



**AGENDA
COMMITTEE OF THE WHOLE
ADMINISTRATION & FINANCE**

**Monday, September 13, 2021, 6:30 PM
Council Chambers and by Zoom
18 Centre Street, Spencerville ON
Contact the Township Office to Register
(613)658-3055**

- 1. Call to Order – Chair, Mayor Sayeau**
- 2. Approval of Agenda**
- 3. Disclosure of Pecuniary Interest & the General Nature Thereof**
- 4. Business Arising from Previous Committee of the Whole Meeting Minutes (if any)**
- 5. Delegations and Presentations**
 - a. Pre-Budget Background Presentation- Treasurer
- 6. Discussion Items**
 - a. AMO Recommendations in Rising Insurance Costs - Leamington Resolution
- 7. Action/Information Items**
 - a. Rail Safety Week Proclamation
 - b. Legion Week Proclamation
 - c. 2021 Federal PILT Revenue
 - d. 2021 ICIP Green Stream Application
 - e. Blue Box Program- Transition to Producer Responsibility
 - f. 2022 Municipal Election- Alternative Voting Methods
 - g. Cannabis Plant Odour - Private Property
- 8. Councillor Inquiries/Notices of Motion**
- 9. Mayor's Report**
- 10. Question Period**
- 11. Closed Session**

- a. Section 239(2)(c) Proposed or pending acquisition or disposition of land by the municipality or local board; Specifically: Edwardsburgh Land Bank/Job Site Challenge and Minutes of Closed Session dated May 10, 2021

12. Report Out of Closed Session

13. Adjournment

MINUTES
COMBINED COMMITTEE OF THE WHOLE
ADMINISTRATION & FINANCE, PUBLIC WORKS, ENVIRONMENTAL SERVICES & FACILITIES

Monday, August 16, 2021, 6:30 PM
Council Chambers and by Zoom
18 Centre Street, Spencerville ON
Contact the Township Office to Register
(613)658-3055

PRESENT: Mayor Sayeau
Deputy Mayor Deschamps
Councillor Cameron
Councillor Dillabough
Councillor Hunter
Dave Robertson, Advisory Member
Mark Packwood, Advisory Member
John Bush, Advisory Member

STAFF: Dave Grant, CAO
Rebecca Williams, Clerk
Melanie Stubbs, Treasurer
Gord Shaw, Director of Operations
Mike Spencer, Manager of Parks, Recreation & Facilities
Candise Newcombe, Deputy Clerk

1. Call to Order

Mayor Sayeau called the meeting to order at 6:30pm.

2. Approval of Agenda

Moved by: H. Cameron

Seconded by: M. Packwood

That the agenda be approved as presented.

Carried

3. Disclosure of Pecuniary Interest & the General Nature Thereof

None.

4. Business Arising from Previous Committee of the Whole Meeting Minutes (if any)

Members noted concerns with the Administration & Finance minutes dated July 12.

5. Delegations and Presentations

a. Kevin Hawley - Greer Galloway - Johnstown Drainage

Mr. Hawley presented the proposed designs for the Johnstown Drainage project with the intent of receiving feedback on the Class D estimate. Mr. Hawley noted that they would proceed to schedule a Public Information Meeting within the next few weeks. Members inquired about whether ditches would remain. Mr. Hawley noted that in some areas the road is higher than private property and some swales would remain to ensure a drainage outlet. Mr. Hawley noted that if areas of concern were identified during the public meeting, he may have to adjust the design to accommodate some properties. Mr. Hawley noted his intention to submit an application for a MOE permit through the Ministry of the Environment, following Committee approval of the proposed design and budget.

There was a brief discussion on the effects to the budget, specifically with respect to installing curbs and gutters along only one side of the street versus both sides. It was noted that if the Committee was in favour of eliminating curbs and gutters on one side of the street there would be approximately \$75,000 in savings. Mr. Hawley noted that the north portion on the east side of Mary St. was a less populated section of the proposed project, making it easier to justify the removal of curb and gutter.

6. Discussion Items

a. Johnstown Drainage Work

Committee discussed details pertaining to the following areas for the Johnstown Drainage Project, final design, the tendering document, budget implications/cost, project timeline expectations, and the advantages of scheduling of a public information meeting at this stage. Mr. Hawley noted that often times, local residents have more specific knowledge of certain aspects of the land and their feedback can be beneficial to the project design. Members inquired if there was a suggested public meeting date and if feedback received from the meeting would hinder the permit application process. Mr. Hawley indicated his intention to coordinate a time and place for the meeting with staff in the next 1-3 weeks and does not anticipate the public meeting to hinder the permit application process.

Members discussed requirements that should be outlined in the tender documents including start date, the use of sod or seed to rehabilitate lawns of affected properties, and whether to complete the installation of the oil grit separators in 2021. Mr. Hawley advised that the Township should allow the contractor to decide the order of work. It was noted that driveway repair/replacement and top soil and sod or seed costs were not

specifically itemized in the proposed budget estimate Mr. Hawley noted that those costs would have to be added to the budget, but highlighted that a 15% contingency has been incorporated into the estimates. It was noted that the Class D estimate presented was comprised from unit prices obtained from 2021 construction budgets in surrounding municipalities.

There was consensus from Committee to:

- Schedule a public information meeting within the next 1-3 weeks.
- Proceed with the proposed project design consisting of curbs and gutters on both sides of each street for the full length as outlined by Mr. Hawley.
- Accept the Class D estimate provided by Greer Galloway, to include in the 2022 Township budget discussions
- Hawley will proceed to apply for the required permit forthwith.
- Set a completion date of June 30, 2022 in the tender document.
- Use topsoil and sod as a final restorative material with the option to discuss.
- The appointment of a Contract administrator to be discussed at a later date with a staff report and recommendation.

7. Action/Information Items

a. 2021 Capital Projects Status Update

Members discussed delays related to the Hot Mix paving project. It was noted that the contractors are still waiting on locates from Ontario One Call. Staff confirmed that many Ontario One locates are behind schedule based on a notification provided by Ontario One Call. It was noted that it is the responsibility of the contractor to obtain locates. It was noted that staff will follow-up with the contractor, Co-Co Paving, to note their concerns in the delays and obtain an approximate expected timeline for completion.

Members inquired about the installation of benches for the Cardinal Waterfront path, inquiring if the purchase of the benches was included in the 2021 YTD expenses, it was noted that the benches were included in the YTD expenses portion of the report. It was noted there is still a remaining balance in the Waterfront budget and the Township staff is looking to purchase 10 picnic tables in 2021. Members noted a resident has shown interest in the placement of a memorial bench in the area at the residents own cost. Members noted the existence of 2 dog bag stations along the path and inquired if more are going to be installed. It was noted that there is one station positioned at each end of the pathway with no current intentions of adding more in the near future.

b. Upgrade Postage Machine

There was a general discussion about the previous postage machine lease rate and length, noting the original lease was for 60 months, which subsequently transitioned to an annual lease at the same rate.

