferin-Caledon, the Honourable Patty Hajdu, Federal Minister of Health, the Canadian Radio-television and Telecommunications (CRTC) and all municipalities in Ontario.

THE CORPORATION OF THE TOWN OF CALEDON

6311 Old Church Road, Caledon East, Caledon, ON, Canada L7C 1J6
T. 905.584.2272 | 1.888.225.3366 | F. 905.584.1444 | www.caledon.ca | allan.thompson@caledon.ca



Allan Thompson
Mayor

Thank you for your attention to this very important matter. We look forward to hearing from you.

Sincerely,

Allan Thompson
Mayor

Cc. Kyle Seeback, MP Dufferin-Caledon, Kyle.Seeback@parl.gc.ca
Honourable Sylvia Jones, MPP Dufferin-Caledon, sylvia.jones@pc.ola.org
Ian Scott, Chairperson and Chief Executive Officer, Canadian Radio-Television and Telecommunications Commission (CRTC), iscott@telesat.com
All Ontario Municipalities

THE CORPORATION OF THE TOWN OF CALEDON

6311 Old Church Road, Caledon East, Caledon, ON, Canada L7C 1J6
T. 905.584.2272 | 1.888.225.3366 | F. 905.584.1444 | www.caledon.ca | allan.thompson@caledon.ca

March 31, 2021

Sent via E-Mail: doug.fordco@pc.ola.org

Honourable Doug Ford, Premier
Premier's Office, Room 281
Legislative Building, Queen's Park
Toronto, ON M7A 1A1

RE: ONTARIO FIRE COLLEGE CLOSURE

I am writing to advise that at the Town Council meeting held on March 30, 2021, Council adopted a resolution to support the request made by the Township Augusta for the Province of Ontario to reverse their decision to close the Ontario Fire College.

The resolution reads as follows:

That the Province be requested to consider recognizing the Ontario Association of Fire Chiefs (OAFC) as the principle stakeholder to guide, direct, develop and deliver the long-term 'Modernization of Fire Services Training in Ontario';

That staff be directed to explore the opportunity for the Town of Caledon to become a Regional Training Centre to be able to deliver fire services training that is accessible, affordable and attainable; and

That a copy of this motion be provided to The Honourable Sylvia Jones, Solicitor General and MPP, Dufferin-Caledon, the Ontario Association of Fire Chiefs (OAFC), and municipalities in Ontario.

For more information regarding this request, please contact Darryl Bailey, Director, Fire and Emergency Services / Fire Chief by email to darryl.bailey@caledon.ca or by phone at 905.584.2272 ext. 4330.

Thank you for your attention to this matter.

Sincerely,



Allan Thompson
Mayor

cc: Honourable Sylvia Jones, Solicitor General / MPP Dufferin-Caledon, sylvia.jones@pc.ola.org
Ontario Association of Fire Chiefs (OAFC), richard.boyes@oafc.on.ca
Jon Pegg, Ontario Fire Marshal, ofm@ontario.ca
Darryl Bailey, Director, Fire and Emergency Services / Fire Chief, Town of Caledon, darryl.bailey@caledon.ca
All Ontario Municipalities



The Corporation of The Town of Amherstburg

April 6, 2021

Honourable Doug Ford
Premier of Ontario
Email: premier@ontario.ca

VIA EMAIL

Re: Support for Universal Paid Sick Days in Ontario

Dear Premier Ford,

At its meeting held on March 8, 2021, Council for the Town of Amherstburg passed the following:

Resolution # 20210308-073

“That Administration BE DIRECTED to send a letter of support regarding the City of St. Catherine's request for permanent universal paid sick days for all workers in Ontario during the pandemic and beyond.”

Enclosed is a copy of the correspondence from the City of St. Catharines for convenience and reference purposes.

Regards,

Tammy Fowkes
Deputy Clerk, Town of Amherstburg
(519) 736-0012 ext. 2216
tfowkes@amherstburg.ca

cc:

Rebecca Alfieri, Council and Committee Coordinator, St. Catharines
ralfieri@stcatharines.ca

Minister of Labour, Hon. Monte McNaughton
Minister.MLTSD@ontario.ca

Taras Natyshak
tnatyshak-co@ndp.on.ca

Chris Lewis
Chris.Lewis@parl.gc.ca

Association of Municipalities of Ontario (AMO)
amo@amo.on.ca

All Ontario Municipalities

February 9, 2021

The Honourable Doug Ford, M.P.P.
Premier of Ontario
Legislative Building
Queen's Park
Toronto, ON M7A 1A1

Sent via email: premier@ontario.ca

**Re: Universal Paid Sick Days in Ontario
Our File 35.31.99**

Dear Premier Ford:

At its meeting held on February 1, 2021, St. Catharines City Council approved the following motion:

“WHEREAS workers in Ontario without paid sick leave often feel forced to work when unwell so they can feed and support their families and are at risk of losing a paycheque or even their jobs if they stay home; and

WHEREAS the Canada Recovery Sickness Benefit is temporary, not accessible to all and not usable for the crucial first few days of an illness; and

WHEREAS had legislated paid sick leave been in place before the global pandemic, lives would have been saved because infection rates would have been reduced; and

WHEREAS the lack of paid sick days has especially hurt Black, Indigenous, workers of colour, women and migrant workers who are over-represented in low-paying frontline jobs with few benefits and a reduced ability to work from home; and

WHEREAS the Ontario Medical Association, 11 GTHA Mayors and Chairs representing Ontario's largest municipalities, the editorial board of the Toronto Star, the Toronto Board of Health, the Decent Work and Health Network, the Ontario Nurses Association, and several other professional associations representing thousands of healthcare workers have all called on the provincial government to legislate paid sick days;

THEREFORE BE IT RESOLVED that the City of St. Catharines endorses legislated sick leave and calls on the government of Ontario to permanently legislate universal paid sick days for all workers in Ontario during the pandemic and beyond, regardless of workplace size, type of work or immigration status; and

BE IT FURTHER RESOLVED that this motion be forwarded to the Premier of Ontario, Minister of Labour, all Regional MPPs, Niagara Region, and all Ontario Municipalities.”



If you have any questions, please contact the Office of the City Clerk at extension 1506.

A handwritten signature in blue ink, appearing to read "Bonnie Nistico-Dunk".

Bonnie Nistico-Dunk, City Clerk
Legal and Clerks Services, Office of the City Clerk
:ra

Cc Minister of Labour, Hon. Monte McNaughton, Minister.MLTSD@ontario.ca
Jennifer Stevens, MPP - St. Catharines, JStevens-CO@ndp.on.ca
Jeff Burch, MPP - Niagara Centre, JBurch-QP@ndp.on.ca
Wayne Gates, MPP - Niagara Falls, wgates-co@ndp.on.ca
Sam Oosterhoff, MPP - Niagara West-Glanbrook, sam.oosterhoff@pc.ola.org
Niagara Region
Ontario Municipalities



The Corporation of The Town of Amherstburg

April 6, 2021

Honourable Ernie Hardeman
Minister of Agriculture, Food and Rural Affairs
Email: minister.omafra@ontario.ca

VIA EMAIL

Re: Request for Amendments to the Agricultural Tile Drainage Installation Act

Dear Hon. Hardeman,

At its meeting held on March 22, 2021, Council for the Town of Amherstburg passed the following:

Resolution # 20210322-098

“That Administration BE DIRECTED to send correspondence in support of Howick Township’s request for Amendments to the Agricultural Tile Drainage Installation Act.”

Enclosed is a copy of the correspondence from Howick Township for convenience and reference purposes.

Regards,

Tammy Fowkes
Deputy Clerk, Town of Amherstburg
(519) 736-0012 ext. 2216
tfowkes@amherstburg.ca

cc:

Carol Watson – Clerk, Township of Howick
clerk@howick.ca

Taras Natyshak – MP, Essex
tnatyshak-co@ndp.on.ca

Chris Lewis – MPP. Essex
Chris.Lewis@parl.gc.ca

Rural Ontario Municipal Association (ROMA)
roma@roma.on.ca

Ontario Federation of Agriculture (OFA)
paul.nairn@ofa.on.ca

Christian Farmers Federation of Ontario (CFFO)
cffomail@christianfarmers.org

Land Improvement Contractors of Ontario (LICO)
lico.secretary@cyg.net

Drainage Superintendents Association of Ontario (DSAO)
dsaochapter1@dsao.net

Association of Municipalities of Ontario (AMO)
amo@amo.on.ca

All Ontario Municipalities



44816 Harriston Road, RR 1, Gorrie On N0G 1X0
Tel: 519-335-3208 ext 2 Fax: 519-335-6208
www.howick.ca

December 3, 2020

The Honourable Ernie Hardeman
Minister of Agriculture, Food and Rural Affairs

By email only minister.omafra@ontario.ca

Dear Mr. Hardeman:

Please be advised that the following resolution was passed at the December 1, 2020 Howick Council meeting:

Moved by Councillor Hargrave; Seconded by Councillor Illman:

Be it resolved that Council request the Ministry of Agriculture, Food and Rural Affairs amend the Tile Drainage Installation Act and/or the regulations under the Act that would require tile drainage contractors file farm tile drainage installation plans with the local municipality; and further, this resolution be forwarded to Minister of Agriculture, Food and Rural Affairs, Huron-Bruce MPP Lisa Thompson, Perth-Wellington MPP Randy Pettapiece, Rural Ontario Municipal Association, Ontario Federation of Agriculture, Christian Farmers Federation Of Ontario, Land Improvement Contractors of Ontario, Drainage Superintendents of Ontario and all Ontario municipalities. Carried. Resolution No. 288/20

If you require any further information, please contact this office, thank you.

Yours truly,

Carol Watson

Carol Watson, Clerk
Township of Howick



Howick
TOWNSHIP

44816 Harriston Road, RR 1, Gorrie On N0G 1X0
Tel: 519-335-3208 Fax: 519-335-6208
www.howick.ca

Background Information to the Township of Howick Resolution No. 288-20 Requesting Amendments to the Agricultural Tile Drainage Installation Act

Rational for Proposed Amendments

Over the years, Howick Township staff have received many requests for tile drainage information on farmland. Usually these requests come after a change in ownership of the farm. Some of these drainage systems were installed recently but many are 30 to 40 or more years old. Many were installed by contractors who are no longer in business or who have sold the business and records are not available.

Information is generally available if the tile was installed under the Tile Drain Loan Program because a drainage plan is required to be filed with the municipality. If the tile system was installed on a farm without using the Tile Drain Loan Program, there likely are no records on file at the municipal office.

The other benefits to filing tile drainage plans with the municipality are identified in Section 65 of the Drainage Act.

- 65(1) – Subsequent subdivision of land (severance or subdivision)
- 65(3) – Drainage connection into a drain from lands not assessed to the drain
- 65(4) – Drainage disconnection of assessed lands from a drain
- 65(5) – Connecting to a municipal drain without approval from council

Section 14 of the Act states:

(1) “The Lieutenant Governor in Council may make regulations,

(a) providing for the manner of issuing licences and prescribing their duration, the fees payable therefor and the terms and conditions on which they are issued;

(a.1) exempting classes of persons from the requirement under section 2 to hold a licence, in such circumstances as may be prescribed and subject to such restrictions as may be prescribed;

(b) Repealed: 1994, c. 27, s. 8 (5).

(c) establishing classes of machine operators and prescribing the qualifications for each class and the duties that may be performed by each class;



Howick
TOWNSHIP

44816 Harriston Road, RR 1, Gorrie On N0G 1X0
Tel: 519-335-3208 Fax: 519-335-6208
www.howick.ca

- (d) providing for courses of instruction and examinations and requiring licence holders or applicants for a licence under this Act to attend such courses and pass such examinations;
- (e) prescribing the facilities and equipment to be provided by persons engaged in the business of installing drainage works;
- (f) prescribing standards and procedures for the installation of drainage works;
- (g) prescribing performance standards for machines used in installing drainage works;
- (h) prescribing forms and providing for their use;
- (i) respecting any matter necessary or advisable to carry out effectively the intent and purpose of this Act. R.S.O. 1990, c. A.14, s. 14; 1994, c. 27, s. 8 (4, 5)."

I believe it would be beneficial if a regulation required the installer, of agricultural drainage, to file a plan of the drainage system with the municipality following completion of the work.

While most of Section 14 deals with contractor, machine and installer licences, I think that Section 14(f) or 14(i) may allow a regulation change. This would be a better solution than an amendment to the Act.

Recommendations:

- Request by municipal resolution that the Ministry of Agriculture, Food and Rural Affairs amend the Tile Drainage Installation Act and/or the regulations, under the Act, that would require tile drainage contractors file all farm tile drainage installation plans in the Municipality where the installation took place
- Send the municipal resolution to:
 - Minister of Agriculture, Food and Rural Affairs
 - Lisa Thompson, MPP Huron Bruce
 - Randy Pettapiece, MPP Perth Wellington
 - Rural Ontario Municipal Association roma@roma.on.ca
 - [OFA](#)
 - [CFFO](#)
 - All Ontario municipalities
 - the Land Improvement Contractors of Ontario (LICO), and
 - the Drainage Superintendents Association of Ontario (DSAO)

Wray Wilson, Drainage Superintendent
Township of Howick
drainage@howick.ca



P.O. Box 129, 1 Bailey Street, Port Carling, Ontario P0B 1J0
Website: www.muskokalakes.ca
Phone: 705-765-3156 Fax: 705-765-6755

April 7, 2021

SENT VIA EMAIL

Safe Quiet Lakes
The Decibel Coalition

Attention: Rob Bosomworth, Safe Quiet Lakes Director and the Decibel Coalition Chair

Re: The Decibel Coalition

Dear Mr. Bosomworth

Please be advised that at the regular meeting of Council held on March 10, 2021, Resolution Number C-1-10/03/21 was passed.

For your reference, please find attached a copy of the above noted resolution. As per point 2 in the resolution, please consult with Corey Moore, Communications & Economic Development Specialist for approval regarding the use of the Township name and Logo, and reference to the Township's membership in any communication.

Thank you for your attention to this matter.

Yours truly,

Cheryl Mortimer, Clerk

Encl.

cc. Corey Moore, Communications & Economic Development Specialist
District of Muskoka, Muskoka Lower Tier
Parry Sound, Haliburton, Peterborough, Renfrew, Kawartha Lakes, Leeds Grenville, Lanark and Frontenac Municipalities

Encl
/k



COUNCIL MEETING

Agenda Item 7.a.

Date: March 10, 2021

C- 1 -10/03/21

MOVED BY: Councillor Bridgeman

SECONDED BY: Councillor Mazan

Whereas Safe Quiet Lakes has established the national "Decibel Coalition" of like-minded stakeholders called the "the Decibel Coalition";

And Whereas the objective of the Decibel Coalition is to have the Transport Canada Small Vessel Regulation SOR-2010-91 enhanced by the Federal Government/Transport Canada to include decibel limits on the amount of noise from boat motors and provisions for effective and easy enforcement procedures;

And Whereas the key to success of the Decibel Coalition is being able to share with various levels of government and their agencies the use of the Township of Muskoka Lakes' name and logo in their communications;

And Whereas excessive noise from boat motor noise on our waterways is a pervasive, persistent and growing problem in the Township of Muskoka Lakes;

And Whereas jurisdiction of Canadian waterways is with the Federal Government and as such, municipalities cannot make by-laws for our lakes and rivers;

And Whereas the current legislation requires boat motors to have a working muffler but has no performance requirements for sound emissions measured in decibels limits;

And Whereas police are reluctant to lay charges with regard to the muffler law;

And Whereas Transport Canada has recently opened the opportunity to discuss and receive comments on possible options for changes to the Small Vessels Regulation with regard to boat muffler and sound emissions;


And Whereas the Township of Muskoka Lakes would welcome enactment of these improved regulations in the interests of our community:

Now Therefore Be It Resolved That the Township of Muskoka Lakes will;

1. Officially and publicly join as a member and support the Decibel Coalition, and

2. Allow the Decibel Coalition to use the Township of Muskoka Lakes name and logo and reference the Township's membership in any of their communications with other levels of government, government agencies and committees, other Decibel Coalition members and promotion of the Decibel Coalition's objectives in social media and the press, subject to the prior approval of the Township, and
3. Communicate about the Decibel Coalition with the Township community and encourage their support of the Decibel Coalition, and
4. Encourage other municipalities to join the Decibel Coalition.

RECORDED VOTE:	NAYS	YEAS
COUNCILLOR BRIDGEMAN	<input type="checkbox"/>	<input type="checkbox"/>
COUNCILLOR EDWARDS (Deputy Mayor)	<input type="checkbox"/>	<input type="checkbox"/>
COUNCILLOR HAYES (Acting Deputy Mayor)	<input type="checkbox"/>	<input type="checkbox"/>
COUNCILLOR JAGLOWITZ	<input type="checkbox"/>	<input type="checkbox"/>
COUNCILLOR KELLEY	<input type="checkbox"/>	<input type="checkbox"/>
COUNCILLOR MAZAN	<input type="checkbox"/>	<input type="checkbox"/>
COUNCILLOR NISHIKAWA	<input type="checkbox"/>	<input type="checkbox"/>
COUNCILLOR ROBERTS	<input type="checkbox"/>	<input type="checkbox"/>
COUNCILLOR ZAVITZ	<input type="checkbox"/>	<input type="checkbox"/>
MAYOR HARDING	<input type="checkbox"/>	<input type="checkbox"/>
TOTALS		
Recorded Vote Requested by: _____		

DEFEATED ☐
 CARRIED ☒


 MAYOR

THE TOWNSHIP OF PICKLE LAKE

RESOLUTION

DATE: March 9, 2021

NO: 21-32.

MOVED BY: Blakney/ Millar/Vaughan/ Walbourne

SECONDED BY: Blakney/ Millar/Vaughan/ Walbourne

WHEREAS elected Officials of a Municipality, or a Township are expected to be above reproach and to conduct themselves with integrity, truth, justice, honesty and transparency and courtesy,

AND WHEREAS there are people of dubious character who have a criminal record, having been convicted of a Federal Offence, of any of the Federal Statutes of Canada, but not limited to the Criminal Code or Narcotic Control Act, Who are currently on Council of a Municipality or have let their name stand for election for Mayor, Reeve or Councillor as a municipal candidate.

NOT WITHSTANDING the provisions of the Ontario Human Rights Code

THEREFORE BE IT RESOLVED that the Corporation of the Township of Pickle Lake hereby supports the Township of Conmee as they lobby the Provincial Government to amend The Municipal Act and Municipal Elections Act, as may be, so that people with a criminal record who have not had their record cleared from the RCMP Data Base by order of the Governor General of Canada, be prohibited from becoming a candidate in municipal elections.

AND THAT an elected local government official be disqualified from office upon conviction of a serious criminal offence and must resign.

AND THAT the Council direct the Clerk to send a copy of this resolution to the Ontario Premier Doug Ford, NOMA, Attorney general Doug Downey, Solicitor-general Sylvia Jones, Minister of Municipal Affairs and Housing Steve Clark, AMO, ROMA, and MPP Sol Mamakwa, and all Ontario municipalities.

VOTES	YEAS	NAYS	ABSTAIN	DECLARATION OF INTEREST
MONCK	✓			DISPOSITION OF RESOLUTION (CHECK ONE): CARRIED: <u>✓</u> DEFEATED: <u> </u> TABLED: <u> </u> _____ CHAIR
BLAKNEY	✓			
MILLAR	✓			
VAUGHAN				
WALBOURNE	✓			

March 25, 2021

AMO Policy Update – Federal Gas Tax and Updated COVID-19 Regulations

Federal Gas Tax Changes Announced – New Name and Temporary Funding Increase

Deputy Prime Minister and Minister of Finance, the Honourable Chrystia Freeland, was joined by the Minister of Infrastructure, the Honourable Catherine McKenna and Minister of Intergovernmental Affairs, the Honourable Dominic LeBlanc, today to announce substantial changes to the federal Gas Tax Fund (GTF).

Deputy Prime Minister Freeland announced Bill C-25 which would permanently rename the GTF to the Canada Community-Building Fund and increase funding by \$2.2 billion in 2021, almost double the allocation for this year, totaling approximately \$4.5 billion. Increasing the fund to help prepare communities for economic recovery from the pandemic has been a major goal of AMO and our members.

The GTF has been a significant source of stable and predictable infrastructure funding for municipal governments to tackle priority projects that help improve communities and the lives of residents in every municipality across Ontario.

Recent projects include the City of London's investment of \$4.5 million of federal Gas Tax funding in the creation of an Organic Rankine Cycle system that will convert heat from incinerated biosolids into electricity. The project will save the City \$600,000 per year in electricity costs. The Municipality of Kincardine invested \$305,000 from the Fund in a disaster mitigation project. High lake levels caused erosion, and 600 metres of the shoreline is being protected by the work. In the City of Kenora, \$1.1 million in Gas Tax funding was invested in replacing the Coker Bailey Bridge with a new structure improving public safety and transportation access.

AMO has administered the Fund since it was established in 2005 on behalf of all Ontario municipal governments except Toronto. AMO's federal Gas Tax Fund team will flow funds to municipalities as soon as they are available and will continue to provide support and information on the funding.

AMO's federal Gas Tax Fund team will communicate more details to municipalities in the coming days as they become available.

Revised and Updated COVID-19 Related Regulations

There are updates related to various amendments to orders under the *Reopening Ontario (A Flexible Response to COVID-19) Act* (ROA). These updates include amendments to rules for weddings, funerals or religious services, and dining for areas in Stage 1 and capacity limits for restaurants and other food and drink establishments for areas in Stages 2 and 3.

It should also be noted that orders currently in force under the ROA have been extended until April 20, 2021 and that emergency orders currently in force under the *Emergency Management and Civil Protection Act* (EMCPA) have been extended until April 5, 2021, which includes O. Reg. 8/21 (Enforcement of COVID-19 Measures) and O. Reg. 55/21 (Compliance Orders for Retirement Homes).

For further information, please see O. Reg. 215/21, O. Reg. 216/21, O. Reg. 217/21, and O. Reg. 218/21.

March 26, 2021

One-Time Doubling of Gas Tax Funds in 2021

Pending approval of [Bill C-25](#), the federal government's [announcement](#) that it will top-up the federal Gas Tax Fund with a one-time transfer of \$2.2 billion is welcome [news](#). As with the previous top-up in 2019, AMO will not be taking an administration fee. You can find your community's allocation for 2021 [here](#). All funds are to be used in accordance with your [current agreement](#) with AMO for the transfer of federal Gas Tax funds. We will update you as soon as we receive confirmation on the timing of these payments.

Contact: Chris VanDooren, Program Manager, cvandooren@amo.on.ca, 416-971-9856 ext. 410.

AMO Policy Update – OCLIP Final Payment, AMO's Bill 257 Submission, and Amended COVID-19 Orders

Final Payment Made: Ontario Cannabis Legalization Implementation Fund (OCLIF)

The Honourable Peter Bethlenfalvy, Minister of Finance and President of Treasury Board today wrote to Heads of Council to advise them of the final payment of the Ontario Cannabis Legalization Implementation Fund (OCLIP). AMO understands also that the Deputy Minister of Finance will soon write to municipal Treasurers with additional details and allocations.

When OCLIF was announced, AMO and municipal leaders strongly sought an equal share of funding should Ontario's revenues exceed the then expected \$100 million. Today's letter from Minister Bethlenfalvy makes good on that commitment, noting the Province is distributing \$3.9 million, 50 per cent of the surplus, to eligible municipalities.

OCLIF is a one-time \$40 million fund to help municipalities manage the transition to a legal recreational cannabis market in Ontario's communities. The funding can be used for a range of initiatives linked to recreational cannabis legalization such as public information, enforcement, and other requirements.

AMO continues to advocate for a renewed share of cannabis excise tax revenue to support municipalities in managing cannabis costs and expanding services and programs that help residents, particularly youth, to develop skills for lifetime resilience. Cannabis revenues could make an important contribution towards needed improving of the social determinants of health as well as safety and well-being in our communities.

AMO's Bill 257 Submission

On Friday, March 26, the AMO Board submitted written comments on all schedules of Bill 257, Supporting Broadband and Infrastructure Expansion Act, 2021 to the Standing Committee on General Government. Clause-by-clause consideration of the Bill is scheduled for tomorrow. AMO will continue to update members as the Bill proceeds through the legislative process.

Amended COVID-19 Orders

On Friday March 26, there was provincial notice to amend COVID-19 regulations that took effect on Monday, March 29th as of 12:01 a.m.

We expect the consolidated regulations under the Reopening Ontario Act 2020 to be posted shortly.

- Reg. 223/21 amending O. Reg. 364/20 (Rules for areas in Stage 3 – Grey and Shutdown)
- Reg. 222/21 amending O. Reg. 263/20 (Rules for areas in Stage 2 - red)
- Reg. 221/21 amending O. Reg. 82/20 (Rules for areas in Stage 1 – green, yellow, orange)
- Reg. 224/21 amending O. Reg. 363/20 (list of Public Health Units in each zone).

AMO's COVID-19 Resources page is being updated continually so you can find critical information in one place. Please send any of your municipally related pandemic questions to covid19@amo.on.ca.

March 24, 2021

AMO Policy Update – Provincial Budget Highlights + Bill 257 Referred to Committee

Ontario 2021 Budget – Continued Actions to Manage Pandemic Impacts and Prepare for Recovery

The Minister of Finance and President of Treasury Board, the Honourable Peter Bethlenfalvy, presented his first Budget at Queen's Park. The 2021 Ontario Budget builds on previous important investments in operations, transit, and social services to stabilize municipal finances and helps to lay a foundation for economic recovery.

Budget 2021 also highlights the substantial assistance available to small businesses in affected sectors and increases to that assistance to help them continue to operate during the pandemic. The Budget reaffirms the plan to extend vaccines to all willing Ontarians before Fall 2021 and notes the Government is planning for GDP growth of 4 per cent annually next year as economic activity rebounds with a return to pre-pandemic levels of workforce participation by early 2022.

Highlights of interest to municipal governments include:

- An additional \$2.8 billion in funding for broadband to connect all Ontarians to high-speed internet services by 2025. This brings provincial funding for broadband to nearly \$4 billion and delivers on a key advocacy goal of AMO and municipal governments across Ontario.
- Postponing property assessments for another year to ensure stability in municipal finances. New properties will continue to be added. The province will consult on reassessment in 2021 to consider COVID-19 impacts. This consultation will include municipal governments.
- The Ontario Community Infrastructure Fund (OCIF) will remain stable at \$200 million per year, delivering on AMO's request for stability in this fund until financial circumstances allow expansion.
- Investing over four years an additional \$933 million to build 30,000 new Long-Term Care beds and \$246 million to improve facilities such as installing air conditioning.
- Extends the wage enhancement for Long-Term Care Personal Support Workers (PSWs) until June 30, 2021.

- The province is investing \$4.9 billion over four years to increase the average direct daily care to four hours a day in long-term care and hiring more than 27,000 new positions, including personal support workers (PSWs) and nurses.
- Providing \$160 million over three years to support community paramedicine for those on LTC wait lists, which is 100 per cent funded by the province.
- Temporarily increasing the Ontario Child Care Access and Relief from Expenses Tax Credit by \$75 million/20 per cent in 2021 to support working parents and help increase workforce participation.
- Targeted hospitality and tourism industry support of \$100 million in grants to support tourism and hospitality sector small businesses, a \$100 million Tourism Recovery Program and \$200 million to support strategic infrastructure and sports projects in communities.
- Providing \$5 million to examine the re-establishment of rail services in Northern Ontario to improve transportation linkages for Northern residents and communities.
- Investing an additional \$61 million in the Regional Opportunities Incentive Tax Credit to support economic activities in Northern and rural areas, bringing total support to \$155 million by 2022-23.
- Providing an additional \$175 million for mental health and addictions including four mobile mental health clinics for rural and underserved areas.
- Automatically doubling provincial small business grants for all applicants to support local small businesses through the pandemic.
- \$28.5 billion for transit projects in the GTHA is also noted including subway expansions and other higher order transit.

Budget 2021 initiatives and investments build on important investments made in stabilizing municipal governments earlier in the year. These critical municipal investments include:

- \$500 million in additional municipal financial assistance funds for municipal operations;
- \$150 million in additional transit system pandemic assistance;
- \$255 million in additional Social Services Relief Fund investments for shelters and homeless supports;

- \$50 million in new funding to support municipal modernization and efficiency;
- \$5 million to support municipal fire service COVID-19 impacts.

Bill 257 referred to Standing Committee on General Government

Yesterday, Bill 257 *Supporting Broadband and Infrastructure Expansion Act, 2021* was referred to the Standing Committee on General Government. Public hearings are scheduled for Friday March 26, 2021 and written comments due same day by 7:00 pm. To send a written submission, you can use this link: ola.org/en/apply-committees.

The first two schedules of the legislation provide provincial tools to support the expansion of telecommunications and broadband internet connectivity in unserved and underserved communities. If used as a backstop where necessary such as for provincially funded projects where a Municipal Access Agreement does not provide certainty for permitting to access Rights of Way, these tools can help to ensure public investments in connectivity are more efficient and services can be expanded faster. This will be particularly important in light of the funding and goals for broadband expansion put forward in Budget 2021.

AMO will submit written comments on all schedules of the Bill subject to AMO Board approval on Friday.

April 1, 2021

AMO Update – Provincial COVID-19 Lock Down, Water Taking Changes, and Long-Term Care Medication Safety

Provincial COVID-19 Lock Down

The provincial government is imposing a provincewide emergency brake in **all** 34 public health unit regions as a result of an alarming surge of COVID-19 case numbers and related hospitalizations across the province. The provincewide emergency brake will be effective Saturday, April 3, 2021, at 12:01 a.m. It is intended to be kept in place for at least four weeks.

The provincewide emergency brake puts into place time-limited public health and workplace safety measures to help to stop the rapid transmission of COVID-19 variants in communities, protect hospital capacity, and save lives. Measures include, but are not limited to:

- Prohibiting indoor organized public events and social gatherings and limiting the capacity for outdoor organized public events or social gatherings to a 5-person maximum, except for gatherings with members of the same household (the people you live with) or gatherings of members of one household and one other person from another household who lives alone;
- Restricting in-person shopping in all retail settings, including a 50 per cent capacity limit for supermarkets, grocery stores, convenience stores, indoor farmers' markets, other stores that primarily sell food and pharmacies, and 25 per cent for all other retail including big box stores, along with other public health and workplace safety measures;
- Prohibiting personal care services;
- Prohibiting indoor and outdoor dining. Restaurants, bars, and other food or drink establishments will be permitted to operate by take-out, drive-through, and delivery only;
- Prohibiting the use of facilities for indoor or outdoor sports and recreational fitness (e.g., gyms) with very limited exceptions;
- Requiring day camps to close; and,
- Limiting capacity at weddings, funerals, and religious services, rites or ceremonies to 15 per cent occupancy per room indoors, and to the number of

individuals that can maintain two metres of physical distance outdoors. This does not include social gatherings associated with these services such as receptions, which are not permitted indoors and are limited to five people outdoors.

The current *COVID-19 Response Framework: Keeping Ontario Safe and Open*, will be paused when the provincewide emergency brake comes into effect.

Changes to Ontario's Water Taking Program

Yesterday the Province announced new changes to Ontario's water taking program. It is one of the key commitments of the Made-in-Ontario Environment Plan. The changes include new rules that give municipal governments more direct input on allowing bottled water companies to withdraw new or increased amounts of groundwater in their communities. The Province also provided new guidance on managing water taking in areas where sustainability is a key concern and where there are competing demands.

Strengthening Medication Safety in Long-Term Care Homes

The government announced it is acting to strengthen medication safety for residents in long-term care homes. \$77 million will be provided to homes to use more advanced technologies. The goal is to facilitate for better transmission and handling of prescriptions, more accurate administration of medication, and increased security of the drug supply in long-term care homes.

This initiative is part of the response to the final report of the Public Inquiry into the Safety and Security of Residents in the Long-Term Care Homes System. In the report, Justice Gillese emphasized the importance of medication management to keep long-term care residents safe.

AMO's COVID-19 Resources page is being updated continually so you can find critical information in one place. Please send any of your municipally related pandemic questions to covid19@amo.on.ca.



March 26, 2021

NOTICE OF PUBLIC MEETING

Proposed Sewage Services Fee Schedule Amendment

April 21, 2021

4:30 p.m. - 5:30 p.m.

To Whom It May Concern:

Please accept this notice of a public meeting concerning proposed changes to Peterborough Public Health's current fee schedule for services related to the administration and enforcement of Part 8 of the Ontario Building Code, O. Reg. 332/12. This notice is being sent directly to you as a party who currently receives services related to onsite sewage systems (Part 8) from Peterborough Public Health. This notice is being sent in accordance with section 7 of the Building Code Act, 1992, S.O. 1992, c. 23 and section 1.9.1.2. of Division C of the Ontario Building Code.

The proposed fee schedule changes are in alignment with those included with the recently finalized *Services Agreement for the Provision of Inspection Services Relating to Sewage Systems and Mandatory and Discretionary Sewage System Maintenance Inspections*. The information required by the Ontario Building Code, Division C, section 1.9.1.2.(d) will be available for review at the public meeting and, upon request, can also be made available to any member of the public. This information includes:

- i) an estimate of the costs of administering and enforcing the Act by the principal authority,
- ii) the amount of the fee or of the change to the existing fee, and
- iii) the rationale for imposing or changing the fee.

Please register for the meeting by visiting www.eventbrite.ca and search "Public Meeting – Proposed Sewage Services Fee Schedule Amendment" (or use <https://www.eventbrite.ca/e/public-meeting-proposed-sewage-services-fee-schedule-amendment-tickets-148346300779>).

If you have any questions regarding this meeting or the proposed change in fees, please contact:

Julie Ingram, Manager

Environmental Health & Chief Building Official (Part 8, Sewage Systems)

Peterborough Public Health

705-743-1000, ext. 351

Fee for Service Related to Sewage Systems

Service	Type	Timeframe*	Fee	Change
Sewage System Building Permits	Permit for Class 4 Sewage System, design capacity less than or equal to 4500 litres per day	10 business days (permit) 5 business days (final inspection)	\$750.00	\$50.00
	Permit for Class 4 Sewage System, design capacity greater than 4500 litres per day and less than or equal to 10,000 litres per day	10 business days (permit) 5 business days (final inspection)	\$1,200.00	No change
	Permit for Class 4 Sewage System Tank Replacement Only	10 business days (permit) 5 business days (final inspection)	\$400.00	No change
	Permit for Class 5 Sewage System (Holding Tank)	10 business days (permit) 5 business days (final inspection)	\$750.00	\$50.00
	Permit for Class 3 Sewage System (Cesspool)	10 business days (permit) 5 business days (final inspection)	\$500.00	No change
	Permit for Class 2 Sewage System (Greywater System)	10 business days (permit) 5 business days (final inspection)	\$500.00	No change
	Sewage System Permit for Trench Bed repair or extension of 16 metres or less	10 business days (permit) 5 business days (final inspection)	\$500.00	No change
	Sewage System Permit for Filter Bed repair, replacement or extension of 6 square metres or less	10 business days (permit) 5 business days (final inspection)	\$500.00	No change
	Transfer of permit to a new owner	10 business days	\$375.00	NEW
Change of Use Permit (Review of Existing)	Existing System Inspection (for Review of Existing Sewage System applications)	10 business days	\$400.00	\$50.00

Service	Type	Timeframe*	Fee	Change
Rezoning or Minor Variance	Rezoning or minor variance comments requiring a site visit	10 business days	\$250.00	No change
Severance or Subdivision Comments	First lot	10 business days (from notification of test holes ready or lot prepared)	\$300.00	\$50.00
	Each additional lot		\$150.00	No change
Severance or Subdivision Re-inspection	First lot	10 business days (from notification of test holes ready or lot prepared)	\$300.00	\$50.00
	Each additional lot		\$150.00	No change
Copies	Copies of archived permits	5 business days	\$35.00	No change
File Search	File search (e.g., Lawyer, real estate), copies and letter	10 business days	\$125.00	No change
Mandatory Maintenance Inspections	Maintenance inspections of sewage systems (Source Water Protection Areas)	Minimum once every five years	\$325.00	No change
Discretionary Maintenance Inspections	Basic Inspections	Seasonally, as required through consultation with local municipality	\$200.00	NEW
	Advanced Inspections	Seasonally, as required through consultation with local municipality	\$325.00	No change
	Additional Phase I Inspections (including follow-up for a Third-Party inspection)	Seasonally, as identified	\$50.00	NEW

***Notes to Timeframes:**

- Published timeframes align with those legislated by the Ontario Building Code, O. Reg. 332/12: Building Code.
- Unless indicated otherwise, timeframes begin once a completed application is received by Peterborough Public Health, or notice has been given for readiness of inspection, as per the Ontario Building Code.
- A completed application includes receipt of payment, confirmation that all applicable law has been met, and the readiness of test holes for inspection, where required.



Media release

For immediate release
April 8, 2021

Mayor and Warden United on Need for More Vaccines

Peterborough, ON – Today, Mayor Therrien and Warden Jones issued a joint statement to the Province in support of Medical Officer of Health, Dr. Rosana Salvaterra's request for additional vaccines for our community.

"We congratulate the Province on making what we know was a tough decision to issue another Stay-at-Home order and restrictions on big-box stores.

We want to reaffirm our commitment to working together, now more than ever, for our residents and for our businesses.

This stay-at-home order is **a critical time** for us to ensure we have the vaccine supply we need to meet the month end target of having everyone over 60 vaccinated.

Right now, we don't have enough allocated for our area to meet this target. Moreover, Peterborough City and County have unique characteristics that make ensuring the delivery of additional vaccines so critically important:

1. We have the highest percentage of older persons in our area! As compared with the Provincial average of 16% - we have 24%.
2. We have a high level of variants of concern in our area – this isn't concentrated in one place – this is in our community.
3. We have a high number of transient visitors to our area – we love our lakes, parks and towns, but so do others and we have a huge influx of visitors to our area every weekend – and as we move into late spring many, many visitors to our areas. This puts our residents and communities at risk.

We are so glad to see our community embrace the vaccine and have a very low rate of vaccine hesitancy. Help US help them! Our current need is over 10,000 vaccines to meet the 60+ vaccination target. As you consider a change to how the Province approaches the vaccine priority criteria, there also will need to be a change in supply approach.

We know you are united with us in our efforts to stop COVID-19 and to support our residents and businesses as we eventually can open back up and welcome visitors back to our area”.

Peterborough County Warden



J. Murray Jones

City of Peterborough Mayor



Diane Therrien

-30-

Media contacts:

Karen Jopling
Manager of Communications/
Strategic Initiatives
Peterborough County
705-743-0380 ext.
kjopling@ptbocounty.ca

Ashley Webster
Assistant to the Mayor

City of Peterborough
705-742-7777 ext. 1870
awebster@peterborough.ca

NEWS RELEASE

Better Cellular Services Coming to Eastern Ontario Residents and Businesses *Eastern Ontario Regional Network Awards Contract for Cell Expansion to Rogers Communications*

(March 19, 2021 – EASTERN ON) – Strong and reliable cellular services are critical to help rural communities take part in the economy, create jobs and improve public safety. Together, Canada, Ontario and municipal governments across Eastern Ontario are supporting the Eastern Ontario Regional Network's Cell Gap Project that will improve both the reach and quality of cellular services throughout the region.

Today, the Honourable Maryam Monsef, Canada's Minister for Women and Gender Equality and Rural Economic Development and the Honourable Laurie Scott, Ontario's Minister of Infrastructure, joined Warden J. Murray Jones, Chair of the Eastern Ontario Regional Network, Warden Debbie Robinson, Chair of the Eastern Ontario Wardens' Caucus and Mayor Diane Therrien, Chair of the Eastern Ontario Mayors' Caucus to announce that Rogers Communications has been awarded the contract to improve the coverage and capacity of cell networks in the region.

Rogers Communications' investment brings the total value of the public-private partnership to more than \$300 million. This includes investments from the federal and provincial governments who each contributed \$71 million and an additional \$10 million from the Eastern Ontario Wardens' Caucus and most municipalities within the Eastern Ontario Mayors' Caucus.

Rogers Communications was selected through a competitive bidding process to identify a telecommunication partner who offered both the expertise and best value for expanded cell coverage.

The Canadian Radio-television and Telecommunications Commission (CRTC) has designated both mobile and fixed broadband as basic services for all Canadians. The project is designed to improve cell coverage across the area where people live, work and travel. It aims to provide:

- 99 per cent of the area with voice calling services.
- At least 95 per cent of the area with standard-definition (SD) level services, such as video-app calls, basic app usage and streaming of SD video.
- At least 85 per cent of the area with service levels that can support streaming high-definition video and more data-intensive apps.

Additional investments will increase capacity of networks in high density, high usage areas.

To better serve rural Eastern Ontario, an area of some 50,000 square kilometres, the project will involve construction of more than 300 new telecommunication sites and will upgrade more than 300 existing sites over the next four to five years. Upgrades and construction will begin as early as this spring. Powered by Ericsson, Rogers brings the latest generation in 5G wireless network technology, which over time will deliver unprecedented speed, instant response times, and fast, reliable connections that transform how people live and work. New services will be activated as groups of towers are built or upgraded. The project is to be completed in 2025.

About EORN

EORN, a non-profit created by the Eastern Ontario Wardens' Caucus (EOWC), works with governments and community organizations to improve and leverage cellular and broadband access to fuel economic development and growth.

From 2010 to 2014, EORN helped to improve broadband access to nearly 90 per cent of eastern Ontario through a \$175 million public-private partnership. The network was funded by federal, provincial and municipal governments and private sector service providers. As a result of the project, 423,000 homes and businesses are now able to access services of up to 10 Mbps download. It also spurred more than \$100 million in additional private sector investment in the region, over and above their initial commitments.

About the EOWC

Since its inception, the Eastern Ontario Wardens' Caucus (EOWC) has worked to support and advocate on behalf of the 750,000 property taxpayers across rural eastern Ontario. The EOWC covers an area of 45,000 square kilometres from Cobourg to the Quebec border, and includes 13 upper-tier and single-tier municipalities as well as 90 local municipalities. All members work together as a team, striving to ensure that conditions are in place to make Eastern Ontario the greatest place in the world to reside and do business.

About the EOMC

The Eastern Ontario Mayors' Caucus (EOMC) is made up of the Mayors of the 11 urban municipalities (separated, single tier) of Eastern Ontario. The committee meets quarterly as a group with the municipal CAOs in attendance to discuss common issues relevant to municipalities in eastern Ontario.

About Rogers

Rogers is a proud Canadian company dedicated to making more possible for Canadians each and every day. Our founder, Ted Rogers, purchased his first radio station, CHFI, in 1960. We have grown to become a leading technology and media company that strives to provide the very best in wireless, residential, sports, and media to Canadians and Canadian businesses. Our shares are publicly traded on the Toronto Stock Exchange (TSX: RCI.A and RCI.B) and on the New York Stock Exchange (NYSE: RCI).