Members noted the new lease was for a term of 66 months, and inquired if there is an option to extend. It was noted that the agreement has yet to be received, though there were many options available for consideration. Members inquired if the proposed machine will aid with the folding and sealing process. It was noted that the proposed machine does not include a folding feature, however, there are discussions regarding the future lease or purchase of a folding machine. Committee inquired if there is better value in purchasing the postage machine as opposed to the lease option. It was noted that due to continued advancement of technology over the years, it would not be prudent to purchase a postage machine.

Moved by: T. Deschamps

Seconded by: H. Cameron

THAT Committee recommends that Council direct the staff to enter into a 66-month lease at \$129.95 plus HST per month with Pitney Bowes for a new postage machine.

Carried

c. Commercial Banking Services Agreement

Committee reviewed the report and inquired if there was a possibility of shortening the agreement term as there were concerns of being locked into the current rate, specifically if interest rates increase in the near future. It was noted that the agreement was for a rate of prime less 1.85, and an increase in the prime rate could benefit the Township.

It was noted that the provided interest rates are reflective of the current market as well as the many benefits experienced through the day-to-day dealings with the company. RBC's level of customer service was highlighted in addition to the waiving of many of the outlined banking fees, including the fees associated with the numerous accounts held by the Township. Members noted that service charges can be quite onerous if they are implemented to the fullest.

Moved by: T. Deschamps

Seconded by: D. Robertson

THAT Committee recommends that Council adopts a bylaw to authorize the Mayor and Treasurer to execute the Banking Services Agreement for a three-year period with Royal Bank of Canada commencing on September 1, 2021.

Carried

d. Barkley Municipal Drain Maintenance Billing

Councillor Cameron assumed the chair position at 7:54 p.m.

There was a brief discussion to clarify the location of the specified drain, noting it is positioned near Safford Rd. Members inquired about the number of Township residents being billed for the use of this drain. It was noted there are approximately 12 properties affected which directly benefit from the drain.

Moved by: J. Hunter

Seconded by: T. Deschamps

THAT Committee recommends Council direct staff to draft a bylaw that outlines the payment arrangements to recover the costs related to maintenance work completed on the Barkley Drain.

Carried

e. Twilight Fun Run Event – Windmill Road Closure Request

Moved by: M. Packwood

Seconded by: D. Robertson

THAT Committee recommends that Council support and approve the request for partial road closure on Windmill Rd. for the Twilight Fun Run Event on September 25th, 2021.

Carried

f. EOLC Regional Commuter Transit Pilot Project

The CAO outlined the report to Committee. Members inquired about the marketing strategy for the project. It was noted that the marketing team have begun the process of speaking with major employers regarding the suggested route and marketing for the route will be intensified over the upcoming weeks.

Moved by: T. Deschamps

Seconded by: S. Dillabough

THAT Committee recommends that Council receives the pilot project overview and authorizes staff to sign the EOLC Regional commuter transit pilot operating agreement.

Carried

8. Councillor Inquiries/Notices of Motion

Councillor Dillabough inquired if a cost estimate has been received from the Town of Prescott for snow plowing services in New Wexford and Windmill Point. It was noted that staff will continue discussions with neighbouring municipalities.

9. Mayor's Report

Mayor Sayeau resumed the chair position

Mayor Sayeau reported the following:

- Complaints of an odour emitting onto Bennett St.
- AMO delegations began today, with two UCLG and two Township delegations scheduled for tomorrow at 10:00 am, 1:00 pm, 2:20 pm and 5:15 pm.
- An approximate balance of \$14 million in unpaid fines that continues to increase annually. It was noted that an excess of 3000 outstanding charges pending in the UCLG area resulting in hearing delays of about 6-8 months.

10. Question Period

None.

11. Closed Session

Clarification was sought in regards to adding an item to the agenda without an amendment to reflect such a change. Consensus was reached to hold a Special Council meeting to address an item on Wednesday August 18 at 4:30 p.m.

Moved by: J. Hunter

Seconded by: T. Deschamps

That Committee proceeds into closed session at 8:24 p.m. in order to address a matter pertaining to:

- Section 239(2)(c) Proposed or pending acquisition or disposition of land by the municipality or local board; Specifically: Edwardsburgh Land Bank/Job Site Challenge

Carried

- a. Section 239(2)(c) Proposed or pending acquisition or disposition of land by the municipality or local board; Specifically: Edwardsburgh Land Bank/Job Site Challenge

Moved by: J. Hunter

Seconded by: T. Deschamps

THAT the closed meeting of the Committee does now adjourn and the open meeting does now resume at 8:47 p.m.

Carried

12. Report Out of Closed Session

The Mayor provided a briefing to Committee concerning the ongoing negotiations regarding Infrastructure Ontario, Edwardsburgh Land Bank and the Job Site Challenge.

13. Adjournment

Moved by: T. Deschamps

Seconded by: J. Hunter

THAT Committee does now adjourn at 8:48 p.m.

Carried

Chair

Deputy Clerk

2022 Pre-Budget Presentation

Committee Of The Whole – Administration & Finance
M. Stubbs, Treasurer

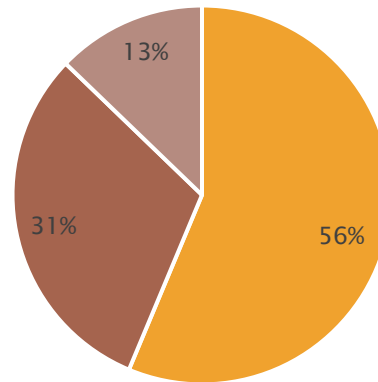
Township of Edwardsburgh Cardinal Tax Base

2021 Tax Levy Distribution by Tax Class				
<u>Class</u>	<u>Property Count</u>	<u>% of Total</u>	<u>2021 Tax Levy</u>	<u>% of Total</u>
Residential	3605	86.12%	\$4,538,556	75.41%
Multi-Residential	8	0.19%	\$52,780	0.88%
Commercial	147	3.51%	\$756,589	12.57%
Industrial	53	1.27%	\$325,849	5.41%
Farm	330	7.88%	\$147,910	2.46%
Managed Forest	38	0.91%	\$3,328	0.06%
Pipeline	5	0.12%	\$193,187	3.21%
	4186	100.00%	\$6,018,199	100.00%

Tax Levy versus Tax Rate

- ▶ Tax Levy is the total amount of taxes that are levied or billed to all property owners by the Township annually. A 1% increase in the municipal tax levy for 2022 is \$60,182.00.
- ▶ The Tax Rate is determined by taking the total tax levy and apportioning it over several tax classes based on tax ratios and the total taxable assessed values of all properties within the Municipality.
- ▶ A lower tier municipality combines the upper tier and education tax rates to determine the total tax rate that is applied against each property's assessed value.

percentage of total tax rate



■ municipal tax ■ county tax ■ education tax

Impacts on 2022 Operating Budget

Increases in Tax Levy:

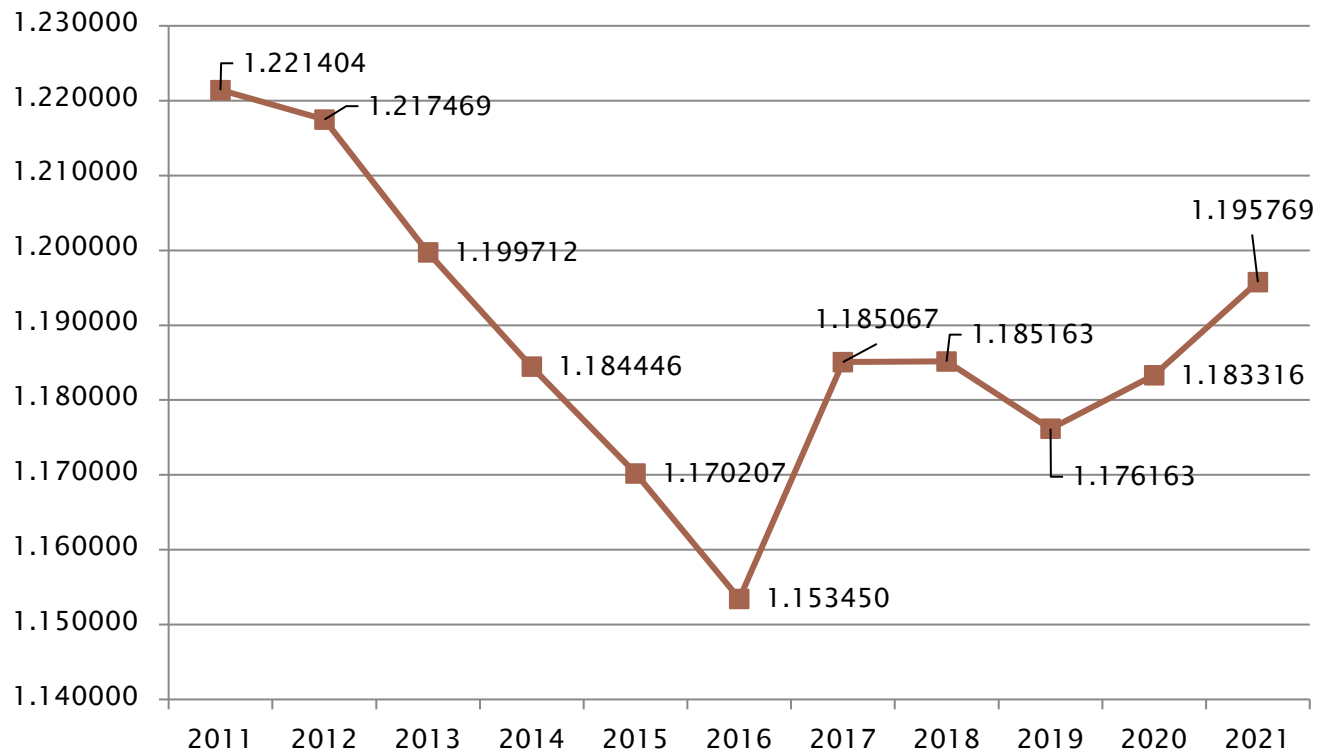
- Decrease in OMPF funding, amount not yet communicated but has been reduced in the past 2 years
- There are other impacts to the overall tax levy such as Policing Costs, Conservation Authority Levy and insurance premiums are yet unknown
- Addition of grader loan payments in the amount of \$102,753.34 which equates to 1.7% tax levy increase.
- Combined known impacts are \$43,975.00 or 0.75% increase are as follows:
 - Annual CPI increase in Salaries and honorariums which directly relates to increases in payroll benefit costs. CPI unknown at this time but estimated to be 1.05%. The estimated impact to the operating budget of \$16,400.00.
 - CUPE contract renewal requires a 1.5% increase in wages and an increase in benefits has an estimated impact of \$16,250.00 to the operating budget
 - 2022 WSIB premium rate to increase by 5% from 2.44% to 2.56%. The overall impact to the budget is estimated at \$2,875.00
 - CPP employer contribution rate increase by 0.25% from 5.45% to 5.70% and the maximum earnings has also increased. Employer matches the employee contribution. This is an estimated impact of \$8,450.00 to the operating budget

Decreases in Tax Levy:

- No re-assessment from MPAC so the only tax revenue increase will be from growth. The projected growth is 0.34% or \$3.31M of which \$2.81M is FT. The estimated tax revenue at the 2021 tax rates is \$7,875.00. MPAC had visited the office in August to review building permits, the value of additional assessment is unknown at this time.
- The final loan payment for the Komatsu Loader is February 2022. The 2022 budget will be reduced by \$30,510.42 which equates to a 0.50% decrease in tax levy.

Analysis of Total Residential Tax Rate 2011-2021

- ▶ The total residential tax rate has been below 1.2 since 2013.
- ▶ A 2% increase in township tax rate and no change in County or Education tax rates for 2022 could result in a combined tax rate increase of 1.13% which is an estimated total tax rate of 1.209235.
- ▶ The 2022 tax payment impact of a property with assessed value of \$196,000 would be an increase of \$26.39 annually or \$2.20 monthly



Tax Payment Change to a median Residential Property from 2015- 2021 that had a decrease in the CVA in 2017

	2015	2016	2017	2018	2019	2020	2021
assessed value- no re-assessment cycle	202,250	212,000	196,000	196,000	196,000	196,000	196,000
total annual tax payment	\$2,366.74	\$2,445.31	\$2, 322.73	\$2,322.92	\$2,305.28	\$2,319.30	\$2,343.71
annual increase	86.69	78.57	-122.58	0.19	-17.64	14.02	24.41
monthly increase	7.22	6.55	-10.22	0.02	-1.47	1.17	2.03
Total Tax Rate	1.170207	1.153450	1.185067	1.185163	1.176163	1.183316	1.195769
Percentage Change		-1.43%	2.74%	0.01%	-0.76%	0.61%	1.05%
Municipal Tax Rate	0.607950	0.601871	0.635198	0.644294	0.644294	0.660667	0.673294
Percentage change		-1.00%	5.54%	1.43%	0.00%	2.54%	1.91%
OMPF Funding	\$673,600	\$751,400	\$772,500	\$851,400	\$850,500	\$740,000	\$646,800
Increase/decrease		\$77,800	\$21,100	\$78,900	-\$900	-\$110,500	-\$93,200

Taxes as a percentage of income

According to a Fraser Institute Study bulletin * published in September 2020 Canadian families are paying 42.6% of their annual income to taxes. They pay 36.2% of their income towards housing, food and clothing and retain the remaining 21.2%.

The study stated that in 2019, the average Canadian family earned an income of \$91,535 and paid taxes of \$38,963 to all levels of government.