Quotes

"Reliable cell service in our region will improve our health and safety, and lead to economic growth. Our community has been firmly behind the EORN cell gap project, and I am thankful to my colleagues in neighbouring ridings for championing it. This project will connect the residents of Eastern Ontario to fast, reliable cellular service. In addition to this, the Government of Canada is connecting Ontarians to

high-speed internet by committing over \$233 million into 23 projects that will connect 33,649 households across the province. Congratulations to all involved in today's important announcement. »

- *The Honourable Maryam Monsef, Minister of Women and Gender Equality and Rural Economic Development*

"Eastern Ontario has waited long enough for reliable connectivity. That's why today's announcement of the partnership between the Eastern Ontario Regional Network (EORN) and Rogers Communications brings hope and optimism for residents. This partnership is one more step towards delivering better connectivity for families and individuals and is an example of the decisive action we're taking to connect more people."

- *The Honourable Laurie Scott, Ontario's Minister of Infrastructure*

"Rogers is thrilled to join this public-private partnership bringing reliable wireless mobile connectivity to the 113 municipalities and Indigenous communities of Eastern Ontario. We are proud to serve the region with vital 5G infrastructure, bringing its residents, businesses, and visitors a safer, more prosperous, and connected future."

- *Rogers President and CEO, Joe Natale*

"The investment that Rogers Communications is making in our region has exceeded our expectations and we look forward to working with their team to strengthen cellular networks across the region. We also appreciate the support of our federal and provincial partners. Together we're building on the investment we've already made in broadband infrastructure to deliver value and quality in closing the gap in mobile services."

- *EORN Chair J. Murray Jones*

"Improved cell service has been the EOWC's top priority for years. The demand for mobile broadband is growing exponentially, but our region is deeply lacking the needed infrastructure to keep up. While we initiated the project well before COVID, we know it will be key for the region's economic recovery and to improve quality of life and public safety for our communities."

- *EOWC Chair Debbie Robinson*

"Members of the Mayors' Caucus understand that for our region to keep pace with technology, we need to ensure we have not only minimum cell coverage, but enough capacity to meet the rapid growth in demand for mobile broadband. The digital economy has never been more critical for our communities to prosper. We are looking forward to seeing robust and reliable cellular services serve our residents and businesses."

- *EOMC Chair Diane Therrien*

"I am excited by today's announcement. It shows why EORN's approach is so successful. We are getting substantially more in private sector investment than anticipated. Our residents and businesses across [MUNICIPAL NAME] will soon be able to connect wherever they live, work or travel. This is a key building block for our future and is a major step forward for us all."

- *Warden J. Murray Jones*

For more information contact:

Marie-Pier Baril

Press Secretary

Office of the Minister for Women and Gender Equality and Rural Economic Development

613-295-8123

marie-pier.baril@cfc-swc.gc.ca

Christine Bujold

Press Secretary

Office of the Honourable Laurie Scott, Ontario's Minister of Infrastructure

416-454-1782

christine.bujold@ontario.ca

Sofia Sousa-Dias

Communications Branch

Ontario Ministry of Infrastructure

437-991-3391

sofia.sousa-Dias@ontario.ca

Lisa Severson

Eastern Ontario Regional Network

Director of Communications

613-213-8520,

lseverson@eorn.ca

Rogers Communications, media@rci.rogers.com, 1-844-226-1338

Backgrounder

Improving cell service across eastern Ontario

EORN partners with Rogers Communications

The Eastern Ontario Regional Network is spearheading a public-private partnership with Rogers Communications to improve cell service across the region.

Valued at more than \$300 million, the project will involve construction of more than 300 new telecommunications sites and the upgrade of more than 300 existing sites over the next four to five years. Work is to be completed by 2025, with new services activated as groups of towers are completed. Construction plans are still being finalized.

Funding

- Both the federal and provincial governments have committed \$71 million each.
- All municipal members of the EOWC and most of the EOMC have committed to the \$10 million municipal share of funding.
- Rogers Communications' investments bring the total value of the project to more than \$300 million. Rogers was selected through a competitive bidding process.

The cell gap

EORN conducted four different studies to assess cellular/mobile broadband needs across the region and the potential impact of improvements. There are currently significant gaps in both the reach and capacity of mobile broadband networks across areas of eastern Ontario where people live, work or travel:

- 40 per cent of the area does not have access to high-definition services that allow streaming high-definition (HD) video.
- 20 per cent of the area does not have access to standard definition (SD) video, typical mobile app use and video app calling.
- 10 per cent has no voice calling service.

Goals

The Canadian Radio-television and Telecommunications Commission (CRTC) has designated both mobile and fixed broadband as basic services for all Canadians. The project is designed to improve cell coverage across the area where people live, work and travel. It aims to provide:

- 99 per cent of the area with voice calling services.
- At least 95 per cent of the area with standard-definition level services, such as video-app calls, basic app usage and streaming of SD video.
- At least 85 per cent of the area with service levels that can support streaming high-definition video and more data-intensive apps.

Additional investments will increase capacity of networks in high density, high usage areas.

Impact

The project has the potential to:

- Create more than 3,000 full-time equivalent jobs and spur \$420 million in new business revenue over 10 years.
- Improve safety so people aren't left stranded with "no signal."
- Provide greater choice to residents in areas where traditional broadband is not available.
- Ready the region for the next evolution of technology.

Technology

- Through the project, Rogers will be expanding Canada's largest and most reliable 5G service into eastern Ontario.ⁱ
- Powered by Ericsson, this latest generation in wireless network technology over time will deliver unprecedented speed, instant response times, and fast, reliable connections that transform how we live and work. It significantly increases access to near instantaneous data sharing that can support applications that are transforming sectors like agriculture and transportation.
- Building a safe, reliable and high-quality network is EORN's top priority. Rogers is regulated by Canada's Ministry of Industry Science and Economic Development, and all products and services offered by Rogers are in compliance with Health Canada's rigorous safety standards.

Quotes

"It's very exciting for us to know that eastern Ontario is now going to have the ability to be more productive in all areas. If we can do what we can do now, can you imagine what we can accomplish when we've got reliability, we've got the speed behind us? We can all be

connected, implement automation and robotics, have a better skilled workforce. We're ready, we're absolutely ready."

- *Darla Price, Managing Editor with the Northumberland Manufacturers' Association*

"It's just part of your life now. Technology, even in the dairy industry, has changed. You can do precision planting, precision fertilizing and precision spraying, which is important to the environment and to your pocketbook."

- *Cynthia Crowley, Owner, Crovalley Holsteins.*

"Almost everything we do now is digital. When we get improved cell coverage, and in our area cell coverage also means internet in most cases, we waste way less time just transferring files from our desk at our office to where they need to go, or receiving those files. It'll be way easier to attract young talent. We'd be able to give people the flexibility to work from home one or two days a week, or when it makes sense to do so."

- *Scott MacGregor, Founder and Publisher, Rapid Media*

"Cell service is extremely important for us. We're dealing with life and death situations every day. Paramedics are making critical decisions every moment. We use cell coverage not only for phone and our ability to connect with other health care providers, but we also do a lot of telemedicine, remote patient monitoring."

- *Doug Socha, Chief Paramedic and Director of Emergency Services at Hastings - Quinte Paramedic Services*

About eastern Ontario

The EORN initiative applies to a geographic area of nearly 50,000 square kilometres that includes 13 members of the Eastern Ontario Wardens' Caucus (11 regional county municipalities and two single-tier municipalities), and nine separated municipalities who are members of the Eastern Ontario Mayors' Caucus. EORN is also consulting with the region's Indigenous communities and organizations regarding involvement in the project.

The Eastern Ontario Wardens' Caucus includes:

- County of Frontenac
- County of Haliburton
- County of Hastings
- City of Kawartha Lakes (single tier)
- County of Lanark
- United Counties of Leeds and Grenville
- County of Lennox and Addington
- County of Northumberland
- County of Peterborough
- United Counties of Prescott and Russell
- Prince Edward County (single tier)
- County of Renfrew

- United Counties of Stormont,
Dundas and Glengarry

The nine separated municipalities participating in the project are:

- Kingston
- Belleville
- Quinte West
- Smiths Falls
- Gananoque
- Prescott
- City of Peterborough
- Pembroke
- Cornwall

For more information

Lisa Severson

Director of Communications
Eastern Ontario Regional Network
613-213-8520
lseverson@eorn.ca

¹ Rogers was ranked first in the umlaut Mobile Data Performance audit in major Canadian cities in Q4, 2020. Visit www.umlaut.com/en/benchmarking/canada. Largest based on total square kilometers of Rogers 5G coverage compared to published coverage of other national networks.

Cell Gap Project – Rogers Launch Q&A

Draft – internal purposes only

Why is cell service improvement needed?

- We recognize that all types of connectivity are critical to the future of our region.
- There are currently significant gaps in both cell coverage and capacity across our region. At the same time, demand for mobile data is skyrocketing. We need to expand to fill the gaps, catch up, and for the region to compete economically.
- Access to reliable cell services across the region where our people live, work and travel is important for business, social connection, and also critical for public safety.

What about fixed broadband access?

- EORN recognizes that residents and businesses need both fixed and mobile broadband
- COVID-19 has highlighted the need for rural broadband. EORN expedited work on a proposed project to deliver Gig-speeds – that's 1,000 Mbps- and has submitted the project to the federal and provincial governments.
- Federal and provincial governments have also recognized the need for additional funding for fixed broadband and launched programs like ICON, UBF and the CRTC fund.

Why are we providing funding to Rogers?

- The infrastructure to serve a large, sparsely populated region is costly. The reality is that in many parts of the region, there just isn't a strong business case for companies to make the investment on their own.
- Rogers has exceeded our expectations and plans to invest \$150 million in new or improved cell infrastructure.
- This confirms what we saw with EORN's earlier broadband project. In that case, private sector partners contributed more than expected and then went on to invest on their own to expand services – to the tune of about \$100 million.

Why is Rogers the only company receiving funding?

- Rogers was selected through a competitive bidding process to find a partner that would deliver the most coverage and improved capacity at the best value.
- Rogers is investing more than \$150 million to improve cell services in our region.
- EORN also encourages companies to work together to share infrastructure as much as possible.

When will services improve?

- Work on the project will begin soon.
- Services will improve gradually in stages, as work rolls out over the next four to five years.
- Work to enhance existing structures and acquire new sites will begin this spring and the service provided through these enhancements will improve as they go live.
- The project is expected to complete by 2025.

Will there be more cell towers?

- The only way to deliver better cell service coverage is through more towers. Rogers expect to build more than 300 new cell sites as part of the project. It will also upgrade more than 300 existing sites.
- In the request for proposal, EORN encouraged tower sharing and the use of existing infrastructure to reduce the number of new towers needed.

Who determines where towers go?

- Tower locations are regulated by the federal government and all companies must comply with local zoning by-laws and follow local siting protocols. Council generally must provide agreement with a tower before it can be built.

What about safety of cell towers – specifically 5G?

- All Canadian telecommunication providers must build their mobile networks based on established industry standards and safety guidelines set out by Health Canada and Innovation, Science and Economic Development Canada (ISED).
- EORN has a 5G Resource Guide available on their website with more information.
- Based on scientific studies and its own research, Health Canada sets a code of standards for radiofrequency emissions, known as Safety Code 6.
 - This code sets a limit of human exposure to radiofrequency emissions, including broadcasting (FM and AM radio, and television), Wi-Fi waves and cellular towers, and is enforced by ISED as a condition of Rogers' license.
 - Whether installing new equipment for a 5G network or updating existing antennas, Rogers must demonstrate to ISED that we meet all radiofrequency emission standards.

Will the Rogers purchase of Shaw Communications affect the EORN cell gap project?

- The announcement that Rogers intends to purchase Shaw Communications (including Freedom mobile) will not impact the roll out or investment into the EORN cell gap project.

Will this project help to decrease my cell phone bill?

- The EORN Cell Gap Project is focused on providing service and connectivity in areas across the region that either don't have access now or have reduced service and speeds. EORN doesn't regulate or control cell phone package prices. This is monitored by the CRTC. Our goal is to ensure that residents and businesses in eastern Ontario have access to the same services, speeds and packages as people that live in more urban areas.



Council Report

Meeting Date:	April 7, 2021
Report Number:	PLG 2021-009
Title:	County Official Plan Project: Focus on the Built Environment
Author:	Bryan Weir, Director of Planning and Public Works
Approval:	Sheridan Graham, CAO

Recommendation

That County Council receive Report PLG 2021-009 "County Official Plan Project: Focus on the Built Environment" from the Director of Planning and Public Works for information, and,

That this report be forwarded to all local Councils and First Nations in the County.

Overview

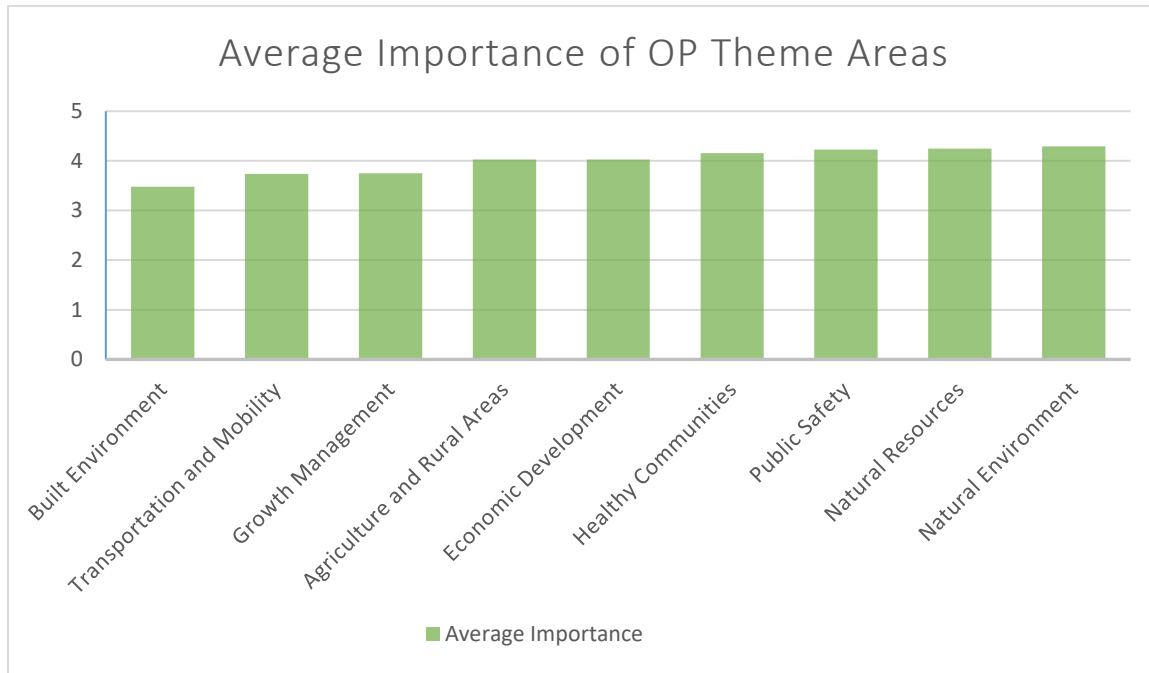
This report is intended to provide Council with information on the inclusion of policies that provide direction to the built environment in the new County Official Plan.

Background

Prior to releasing a draft Official Plan document and commencing full-scale public consultation, County staff, together with the Technical Advisory Committee (TAC), intend to provide a series of reports to County Council which will be organized by the key Official Plan theme areas. These reports will review background information, the considerations that were had by the TAC and the intended means of implementation for policies as they relate to the goals and objectives of the new Official Plan. Provincial policy requirements will also be highlighted.

During the initial launch of the County Official Plan Project in 2017, a survey was conducted to determine which theme areas were of importance to the residents of Peterborough County. In that survey, nine theme areas were identified and respondents were asked to rank each of these theme areas on a scale of "1" (meaning "Not Important") to "5" (meaning "Extremely Important"). 92 respondents completed the survey and the results showed that all areas were of high importance, as illustrated in the chart below, meaning that the development of a new Official Plan would need to carefully balance these considerations.

Council Report



The Technical Advisory Committee (TAC), made up of staff from all eight local Municipalities and representatives from both Curve Lake and Hiawatha First Nations, have been meeting regularly to develop the new Official Plan and balance these community priorities, while also maintaining conformity with the Provincial Policy Statement and Provincial Growth Plan. The role of the TAC is to review and provide direction and advice on both broad, County-wide policies and mapping, as well as the more detailed local policies and land use mapping. TAC members are responsible for the regular flow of information to and from local Councils and are the voice of local area interests and/or concerns.

On August 26, 2020, Council received report PLG 2020-012 which outlined the goals and objectives of the Official Plan, and further broke those goals down into sections which broadly reflect the theme areas recognized in the initial 2017 survey.

Analysis

This is the seventh report in a series and relates to the OP theme area 'Built Environment', with links to 'Transportation and Mobility' and 'Economic Development'.



Council Report

Key Policy Objectives from Existing Official Plan(s)

- Promote orderly development of new housing which make efficient use of existing transportation, education, recreation, commercial and servicing systems.
- To provide housing that addresses the County's demographic and income characteristics.
- To provide opportunities for affordable housing.
- Encourage the adoption and implementation of Community Improvement Plans.
- Encourage a range and mix of housing options.
- Support development of long-term care facilities and retirement homes located in built-up areas.
- Maintain and enhance the character and identity of existing residential areas, downtowns and main streets.
- To direct industrial and commercial uses to serviced settlement areas.

Current Provincial Policy Context

In developing the new Official Plan, all policies must conform to the Growth Plan and be consistent with the Provincial Policy Statement.

The Provincial Policy Statement (PPS, 2020) has not changed significantly from the previous iteration in directing the built environment. The PPS states that healthy, livable and safe communities are sustained by accommodating an appropriate range and mix of residential types (including single-detached, additional residential units, multi-unit housing, affordable housing and housing for older persons), employment, institutional, recreation, park and open space, and other uses to meet long-term needs. It also recommends avoiding development and land use patterns which may cause environmental or public health and safety concerns, or that would prevent the efficient expansion of settlement areas.

Planning authorities are required by the PPS to provide for an appropriate mix and range of employment and broader mixed uses to meet long-term needs, and provide opportunities for a diversified economic base, including maintaining a range and choice of suitable sites for employment uses which support a wide range of economic activities. The PPS also encourages compact, mixed-use development that incorporates compatible employment uses to support liveable and resilient communities.

Settlement areas shall be the focus of growth and development, and are recognized in the PPS as cities, towns, villages and hamlets, which can vary significantly in terms of



Council Report

size, density, population, economic activity, diversity and intensity of land uses, and types of infrastructure available. The PPS directs the built environment within settlement areas to be appropriate for the infrastructure that is planned or available, support active transportation and minimize negative impacts to air quality and climate change, while promoting energy efficiency.

Land use patterns within settlement areas shall also be based on a range of uses and opportunities for intensification and redevelopment. Development standards that facilitate intensification, redevelopment and a compact form are encouraged.

In rural areas, rural settlement areas shall be the focus of growth and development. Development in these areas shall give consideration to rural characteristics, the scale of development and the provision of appropriate service levels.

The Provincial Policy Statement further directs that planning authorities provide an appropriate range and mix of housing options and densities. This is to be achieved by establishing and implementing minimum targets for low- and moderate-income households, aligning with any applicable housing and homelessness plans. Further to this, Municipalities must permit and facilitate all housing options to meet the social, health, economic and well-being requirements of current and future residents, including special needs requirements, as well as all types of residential intensification, including additional residential units and redevelopment.

Likewise, the Growth Plan, 2019, also requires that the majority of growth take place in settlement areas and supports a 'complete communities' approach to development. Complete communities are defined as mixed-use neighbourhoods or other areas within cities, towns, and settlement areas that offer and support opportunities for people of all ages and abilities to conveniently access most of the necessities for daily living, including an appropriate mix of jobs, local stores, and services, a full range of housing, transportation options and public service facilities. Complete communities are age-friendly and may take different shapes and forms appropriate to their contexts.

Complete communities will be achieved by accommodating the forecasted growth and achieving the minimum intensification and density targets, by considering a range and mix of housing options and densities, and planning to diversify the overall housing stock. The Growth Plan requires Municipalities to consider the use of available tools (such as reduced application fees or alternative design standards, for example) to require that multi-unit residential developments to incorporate a mix of unit sizes to accommodate a diverse range of household sizes and incomes.



Council Report

The retail sector will be supported by promoting compact built form and intensification of retail and service uses and areas and encouraging the integration of those uses with other land uses to support the achievement of complete communities. Retail and office uses will be directed to locations that support active transportation and have existing or planned transit.

More major employment uses and lands, such as industry and manufacturing, are to be located near major transportation corridors (such as Provincial highways) and protected from encroachment of sensitive land uses.

Key Considerations

In implementing the Provincial policies described above, the TAC has to carefully consider the following:

- The built environment can have a profound impact on residents and visitors, including their health and wellbeing.
- The built environment is a tangible and visible result of land use planning that has the ability to influence one's opinion about the community.
- Increased uptake in the ability to build additional residential units and how to manage servicing and compatibility issues associated with higher densities in areas that were not originally considered for higher intensity uses.
- Balancing the desire to preserve the look and feel of our downtowns and settlement areas, while allowing for growth that meets Provincial objectives and is more compact than what we are used to.
- Ways to encourage a wider variety of housing options (size, type and ownership) that meet community needs.
- Different approaches that are flexible enough to allow local Municipalities to maintain their unique character and find a locally-appropriate solutions that are in line with community plans.

The submission from Peterborough Public Health highlighted the need to build healthy, complete, compact, and equitable communities and settlement areas across the County of Peterborough, to ensure the physical, mental and social wellbeing of our residents.

Comments from the Accessibility Advisory Committee and strategic directions in the Age Friendly Peterborough Community Plan both recommend providing a more diverse range of housing options, including universal design features, which extends a person's ability to live in place longer. Greater connectivity through the active transportation system is



Council Report

recommended, together with links to any available public transit. In rural areas, this may be represented as paved shoulders in high volume traffic areas in accordance with the Active Transportation Master Plan. Other design features such as seating or rest areas, shade shelters, accessible washrooms, public art and community gardens should also be considered in our parks and other public spaces.

The Peterborough Housing and Homelessness Plan identifies the need for more affordable housing and a variety of housing options – not only in the size and type of housing, but also in ownership and tenure. The Plan also suggests the development of an inventory of land and infill sites for potential affordable housing.

Both the Greater Peterborough Area Sustainability Plan and the Climate Change Action Plan strongly recommend that new developments be energy efficient, and that opportunities through Community Improvement Plans or other incentives be provided to retrofit existing buildings to be energy efficient or include green infrastructure. These Plans are also highly supportive of improvements and expansions to the active transportation network, the use of which would reduce reliance on personal vehicles and in-turn reduce the regions greenhouse gas emissions.

What to Expect Going Forward

County staff, together with the TAC, will be developing policies based on the Provincial policies and recommendations of the Council-endorsed community plans. It is likely that the new Official Plan will contain policies requiring new developments to assess different aspects of the transportation system, including the active transportation system, and provide those new developments with connectivity to the existing system where feasible.

Policies in the new Official Plan will also provide more direction for the provision of a wider variety of housing options. Local Municipal plans or design guidelines may support the implementation of the new Official Plan by setting out more specific requirements for new developments or identifying alternative forms of housing that are needed in the area. Local Municipal parks and recreation master plans or active transportation plans may also provide direction on the type and location of infrastructure that is appropriate for new developments or redevelopments.

In developing policies that address employment lands, support will be necessary to ensure there are appropriate areas designated for a variety of uses, including those that allow for a compact, mixed-use form. The Land Needs Assessment (LNA), which is to be completed by a consultant over the next several months, will determine whether there are



Council Report

sufficient employment lands available across the County, recommend where any new employment lands should be located, and provide appropriate density and intensification targets.

Financial Impact

None at this time.

Anticipated Impacts on Local and/or First Nations Communities

None at this time. All 8 municipalities as well as Curve Lake and Hiawatha First Nations communities are represented on the Technical Advisory Committee and have collaboratively worked on consultation policies and strategies for inclusion in the new Official Plan.

Link to County of Peterborough Strategic Plan Priorities

To provide high quality services to residents, businesses and Townships.

- | | |
|--|---|
| <input type="checkbox"/> Communications | <input type="checkbox"/> Financial Responsibility |
| <input checked="" type="checkbox"/> Housing | <input type="checkbox"/> Industry & Business |
| <input checked="" type="checkbox"/> Infrastructure | <input type="checkbox"/> Organizational Development |

In consultation with:

1. Iain Mudd, Manager of Planning
2. Keziah Holden, Senior Planner

Communication Completed/required: Report to be forwarded to all local Municipal Councils and First Nations in Peterborough County.

Attachments: None

Respectfully Submitted,
Original Signed by:

Bryan Weir
Director of Planning and Public Works

For more information, please contact
Bryan Weir, Director of Planning and Public Works
bweir@ptbocounty.ca
(705) 743-0380 ext. 2400



Council Report

Meeting Date:	April 7, 2021
Report Number:	Report Number FIN 2021-016
Title:	Tender Award - T-01-2021 - Microsurfacing
Author:	Chris Allen, Purchasing Coordinator
Approval:	Sheridan Graham, CAO

Recommendation

That Council receives Report FIN 2021-016 – Tender Award T-01-2021 Microsurfacing; and

That Council approves the award of Tender T-01-2021 Microsurfacing to Miller Paving Limited in the amount of \$1,401,218.65 (including HST); and

That a by-law be passed to authorize the County of Peterborough to enter into an Agreement with Miller Paving Limited for Tender T-01-2020 Microsurfacing.

Overview

The information in this report provides support for the award of Tender T-01-2021 – Microsurfacing to Miller Paving Limited.

Background

The County of Peterborough requested Bid submissions for our annual Microsurfacing program on Tender No. T-01-2021. With the lowest bid received, the overall cost of the project is over budget by [\$120,829.88]

As stated in the Purchasing Policy (FI-30), “No award of a Contract may be approved unless the Contract Value can be accommodated within the Approved Budget.”

Analysis

Of six (6) document takers, two (2) bids for were received as follows:

Contractor	Bid (incl. H.S.T.)	Total Net of refundable H.S.T.
Duncor Enterprises Inc.	\$1,706,003.54	\$1,536,309.03
Miller Paving Limited	\$1,401,218.65	\$1,261,840.79

Financial Impact

Miller Paving Limited submitted the lowest compliant bid based on the following summary:

Council Report

Summary – Bid vs. Approved Budget

Low Bid (excluding HST)	\$1,111,271.50
Concession St. (Selwyn Township)	\$128,745.00
Subtotal (County only)	\$1,111,271.50
Net HST (1.76%)	\$19,558.38
Total Construction Costs	\$1,130,829.88
Materials testing allowance	\$10,000.00
County Project Management, contract administration & Inspection services	\$35,000.00
Total project	\$1,175,829.88

2021 project budget (G/L 870104) \$1,055,000

Estimated surplus/(deficit) of project (\$120,829.88)*

*Deficit will be balanced through surplus of other 2021 Capital Projects

A list of the project locations in below.

County Road	Description
County Road 23	From County Road 29 northerly to County Road 18
County Road 30	From Hwy 115 southerly to the south limits of Havelock
County Road 41	From County Road 4 northerly to City of Peterborough Boundary
County Road 46	From Hwy 115 northerly to approximately 700m north of County Road 44

County staff will provide contract administration and inspection services for this contract. Staff salary costs are funded by available project budgets. Materials testing will be performed by a third party geotechnical consultant yet to be engaged.

Anticipated Impacts on Local and/or First Nations Communities

Not Applicable.



Council Report

Link to County of Peterborough Strategic Plan Priorities

To provide high quality services to residents, businesses and Townships.

- | | |
|--|--|
| <input type="checkbox"/> Communications | <input checked="" type="checkbox"/> Financial Responsibility |
| <input type="checkbox"/> Housing | <input type="checkbox"/> Industry & Business |
| <input checked="" type="checkbox"/> Infrastructure | <input type="checkbox"/> Organizational Development |

In consultation with:

1. Bryan Weir, Director, Planning and Public Works
2. Trena DeBruijn, Director, Finance/Treasurer
3. Doug Saccoccia, Manager, Engineering & Design

Communication Completed/required:

Communicate the award with Miller Paving Limited upon approval.

Prior to commencement of the project, notification will be issued to emergency services, general public and other agencies.

Attachments

None.

Respectfully Submitted,

Chris Allen, Purchasing Supervisor

For more information, please contact:

Doug Saccoccia P.Eng.
Manager, Engineering & Design

dsaccoccia@ptbocounty.ca

705-775-2737 ext. 3201



Council Report

Meeting Date:	April 07, 2021
Report Number:	Report Number FIN 2021-017
Title:	Approval to Award the Supply and Delivery of Unleaded Gasoline and Diesel Fuel
Author:	Chris Allen, Purchasing Supervisor
Approval:	Sheridan Graham, CAO

Recommendation

That Council receives Report FIN 2021-017 – Approval to Award the Supply and Delivery of Unleaded Gasoline and Diesel Fuel; and further

That Council approves the award of the City of Peterborough's Request for Tender No. ITT-12-21 for the Supply and Delivery of Unleaded Gasoline and Diesel Fuel to W.O. Stinson & Son Limited; and further

That a by-law be passed to authorize the County of Peterborough to enter into a five-year Agreement with W.O. Stinson & Son Limited for the City of Peterborough's Request for Tender No. ITT-12-21 for the Supply and Delivery of Unleaded Gasoline and Diesel Fuel.

Overview

The information in this report provides support to award the County's portion of the City of Peterborough's Request for Tender No. ITT-12-21 for the Supply and Delivery of Unleaded Gasoline and Diesel Fuel.

Background

In 2013 the County, as part of the Kawartha Collaborative Purchasing Group (KCPG), collaborated with the City's Request for Tender (No. T-36-2013) for the Supply and Delivery of Fuel and awarded the contract to Suncor Energy Products (Suncor). This contract is set to expire March 31, 2021 and a monthly extension (up to six months) has been granted by Suncor to the City and the County to allow for time to transition into a new contract.

The City of Peterborough prepared and issued Request for Tender No. ITT-12-21 on February 02, 2021, and it closed on March 11, 2021. The fuel requested includes Regular Unleaded and Premium Unleaded Gasoline, and both Clear and Dyed Diesel fuels. The Term of the contract is for five (5) years with an option to renew for an additional five years.

The Request for Tender was issued as a co-operative purchasing venture and include the requirements of the City, the County, all of the County's Townships excluding Havelock-



Council Report

Belmont-Methuen, and members of the KCPG for a total of fifty-seven (57) delivery locations.

Analysis

Six (6) bid submissions were received including Durham Fuels, W.O. Stinson & Son Ltd., McDougall Energy Inc., Imperial Oil, Suncor Energy Products, Suncor Energy Product Partnership and T.B.G. Fuels Ltd. The submissions were reviewed by the City and the participating agencies.

W.O. Stinson & Son Ltd. submitted the lowest compliant bid.

Financial Impact

Table 1 refers to the requirements of the County of Peterborough for the Supply of Fuel based on the annual estimates for the Douro Depot, Millbrook Depot, Havelock Depot, and the Smith Centreline Depot. This table provides the estimated cost for each fuel type based on the fluctuating daily rack prices recorded on March 4th, 2021, the Delivery Cost, associated Taxes, and HST.

Council Report

Table 1 – Supply & Delivery Costs from W.O. Stinson & Son Ltd. effective March 4, 2021

Fuel Type	Rack Price per Litre (March 4, 2021)	Delivery Cost Per Litre	Federal Excise Tax (FET) Per Litre	Provincial Fuel Tax (PFT) Per Litre	Carbon Tax Per Litre	HST Per Litre (13%)	Sub-Total Estimated Cost for Supply Per Litre	Est. Yearly Usage (litres)	Est. Yearly Supply Cost
Regular Unleaded	\$0.564	\$(0.0430)	\$0.100	\$0.147	\$0.066	\$0.10842	\$0.94242	0	\$0.00
Premium Unleaded	\$0.659	\$(0.0430)	\$0.100	\$0.147	\$0.066	\$0.12077	\$1.04977	101,500	\$106,551.66
Clear Diesel	\$0.626	\$(0.0480)	\$0.040	\$0.143	\$0.081	\$0.10946	\$0.95146	204,000	\$194,097.84
Dyed Diesel	\$0.626	\$(0.0480)	\$0.040	\$0.00	\$0.081	\$0.09087	\$0.78987	45,000	\$35,544.15
Total									\$336,193.65

The price for delivery of all fuel types in the current contract with Suncor is:

Regular Gasoline - \$0.022 per litre (excluding all taxes)

Premium Unleaded Gasoline - \$0.022 per litre (excluding all taxes)

Clear Diesel - \$0.017 per litre (excluding all taxes)

Clear Diesel - \$0.017 per litre (excluding all taxes)

Comparing the price quoted for the delivery of all fuels from W.O. Stinson & Son Ltd., with the current contract pricing through Suncor, the County can expect a savings of \$0.065 per litre before taxes, or \$22,782.50 (and an additional \$2,961.73 in taxes) annually, based on current rack pricing and estimated usage by fuel type for all four of the County's fuel locations.



Council Report

Anticipated Impacts on Local and/or First Nations Communities

Not Applicable.

Link to County of Peterborough Strategic Plan Priorities

To provide high quality services to residents, businesses and Townships.

- | | |
|--|--|
| <input type="checkbox"/> Communications | <input checked="" type="checkbox"/> Financial Responsibility |
| <input type="checkbox"/> Housing | <input type="checkbox"/> Industry & Business |
| <input checked="" type="checkbox"/> Infrastructure | <input type="checkbox"/> Organizational Development |

In consultation with:

1. Trena DeBruijn, Director, Finance/Treasurer

Communication Completed/required:

Upon Council approval, communicate the award with W.O. Stinson & Son Ltd. and Suncor Energy Products.

Attachments

None.

Respectfully Submitted,

Chris Allen, Purchasing Supervisor

For more information, please contact:

Chris Allen, Purchasing Supervisor

callen@ptbocounty.ca

705-743-0380 ext. 2206



Council Report

Report Number:	INF 2021-010
Meeting Date:	April 7, 2021
Title:	James A. Gifford Causeway, Chemong Bridge & County Road 14 (Yankee Line) Rehabilitation – Consultant Selection
Author:	Peter Nielsen, Manager, Capital Projects
Approval:	Sheridan Graham, CAO

Recommendation:

Be it resolved that the report of the Manager, Capital Projects INF 2021-010, titled “James A. Gifford Causeway, Chemong Bridge & County Road 14 (Yankee Line) Rehabilitation – Consultant Selection” be received for information.

Overview

The purpose of this report is to update Council on the status of the next phase of the rehabilitation of the James A. Gifford Causeway (Causeway), Chemong Bridge & County Road 14 (Yankee Line).

Background

In preparation for the next phase for the rehabilitation of the Causeway, Chemong Bridge & Yankee Line, the County issued a call for multi-disciplined consulting firms to submit proposals to provide professional services in support of the rehabilitation of these important County assets.

As Council will recall, the County was successful in securing a grant from the Investing in Canada Infrastructure Program (ICIP) program towards the Causeway Improvement Plan.

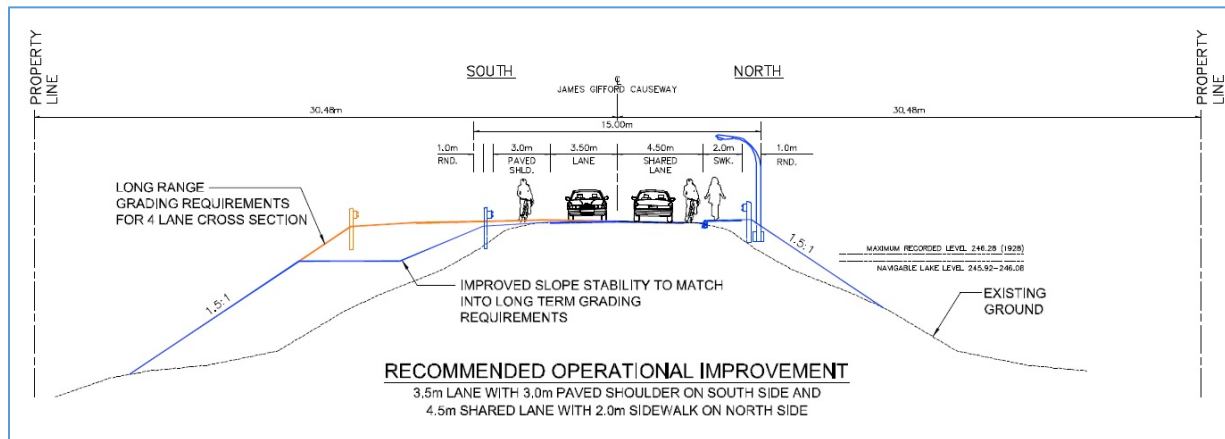
The work to be completed by the successful consultant includes:

- Environmental Assessments;
- Public consultation and Community Engagement Meetings;
- Attendance at meetings of County and Township Councils;
- Detailed design of Recommended Operational Improvement (short term plan);
- Functional design to demonstrate integration into Recommended Long Range Improvement plan;
- Preparation of tender documents;
- Contract administration and inspection services.

Council Report

The recommendations contained in the Environmental Study Report (ESR) were approved by Council and subsequently filed for the public record with the Minister of Environment in 2013.

Recommended Operational Improvement



Analysis

The schedule of the work that was presented in the ICIP grant application and included in the Request for Proposal will be adhered to by the consultant during the performance of the work, as follows:

Yankee Line Rehabilitation:

- May 30, 2021 - delivery of tender ready documents, specifications and detailed design for issuance for public bidding by the County;
- After July 1, 2021 – provision of construction contract administration and inspection services by the consultant;
- Scope of work:
 - Yankee Line, from Boundary Road to east side of Robinson Road intersection (5.3 km)
 - Schedule 'A+' EA
 - Obtain agency approvals; ORCA
 - pulverize asphalt road surface, reclamation with expanded asphalt
 - cross-culvert and entrance culvert replacements
 - grade raise/drainage improvements at Boundary Road intersection
 - install roadside safety devices
 - construct 10 metre wide asphalt platform
 - apply pavement markings

Council Report

- Anticipated design timeline:
 - March 2021 – July 2021
- Anticipated construction timeline:
 - August 2021 – September 2021.

Causeway Rehabilitation:

- January 28, 2022 - delivery of tender ready documents, specifications and detailed design for issuance for public bidding by the County;
- After July 1, 2022 – provision of construction contract administration and inspection services by the consultant;
- Scope of work:
 - Causeway roadway, from east side of Robinson Road intersection to west side of Ward Street intersection (1.4 km)
 - Schedule 'C' EA – Phase 5
 - Coordination of Technical Advisory Committee: Selwyn Township, Curve Lake First Nation, agencies
 - Obtain agency approvals; DFO, TSW, TC, ORCA
 - public consultation, community engagement and meetings with Councils
 - preparation of detailed design and tender documents
 - installation of single-lane traffic control system
 - pulverize asphalt road surface, apply supplementary granular materials, reclamation with expanded asphalt
 - construct surface water drainage systems with quantity and quality controls
 - construct 2.0 m wide concrete sidewalk, streetlights and ducting
 - construct 11 metre wide asphalt platform
 - install roadside safety devices/landscape features
 - north shoreline/embankment repairs of failed gabion baskets
 - apply pavement markings/signage
- Anticipated design timeline:
 - April 2021 – January 2022
- Anticipated construction timeline:
 - July 1, 2022 – October 30, 2022.

It is important to note that there is no additional winter construction work required to be completed in relation to the Causeway rock fill widening contract. Remaining activities includes summer 2021 plantings at the marsh feature and continuation of the 5-year spring environmental (walleye) monitoring program until 2024.

Council Report

The County continues to monitor the condition of the roadway through regular patrols and patching as required. Should additional measures be required prior to the rehabilitation project timeline, this would be brought forward to County Council for consideration.

Chemong Bridge (Structure No. B014001) Rehabilitation:

- November 30, 2021 – detailed deck condition survey;
- November 30, 2022 - delivery of tender ready documents, specifications and detailed design for issuance for public bidding by the County;
- After July 1, 2023 – provision of construction contract administration and inspection services by the consultant;
- Scope of work:
 - Chemong Bridge – 3 span concrete structure; total 21.0m span; originally constructed in 1972
 - Schedule 'B' EA
 - coordination of Technical Advisory Committee: Selwyn Township, Curve Lake First Nation, agencies
 - Obtain agency approvals; DFO, TSW, TC, ORCA
 - public consultation, community engagement and meetings with Councils
 - design investigation of bridge deck widening/pier modifications or alternative of separate structure for active transportation facilities
 - preparation of detailed design and tender documents
 - installation of single-lane traffic control system
 - excavate asphalt overlay, repairs to concrete deck
 - remove/restore concrete parapet walls, increase wall height for cyclist protection
 - repairs to concrete abutments, ballast walls, girder ends
 - waterproof and asphalt overlay
 - repair surface water drainage systems
 - construct embankment repairs
- Anticipated design timeline:
 - April 2021 – November 2022
- Anticipated construction timeline:
 - July 1, 2023 – October 30, 2023.

Site Plan

Council Report



Financial Impact

The County issued Proposal No. P-03-2021 calling for proposal submissions for the services of a qualified consultant to complete this assignment.

Of fifteen (15) plan takers, the four (4) bidders submitted proposals with results from the evaluation process as follows:

Bidder Name	Proposal Evaluation Score	Rank
BT Engineering Inc.	79.33	1
WSP Canada Inc.	73.32	2
D.M Wills Associates Ltd.	71.14	3
Ainley Graham & Associates Ltd.	69.21	4

The fee submissions that accompanied the proposal submissions all fell within the available budget.



Council Report

Anticipated Impacts on Local and/or First Nations Communities

Consultation with Local and/or First Nations Communities on this high profile project will continue through the mandated Municipal Class Environmental Assessment process.

Link to County of Peterborough Strategic Plan Priorities

To provide high quality services to residents, businesses and Townships.

- | | |
|--|--|
| <input type="checkbox"/> Communications | <input checked="" type="checkbox"/> Financial Responsibility |
| <input type="checkbox"/> Housing | <input type="checkbox"/> Industry & Business |
| <input checked="" type="checkbox"/> Infrastructure | <input type="checkbox"/> Organizational Development |

In consultation with:

1. Bryan Weir, Director, Planning and Public Works
2. Doug Saccoccia, Manager, Engineering & Design
3. Kyle Darling, Engineering & Design Coordinator
4. Sarah Crooks, Purchasing Coordinator

Communication Completed/required:

Notification of the results of the proposal evaluation process are to be provided to consulting firms who provided comprehensive proposal submissions in response to the County's call for proposals.