The following is a breakdown of the average Canadian family tax bill:

1. Income Taxes - \$12,507 or 32.1%
2. Payroll & Health Taxes - \$7,619 or 19.6%
3. Sales Tax \$5,668 or 14.5%
4. Property Tax \$4,236 or 10.9%
5. Profit Tax \$4,249 or 10.9%
6. Liquor, tobacco, amusement & other excise tax \$1,808 or 4.6%
7. Auto, fuel & motor vehicle license tax \$1,136 or 2.9%
8. Other Taxes \$1,061 or 2.7%
9. Natural Resources tax \$363 or 0.9%
10. Import duties \$315 or 0.8%

It is interesting to note that of the total property tax noted above, a lower-tier municipality receives approximately 56% which would be \$2,372 or 6% of the total.

** Source: The Fraser Institute's Bulletin, Taxes versus the Necessities of Life, 2020*

Comparison of Property Tax to Sales Tax on Other Purchases

In an effort to provide a comparison of property tax in relation to sales tax on purchases, below is a calculation of taxes paid on potential purchases throughout the year:

1. Dining out once a week: 2 people @ \$60 = \$3,120.00 annually + \$405.60 HST
2. Daily takeout coffee: 1 person, 1 large coffee/day = \$734.00 annually + \$95.00 HST
3. Ticket to major sporting event: 2 people, 1 event @ \$50 per person/month = \$1,200.00 annually + \$156.00 HST
4. Gas for vehicle: 1 fill-up @ \$95/week = \$4,940.00 annually + \$642.20 HST
5. Monthly gym membership: 1 person @ \$50 per month = \$600.00 annually + \$78.00 HST

Property Tax compared to other monthly personal & household expenses

- ▶ Based on median property assessment of \$196,000.00, the annual property tax payment in 2021 was \$2,343.71 or \$195.31 per month.
- ▶ The Township portion of the tax bill was \$1,319.66 or \$109.97 per month. If you remove OPP & Conservation Authority Costs this is reduced to \$91.86 per month for services provided by the Township

Personal & Household Expenses	Average Monthly Expense
Vehicle Insurance for one vehicle	\$180.00
Hydro	\$200.00 to \$250.00
Heating fuel- oil/ propane	\$200.00 to \$300.00
Gasoline for mid-size car or van 20,000 km per year	\$260.00
Cellphone- one user with data plan	\$100.00 to \$120.00

Capital Expenditures Analysis

- ▶ Annual capital expenditures varies from year to year which has a direct impact on the overall Township budget. An analysis of prior year actual capital expenditures is shown below to determine trends in capital spending compared to annual amortization expenses.
- ▶ Auditors have indicated that best practice to avoid a negative impact to the infrastructure deficit is to replace or make betterments to assets at a rate of 1.5 times the annual amortization. Amortization is based on historical costs not replacement costs.

Department	2017 actual	2018 actual	2019 actual	2020 Actual	2021 Budget
Administration	\$6,777	\$63,993	\$24,622	\$19,702	\$70,000
Fire Department	\$14,704	\$30,312	\$16,785	\$396,780	\$51,033
Public Works	\$1,763,745	\$1,305,150	\$1,674,150	\$1,136,183	\$904,699
Storm Sewers	\$33,840	\$353,207	\$148,772	\$114,505	\$320,000
Waste Disposal	\$10,079	0	0	0	\$25,000
Recreation	\$72,796	\$27,967	\$163,831	\$55,071	\$169,500
Economic Development	0	0	0	0	\$200,000
Water & Sewer Systems	\$242,312	\$701,569	\$162,872	\$221,992	\$166,000
Transfers to Capital Reserves	\$305,256	\$535,574	\$515,084	\$759,094	\$485,072
Transfers from Capital Reserves	(\$623,631)	(\$882,304)	(\$493,520)	(\$272,328)	(\$85,195)
Total Capital Expenditures	\$1,825,879	\$2,135,467	\$2,212,596	\$2,430,998	\$2,306,109
Annual Amortization Expenses	\$1,563,213	\$1,639,360	\$1,727,934	\$1,806,146	
Annual Capital to Amortization Expense	1.17	1.30	1.28	1.35	

2022 Capital & 5 Year LRCF

A business case template has been developed to be used by department managers to provide council with more details about the proposed 2022 capital projects for consideration.

A long range capital forecast that includes the next 5 years of capital projects will be provided to council that will indicate the future capital requirements based on the AMP.

The AMP states that the Township's average annual capital requirement is \$5.1M.

Based on historical analysis, the Township is committing approximately \$2.2M annually, leaving an annual infrastructure funding gap of \$2.9M.

The AMP identified a financial strategy to reduce this infrastructure funding gap over the next 20 years. The following table shows the average annual tax/rate increases required to eliminate the infrastructure deficit:

Funding Source	Years to Until Full Funding	Total Tax/rate Change	Average Annual Tax/rate Change
Tax Funded Assets	20	24.7%	1.2%
Rate-Funded Water	20	82.5%	4.1%
Rate-Funded- Sewer	20	71.6%	3.6%

Annual Requirement of Assets by Category

Based on the Township's TCA policy the following annual replacement requirements for each asset category is shown below based on estimated useful life. The average annual capital requirement cost as indicated in the AMP.

The replacement of an asset is not determined strictly based on useful life. Condition, risk and consequence of failure and probability of failure are also considered in determining the date of replacement. Lifecycle events are used to extend the life of an asset wherever possible.

Asset Category	Quantity	Average Useful Life	Annual Replacement	Average Condition	Average Annual Capital Requirement
Roads- HCB	117.9 Kms	25 Years	4.72 kms	Fair	\$2,307,200.00
Roads- LCB	23.5 Kms	15 Years	1.57 Kms	Fair	\$117,800.00
Bridges	11	40 Years	0.3	Very Good	\$313,000.00
Vehicles	25	7 -12 Years	2	Fair	\$293,000.00
Machinery & Equipment	100	15-20 Years	5	Poor	\$206,000.00
Buildings	23	40 Years	0.5	Fair	\$600,000.00

Priority Capital Projects

The following capital projects have been identified by Council as priorities:

1. Council recently approved the Class D estimates for the Johnstown Drainage project in the amount of \$1.4 million. Funding sources will need to be determined.
2. The Spencerville Drainage project is also in the engineering stage and the Class D estimate of \$827,953.60. Funding sources will need to be determined.
3. Staff has submitted a grant application to the Green Stream for water project to includes replacement of 900 meters of water pipe on County Rd 2. The cost estimate for this project is \$2,110,336.25. If successful in receiving grant funding, the Township would need to commit \$569,790.79 municipal funding over a 3 year period. In addition the sanitary and storm sewer assets associated with this project have a cost estimate of \$550,000.00 which is not eligible for this grant funding so funding sources will need to be determined.

These projects are in addition to the annual capital projects that are included in draft budgets.

The sources of funding may be grant funding where applicable; borrowing or tax levy increases.