A Technical Advisory Committee comprised of County and Township of Selwyn staff and representatives from Curve Lake First Nation will be convened to assist the consultant in the completion of this assignment.

Attachments

None.

Respectfully Submitted,

Peter Nielsen, Manager, Capital Projects

For more information, please contact:
Peter Nielsen, Manager, Capital Projects
pnielsen@ptbocounty.ca
705-775-2737 ext. 3200

County Official Plan Project

Meeting Minutes – March 11, 2021 Technical Advisory Committee Meeting No. 23



Location: Virtual Meeting, Zoom

Attendees: Jeannette Thompson (SEL), Adele Arbor (TL), Ken Scullion (OSM), Karen Ellis (CM), Ed Whitmore (AN), Laura Stone (HBM), Julie Kapyrka (Curve Lake FN), Kaitlin Hill (Curve Lake FN), Tom Cowie (Hiawatha FN), Brian Fawcett (DD), Bryan Weir (County), Iain Mudd (County), Keziah Holden (County)

Absent: John Connolly (CM), Christina Coulter (CM), Travis Toms (NK)

Meeting started at 1:30pm

Items and issues discussed at the meeting were as follows:

Business Arising from Minutes/New Business

- No change to minutes as distributed

Provincial Update

- No response to-date from Province in regards to NHS mapping
- Reminder letter received from Growth Secretariat – Growth Plan conformity required by July 1, 2022
- A number of questions have been asked to Province, including whether lot lines can go through wetlands, Wildland Fire Assessment information, direction on significant woodlands and any other new information that we should be aware of

Council Involvement/Input

- Local Councils are eager to be involved, want opportunity to provide input on items that are important to them prior to draft document going to public
- Recognize the need for information to be released to County Council first and then to local Councils
- Important Council issues identified include severances, protection of agricultural lands and natural heritage features, employment lands/economic development
- AN, SEL Staff will be preparing reports for their Councils, CM has update report on next agenda – would be helpful to have a timeline developed

- Local Councils expect presentations, asking for input on both OP objectives and public consultation

Public Consultation

- Identified need to start engaging the public now so they are aware of (reminded) of this process, find out what issues are important and how they foresee the OP working in their communities in the future, while at the same time educating them about the framework in which we are working (Growth Plan, PPS)
- A survey/quiz (or series of shorter surveys) to be developed for release in 2nd quarter with tie back to original theme areas identified at project launch and Council education reports – important to release these to Councils
- TAC Members from OSM, CM, DD and SEL volunteered to participate in working group tasked with developing the survey
- Additional public consultation will be necessary – hope to merge this with public consultation that will be done as part of the Land Needs Assessment
 - Likely that virtual public meetings or open houses may still be necessary given ongoing pandemic – possibility of themed meetings or breakout sessions
 - Several Townships identified need for alternative methods – not everyone has access to or is comfortable using technology (call-in option for virtual meetings, distribution of paper notices and information, ability to attend in-person)
 - Will utilize website, consultation database, interest group/association distribution list, all social media platforms (County and Township), newspaper media

Process for Draft Schedule Review

- Reviewing the draft schedules requires time commitment from TAC members and County staff
- Will start with ‘flipping’ the existing land use schedules to an equivalent designation from the new OP and refinements made from that point forward
- Agricultural Systems mapping will be incorporated and markups provided to County staff ahead of meetings

Review of Draft Report to County Council

- CM staff suggested additional residential units as they impact the built environment, and the community has embraced this form of development – many other TAC members have also seen increase in this type of development
- SEL staff suggested giving example of major transportation corridors

Next Steps & Action Items

- County staff to monitor progress of NHS mapping, answers to questions raised and report back to TAC when response received
- County staff to prepare updated project timeline and send to TAC members and Councils
- County staff to continue working with individual Townships on land use mapping – County staff will contact staff individually to schedule meetings
- TAC members to review agricultural systems mapping and land use schedules
- TAC Working Group to develop survey/quiz for public release
- All TAC members to review consolidated draft document for comment at future meeting

Meeting adjourned at 2:35pm

Amendment No. 61
to the
Official Plan of the
County of Peterborough

John and Karen Curtis
Part Lot 18, Concession 4
Smith Ward

Official Plan Amendment No. 61

Part “A” - The Preamble does not constitute part of this Amendment.

Part “B” - The Amendment consisting of the following text and schedules constitutes Amendment No. 61 to the Official Plan for the County of Peterborough.

Also attached is **Part “C” - The Appendices** which does not form part of this amendment. The appendices contain copies of correspondence that have been received relating to the amendment and also a copy of the Minutes of the public meeting associated with the amendment.

Part A - The Preamble

Purpose

The purpose of the Official Plan Amendment is to provide relief from Section 6.2.1 PRIME AGRICULTURE, specifically as it relates to permitted uses. The amendment applies to certain lands within the "Prime Agricultural" designation, on lands located in Part Lot 18, Concession 4 of the Smith Ward.

Basis

The County of Peterborough has received an application from John and Karen Curtis to amend the Official Plan for the County of Peterborough. John and Karen Curtis own a 0.4 hectare (0.99 acre) parcel of land in Part Lot 18, Concession 4 in the Smith Ward, in the Township of Selwyn.

Two (2) buildings currently occupy the Subject Property, the primary building being the former Fairview United Church constructed in 1872 with an attached addition, formerly used as the rectory office and a secondary building that historically served as an education centre. The balance of the property contains a gravel driveway and parking lots, manicured lawns and landscaping.

The proposed redevelopment of the property includes the following:

- convert the former Fairview United Church to a rental music hall;
- convert the former rectory office into an administrative office for the Owners existing landscaping business;
- convert the education centre to an accessory residential unit for the Owners with the addition of a small rear yard deck; and,
- establish recreational gardens and a small orchard on the balance of the property.

With respect to the Owners landscaping business, there will be no storage of materials or equipment onsite with the exception of the Owners one (1) small trailer and one (1) pickup truck that will be parked onsite at night and on the weekends. The existing landscaping business operates using a "drop site" method, therefore no employees, save and except the Owners, will be operating out of the Subject Property. With respect to the proposed gardens/ orchard, it is the intention that they will be for personal use.

The proposed rental music hall will not be licensed and events will be scheduled two (2) to three (3) times a month on Fridays from 7:00 p.m. to 9:00 p.m. and will comply with the Township's Noise By-law #2003-97. The rental music hall will

accommodate a maximum of 50 people. It is the intention of the Owners to rent the music hall to local musicians as an economically feasible option to grow the local music community.

The operation of the proposed development on the Subject Property will cease annually from late October to late March as the Owners seasonally reside abroad.

An OPA is required as the proposed uses are not currently permitted in the “Prime Agricultural” designation.

Existing and Surrounding Uses

Two (2) buildings currently occupy the Subject Property, the primary building being the former Fairview United Church constructed in 1872 with an attached addition, formerly used as the rectory office and a secondary building that historically served as an education centre. The balance of the property contains a gravel driveway and parking lots, manicured lawns and landscaping. The Subject Property has direct frontage on Centre Line (County Road 24) and is located south of the intersection of the Fifth Line and Centre Line in the Smith Ward in the Township of Selwyn. The immediate surrounding land uses are agricultural and rural residential with an unevaluated wetland located northwest of the Subject Property. The surrounding agricultural land is primarily used for annual crop production. The agricultural property to the south was historically an active dairy farm, however this operation has since ceased, with the demolition of the barn and silos with only the residence and a storage structure remaining.

Part B - The Amendment

All of this Part of the document entitled Part B - The Amendment consisting of the following text and schedule constitutes Amendment No. "61" to the Official Plan of the County of Peterborough.

Details of the Amendment

The Official Plan of the County of Peterborough is hereby amended as follows:

1. Section 6.2.1.8 – "Special Policy for Townships", is hereby amended by the introduction of a new subsection 6.2.1.8(a)(iv):

(iv) **724 Centre Line – Roll No. 1506-020-007-039400**

Notwithstanding the policies of Section 6.2.1 to the contrary, on those lands located on part of Lot 18, Concession 4, Smith Ward, Township of Selwyn as shown on the lands use schedule, a rental music hall, administrative office space, and an accessory residential unit shall be permitted uses.

2. Schedule "A1" - Land Use Plan – Rural Component Smith & Ennismore Wards for the Township of Selwyn is hereby amended by adding a border symbol and text box stating "**See Section 6.2.1.8(a)(iv)**" for certain lands located in Part of Lot 18, Concession 4, Smith Ward, as shown on Schedule "1", attached hereto and forming part of this amendment.



Schedule '1' to Official Plan
Amendment No. 61



D.M. Wills Associates Limited
150 Jameson Drive
Peterborough, Ontario
K9J 0B9

P. 705.742.2297
F. 705.748.9944
E. wills@dmwills.com

Legend



Subject Property



Parcel Fabric



Road

Smith and Ennismore Official Plan



Prime Agricultural



Lands to be redesignated to Prime
Agriculture Special Policy Area

Drawn by: AK

Checked by: KH

Map Date: September 2020

Project No. 85060

Map File No.

Scale 0 25 50 100
NAD83 UTM Zone 17 North
Meters

Part C - The Appendices

The following appendices do not constitute part of Official Plan Amendment No. 61, but are included as information supporting the Amendment.

- **Appendix No. 1 Correspondence**
- **Appendix No. 2 Public Meeting Notices and Minutes**
- **Appendix No. 3 Public Comments**
- **Appendix No. 4 Agency Comments**

Appendix No. 1 – Correspondence

Appendix No. 2 – Public Meeting Notices and Minutes

Notice of Complete Application:

Emailed to public bodies October 2, 2020

Mailed to neighbouring landowners within 120 metres

Posted signed on subject property advertising notice of complete application

Posted on County and Township websites

Published in the Peterborough This Week October 15, 2020

Notice of Public Meeting

Emailed to public bodies February 16, 2021

Mailed to neighbouring landowners within 120 metres

Posted sign on subject property advertising public meeting

Posted on County and Township websites

Published in the Peterborough This Week February 18, 2021

Public Meeting held March 9, 2021

Appendix No. 3 – Public Comments

None received to date.

Appendix No. 4 – Agency Comments

Agency/Peer Review	Date Received
Peterborough Public Health	October 8, 2020
Otonabee Conservation	October 26, 2020
County of Peterborough Engineering and Design Division	November 4, 2020, January 14, 2021, February 9, 2021
Enbridge Gas Inc.	November 6, 2020
Stantec – Peer Review of Servicing Options Report	November 10, 2020

TECHNICAL REPORT

File #: 15OP-20008
Applicant: John and Karen Curtis
Municipality: Township of Selwyn
Recommendation: Approval of Official Plan Amendment

The County of Peterborough received an application from D.M. Willis Associates Ltd., on behalf of John and Karen Curtis to amend the Local Component of the Official Plan for the County of Peterborough. The application was received on August 26, 2020 and deemed to be a complete application on September 23, 2020.

The subject property is located in part of Lot 18, Concession 4, Smith Ward of the Township of Selwyn (municipally known as 724 Centre Line). The property is 0.4 hectares in size with 85.79 metres of frontage on Centre Line and is the former site of the Fairview United Church.

File No. 15OP-20008 represents Amendment No. 61 to the Official Plan of the County of Peterborough.

Proposal

The subject property is currently designated Prime Agriculture. An Official Plan Amendment is required in order to facilitate the development of the subject property including the conversion of the former church to a rental music hall, the conversion of the former rectory office into an administrative office, and the conversion of the former education centre to an accessory residential unit. It is proposed that the music hall will be rented two to three times a month on Fridays from 7:00 p.m. to 9:00 p.m. and will accommodate a maximum of 50 people. The administrative office will be operated by the owners of the property who run a landscaping business. There will be no storage of materials or equipment onsite with the exception of the owner's trailer and pickup truck.

In considering the Official Plan Amendment, the County was in receipt of the following reports in support of the application:

- Planning Justification Report, prepared by D.M. Wills Associates Limited, dated August 2020;
- Traffic Impact Brief, Study, prepared by D.M. Wills Associates Limited, dated August 21, 2020;
- Site Servicing Options Report, prepared by D.M. Wills Associates Limited, dated August 2020;
- Plan of Survey, prepared by JBF Surveyors, dated April 13, 2020;
- Proposed Drainage Plan, prepared by D.M. Wills Associates Limited, dated August 24, 2020;

- Response Letter to County and Township Comments, prepared by D.M. Wills Associates Limited, dated September 15, 2020.

Public Consultation and Agency Comments

In accordance with the requirements of *The Planning Act* full agency circulation and public notice was provided. A public meeting was hosted electronically by the Township of Selwyn on March 9, 2021. Council for the Township of Selwyn recommended approval of OPA No. 61 (resolution 2021 - 059).

Agency / Peer Comments

Agency	Comment Summary
Peterborough Public Health – Safe Sewage Disposal Unit	Dated October 8, 2020: No objection to the application. An Existing Sewage System permit is required prior to the issuance of a building permit.
Otonabee Region Conservation Authority	Dated October 26, 2020: No objection to the application. Technical staff did not foresee any negative impacts to overall stormwater management of the site. Permits from ORCA will not be required.
Enbridge Gas Inc.	Dated November 6, 2020: No objection to the application.
County of Peterborough Engineering and Design Division	Dates October 28, 2020, January 14, 2021 and February 9, 2021: The County is satisfied with the recommendations of the Traffic Brief and related addendums, and the proposed design of the entrance and drainage plan. An entrance permit will be required and if a new sign is proposed, a sign permit will also be required.
Peer Review of Servicing Options Report by Stantec	Dated November 5, 2020: No concerns with the application. There is sufficient space for two sewage disposal systems, comprised of septic tanks and filter beds that meet minimum setback requirements and there appears to be adequate water supply available from the existing well for the proposed residence, music hall and office space. Treatment may be required for hardness and turbidity. If the music hall will provide potable drinking water to guests/public, a Small Drinking Water System Permit must be obtained from PPH. It is also not

anticipated that the proposed development will negatively affect surrounding water users' wells.

Public Comments

No written comments have been received to date and no verbal comments were made at the public meeting.

Provincial Policy Statement (PPS)

The Provincial Policy Statement (PPS) as issued under the authority of Section 3 of *The Planning Act* came into effect on May 1, 2020. The 2020 PPS applies to all decisions that affect a planning decision made on or after May 1, 2020. Furthermore, Section 3 of *The Planning Act* requires that planning authorities "shall be consistent with" the PPS. The intent of the PPS is to provide direction on matters related to land use planning and development. Within the context of the proposal, certain provisions of the PPS are considered to have relevance.

The subject property is considered to be within a prime agricultural area as defined in the PPS. A prime agricultural area means areas where prime agricultural lands predominate. Policies related to prime agricultural areas are contained under Section 2.3 of the PPS. Policy 2.3.1 indicates that prime agricultural areas shall be protected for long-term use for agriculture. Uses permitted in prime agricultural areas are limited to agricultural uses, agriculture-related uses, and on-farm diversified uses. Section 2.3.6 permits non-agricultural uses in prime agricultural areas in limited circumstances.

Policy 2.3.6.1 states:

Planning authorities may only permit non-agricultural uses in prime agricultural area for:

1. *limited non-residential uses, provided that all of the following are demonstrated:*
 - i. *the land does not compromise a specialty crop area;*
 - ii. *the proposed use complies with minimum distance separation (MDS) formulae;*
 - iii. *there is an identified need within the planning horizon provided for in policy 1.1.2 for additional land to be designated to accommodate the proposed use; and,*
 - iv. *alternative locations have been evaluated, and*
 - i. *there are no reasonable alternative locations which avoid prime agricultural areas; and,*

- ii. there are not reasonable alternative locations in prime agricultural area within lower priority agricultural lands.*

The Planning Justification Report submitted in support of the proposal assessed the development in the context of the above policy. It was adequately demonstrated that there are no alternate locations outside the prime agricultural area to accommodate the proposed uses on the property. Based on the former use of the subject property as a church as well as the size of the property, it was shown that the proposed uses do not compromise the surrounding agricultural area, the property is not considered a specialty crop area, the proposed uses comply with minimum distance separation requirements, and the property is not considered priority agricultural lands. The need for the proposed rental music hall was demonstrated and takes advantage of an underutilized building that offers similar acoustic infrastructure required for a music hall.

Section 1.1.4 of the PPS speaks to the importance of rural areas (includes prime agricultural areas) to the economic success of the Province and our quality of life.

Policy 1.1.4.1 states:

Healthy, integrated and viable rural areas should be supported by:

- a) building upon rural character, and leveraging rural amenities and assets;*
- b) promoting regeneration.*
- d) encouraging the conservation and redevelopment of existing rural housing stock on rural lands;*
- e) using rural infrastructure and public service facilities efficiently;*
- f) promoting diversification of the economic base and employment opportunities through goods and services, including value-added products and the sustainable management of use of resources.*
- i) providing opportunities for economic activities in prime agricultural areas, in accordance with policy 2.3.*

The proposal builds upon the rural character of the area and leverages rural amenities and assets provided in subsection (a), by utilizing and preserving the exterior of the existing buildings. In addition to the repurposing of the existing building, the proposal takes advantage of the rural infrastructure available provided in subsection (e), by using the existing well, entrances and gravel surfaces for parking. The proposal also appears to promote regeneration provided in subsection (b). As described in the Planning Justification Report, “as the demographics of rural communities continue to shift, so does the needs of those communities...as religious buildings become vacant, repurposing them to better serve the changing needs of the community is vital.”

It is County staff's opinion that the amendment does not conflict with the PPS.

Growth Plan for the Greater Golden Horseshoe (Growth Plan)

Place to Grow: Growth Plan for the Greater Golden Horseshoe 2019 (Growth Plan) was released May 2, 2019; and took effect on May 16, 2019. The legislation is centred on the initiative to plan for growth and development in a way that supports economic prosperity, protects the environment, and helps communities achieve a high quality of life.

It is a vision of the Growth Plan that unique and high-quality agricultural lands will be protected for the provision of healthy, local food for future generations. Farming will be productive, diverse and sustainable. To implement this vision, an Agricultural System has been identified by the Province which intends to improve the viability of agriculture and growth of the agri-food sector. Although mapping for this system is not in effect until incorporated in upper-tier official plans, recent implementation procedures released by OMAFRA on April 3, 2020 indicate that any lands that are currently designated as prime agricultural areas, including the subject property, are subject to the policies of the Agricultural System of the Growth Plan. In particular, Section 4.2.6.3 of the Growth Plan states that "where agricultural uses and non-agricultural uses interface outside of settlement areas, land use compatibility will be achieved by avoiding or where avoidance is not possible, minimizing and mitigating adverse impacts on the Agricultural System."

The Planning Justification Report submitted with the amendment supports this policy by providing that, "the impact of non-agricultural uses in the prime agricultural area was established 148 years ago when the church was constructed [and] the owners have tailored their proposal to the existing infrastructure onsite and intend to preserve the character of the area by maintaining the facades of the existing buildings."

It is County staff's opinion that the amendment does not conflict with the Growth Plan.

County Official Plan

The property is subject to the Rural and Cultural Landscape policies contained under Section 4.3 of the County Official Plan and more specifically Section 4.3.3.2.

Policies contained under section 4.3.3.2 of the County Official Plan mirror the requirements of Section 2.3.6.1(b) of the PPS for any non-agricultural use in prime agricultural areas.

County staff are of the opinion that the proposed amendment conforms to the Peterborough County Official Plan.

Local Official Plan

The property is designated 'Prime Agriculture' on Schedule A1 (Land Use Plan – Rural Component) in the Township of Selwyn Official Plan. Permitted uses within this designation include agriculture, farm related activities, and forestry.

As noted in the Planning Justification Report, the existing uses, which have been in place for 148 years, are not considered permitted uses in the Prime Agriculture designation. Further, the change in land use to permit the proposed development are also not permitted in the Prime Agriculture designation and therefore an amendment is required.

The Official Plan Amendment proposes to place the subject property in a Special Policy area, specific to the property, to allow the additional permitted uses including the rental music hall, administrative office, and an accessory residential unit.

Section 7.9 outlines a list of criteria that should be considered when considering an amendment to the local component of the County Official Plan. These are as follows:

- (1) *The need for the proposed use.*

The applicant's planning consultants have noted the following:

With respect to an identified need, the Owner's have been involved in the Peterborough area music community for some time and the availability of affordable rental music halls for young musicians has been identified as a need within this community. The Owners were diligent in researching appropriate properties for the proposed uses, and provided that the Fariview United Church has the existing acoustic infrastructure and served a similar purpose (the congregation of people for song and prayer), the Owners felt that the proposed development of a rental music hall was appropriate.

Additionally, with respect to the Owner's existing landscaping business, the Subject Property is central to existing clientele. In relocating to the Subject Property, the existing landscaping business can continue to serve existing clientele in an efficient manner and serve the local community's landscaping needs.

The Owner's have taken special care to tailor the proposed development to the property to ensure that it best conforms to the surrounding community character.

- (2) *The extent to which the existing designated areas in the proposed categories are developed, and the nature and adequacy of such existing development.*

The applicant's planning consultant undertook a comprehensive analysis of alternative locations for the development to occur in order to satisfy the requirements under the PPS. It was demonstrated that there are no reasonable alternate locations outside the prime agricultural area to accommodate the proposed uses on the property.

The applicant's planning consultant noted the following:

The proposed development will utilize the existing infrastructure to permit the proposed uses. No new buildings are proposed. The proposed development looks to preserve and enhance the Subject Property.

- (3) *The physical suitability of the land for such proposed use, taking into consideration potential for hazard, environmental areas etc.*

The Subject Property is not located in an area that contains any environmental features or hazardous lands. Otonabee Conservation noted the subject property is located beyond 120 metres of key hydrological features and outside of any natural heritage feature. The Subject Property has been historically developed and no new development is proposed with the exception of personal gardens and an orchard.

- (4) *The location of the area under consideration with respect to the existing roads system, vehicular and pedestrian traffic, water supply and sewage disposal, and the protection of the natural environment.*

A traffic impact brief was submitted with the application, and subsequently peer reviewed, where it demonstrated that the proposed change in use will not negatively impact Centre Line.

Additionally, a servicing options brief was submitted, and peer reviewed, which demonstrated that the proposed development can be supported by the existing well and an upgraded septic system.

There are no environmental features are located on the Subject Property.

(5) *The compatibility of the proposed use with the uses in adjoining areas.*

The subject property is surrounded by agricultural and limited rural residential uses. The applicant's planning consultant note that:

The Subject Property has been developed for 148 years and has served as a gathering place for the community. With respect to serving the local community, the Fairview United Church had been underutilized for some time and it is argued that the proposed use of a rental music hall and a small administrative office for the Owners' existing landscape business would better serve the surrounding community while producing the same, if not less noise generation and demand on traffic, services and parking.

The proposed use of an accessory residential unit arguably is more compatible with the existing agricultural area.

(6) *The effect of the proposed use on the surrounding area regarding possible depreciation of adjacent properties.*

The applicant's planning consultants indicate that, "the proposed development looks to provide for recreational opportunities for the surrounding landscape (rental music hall). The proposed development will not have a negative impact on the value of adjacent properties, especially considering the alternative of leaving a historic building to become derelict."

(7) *The potential effect of the proposed use on the financial position of the Township.*

The applicant's planning consultant note that "the proposed development will have a positive impact on the financial position of the Township as the use of the property will be commercial and residential, as opposed to remaining vacant."

(8) *Consideration of the soil capability for agriculture and the potential impacts on surrounding agricultural uses and operations.*

The applicant's planning consultants have noted that the "viability of the subject property to be used for agricultural purposes is limited. The existing parcel size and the capital investment required to prepare the lands (removal of existing buildings/infrastructure and fence rows) would not be sensible given the common form of agricultural activity in the area is beef farming and cash crops."

- (9) *Where the proposal involves taking prime agricultural land out of production, the planning justification requirements of the Provincial Policy Statement shall be addressed.*

The applicant's planning consultants have noted that the "existing use of the lot is institutional and the property would not be suitable for agricultural purposes given the reduced lot size and existing development."

The criteria to be evaluated when non-agricultural uses are proposed in prime agricultural areas was provided under the PPS discussion above.

- (10) *The Minimum Distance Separation requirements of the Provincial Policy Statement shall be met for new uses being proposed in proximity to existing livestock facilities.*

As provided in the Planning Justification Report, the Subject Property and the proposed development comply with the MDS setbacks.

- (11) *Demonstration of how the proposal conforms to the Provincial Growth Plan.*

Refer to Growth Plan discussion above.

- (12) *In the case of lands within identified vulnerable areas, demonstration of how the proposal conforms to the policies of Section 5.7 where applicable.*

Not applicable to the subject property.

Conclusion

John and Karen Curtis applied to amend the Local Component of the County Official Plan to facilitate the redevelopment of the subject property. Amendment No. 61 will place the subject property within a site specific Special Policy of the Prime Agriculture designation to permit the use of the lands for a rental music hall, administrative office and an accessory residential unit.

Operational details regarding the rental music hall are provided in the site-specific Zoning By-law Amendment (processed concurrently with OPA No. 61)

No circulated public agencies or members of the public identified concern with the proposal.

Based on our analysis, Amendment No. 61 is deemed to be in general conformity with the County Official Plan, the Local Component of the County Official Plan, the Growth Plan and is consistent with the Provincial Policy Statement.

Recommendation

That Amendment No. 61 to the Official Plan for the County of Peterborough be approved and adopted by by-law, and the required notice of decision be circulated in accordance with the provisions of The Planning Act; and,

Further, that the Planning Director be authorized to sign the approval certificate if no appeals are received at the conclusion of the appeal period.

Planner: original signed by Caitlin Robinson

Date: March 26, 2021

Manager of Planning: original signed by Iain Mudd

Date: March 26, 2021

March 24, 2021

County of Peterborough
470 Water Street
Peterborough ON K9H 3M3

via email

Attention: **Caitlin Robinson**

Dear Ms. Robinson,

Re: Official Plan Amendment 15OP-200008

At its meeting held the 9th day of March, 2021, the Council of the Township of Selwyn passed the following resolution:

Resolution No. 2021 – 059 – Zoning By-law Amendment – 724 Centre Line
Councillor Gerry Herron – Deputy Mayor Sherry Senis –
That the report of the Planner regarding the Official Plan Amendment and the Zoning By-law Amendment related to lands described as Part of Lot 18, Concession 4 (724 Centre Line) in the Smith Ward be received for information; and

That the County of Peterborough be advised that the Township of Selwyn supports the proposed Official Plan Amendment No. 61 to the County Official Plan as described in the document prepared by the County Planning Department; and

That By-law 2021-017, being a By-law to rezone certain lands situated in Part of Lot 18, Concession 4 in the Smith Ward from Community Facility (CF) Zone to Community Facility Exception 582 (CF-582) be brought forward to the By-law section of the agenda for consideration.

Carried.

Further, I have attached the following:

- Requisite declaration indicating the notice was given as per the requirements of the Planning Act; and that a Public Meeting was held as per the requirements of the Planning Act.
- A copy of the minutes from the public meeting.

I trust this information is of assistance. Please contact me if you have any questions.

Sincerely,

Jeannette Thompson

Jeannette Thompson, BSc, MCIP, RPP
Planner

Cc: Robert Lamarre, Manager of Building and Planning
Angela Chittick, Clerk



Council Report

Report Number:	PLG 2021-010
Meeting Date:	April 7, 2021
Title:	County File 15OP-20008 being Official Plan Amendment No. 61 to the County of Peterborough Official Plan – 724 Centre Line, Township of Selwyn
Author:	Iain Mudd, Manager of Planning
Approval:	Sheridan Graham, CAO

Recommendation

That Report PLG 2021-010 County File 15OP-20008 being Official Plan Amendment No. 61 to the County of Peterborough Official Plan – 724 Centre Line, Township of Selwyn be received;

That Official Plan Amendment No. 61 to the County of Peterborough Official Plan be approved, and the required notice of decision be circulated in accordance with the provisions of *The Planning Act*; and

That the Director of Planning and Public Works be authorized to sign the approval certificate if no appeals are received at the conclusion of the appeal period.

Overview

The County received a complete application for an Official Plan Amendment for lands described as being Part of Lot 18, Concession 4, in the Smith Ward (municipally known as 724 Centre Line). The amendment is required in order to facilitate the development of the subject property including the conversion of the former Fairview United Church on the subject property to a rental music hall, the conversion of the former rectory office into an administrative office, and the conversion of the former education centre to an accessory residential unit. The amendment intends to add a site-specific policy to the subject property to allow the foregoing uses (refer to Appendix A).

Background

In accordance with the Planning Act, full agency circulation and public notice was provided. A review of the application has been completed to determine conformity with Provincial policy and plans, as well as the County and Township Official Plan (refer to Appendix B). A public meeting was hosted electronically by the Township of Selwyn on March 9, 2021. Council for the Township of Selwyn supported OPA No. 61 through resolution 2021 - 059 (refer to Appendix C).

Analysis



Council Report

The subject property is currently designated 'Prime Agriculture.' An amendment is required to facilitate the development of the subject property as the proposed uses are not permitted in the Prime Agriculture designation. The amendment intends to add a site-specific policy to the subject property to allow the rental music hall, administrative office and accessory residential unit.

In support of the applications, the following documents/studies were submitted with the application:

- Planning Justification Report, prepared by D.M. Wills Associates Limited, dated August 2020;
- Traffic Impact Brief, Study, prepared by D.M. Wills Associates Limited, dated August 21, 2020;
- Site Servicing Options Report, prepared by D.M. Wills Associates Limited, dated August 2020;
- Plan of Survey, prepared by JBF Surveyors, dated April 13, 2020;
- Proposed Drainage Plan, prepared by D.M. Wills Associates Limited, dated August 24, 2020;
- Response Letter to County and Township Comments, prepared by D.M. Wills Associates Limited, dated September 15, 2020.

Based on our analysis, Amendment No. 61 is found to be in conformity with the County Official Plan, the Local Component of the County Official Plan, the Growth Plan and is consistent with the Provincial Policy Statement.

Financial Impact

Not applicable.

Anticipated Impacts on Local and/or First Nations Communities

None.

Link to County of Peterborough Strategic Plan Priorities

To provide high quality services to residents, businesses and Townships.

- | | |
|---|---|
| <input type="checkbox"/> Communications | <input type="checkbox"/> Financial Responsibility |
| <input checked="" type="checkbox"/> Housing | <input checked="" type="checkbox"/> Industry & Business |
| <input type="checkbox"/> Infrastructure | <input type="checkbox"/> Organizational Development |

In consultation with:



Council Report

1. Bryan Weir, Director of Planning and Public Works
2. Caitlin Robinson, Planner

Communication Completed/required: Full agency and public noticed was provided in accordance with the Planning Act and the statutory public meeting was held on March 9, 2021. Upon Council's decision, staff will circulate the Notice of Decision in accordance with the Planning Act

Attachments

Appendix A – OPA No. 61

Appendix B – Technical Report

Appendix C – Township resolution

Respectfully Submitted,

Iain Mudd, Manager of Planning

For more information, please contact:

Iain Mudd, Manager of Planning

imudd@ptbocounty.ca

705-743-0380 ext. 2401

Minutes County Council - Regular Meeting



9:30 AM - Wednesday, March 17, 2021

Electronic Participation

The Council Chambers were closed due to COVID-19 precautionary measures.

The meeting was held electronically and was streamed live on the County of Peterborough's YouTube channel ([Part 1](#), [Part 2](#) and [Part 3](#)).

Present: Warden J. Murray Jones, Deputy Warden Andy Mitchell, Councillors Carolyn Amyotte, Rodger Bonneau, Lori Burt, Bonnie Clark, Janet Clarkson, David Gerow, Matthew Graham, Jim Martin, Scott McFadden, Karl Moher, Sherry Senis, Joe Taylor, Jim Whelan, and Ron Windover

Regrets:

Staff Present: Chris Allen, Purchasing Supervisor; Chris Barry, Deputy Chief, PCCP; Trena DeBrujin, Director of Finance/Treasurer; Lynn Fawn, Director, Corporate Services; Sheridan Graham, Chief Administrative Officer; Randy Mellow, Chief of Paramedics/Deputy CAO; Iain Mudd, Manager of Planning; Mary Spence, Director of Human Resources; Kari Stevenson, Manager, Legislative Services/Clerk and Bryan Weir, Director of Planning and Public Works

Guests: Staff Sergeant Chris Galeazza, Ontario Provincial Police

1. Call To Order

A quorum of Council being present, Warden Jones called the meeting to order at 9:30 a.m.

2. Land Acknowledgement

The Warden recited the Land Acknowledgement.

3. Moment of Silent Reflection/Silence

Council observed a moment of silence to reflect on the duties and responsibilities required as Peterborough County Councillors.

4. Adoption of Agenda ([Link to March 17, 2021 Agenda](#))

131-2021

Moved by Councillor Amyotte
Seconded by Councillor Windover

Be it resolved that County Council adopts the agenda as amended. **Carried**

5. Disclosure of Interest

There were no disclosures of interest.

6. Adoption of Minutes

132-2021

Moved by Councillor Moher
Seconded by Councillor Burt

Be it resolved that County Council adopts the minutes of the Regular County Council meeting of March 3, 2021 as circulated. **Carried**

7. Delegations and Presentations

- a. **Darlene Cook, CEO and Bonnie Clark, Chair, Peterborough Housing Corporation**
Re: Peterborough Housing Corporation

133-2021

Moved by Councillor Clarkson
Seconded by Councillor Senis

Be it resolved that County Council receives the delegation from Peterborough Housing Corporation regarding the Peterborough Housing Corporation.

Carried

Council recessed from 10:45 a.m. to 10:52 a.m.

8. Business Arising from a Previous Meeting

9. Staff Reports

a. Planning

Report prepared by: Iain Mudd, Manager of Planning

Re: PLG 2021-007 Draft Plan of Subdivision and Draft Plan of Condominium - Granite Ridge Estates II (15T-12003 & 15CD-18001)

134-2021

Moved by Councillor Bonneau

Seconded by Councillor Moher

Be it resolved that the application for Plan of Subdivision submitted by 1447147 Ontario Inc. (County File No. 15T-12003) be granted draft plan approval, with conditions, and the required Notice of Decision be circulated in accordance with the provisions of the Planning Act; and

That the application Plan of Common Elements Condominium submitted by 1447147 Ontario Inc. (County File No. 15CD-18001) be granted draft plan approval, with conditions, and the required Notice of Decision be circulated in accordance with the provisions of the Planning Act; and

Further that the Director of Planning be authorized to date stamp and sign the draft plan certificate if no appeals are received at the conclusion of the appeal period.

Carried

b. Administration - CAO

Report prepared by: Sheridan Graham, CAO, Deputy Clerk, Deputy Treasurer

Re: CAO 2021-011 Organizational and Service Delivery Review Working Group - Recommendations to Council

135-2021

Moved by Councillor Gerow

Seconded by Deputy Warden Mitchell

Be it resolved that County Council receive report CAO 2021-011 regarding the Organizational and Service Delivery Review (OSDR) Sub-Committee recommendations, which have been endorsed by the OSDR Working Group for consideration to Council; and

That Council endorse the recommendations of the OSDR Working Group, being that:

1. The following mission statement be approved for the Communications/Governance Sub-Committee: We are committed to providing more efficient, accessible and quality services and

infrastructure through effective governance and innovation. (Tagline - Let's work smarter!)

2. Where we have multiple County members on an external board or committee, we examine ways we can streamline including having those boards consider having weighted voting for the County.
3. For external advisory committees, we ensure that the County's interests are being served on the committees.
4. The composition of Land Division Committee and Accessibility Advisory Committee not be altered in any way.
5. For internal County committees, we provide members with the ongoing ability to attend virtually in order to provide efficient, accessible and quality services.
6. A full Council compensation review be included as part of the non-union management compensation review.
7. The new Council report template and motion manuals be implemented, and that staff be provided with training; and that where possible, staff reports limited to 4 pages with additional information as appendices. Council reports that involve complex and/or impactful decisions pertaining to service delivery, policy, resident impacts and/or technical matters shall be brought forward at the first meeting for information and discussion, and for approval at a subsequent meeting.
8. Staff be directed to go out for an RFI for a contracted Drone Service Provider, to provide on demand (emergency management) and planned use services, with the potential to partner for the services.
9. A report and presentation regarding Assessment Review be brought to the Streamlining and Efficiencies Committee, identifying ways to break up the structures by size.
10. The GIS overview presentation be provided and recorded, and to be shared with local townships and economic development entities to communicate opportunities within the County GIS.
11. The OSDR Working Group recommends that the County does not dispose of Lang Pioneer Village Museum.
12. Further analysis be completed by staff to identify revenue generating and cost reduction opportunities at Lang Pioneer Village Museum.
13. Further investigation as to the feasibility of a County staff facility be pursued for the site at Lang Pioneer Village Museum.

Carried

10. Staff Reports - Information Only

a. Finance

Report prepared by: Trena DeBruijn, Director of Finance/Treasurer
Re: FIN 2021-014 Purchasing Awards - February 2021

b. Administration - Clerk's Division

Report prepared by: Sarah Boyd, Administrative Services Assistant
Re: CPS 2021-013 Correspondence Report

c. **Planning**

Report prepared by: Bryan Weir, Director of Planning and Public Works
Re: PLG 2021-006 County Official Plan Project: Focus on Transportation and Mobility

136-2021

Moved by Councillor Taylor
Seconded by Councillor Graham

Be it resolved that County Council receives the Staff Reports - Information Only items 10.a. through c. **Carried**

11. Action Correspondence

a. **Township of Lake of Bays resolution dated March 2, 2021**
Re: Capacity Limits for Restaurants in Stage 2 under the Reopening Ontario Act, 2020

137-2021

Moved by Councillor Taylor
Seconded by Councillor Senis

Be it resolved that County Council supports the Township of Lake of Bay's resolution dated March 2, 2021 regarding Capacity Limits for Restaurants in Stage 2 under the Reopening Ontario Act, 2020.

Councillor McFadden requested a recorded vote.

Ayes: Moher, Senis and Taylor

Nays: Amyotte, Bonneau, Burt, Clark, Clarkson, Gerow, Graham, Martin, McFadden, Mitchell, Whelan, Windover and Jones

Defeated. 4-16 on a recorded vote

138-2021

Moved by Councillor Bonneau
Seconded by Councillor Graham

Be it resolved that County Council receives the Township of Lake of Bay's resolution dated March 2, 2021 regarding Capacity Limits for Restaurants in Stage 2 under the Reopening Ontario Act, 2020. **Carried**

Councillor Gerow left the meeting at 11:52 a.m.

- b. Township of North Kawartha letter dated February 22, 2021**
Re: Request to permit ATV's on County roads within the Township of North Kawartha

139-2021

Moved by Councillor Amyotte
Seconded by Councillor Moher

Be it resolved that the letter from the Township of North Kawartha dated February 22, 2021 regarding the request to permit ATV's on County Roads within the Township of North Kawartha be received and referred to the Manager of Capital Projects for consideration as part of the Transportation Master Plan Update. **Carried**

- c. Regional Municipality of Halton resolution dated February 17, 2021**
Re: Long-Term Care Homes

140-2021

Moved by Councillor Whelan
Seconded by Councillor Martin

Be it resolved that County Council receives the Regional Municipality of Halton's resolution dated February 17, 2021 regarding Long-Term Care Homes. **Carried**

- d. Niagara Region resolution dated February 25, 2021**
Re: Homelessness, Mental Health and Addiction in Niagara

141-2021

Moved by Councillor Moher
Seconded by Councillor Clark

Be it resolved that County Council supports the Niagara Region's resolution dated February 25, 2021 regarding Homelessness, Mental Health and Addiction in Niagara. **Carried**

- e. City of Sarnia resolution dated March 4, 2021**
Re: Colour Coded Capacity Limits

142-2021

Moved by Deputy Warden Mitchell
Seconded by Councillor Graham

Be it resolved that County Council receives the City of Sarnia's resolution dated March 4, 2021 regarding Colour Coded Capacity Limits. **Carried**

- f. Niagara Region resolution dated February 25, 2021**
Re: Schedule 6, Bill 197, COVID-19 Economic Recovery Act, 2020

143-2021

Moved by Councillor Burt
Seconded by Councillor Clark

Be it resolved that County Council receives the Niagara Region's resolution dated February 25, 2021 regarding Schedule 6, Bill 197, COVID-19 Economic Recovery Act, 2020. **Carried**

- g. Ministry of Municipal Affairs and Housing letter dated October 1, 2020**
Re: Safe Restart Agreement

144-2021

Moved by Councillor Whelan
Seconded by Councillor Clarkson

Be it resolved that County Council support the letter from the Ministry of Municipal Affairs and Housing dated October 1, 2020 regarding the Safe Restart Agreement and authorizes the Warden and Clerk to enter into an agreement with the Province of Ontario for the Safe Restart Agreement. **Carried**

- h. Township of Adjala-Tosorontio resolution dated February 10, 2021**
Re: Tile Drainage Installation Act

145-2021

Moved by Councillor Taylor
Seconded by Councillor Burt

Be it resolved that County Council receives the Township of Adjala-Tosorontio resolution dated February 10, 2021 regarding Tile Drainage Installation Act. **Carried**

12. Committee Minutes

- a. Councillor McFadden**
Peterborough Regional Liaison Committee
Re: Minutes of February 11, 2021

146-2021

Moved by Councillor McFadden
Seconded by Councillor Whelan

Whereas the County and City are focusing on ensuring efficiency and effectiveness of our respective services and responsibilities; and

Whereas Peterborough & The Kawarthas Economic Development, the City and County of Peterborough are parties to a tri-party agreement; and

Whereas, the new Consolidated Municipal Services Management agreement between the City and County of Peterborough encompasses economic development; and

Whereas, the CMSM services are managed by the Peterborough Regional Liaison Committee ("PRLC") (jointly with members from the City and County);

Now therefore be it resolved, that in an effort to be more efficient with the PKED CEO time and efforts, that County Council provides for reporting by PKED to PRLC as is intended in the CMSM; and

Further that, minutes of PRLC be provided to both City and County Council so that they are properly informed at all times; and further

That, County Council receives and adopts the Peterborough Regional Liaison Committee meeting minutes of February 11, 2021 **Carried**

- b. Councillor Amyotte**
Lang Pioneer Village Museum Advisory Committee
Re: Minutes of February 23, 2021

147-2021

Moved by Councillor Windover
Seconded by Councillor Bonneau

Be it resolved that County Council receives and adopts the Lang Pioneer Village Museum Advisory Committee meeting minutes of February 23, 2021. **Carried**

- 13. Liaison Reports from External Committees, Boards and Agencies**
 - a. Referrals to Peterborough Regional Liaison Committee (if applicable)**

14. Notices of Motion

a. Airport Advisory Committee

148-2021

Moved by Councillor McFadden
Seconded by Councillor Graham

Whereas in January 2021, the City of Peterborough approved the creation of an Airport Advisory Committee; and

Whereas the Peterborough Airport is geographically located in the Township of Cavan Monaghan in the County of Peterborough; and

Whereas the County of Peterborough worked collaboratively with the City of Peterborough to establish and provide access to the Peterborough Airport; and

Whereas the City and County are in a partnership through Peterborough and The Kawartha Economic Development and the Peterborough Airport is supported by businesses in the County and City of Peterborough;

Therefore be it resolved that the County respectfully request a County Council representative be appointed by the Council of the City of Peterborough to the Airport Advisory Committee to support regional approaches to economic development and collaboration.