Reserves & Reserve Funds

The summary as of September 10, 2021 which includes 2021 budgeted transfers in are as follows:

Reserve		Balance as of September 10, 2021	2021 Budget Transfer out
Administration		\$195,465.75	
Fire Department	Vehicles	\$19,100.00	
	Buildings	\$310,156.07	
	Communication Equipment	\$103,000.00	
Public Works		\$662,152.75	
Storm Sewers		\$149,499.72	
Landfill Closure		\$91,000.00	
Recreation		\$269,024.46	\$30,000.00
Johnstown Water		\$36,297.77	\$9,000.00
Cardinal Hydro		\$134,639.14	\$43,500.00
Dedicated Capital		\$22,986.43	

Budget Objectives & Future Considerations

Budget Objectives:

- Maintain financial health
- Maintain consciousness of affordability for tax payers
- Provide sustainable service levels to taxpayers
- Incorporate a 5 year capital plan

Future Considerations:

- Future re-assessment impacts to tax revenues and to property tax bills.
- Development of an investment strategy to help fund future capital
- Availability of future infrastructure funding from federal and provincial governments

Next Steps:

▶ Proposed budget meeting schedule:

- 1st Meeting: Review of draft capital business cases for consideration
- 2nd Meeting: Review of departmental operational budgets
- Future meetings to be set at the end of each budget meeting so there are always two meeting dates planned ahead.

RECEIVED

AUG 19 2021



Municipality of
Leamington
live | play | work

TOWNSHIP OF
EDWARDSBURGH/CARDINAL

Legislative Services
111 Erie Street North
Leamington, ON N8H 2Z9
519-326-5761
clerks@leamington.ca

August 17, 2021

To Whom It May Concern:

Please be advised that the Council of The Corporation of the Municipality of Leamington, at its meeting held Tuesday, July 13, 2021 enacted the following resolution:

No. C-208-21

Whereas the current joint and several liability regime as set out in the Negligence Act financially impacts all municipalities across the province whether or not a claim occurred within a municipality's borders.

Whereas municipalities are often added to claims as they are seen as having significant resources with the backing of taxpayers.

Whereas insurance companies ultimately recover their losses by way of, among other things, increased annual premiums from their insureds.

Whereas the Municipality's total annual cost of all insurance premiums has grown by \$148,869.28 over the last 5 years which equals a percentage increase of approximately 23%. Liability insurance premiums account for \$64,638.68 of this amount, an approximate 16% increase when comparing premiums from 2017 to 2021.

Whereas higher insurance costs diverts property tax dollars from delivering public services to the Municipality's residents.

Be it resolved that Council supports the recommendations proposed by the Association of Municipalities of Ontario ("AMO") to address joint and several liability reform and rising insurance costs more generally, which recommendations include:

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 1-year limitation period may be beneficial.
3. Implement a cap for economic loss awards.

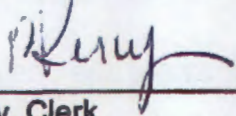
www.leamington.ca

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 premiums, claims, and deductible limit changes which support its, 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.

Be it further resolved that Council direct Administration to forward a copy of this resolution to the Premier of the Province of Ontario and AMO

Carried

Dated today, the 17th day of August, 2021.



Brenda Percy, Clerk
The Corporation of the Municipality of Leamington

cc: Hon. Doug Ford, Premier of Ontario
Association of Municipalities of Ontario



TOWNSHIP OF EDWARDSBURGH CARDINAL INFORMATION ITEM

Committee: Committee of the Whole – Administration & Finance

Date: September 13, 2021

Department: Administration

Topic: Proclamation – Rail Safety Week

Background: The Township received a request from CN Rail for the Township to proclaim September 20 to 26, 2021 as Rail Safety Week in Edwardsburgh Cardinal. Rail Safety Week is being held across Canada, the United States and Mexico to raise the public's awareness of the dangers of ignoring safety warnings at level crossings and trespassing on rail property to reduce avoidable deaths, injuries and damage.

Staff have prepared and attached the proclamation certificate to be signed by the Mayor. The proclamation will be posted to the Township website and sent to the CN representative.

Policy Implications: The proclamation request complies with the Township's Proclamation Policy. Rail Safety Week, through the proclamation, may assist in increasing public awareness of the severity of ignoring the rail companies safety warnings.

Proclamation requests that have been granted in the past 5 years are to be reviewed by the Clerk against the eligibility criteria and will be presented to the Mayor for approval. As this request has been received and granted in the past, it does not require a formal resolution/approval from Council.

A handwritten signature in cursive script, appearing to read 'R. Willison'.

Clerk



PROCLAMATION

Rail Safety Week

September 20th to 26th, 2021

WHEREAS Rail Safety Week is to be held across Canada, the United States and Mexico from September 20 to 26, 2021; and

WHEREAS it is in the public's interest to raise citizens' awareness of the dangers of ignoring safety warnings at level crossings and trespassing on rail property to reduce avoidable deaths, injuries and damage caused by incidents involving trains and citizens; and

WHEREAS Operation Lifesaver is a public/private partnership whose aim is to work with the public, rail industry, governments, police services, media and others to raise rail safety awareness; and

WHEREAS CN has requested that the Township of Edwardsburgh Cardinal support CN's ongoing efforts to raise awareness, save lives and prevent injuries in communities, including our own municipality;

NOW THEREFORE BE IT RESOLVED THAT the Township of Edwardsburgh Cardinal proclaims the week of September 20th to 26th, 2021 to be Rail Safety Week in Edwardsburgh Cardinal.

Mayor Sayeau



TOWNSHIP OF EDWARDSBURGH CARDINAL INFORMATION ITEM

Committee: Committee of the Whole – Administration & Finance

Date: September 13, 2021

Department: Administration

Topic: Proclamation Request – Legion Week

Background: Staff received a request from the local Legion branches for the Township to issue a proclamation to proclaim September 19 to 25, 2021 as Legion Week in Edwardsburgh Cardinal. The proclamation recognizes the Royal Canadian Legion for their support to veterans and the many benefits the organization offers to their members and the communities.

Staff have prepared and attached the proclamation certificate to be signed by the Mayor. The proclamation will be posted to the Township website. The local Legion group plans to organize a small photo opportunity to publish to social media.

Policy Implications: The proclamation request complies with the Township's Proclamation Policy. The Royal Canadian Legion, through the proclamation, may help to increase public awareness of their programs and activities.

Proclamation requests that have been granted in the past 5 years, are to be reviewed by the Clerk against the eligibility criteria and will be presented to the Mayor for approval. As this request has been received and granted in the past, it does not require a formal resolution/approval from Council.

Clerk



PROCLAMATION

Legion Week

September 19th to 25th, 2021

WHEREAS the Township of Edwardsburgh Cardinal recognizes the importance of the Royal Canadian Legion in the community; and

WHEREAS the Township recognizes that the Royal Canadian Legion is a non-profit organization that assumes the responsibility of maintaining the tradition of Remembrance of those who paid the ultimate sacrifice by defending our great nation in past and present conflicts, so that we as Canadians can live in the freedom that we enjoy today; and

WHEREAS the Township continues to support the Royal Canadian Legion for their dedication and support to Veterans, of past and present, with many benefits because of the determination of the many members at all levels within the organization; and

WHEREAS the Township asks citizens to participate in and celebrate the Royal Canadian Legion Week in the community Branches 105 and 604, which continue to support Veterans, local youth and charities.