Councillor McFadden requested a recorded vote.

Ayes: Amyotte, Bonneau, Burt, Clark, Clarkson, Graham, Martin, McFadden, Mitchell, Moher, Senis, Taylor, Whelan, Windover and Jones

Absent: Gerow

Carried. 19-0 on a recorded vote

15. Announcements

Councillor Taylor thanked Bryan Weir, Director of Planning and Public Works for his department's quick response to a Public Works related issue in the Township of Otonabee-South Monaghan.

16. Closed Session

149-2021

Moved by Deputy Warden Mitchell
Seconded by Councillor Burt

Be it resolved that under the authority of the Municipal Act, 2001, S.O. 2001, c. 25, s. 239(2) County Council move into closed session at 12:16 p.m. to consider:

(b) personal matters about an identifiable individual, including municipal or local board employees (Municipal Employees)

(e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board (Open Insurance Claims update)

(h) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them (Federal/Provincial Funding).

Carried

17. Rise from Closed Session

150-2021

Moved by Councillor Windover
Seconded by Councillor Graham

Be it resolved that County Council rise from closed session at 12:27 p.m.

Carried

18. Matters Arising from Closed Session

151-2021

Moved by Councillor Moher
Seconded by Councillor Burt

Be it resolved that County Council adopts the Closed Session minutes dated February 17, 2021.

Carried

19. By-laws

- a. By-law No. 2021-22 being, "A by-law to authorize the Corporation of the County of Peterborough to enter into a Transfer Payment Agreement with Her Majesty the Queen in right of Ontario as represented by the Minister of Transportation for the Province of Ontario for the Safe Restart Agreement (SRA) - Phase 2 Municipal Transit Funding" (Refer to Action Correspondence 11.g.)

152-2021

Moved by Councillor McFadden
Seconded by Councillor Clarkson

Be it resolved that County Council passes By-law No. 2021-22 and that this by-law shall be signed by the Warden and the Clerk and sealed with the Seal of the Corporation. **Carried**

20. Confirming By-law

153-2021

Moved by Councillor Senis
Seconded by Councillor Amyotte

Be it resolved that County Council passes the confirming by-law to adopt, ratify and confirm the actions of Council at today's meeting in respect to each report, motion, resolution or other action passed and taken by Council and that this confirming by-law shall be signed by the Warden and the Clerk, sealed with the Seal of the Corporation and Numbered. **Carried**

21. Adjournment

154-2021

Moved by Councillor Bonneau
Seconded by Councillor Martin

Be it resolved that the County Council meeting adjourn at 12:31 p.m. **Carried**

J. Murray Jones, Warden

Kari Stevenson, Clerk

**Selwyn Public Library Board
Regular Meeting
Tuesday, January 19, 2021 – 3:00 P.M.**

The regular meeting of the Selwyn Public Library Board was held on Tuesday, January 19, 2021. The Board made use of remote meeting video software which was hosted by the CEO/Chief Librarian.

Present: Councillor and Board Member Donna Ballantyne
Vice Chairperson Kerri Davies
Chairperson Julie Dillon
Board Member Rosellen Hickey
Board Member Judy Hyland
Board Member Barb Jinkerson
Mayor and Board Member Andy Mitchell
Board Member Anna Thompson
Board Member Kathie Whiteley

Staff Present: CEO/Chief Librarian, Sarah Hennessey
Treasurer/Recording Secretary, R. Lane Vance

Declaration of Pecuniary Interest
None.

1. Call to Order

The meeting was called to order by the J.Dillon at 3:01 p.m.

2. Minutes

Resolution No. 2021.001

Moved by R. Hickey: seconded by K. Whiteley

That the minutes of the regular meeting held on December 15, 2020 be received and approved as presented.

Carried.

3. Deputations/Invited Persons

None.

4. Staff & Committee Reports

Resolution No. 2021.002

Moved by B. Jinkerson: seconded by D. Ballantyne

That the following staff reports be received for information:

- a) December 2020 Preliminary Yearend – R. Lane Vance
- b) Activity Reports

- i. Circulation Statistics (December 2020)
- ii. Circulation 2020
- iii. Overdrive & Interlibrary Loans 2020
- iv. 2020 Activity report
- v. 2020 Volunteer Hours
- vi. 2020 New to You Stores
- c) CEO/Librarian – S.Hennessey

Carried.

5. Correspondence

None.

6. Other, New & Unfinished Business

a) Policies

i) Health & Safety

Resolution No. 2021.003

Moved by K. Davies: seconded by A. Thompson

That the Selwyn Public Library Health & Safety Policy Statement 7.0 be reviewed; and

That the Library Board adopts the Township Health & Safety Policies 7.1 - 7.19, with minor edits as discussed; and

That the policy binders be updated as required.

Carried.

ii) Customer Code of Conduct

Resolution No. 2021.004

Moved by R. Hickey: seconded by D. Ballantyne

That the Board Members reviews the Customer Code of Conduct Policy 4.1.5 and submit any feedback in advance of the next regular Council meeting; and

That the Final policy be considered at the next regular meeting.

Carried.

iii) Board Code of Conduct

Resolution No. 2021.005

Moved by R. Hickey: seconded by A. Thompson

That Board Members review the attached Board Code of Conduct Policy 1.1.6 and submit recommendations to the CEO/Chief Librarian prior to the next Board meeting; and

That the Final policy be considered at the next regular meeting

Carried.

b) COVID Update

Resolution No. 2021.006

Moved by D. Ballantyne: seconded by K. Davies

That the COVID Update report be received for information.

Carried.

c) Policy Review Timeline

Resolution No. 2021.007

Moved by R. Hickey: seconded by D. Ballantyne

That the Policy Review and Timeline 2021 report be received for information; and

That the proposed timeline for policy development in 2021 be approved as presented in the chart dated January 19th 2021; and

That the policy sub-committee remains in place to assist with the volunteer policies and policy binder updates.

Carried.

d) 2021 Fees and Charges

Resolution No. 2021.008

Moved by J. Hyland: seconded by K. Davies

That the 2021 Fees and Charges be received for information; and

That the approved charges for Selwyn Public Library as noted on the chart dated January, 2021.

Carried.

7. Next Meeting

The next regular Library Board meeting was confirmed for Tuesday, February 23, 2021, at 3:00 p.m. using remote meeting video software to be hosted by the CEO/Chief Librarian.

8. Adjournment

Resolution No. 2021.009

Moved by R. Hickey: seconded by B. Jinkerson

That the meeting be adjourned. (4:17 p.m.)


Carried.

Respectfully submitted by: R. Lane Vance, Recording Secretary

Chair Person



Secretary



Approval Date

_____ March 24, 2021 _____

**Selwyn Public Library Board
Regular Meeting
Tuesday, February 23, 2021 – 3:00 P.M.**

The regular meeting of the Selwyn Public Library Board was held on Tuesday, February 23, 2021. The Board made use of remote meeting video software which was hosted by the CEO/Chief Librarian.

Present: Councillor and Board Member Donna Ballantyne (left at 4:32)
Chairperson Julie Dillon
Board Member Rosellen Hickey
Board Member Judy Hyland
Board Member Barb Jinkerson
Mayor and Board Member Andy Mitchell (left at 4:32)
Board Member Anna Thompson
Board Member Kathie Whiteley

Staff Present: CEO/Chief Librarian, Sarah Hennessey
Treasurer/Recording Secretary, R. Lane Vance

Regrets: Vice Chairperson Kerri Davies

Declaration of Pecuniary Interest

None.

1. Call to Order

The meeting was called to order by the J.Dillon at 3:02 p.m.

2. Minutes

Resolution No. 2021.010

Moved by R. Hickey: seconded by D. Ballantyne

That the minutes of the regular meeting held on January 19, 2021 be deferred until circulated at the next meeting.

Carried.

3. Deputations/Invited Persons

None.

4. Staff & Committee Reports

Resolution No. 2021.011

Moved by J. Hyland: seconded by B. Jinkerson

That the following staff reports be received for information:

- a) Financial Statements January 2021 – R. Lane Vance
- b) Activity Reports
 - i. Circulation Statistics (January 2021) – S.Hennessey
 - ii. Cloud Library (January 2021) – H.Eshikaty
 - iii. Hoopla (January 2021) – H.Eshikaty
- c) CEO/Librarian – S.Hennessey

Carried.

5. Correspondence

Resolution No. 2021.012

Moved by R. Hickey: seconded by A. Mitchell

That the correspondence related to the FOPL AGM be received for information.
Carried.

Resolution No. 2021.013

Moved by R. Hickey: seconded by D. Ballantyne

That the correspondence related to the Ontario Volunteer Service Awards be received for information.

Carried.

6. Other, New & Unfinished Business

a) Policies

i) Health & Safety 7.0 (Final)

Resolution No. 2021.014

Moved by R. Hickey: seconded by A. Thompson

That the Selwyn Public Library Health & Safety Policy Statement 7.0 be received;
and

That the Library Board reviews the Working Alone Safety Plan and the Working Alone Hazard Assessment (attachments); and

That the Library Board adopts the Township Health & Safety Policies 7.1 - 7.19, with minor edits as discussed; and

That the policy binders be updated as required.

Carried.

ii) Customer Code of Conduct

Resolution No. 2021.015

Moved by K. Whiteley: seconded by J. Hyland

That the Customer Code of Conduct Policy 4.1.5 (Final) be received; and

That the Board approve the policy as amended; and

That the policy binders be updated as required.

Carried.

iii) Board Code of Conduct

Resolution No. 2021.016

Moved by A. Thompson: seconded by R. Hickey

That the Board Code of Conduct Policy 1.1.6 (Final)

That the Board approve the policy as amended; and

That the policy binders be updated as required.

Carried.

iv) Scent Free Policy (Draft)

Resolution No. 2021.017

Moved by K. Whiteley: seconded by J. Hyland

That Board Members review the Scent Free Policy (Draft) and submit recommendations to the CEO/Chief Librarian prior to the next Board meeting; and
That Public Space related policies be brought to the next Board meeting for reference; and

That the Final policy be considered at the next regular meeting.

Carried.

b) OLA Super Conference Summaries

Resolution No. 2021.018

Moved by D. Ballantyne: seconded by R. Hickey

That the OLA Super Conference Summaries report be received for information.

Carried.

c) Volunteer Dinner and Awards

Resolution No. 2021.019

Moved by D. Ballantyne: seconded by R. Hickey

That the Board accepts the volunteer recognition plans for 2021 as outlined in the report in lieu of the June Volunteer Dinner and Awards ceremony.

Carried.

d) Fundraising Update

Resolution No. 2021.020

Moved by B. Jinkerson: seconded by R. Hickey

That the report in regard to fundraising be received for information; and

That the Board establishes an Ad Hoc Fundraising Sub-Committee with the following members: J. Hyland, K. Whiteley, J. Dillon, Sarah Hennessey and option of one additional staff resource.

Carried.

e) Board Assembly Appointment

Resolution No. 2021.021

Moved by B. Jinkerson: seconded by J. Hyland

That the letter in regard to the OLS Board Assembly Appointment be received for information; and

That the Board appoints A. Thompson to the OLS Board Assembly.

Carried.

f) Land Acknowledgement

Resolution No. 2021.022

Moved by R. Hickey: seconded by K. Whiteley

That the Land Acknowledgement information report be received; and

That the Board welcomes the opportunity for some training from representatives of the Curve Lake First Nation in order to properly use the attached Land Acknowledgment that has been provided.

Carried.

g) 2021 Approved Charges

Resolution No. 2021.023

Moved by J. Hyland : seconded by A. Thompson

That the 2021 Fees and Charges be received for information; and

That the approved charges for Selwyn Public Library as noted on the chart dated February, 2021.

Carried.

7. Next Meeting

The next regular Library Board meeting was confirmed for Tuesday, March 23, 2021, at 3:00 p.m. using remote meeting video software to be hosted by the CEO/Chief Librarian.

8. Adjournment

Resolution No. 2021.024

Moved by R. Hickey: seconded by B. Jinkerson

That the meeting be adjourned. (4:39 p.m.)

Carried.

Respectfully submitted by: R. Lane Vance, Recording Secretary

Chair Person

_____

Secretary

_____

Approval Date

_____ March 24, 2021 _____

**Economic Development and Business Committee
Meeting Minutes
Monday, February 22, 2021 at 6:00 p.m.
Township of Selwyn
Zoom meeting**

- Present: Andy Mitchell, Mayor for Selwyn Township
Sherry Senis, Deputy Mayor for Selwyn Township
Pat Smith, Paluski Boats & Adventure Outfitters
Erin McLean, McLean Berry Farms
Rick Hickson, R&J Machine
Troy Percy, Napa Auto Parts
Donna Rork, Cottage Toys
Diana Carter, Style Boutique
Trevor Crowe, OMAFRA, Ag & Rural Economic Development Advisor
- Regrets: Fred Koster, Bridgenorth Business Association
Dave Cavanagh, Homestead Creative Solutions
- Staff: Leisha Newton, Economic Development Coordinator (Acting)
Angela Chittick, Manager of Community & Corporate Services
Gabi Dragomir, PKED, Rural Economic Development Officer

Chair, Andy Mitchell called the meeting to order at 6:01PM.

Declaration of Pecuniary Interest

None.

1. Deputations and/or Invited Persons

- a) Trevor Crowe – OMAFRA
- Trevor Crowe from the Ontario Ministry of Agriculture, Food and Rural Affairs introduced himself as the new Agriculture & Rural Economic Development Advisor for the Peterborough, Northumberland and Haliburton region.
 - CED 201: Trevor invited all EDBC members to participate in the upcoming Community Economic Development 201 training that is being held for his region on March 3, 9am – noon. The registration link was provided in the agenda. The CED 201 session will be focused on COVID-19 and the government response, and how the government and community leaders can support the businesses. There will be breakout groups with staff and community groups separated, so that each role can speak freely and information can be shared with among similar roles.

- Sharing information: Trevor advised that he provides briefing notes to the Minister's office, so this is an opportunity to share information that can be used to influence decisions and policy moving forward. Trevor asked that if any committee members are hearing anything "on the ground", to let Leisha know so that he can advise the Ministry so that programs can be modified to satisfy a need.

2. Minutes

The minutes of February 1, 2021 were reviewed for information purposes.

Moved by: Erin McLean; Seconded by: Donna Rork

That the EDBC minutes of February 1, 2021 be received for information.

Carried.

3. Question Period

None.

4. Correspondence for Discussion and/or Decision

Information Items

The following information items were received for information purposes:

- a) Letter from the Honourable Ernie Hardeman
 - A Guide to Starting a Home-based Food Business
 - No questions/ comments
- b) 2021 Peterborough County Recognition Awards Rescheduled to 2022
 - Sherry shared that it was agreed that the recognition is best done in person. The committee will review any recommendations that are collected, and this year they have chosen to recognize and celebrate first responders.
- c) Permitting goes online in Selwyn Township
 - No questions
 - Andy added that this is an initiative that came out of a much larger project, which was an outcome of the service review for Building & Planning.
 - Currently building permits and soon planning applications will be online. In the background, the new system will allow for metrics for senior management and Council to track and analyze.

- Building & Planning fees are frozen for 2021 – also moving to a different method to calculate fees (square foot vs. construction value)
 - Hiring an additional person to provide guidance for applications
 - Building & Planning 101 Primer created to help understanding of various processes and application types
 - Pre-consulting process includes an agreement between all parties so that everyone understands their role and responsibilities
 - Annual customer survey for people who have gone through the process
 - Annual open house (after Covid-19) to see how we are doing
 - Concurrent instead of consecutive processes – can speed up the process
 - Monthly dashboard review by Council to assess the implementation progress
 - Donna noted that there has been interest in her property for condo development. Donna would not like to see that property used for condos, and would like to see it used for mixed use, or commercial. What is the long term plan for Lakefield? Is there an incentive to attract more appropriate use for retail? Boutique shops?
 - i. Andy answer: Properties in the downtown core are zoned for mixed use; commercial with residential above. The Township's Official Plan and Zoning is structured to support Donna's desire that commercial uses are not overtaken by residential uses. In addition, the CIP has a master plan for how we develop downtown Lakefield. I.e. The intersection of Queen St. & Main St. in Lakefield.
 - Question: Donna has a friend who is interested in developing condos somewhere in Lakefield. Who should he talk to?
 - i. He can contact Andy as a first step and then be directed to Rob Lamarre can meet with him to determine his needs and interests
- d) Spotlight in OBOA, Chantal Simmons, Building Official for the Township Of Selwyn
- No questions

5. Reports

a) Business News

Committee members provided updates on various businesses in Selwyn Township:

Sherry

- The Village Inn has been awarded the #SafeTravels Stamp from the World Travel & Tourism Council (WTTC).
- OPA request for 724 Centre Line, Fairview United Church. The purpose of the application is a conversion of the former Fairview United Church to a rental music hall, the conversion of the former

rectory office into an administrative office for the property owners existing landscaping business, and the conversion of the former education centre to an accessory residential unit for use by the property owners. Public Meeting is scheduled for March 9 at 5:30pm.

- Zoning amendment for 1575 Chemong Road, formerly RONA. This will be a two phase redevelopment.

Phase 1 will permit the existing principal building (former RONA Building) to be retrofitted and used as an athletic training facility, including indoor turf fields, playing courts and fitness/training areas on the main floor. During this phase the upper floor will remain vacant.

Phase 2 is intended to accommodate the proposed future development of the site; which includes: the construction of a fieldhouse able to accommodate multiple sports with regulation sized fields

Public Meeting is scheduled for March 9 at 5:30pm

- Zoning amendment for 1824 Eighth Line, Lakefield, Polish Perfection. A 1,200 square foot building is proposed to be developed at the rear of the property dedicated to the business along with an outside vehicle storage / parking area. Public Meeting is scheduled for March 9 at 5:30pm.
- Peter Rotter is setting up an art gallery at 14 Queen Street in Lakefield. He will move in April 1, 2021. He will show some of his art, and he will be holding classes once a week. The business will evolve over time.
- Due to the outbreak of recent Covid-19 in Buckhorn, there have been some closures. The Pharmacy is open for curbside.

Leisha

- Shop the Lake at 1525 Chemong Road was approved on February 5, 2021 for a Façade Improvement CIP grant. They are planning to install new siding, new windows, new lighting and a new sign over the next three months.
- Economic Development has also been working with 3 other potential CIP applicants over the last two weeks, so we are hopeful that we will have some more applications before the next Council meeting.

b) County Council Update on the Official Plan

- Agriculture Systems Mapping
- Report OP Update – Waterfront Development
- Report OP Update – Prime Agriculture
- Report OP Update – Healthy Communities
- Report OP Update – Focus on Aggregate Resources

- Provincial policy statement will make guidelines for what we can and cannot do for our township
- Question: How do they come up with a formula for waterfront properties?
- **Action: We will provide details on how this is calculated from the County.**
- Question: Are these rules that all communities across the province will need to follow re: protection of agricultural lands
- There is a keen interest in agricultural land at County Council. The Local Federation used to have a quarterly leaders breakfast (Warden, Deputy Warden, MP, MPP) to meet to discuss key issues. Pre-Covid, it was hosted by a farm family.
- Andy suggested that Gabi and Karen Jopling from the County connect to discuss further.

6. Other, New and Unfinished Business

- a) PKED Update - Gabi Dragomir
 - i. Kawartha Choice
 - City of Kawartha Lakes and PKED have a joint project, bringing back Kawartha Choice
 - A new improved website to be launched March 15, 2021
 - Leisha & Meaghan to help promote in Selwyn
 - ii. Agri/Food Inventory
 - Using Connect All database from 2016
 - There are almost 2000 entries from 2 Counties, information to be included in Selwyn Business e-newsletter
 - iii. Food Training Series
 - This is for food retail businesses, and helps with Food Financial Management
 - The series will be recorded and available on the Kawartha Choice website, so a great resource.
 - iv. PKED Reports
 - 2020 Business Count Survey Project
 - 2021 Business Plan
 - 2020 Fourth Quarter Metrics
- b) Farm Safety: Working alone on the Farm Webinar
March 24 7PM, hosted by Peterborough Agricultural Roundtable
- c) Business Re-opening Program - Verbal update – Leisha

- Leisha advised that all of the funds have been assigned, and Community Futures is collecting invoices to award all of the funds before the end of March 2021.
- d) Invitation for Guests to be completed – Verbal update
 - Leisha advised that we are still trying to get MP Maryam Monsef to attend to discuss the rail project.
- e) Other Business
 - i. Update on the Skating Oval – Pat
 - The oval ran a candlelit skate, with three very successful sessions, 75 people per session.
 - It was very well planned out, with three different coloured glow sticks to differentiate which time slot each group was registered for
 - Another skate is schedule for Friday (Feb 26) but is sold out again due to the popularity
 - They have been having issues with flooding, related to the water and freezing. Would appreciate assistance from the township to resolve the issue.
 - **Action: Angela agreed to contact Adam Tobin to help with some solutions. Adam will call Graham directly.**
 - ii. The Causeway – Rick
 - They are apparently having trouble deciding where to put the last of the cedar stumps for the shoreline and fish habitat protection. Andy suggested that he would look into it.