NOW THEREFORE BE IT RESOLVED THAT the Township of Edwardsburgh Cardinal proclaims the week of September 19th to 25th, 2021 to be Legion Week in Edwardsburgh Cardinal.

Mayor Sayeau

TOWNSHIP OF EDWARDSBURGH CARDINAL ACTION ITEM

Committee: Administration and Finance

Date: September 13, 2021

Department: Finance

Topic: 2021 Federal PILT Revenue

Purpose: To obtain Council support for a motion to be forwarded to the Prime Minister, MP, MPP and AMO regarding an issue related to the federally owned properties education portion of PIL tax payments.

Background: The Province of Ontario announced in the 2020 budget that for the 2021 calendar year the BET (Business Education Tax) reductions would take place to support businesses as they recover from the pandemic. In an effort to ensure municipalities would not be negatively impacted by BET reductions, the province will maintain the BET rates at the 2020 rate for government owned properties that pay PIL's (Payment in Lieu of Taxes).

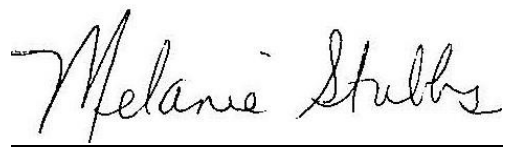
The Township received notification by email from Canada Post that the Federal Government will be paying the reduced BET rate of 0.0088 instead of the legislated rate of 0.0125 for 2021 PIL(in council correspondence).

According to a notice by OMTRA, if all federal departments pay the reduced BET rate instead of the legislated BET rate, the loss of revenue to municipalities across Ontario has been estimated at \$20 million in 2021(in council correspondence).

Policy Implications: The Tax Class affected is CF- Commercial PIL-Full, the education portion of the tax is retained by the municipality.

Financial Considerations: The loss of tax revenue associated with the Canada Post properties is \$762.20 and the Public Works Canada property would be \$1,757.50 for a total loss of revenue of \$2,519.70.

Recommendation: That Committee recommends that Council support a motion that the Federal government and all Crown Corporations, commit to paying the legislated BET rate of 0.0125 for 2021.



Treasurer



CAO



TOWNSHIP OF EDWARDSBURGH CARDINAL INFORMATION ITEM

Committee: Committee of the Whole Administration Finance

Date: September 13, 2021

Department: Operations

Topic: 2021 Investing in Canada Infrastructure Program: Green Stream

Purpose: To provide Council with the Final application for the Investing in Canada Infrastructure Program: Green Infrastructure Steam – 2021 application.

Background: The 2021 Investing in Canada Infrastructure Program, (ICIP), is a cost-shared infrastructure funding program between both the Federal and Provincial Governments and funding recipients. The program will see up to \$30 Billion in combined funding for various projects including Green Infrastructure.

The focus of this year's Green Stream intake segment is on potable water. In past years, the focus was more diverse taking in other forms of infrastructure such as Waste and Storm water. Project eligibility will be assessed using an outcome-based approach and applicants will be able to apply for a maximum of \$5 million in total eligible costs including contingency funding. The application submission due date was September 9, 2021. Our application was submitted on September 8, 2021 and received confirmation of submission on the same day.

The County Rd 2 Water and Sewer replacement grant applications were unsuccessful in 2015, 2016, 2018, 2019 and 2020 in obtaining funding. The County Rd. 2 corridor infrastructure project has been identified as a priority of Council. Current conditions of the County Road 2 corridor present a health and safety issue concern based on the age of pipes, material types, number of water main breaks and the high financial burden on the users of the system. This year's application will take a reduced scope approach and focus on the sections that provide for the most concern. The project will cover the section starting at the west end (approximately 744 County Rd. 2) and heading east approximately 800 meters terminating at St. Lawrence St. The existing water main in this section was installed in 1953, is made of cast iron and historically, has had the highest number of watermain breaks in the Cardinal system.

The ICIP Green Stream application and Technical Schedule are before you tonight for review. As a result of the provincial formatting of the application, Section E, subsection "Project Characteristics" will not fully display when exported for printing. The following is

the full description: “The project aligns with both the PPS and UCLG OP as it represents an adaptive project for a changing climate, a critical upgrade to infrastructure that protects public health and safety, and mitigates the effects of potential economic loss.”

A handwritten signature in cursive script, appearing to read "Gordon".

Director of Operations

A handwritten signature in cursive script, appearing to read "Dea/Sant".

CAO



Investing in Canada Infrastructure Program: Green Infrastructure Stream - 2021 Intake

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Expand

Validate

A) Instructions	B) Organization Information	C) Organization Address Information
D) Applicant Contact Information	E) Project Information	F) Project Financials
G) Asset Management Plan	H) Risks	I) Climate Lens
J) Outcomes	K) Declaration / Signing	

A) Instructions

The Investing in Canada Infrastructure Program (ICIP) is a cost-shared infrastructure funding program between the federal government, provinces and territories, and funding recipients. This program will see up to \$30 billion in combined federal, provincial and other partner funding, under five priority areas, including Green infrastructure.

Before applying, potential applicants are encouraged to review the program guidelines to determine if you are an eligible applicant or if your project is eligible for funding under the Green stream.

How do I apply?

1. Applicants are required to complete this application form and submit the following documents:
 - o Applicable Technical Schedule
 - o Aboriginal Consultation (AC)/Environmental Assessment (EA) Smart Form
 - o Project map clearly identifying all components in the project description in KML format. Refer to 'How to Create a KML File' at the end of the program guide for instructions.
 - o For First Nation applicants, a Band Council Resolution
2. Applicants may also be required to submit additional information depending on the project type.
3. An applicant can only submit one application for one project for funding consideration through the Green (Intake 2) funding stream
4. All applications must be completed electronically and submitted to Transfer Payment Ontario. Scanned application forms will not be accepted.
5. Note that a Municipal Council Resolution will be required for successful applicants.

Note: additional attachments can be uploaded after submitting your application form.

Fill in all required fields and fields that apply to your proposed project. Failure to complete this form in its entirety may result in the inability to assess the application and the project may be declined.

Please refer to the ICIP Green Stream Program Guidelines for the application deadline. Late applications will not be accepted.

How will I know my application was received?

Once the completed application has been submitted, an automated acknowledgement of receipt with a file number will be sent to the organization contact's email that is provided.

Other important information

Please note that Ontario cannot guarantee funding to all applicants, nor can the province ensure that the total amount requested by successful applicants will be granted. Ontario reserves the right to determine which projects will be nominated for federal approval. Projects selected for federal review and approval will be assessed and prioritized based on program requirements, assessment criteria and the overall demand of funds in the program. All provincially nominated projects are subject to federal review and approvals and may not be approved by the federal government for funding under this program. ICIP is a claims reimbursement program. Applicants must have a plan in place on how to cash flow projects.

B) Organization Information

This section is not editable and displays information from your Transfer Payment Ontario (TPON) registration. The TPON system is a one-window self-serve registration system for submitting and updating organization profile information. All organizations receiving transfer payments from the Government of Ontario must register in the TPON system. If changes are required in this Section of your application, please make

them in the TPON system. Once your information is revised, all future downloaded forms will include the updated information.

Organization Information

Organization Name:

[The Township of Edwardsburgh Cardinal](#)

Organization Legal Name:

[THE CORPORATION OF THE TOWNSHIP OF EDWARDSBURGH/CARDINAL](#)

Website URL:

www.twpec.ca

Type of Organization:

[Municipality](#)

C) Organization Address Information

This section is not editable and displays information from your Transfer Payment Ontario (TPON) registration. The TPON system is a one-window self-serve registration system for submitting and updating organization profile information. All organizations receiving transfer payments from the Government of Ontario must register in the TPON system. If changes are required in this Section of your application, please make them in the TPON system. Once your information is revised, all future downloaded forms will include the updated information.

Business Address

Street Address 1:

[18 Centre Street/Rue](#)

Street Address 2:

City/Town:

[Spencerville](#)

Province:

[ON](#)

Postal Code:

[K0E1X0](#)

Country:

[Canada](#)

Mailing Address

Street Address 1

[18 Centre Street/Rue](#)

Street Address 2

City/Town

[Spencerville](#)

Province

[ON](#)

Postal Code

[K0E1X0](#)

Country

[Canada](#)

D) Applicant Contact Information

This section is automatically populated with your organization's general contact information for all projects in your organization managed by Transfer Payment Ontario. This contact is typically the CAO, Treasurer, or Clerk. Please ensure this information is correct. If this information needs to be updated, please update them in Transfer Payment Ontario System.

Organization Contact Information

Salutation:

[mr](#)

First Name:

[David](#)

Last Name:

[Grant](#)

Job Title:

[Chief Administrative Officer](#)

Primary Phone Number:

[1-613-658-3055](#)

Secondary Phone Number:

[--](#)

Email Address:

dsgrant@twpec.ca

Salutation:	First Name: Rebecca	Last Name: Williams
Job Title: Clerk		
Primary Phone Number: 1-613-658-3055		Secondary Phone Number: --
Email Address: rwilliams@twpec.ca		

Salutation:	First Name: Melanie	Last Name: Stubbs
Job Title: Treasurer		
Primary Phone Number: 1-613-658-3055		Secondary Phone Number: --
Email Address: mstubbs@twpec.ca		

Salutation: Mrs	First Name: Wendy	Last Name: Van Kuelen
Job Title: Economic Development Coordinator		
Primary Phone Number: 1-613-658-3055		Secondary Phone Number: --
Email Address: wvankuelen@twpec.ca		

Project Contact information	Remove
------------------------------------	------------------------

1) Please include the contact information of at least one representative within your organization who has signing authority for the project. 2) Please also include a primary contact for the project (e.g. Project Lead). The primary contact will receive updates or inquiries about the project and application. 3) If this is a joint project, also include contact information for all partners involved in the project. 4) Use the "add" button to include any additional supporting project-specific contacts (e.g. an alternate contact in case the primary contact is absent)

Primary: <input checked="" type="checkbox"/>	Salutation: Mr.	
First Name: *	Last Name: *	
Gord	Shaw	
Title: *	Contact Type *	
Director of Operations	Applicant	
Phone Number (Work): *	Phone Number (Mobile):	
(613) 658-3001	(613) 349-4539	
Email Address: *		
gshaw@twpec.ca		

Signing Authority ☐

Add

Remove

Project Contact information

1) Please include the contact information of at least one representative within your organization who has signing authority for the project. 2) Please also include a primary contact for the project (e.g. Project Lead). The primary contact will receive updates or inquiries about the project and application. 3) If this is a joint project, also include contact information for all partners involved in the project. 4) Use the "add" button to include any additional supporting project-specific contacts (e.g. an alternate contact in case the primary contact is absent)

Primary: <input type="checkbox"/>	Salutation: Mr.
First Name: * David	Last Name: * Grant
Title: * Chief Administrative Officer	Contact Type * Applicant
Phone Number (Work): * (613) 658-3055	Phone Number (Mobile): (613) 349-4541
Email Address: * dsgrant@twpec.ca	
Signing Authority <input checked="" type="checkbox"/>	
Is this a joint project? * No	
Name of Partner Organization:	

Will the partner be providing a financial contribution?

Contact at Partner Organization:

For the purposes of this application a partner includes another municipality or First Nation community that is contributing financially to the project. Upper and/or lower tier municipalities that are contributing to a project based on established cost sharing practices should not be listed, that funding should be listed as part of the recipient contribution. See guidelines for more details.

If you have more than one partner, please contact ICIPGreen@ontario.ca

Salutation:	First Name:	Last Name:
Title:		
Primary Phone Number:	Secondary Phone Number:	
Email Address:		

E) Project Information

Project Title

Please provide a description of the asset and work to be completed. Include the nature of the project and asset type. For example, **Rehabilitation of King Street Watermains** would be an acceptable title (50 characters max., no special characters, e.g., "&"). Note that this title will be used for public communications purposes *

[Cardinal County Rd. 2 Watermain Replacement](#)

Project Description

What is the scope of the project? Include all quantifiable components (e.g. replace two water pumps; expand water treatment plant; install pump control system; replacement of two water reservoirs; replace 500m of water mains under John street between 4th and 5th Avenues). The project scope should align with your Total Eligible Costs and match the project description you provide in the Aboriginal Consultation (AC)/ Environmental Assessment (EA) form. Do not include components outside of your eligible cap. Note: Project Outcomes will be captured in Section J (500 characters) *

The project includes the replacement of 900 meters of 150mm and 200mm cast iron main with new 200mm PVC including all related appurtenances to the property line from approximately 742 CR2 heading east to St. Lawrence St. The project includes 8 reconnection points, a new 100 m long 200mm feeder main connection from South Walker St. to the new County Road #2 main., replacement of 3 Fire Hydrants, 10 valves and new service connections to 27 properties incl. one apartment complex.

Location

Provide the latitude and longitude of the project. If your project has multiple points (e.g. watermains, multiple water reservoirs,), only include the starting or central point; you will be able to include multiple points in the Outcomes section (Section J) of this form.