7. Adjournment and Next Meeting

Moved by: Donna Rork; Second by: Pat Smith

- That the meeting of February 22, 2021 be adjourned.

Carried.

Next Meeting

- The next EDBC meeting will be held on **Monday, March 22, 2021** at **6:00 p.m.** using the zoom platform.

The Committee meeting adjourned at 7:10 p.m.

**Economic Development and Business Committee
Special Meeting Minutes
Friday March 5, 2021 at 10:30 a.m.
Township of Selwyn
Zoom meeting**

Present: Andy Mitchell, Mayor for Selwyn Township
Sherry Senis, Deputy Mayor for Selwyn Township
Pat Smith, Paluski Boats & Adventure Outfitters
Fred Koster, Bridgenorth Business Association
Erin McLean, McLean Berry Farms
Dave Cavanagh, Homestead Creative Solutions
Troy Percy, Napa Auto Parts
Donna Rork, Cottage Toys (departed 10:56 am)
Diana Carter, Style Boutique

Regrets: Rick Hickson, R&J Machine
Gabi Dragomir, PKED, Rural Economic Development Officer

Staff: Angela Chittick, Manager of Community & Corporate Services
Leisha Newton, Economic Development Coordinator (Acting)

Chair, Andy Mitchell called the meeting to order at 10:30AM.

Declaration of Pecuniary Interest

None.

1. Deputations and/or Invited Persons

None.

2. Minutes

None.

3. Question Period

None.

4. Correspondence for Discussion and/or Decision

None.

5. Reports

None.

6. Other, New and Unfinished Business

a) Possible Changes in the Provincial Health Status

- There was a resolution passed at County Council earlier this week that was proposed as a result of the increase in COVID-19 cases, many of which are the variants of concern.
- This is having a significant impact on our communities, with an outbreak declared at the Fleming College private residence last week and today at Trent University.
- There was a feeling that rules are unfair for businesses, as they are making the necessary precautions and trying to meet the requirements set out by the Province but the rules seem to be different for different types of businesses
 - There was clarification that all businesses that are permitted to be open are required to follow the same set of guidelines. All staff and customers must wear a mask and stay 6 feet apart. No individual type of business is being singled out.
 - Restaurant guests must sign a declaration that they are only dining with members of their own household. The rule was set-up to shift the responsibility from the restaurant owner and staff to the customers.
- Farms have been struggling to determine what the allowable limit is for customers, workers etc., as the messaging has indicated that they can only have people for essential reasons. When trying to allow for the “pick your own” option, they have asked that customers maintain social distancing and limit numbers.
- Two emails were distributed to the committee containing the correspondence from Fleming College.
 - Message from Fleming College’s President To The Community with an update on the status of the outbreak and how the College is handling the issue moving forward
 - Message from Fleming College’s Vice President, Student Experience reminding the students not to use Ride Share services

Motion: Recommendation send to Selwyn Council that the Selwyn EDBC fully supports appropriate corrective actions being laid on residence owners and students as Peterborough Public Health has listed as attending these two parties.

Moved by: Sherry Senis Seconded by: Erin McLean

Note: Rick Hickson sent an email to the Chair supporting the motion

Carried.

7. Adjournment and Next Meeting

- The Committee meeting adjourned at 11:07 a.m.

Next Meeting

- The next EDBC meeting will be held on **Monday, March 22, 2021** at **6:00 p.m.** using the zoom platform.

**Economic Development and Business Committee
Meeting Minutes
Monday, March 22, 2021 at 6:00 p.m.
Township of Selwyn
Zoom meeting**

Present: Andy Mitchell, Mayor for Selwyn Township
Sherry Senis, Deputy Mayor for Selwyn Township
Pat Smith, Paluski Boats & Adventure Outfitters
Erin McLean, McLean Berry Farms
Rick Hickson, R&J Machine
Troy Percy, Napa Auto Parts
Donna Rork, Cottage Toys
Diana Carter, Style Boutique
Fred Koster, Bridgenorth Business Association
Dave Cavanagh, Homestead Creative Solutions

Regrets: Gabi Dragomir, PKED, Rural Economic Development Officer

Staff: Leisha Newton, Economic Development Coordinator (Acting)
Angela Chittick, Manager of Community & Corporate Services

Guests: Rhonda Keenan, PKED, President & CEO
Steven Tripp, PKED, Business Retention & Expansion Officer

Chair, Andy Mitchell called the meeting to order at 6:04PM.

Declaration of Pecuniary Interest

None.

1. Deputations and/or Invited Persons

a) Rhonda Keenan, PKED

- Rhonda shared that Peterborough & the Kawartha's Economic Development (PKED) is the Regional Economic Development agency, and their focus is promoting the City and County of Peterborough as a "Great Place to do Business". This is done through local partnerships to strengthen local businesses.
- In January 2020, PKED was launching a new Strategic Plan and was forecasting that growth would be the first challenge. Then Covid-19 happened,

and everything shifted. The Mayor/Warden Covid Recovery Task Force was created, and with weekly meetings consisting of 40 decision makers from throughout the City and County, many of the same key challenges emerged. However, as time went on, more local regional challenges were identified.

- There were four main objectives that have been identified for PKED over the last year: workforce & available jobs; available land; broadband; and tourism.
- Workforce/ Available Jobs:
 - In the Peterborough area, we have an unusual situation because we have one of the highest unemployment rates, and a low participation rate in the employment market, which is coupled with a high number of job postings. This would suggest that there are skill gaps in the area for the kinds of jobs that are available.
 - PKED is working with Junior Achievement to create an education system to support the type of programming and experience required to fill the jobs in our area.
 - PKED is also working with Ontario East and Workforce Development Board (WDB) to do a deeper dive to understand the statistics and trends.
 - WDB will analyze to determine how many of the job postings are offering above the living wage and what sectors are represented (and vice versa). How many are goods producing, or service based businesses?
 - They will also benchmark against other similar communities/markets
- Available Land & Buildings:
 - PKED maintains an inventory of available properties, and regularly receive inquiries so it is important to provide as much information about vacant and available properties.
 - This is a project that is maintained by Steven Tripp in the PKED office
- Broadband:
 - Available broadband is such an important resource and requirement in the rural areas, and we have seen a much greater shift over the last year with an even larger need for remotely working/ learning from home.
 - Having a greater network for broadband allows for more flexibility for employment, hiring, and working options.
- Tourism:
 - PKED is a destination marketing organization. They market the region, not individual businesses. The goal is to get people to come to the Peterborough area, and to stay longer. The summer season is a very busy time for this area, so the goal is to focus on the winter and shoulder seasons to extend the business opportunities, and work with operators to ensure that they are prepared.
 - Last year, PKED worked on building culinary tourism through a Culinary Tourism Alliance with 3 other communities throughout Ontario, creating a 3 year strategy.

- Post Covid-19:
 - PKED is supporting a safe return to work for all businesses and the community
 - Last year Peterborough Public Health hosted some webinars for businesses that were very well received and it has been suggested that more are offered this coming year, so PKED is working with the BIA and Chambers to coordinate that.
 - The Tourism Resiliency Fund was a great help for 54 businesses through a partnership with Community Futures Peterborough
 - PKED also has the ongoing programs that are offered through the Small Business Support Centre, which is offering small business support, Starter Company Plus, Summer Company, webinars and e-learning.
- Discussion:
 - Is there any assistance that can be provided for getting the right people for website development & online ordering? There are many programs that have been offered. There is a Digital Advisor available at PKED that may be able to assist with identifying programs.
 - The Business Count looks at if the business space is being used efficient
 - How to address housing gap that has been created by the real estate market? This is driven by supply & demand.
 - There was discussion that soft skills need to be supported e.g. being prompt, following through on tasks...
 - There is a misconception that younger workers are traditionally not willing to work. Business owners need to shift their approach. Younger workers have a different perspective on work/life balance. They want quality of life and enjoy what they are doing. That is a very different approach to work than the older generation, and is difficult to understand when people have a different approach to work and life.

b) Steven Tripp, PKED

- Steven presented about the 2020 Business Count survey that was conducted in the summer of 2020 in the City and County of Peterborough.
- In Selwyn, there were 244 included in the count and 95 businesses responded to the survey.
- 78 of the 95 businesses asked to be put in the business directory
- 4 businesses were planning to expand their business over the next 12 months
- There will be another Business Count conducted in the summer of 2021, and Steven requested our support to try to get more participation in the survey.

2. Minutes

The minutes of February 22, 2021 were reviewed for information purposes.
The minutes of March 5, 2021 were reviewed for information purposes.

Moved by: Erin McLean; Seconded by: Pat Smith

That the EDBC minutes of February 22, 2021 and March 5, 2021 be received for information.

Carried.

3. Question Period

None.

4. Correspondence for Discussion and/or Decision

Information Items

The following information items were received for information purposes:

- a) EORN Submits Proposal for Ultra-Fast Gig Internet Project
- b) Determination of "at capacity" for the lakes in the County
 - How "at capacity" is determined
 - List of lakes that are "at capacity"
- c) Depave Paradise is coming to Selwyn Township
 - There is a much greener product for parking lots can could be used example is "Ecoraster". It has just been installed at Trent University in a new parking lot.
 - It was suggested that the Selwyn Building department could offer more green options in their information package to property owners
- d) WDB Local Labour Market Planning Report
- e) County Council Update on the Official Plan
 - Report OP Update – Focus on Public Safety

5. Reports

6. Other, New and Unfinished Business

a) PKED Update - Gabi Dragomir (Leisha provided the update for Gabi)

i. Kawartha Choice

- A new improved website to be launched March 24, 2021

ii. RED Project: Food Producers Market

- Expansion and Scaling up Readiness is coming to an end

b) Business Updates

Sherry noted the following:

- Lilacs Development in Lakefield – expecting a building permit application very soon for the 1st of 3 apartment complexes planned at the development. Each apartment complex will include 20 units
- 2 Plans of Subdivision are expected to be filed soon – both in Lakefield. One Plan will include 966 units (combination of SFD/Townhouses and mixed use lower commercial/upper residential) and the other plan is for 16 units (Townhouse type) – full details to be shared once the plans are complete
- Robyn Jenkins, owner of Lakefield Flowers & Gifts on Queen Street has offered to buy the 160-year-old stone house on Bridge Street for conversion into a combined flower shop, plant store and garden centre. Robyn made a conditional offer on the property that was accepted by the vendor, Habitat for Humanity.
- The hybrid sports site at the old Rona location on Chemong is moving along with their construction and it looks very good.
- Lakefield Bakery is opening a new location in Bobcaygeon, not in Selwyn but an expansion of one of our businesses
- Harley G's opened on Chemong Road, with Seymour & Seymour Accounting located next door
- There is a new 224 bed long term care facility being built at Trent University at Woodland and Lakefield Rd. It will support Selwyn.

c) Business Reopening Program

The first phase helped 109 businesses with \$ 206,341.53 in funding
The second phase helped 24 businesses with \$43,658.47 in funding
There are 6 businesses on the wait list now as we squeezed a few into the program at the last minute.
It was mostly food related businesses that were helped and second was service industry, then retail and tourism.

d) CIP Update

- i. Overstock Liquidators
Covid-19 Pilot Grant \$3,272.50
Installation of air purification system
Expected Investment \$11,243.50
- ii. Sullivan's General Store
Façade Improvement Grant \$4,413.89
Ground Sign Improvement Grant \$2,500.00
Total \$6,913.89
New sign on Front & side of the Building as well as out front along the road
New automatic door and windows
Expected Investment \$13,538.86
- iii. Sunblockers
Covid-19 Pilot Grant \$4,157.34
Installation of Accessible Front Door Mechanism, HEPA filtration system & sensor lights in change rooms
Expected Investment \$6,711.14
- iv. Young's Point Personal Fitness
Façade Improvement Grant \$18,284.00
Installation of new windows and siding
Expected Investment \$52,104.30

e) Welcome Package for Businesses

- Leisha is working on creating a welcome package for new businesses with information that would be helpful for them when they are starting out in our township.
- Leisha would like to add this topic to our next agenda to discuss what information would be helpful to a new business starting out. The committee agreed to discuss this topic at our next meeting.

f) Invitation for Guests – Verbal update

- It was suggested that we invite WDB to attend our next meeting to discuss their most recent report and any other workforce related issues.
- High school co-op is a great program. Invite to a future meeting to learn how we can better support the program.

g) Other Business

- It was requested that at a future meeting we discuss Development Charges fees and how they are used to support municipal infrastructure investments

7. Adjournment and Next Meeting

Moved by: Donna Rork; Second by: Rick Hickson

- That the meeting of March 22, 2021 be adjourned.

Carried.

Next Meeting

- The next EDBC meeting will be held on **Monday, April 26, 2021** at **6:00 p.m.** using the zoom platform.

The Committee meeting adjourned at 7:30 p.m.



Accessibility Advisory Committee Minutes

3:00 PM - Wednesday, March 24, 2021

Electronic

The Accessibility Advisory Committee of the Township of Selwyn and the County of Peterborough was called to order on Wednesday, March 24, 2021, at 3:07 PM, with the following members present:

Present: Carolyn Amyotte, Peterborough County Councillor
Anita Locke, Township of Selwyn Councillor
Eric Thornley, Chair
Alec Denys, Vice Chair
Thomas Campbell

Staff Present: Angela Chittick, Manager of Community & Corporate Services/Clerk, Township of Selwyn
Kari Stevenson, Manager, Legislative Services/Clerk, County of Peterborough
Sarah Boyd, Secretary, County of Peterborough

1 Declaration of Pecuniary Interest

No declarations were made.

2 Deputations and or Invited Persons

3 Minutes

a) Minutes of November 25, 2020

Moved by: Anita Locke

Seconded by: Alec Denys

That the Accessibility Advisory Committee adopt the minutes of its meeting held November 25, 2020.

Carried

4 Question Period

5 Correspondence for Discussion and/or Decision

a) **Gord Young**
Re: Water Street – Accessible Parking

Angela Chittick stated that she had communicated with Mr. Young to obtain a clearer understanding of his concerns related to the accessible parking spaces proposed for the Water Street construction and advised him that the

Accessibility Advisory Committee had a discussion on the concept and will have an opportunity to comment on the final drawings.

Angela Chittick recommends that the detailed engineering design be brought forward to a future meeting to discuss location and sizes of the spaces.

b) CELA (Centre for Equitable Library Access)
Re: Request for Support

The Committee reviewed the letter from CELA and their draft letter to the federal government.

Moved by: Anita Locke

Seconded by: Carolyn Amyotte

That the Accessibility Advisory Committee supports the request from the Centre for Equitable Library Access (CELA) and requests staff prepare a letter to the federal Minister of Employment, Workforce Development and Disability Inclusion, the Hon. Carla Qualtrough, the Deputy Prime Minister and Minister of Finance, the Hon. Chrystia Freeland and the local Member of Parliament to request the funding for accessible reading materials be fully restored; and

That the letter requests the federal government to reconsider its decision as \$4 Million dollars is a small amount of money compared to the impact the cuts will make on those with vision loss, learning disabilities and physical disabilities; and

That the Committee recommends to its respective Councils that they support this motion and also forward a letter to the federal government requesting reconsideration; and

That the Committee forward this motion to the other seven lower-tier municipal Councils for their support.

Carried

c) Correspondence - Information Items

The Committee reviewed the three correspondence items for information. The committee staff members will ask the Township and County to promote the accessible raised garden bed being constructed this Spring/Summer in Lakefield.

6 Reports

a) The Link

The Committee reviewed the new Link bus routes and also viewed photos depicting the locations of accessible bus stops. The buses will be accessible however not every bus stop will be accessible. The route shows solid lines on the map where designated bus stops are located, including the locations that

are accessible. The dotted lines on the map show locations where the bus can be flagged down to stop for pick-ups. These flagged areas are not accessible.

7 Other, New and Unfinished Business

- a) Site Plan Review for 107 Queen Street, Lakefield
Angela Chittick provided an overview to the Committee regarding the addition to Lakefield Restaurant. The addition is to supplement more seating for COVID protocols. There are no changes to the parking lot or parking spaces. The Committee did not provide recommendations at this time.
- b) Year 18 Plan – Updates
The Committee would like to take a tour on The Link if possible.

8 Next Meeting and Adjournment

- a) The next meeting will be held on April 28, 2021.

The Committee adjourned at 3:48 p.m.



March 29, 2021

Hon. Maryam Monsef, Minister for Women and
Gender Equality and Rural Economic Development
via email to: Maryam.Monsef@parl.gc.ca

Dear Honourable Ministers:

**Re: 2020 Fall Economic Statement withdraw of current \$4 Million support of
accessible reading materials and programs**

The joint Selwyn Township and County of Peterborough Accessibility Advisory Committee supported a letter from the Centre for Equitable Library Access (CELA) which forwarded information to the Committee about the cuts made to the federal budget.

We are writing to ask that you ask the federal government to immediately restore full funding to the Centre for Equitable Library Access (CELA). CELA provides necessary reading materials for people with print disabilities including those with vision loss, learning disabilities and physical disabilities.

We know that access to reading materials directly impacts academic and economic success and social inclusion, particularly for the estimated 3 million people across Canada with print disabilities. And yet, without warning or consultation, the 2020 Fall Economic Statement announced cuts of \$4 million (\$3 million annually to CELA and \$1 million annually to NNELS) which will have a devastating impact on the ability to receive equitable access to reading materials.

The federal government has promoted its commitment to equity and inclusion for those with disabilities. However, these cuts will reduce access to reading materials, widening the gap for services and resources for those with print disabilities and further compounding the effects of the COVID-19 pandemic, which is having a disproportionate impact on those with disabilities across Canada.

As constituents, we are asking that you help ensure the federal government honours its commitment to equity and inclusion. It is essential that this funding for accessible book production be fully restored immediately. We request that you ask the Minister of Employment, Workforce Development and Disability Inclusion, the Hon. Carla



Qualtrough, and the Deputy Prime Minister and Minister of Finance, the Hon. Chrystia Freeland, to restore this funding and commit to ongoing, stable funding so those with reading disabilities across Canada are not left further behind.

Yours truly,

Kari Stevenson, staff member on the joint Accessibility Advisory Committee
Manager, Legislative Services/ Clerk for Peterborough County
Email: kstevenson@ptbocounty.ca

cc: Angela Chittick, Clerk, Township of Selwyn

Eric Thornley, Accessibility Advisory Committee Chair

Hon. Carla Qualtrough, Minister of Employment, Workforce Development and
Disability Inclusion
via email to: Carla.Qualtrough@parl.gc.ca

Hon. Chrystia Freeland, Deputy Prime Minister and Minister of Finance
via email to: Chrystia.Freeland@parl.gc.ca

**Township of Selwyn Municipal
Heritage Committee Minutes
Thursday, March 25, 2021 at 5:00 pm**

Electronic Participation by Committee Members and Staff

Present: Stephen Gavard
Anita Locke, Councillor
James (Jim) Forrester
Grant Murphy
Robert Lamarre, Manager of Building and Planning
Tania Goncalves, Deputy Clerk

1. Call to Order

Chair Stephen Gavard called the meeting to order at 5:00 pm.

2. Declaration of Pecuniary Interest

None.

3. Minutes

Resolution No. 2021-013 – Minutes

Councillor Anita Locke – James Forrester –

That the minutes of the regular meeting of February 25, 2021 be approved.

Carried.

4. Deputations/Presentations

None.

5. Correspondence

None.

6. New or Unfinished Business

Proposed Properties for the Register

The Committee reviewed the consolidated spreadsheet/list for the proposed properties to be added to the Register. Committee members will continue to gather any missing information in order to finalize the list. The Committee agreed that the draft list should be presented to Council in order to obtain feedback prior to contacting property owners.

Resolution No. 2021-014 – Register - Draft List

Grant Murphy – James Forrester –

That the proposed Heritage Register List, as presented and reviewed by the Committee, be presented to Council for information and direction once finalized.

Carried.

Registry Policy

The Committee reviewed the Policy and supporting documents and agreed that that Chair and Vice-Chair would make a presentation to Council at the May 11, 2021 Council meeting. The presentation will request that Council consider adopting the Registry Policy which will act as a guiding document for adding and removing properties to/from the Register.

New Member Recruitment

Anita brought forward that community members have expressed an interest in joining the Heritage Committee. It was noted that the Committee's Terms of Reference speaks to having 5-7 members and that the Committee is currently operating with 4 members as a result of no other applications being received at the time of recruitment. The Committee agreed to seek support from Council to proceed with the recruitment process for new members for the remaining term (ending Nov. 2022).

Resolution No. 2021-014 – Member Recruitment

James Forrester – Grant Murphy –

That the Heritage Committee request that the Council of the Township of Selwyn support the recruitment of additional Municipal Heritage Committee members to serve on the Municipal Heritage Committee for the remaining term of Council.

Carried.

7. Next Meeting – April 29, 2021 at 5PM**8. Adjournment****Resolution No. 2021-012 – Adjournment**

Anita Locke – James Forrester –

That the meeting be adjourned at 5:50 PM

Carried.