Project Latitude *

44.785600

Project Longitude *

-75.387500

Asset Ownership and Operation

Will the Applicant own the asset? Note that it is a federal requirement for the funding recipient (i.e. Ultimate Recipient) to own and ensure the operation of the asset under the ICIP program *

Yes

Will the Applicant operate the asset? *

Yes

What is the primary asset type (Select the main project type that will address the primary health and safety problem)? *

Drinking water transmission pipes

Project Characteristics

Describe how the proposed project is aligned with the required provincial priorities and outcomes, as set out in the Provincial Policy Statement (PPS) and land use policy, provincial land use plans, where applicable. (250 characters) *

The project aligns with both the PPS and UCLG OP as it represents an adaptive project for a changing climate, a critical upgrade to infrastructure

Project Schedule

Have you started your project (e.g., began to incur costs) or will you begin prior to federal approval? Yes/No *

Yes

Indicate the percentage of design completed. For projects that have not yet incurred costs, select 0%-25%. Please note that any costs incurred prior to federal approval are not eligible for reimbursement. *

26-50%

Forecasted Project Start Date (date costs are first expected to be incurred or work commences). For example, design, engineering etc. Date must be between June 30, 2022 and September 30, 2022. Note that projects cannot start until after federal approval otherwise these costs will be deemed ineligible: *

06/30/2022

Forecasted Construction Start Date (date on which construction is expected to begin i.e., shovels in the ground). Please ensure to allow time for provincial and federal review process. Note that project cannot start until 2022 construction season and after Aboriginal Consultation and Environmental Assessment requirements have been met. Note that costs should not be incurred before federal project approval, otherwise costs will be deemed ineligible. *

06/30/2022

Forecasted Construction End Date (no later than October 31, 2026) *

10/31/2024

F) Project Financials

Before filling this section, please review the program guide on eligible and ineligible costs. Fill in the financial details of your project below only for eligible costs that correspond to the activities in your Project Description. No ineligible costs or project costs that are being funded through other federal or provincial programs are to be entered. Note: Costs must be incurred and paid before they can be claimed for reimbursement. The applicant must have a financing strategy in place to cover upfront costs.

Fields in this section are mandatory. Component name = "N/A" and Eligible Cost = "0" are acceptable inputs if you do not have expenses to insert.

Design, Engineering and other Professional Fees (maximum 3)

Component *	Eligible Costs *
N/A	\$0.00 <div>- +</div>
	Sub Total Eligible Cost \$0.00

Construction/Materials (maximum 5)

Component *	Eligible Costs *
900 meters of 200mm PVC pipe @ \$375/m	\$337,500.00 <div>-</div>
4 fire hydrants with leads and valves @\$6800/hydrant & valve	\$27,200.00 <div>-</div>
10 main valves @ \$3000/valve	\$30,000.00 <div>-</div>
1 railway crossing	\$25,000.00 <div>-</div>
Property connections, sidewalk, paving, landscaping	\$1,048,360.00 <div>- +</div>
	Sub Total Eligible Cost \$1,468,060.00

Other Costs (maximum 3)

Component *	Eligible Costs *
utility coordination/relocation	\$73,403.00 <div>-</div>
Contract administration	\$146,806.00 <div>- +</div>
	Sub Total Eligible Cost \$220,209.00

Component Cost Summary

Total Eligible Cost (pre-contingency) \$1,688,269.00

Contingency

Contingency Percentage * 25

Contingency Amount \$422,067.25

Grand Total Amount (total eligible cost + contingency) \$2,110,336.25

Contribution

Ensure to include federal/provincial funding sources for this project that will be used to cover the applicant's share specific to eligible project costs (i.e., funding from Indigenous Services Canada, Ontario Community Infrastructure Fund, Connecting Links, etc.). Upper and/or lower tier municipalities that are contributing to a project based on established cost sharing practices should not be listed, that funding should be listed as part of the recipient contribution.

NOTE: Due to funding stacking rules, Federal Gas Tax cannot be used for these projects.

Funding Source *	% Contribution *	Funding *
Federal	40.000000%	\$844,134.50
Provincial	33.000000%	\$696,410.96

Other	0.000000%	\$0.00
Ultimate Recipient	27.000000%	\$569,790.79
	Total Contribution % 100.000000%	Total Funding Amount \$2,110,336.25

Have you secured "Other" sources of funding indicated in the above table?

If funding is not secured, please provide an explanation.

For any "Other" sources of funding provided above, please provide the name of the source(s) the contribution amount(s) to the project and if these sources are secured.

Project Completion

Indicate the percentage for each year. Input "0" for inapplicable years. Total percentage must equal 100%. Note that the years below reflect the Province's fiscal year – which runs from April 1 to March 31 (e.g., 2022-23 runs from April 1, 2022 to March 31, 2023). Please ensure that forecasted expenditures align with the project start and end date, as you have indicated in the Project Schedule question in Section E (i.e. funding should end in the same fiscal year the construction ends unless there is a specific rationale provided for post-construction funding needed).

Year	% Project Completion *	Federal Funding	Provincial Funding	Ultimate Recipient Funding	Other Funding	Total
2022-23	5.000000%	\$42,206.72	\$34,820.55	\$28,489.54	\$0.00	\$105,516.81
2023-24	60.000000%	\$506,480.70	\$417,846.58	\$341,874.47	\$0.00	\$1,266,201.75
2024-25	35.000000%	\$295,447.08	\$243,743.84	\$199,426.78	\$0.00	\$738,617.70
2025-26	0.000000%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2026-27	0.000000%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Project Completion % Total
100.000000%

G) Asset Management Plan

Has the proposed project been determined based on the lifecycle activities prioritized in your municipality's asset management plan? *

Yes, the proposed project has been determined based on the lifecycle activities prioritized in the AMP.

Indicate which year the municipality's asset management plan was last updated.

2019

The asset management plan is in accordance with O. Reg. 588/17 (as amended by O.Reg.193/21) Asset Management Planning for Municipal Infrastructure regulation under the Infrastructure for Jobs and Prosperity Act? Note: Local Services Boards (LSBs) are asked to provide any available Asset Management Plan information/data to the Ministry of Infrastructure under this funding stream but are not expected to meet requirements outlined in the Asset Management Planning for Municipal Infrastructure regulation (O.Reg. 588/17). LSBs that do not have an asset management plan in place can select N/A in this section.

Developed according to O. Reg. 588/17 Asset Management Planning for Municipal Infrastructure under the Infrastructure for Jobs and Prosperity Act

Meets all requirements:

July 1, 2023

H) Risks

Provide risk level and mitigation information for the risks relevant to this project. Please select and identify at least one risk. If you specify a risk below you must provide a mitigation strategy. Only include those risks that have a strong likelihood of impacting your project.

Please select all that apply	
Project Complexity	<input checked="" type="checkbox"/>
Project Readiness	<input checked="" type="checkbox"/>
Public Sensitivity	<input type="checkbox"/>
Applicant	<input type="checkbox"/>

Project Complexity

Risk Remote Geographical location	Level of Risk * N/A
--------------------------------------	------------------------

Mitigation (250 Characters)

Risk Unpredictable Weather	Level of Risk * Medium
-------------------------------	---------------------------

Mitigation (250 Characters)

Climate change is always a concern with any infrastructural projects due to the increased frequency of inclement weather events which can cause delays. Work will commence with regard.

Risk Technical Nature of Project	Level of Risk * Medium
-------------------------------------	---------------------------

Mitigation (250 Characters)

Infrastructure for the project runs in close proximity to other services and under County Road #2. Cooperation and collaboration with the Counties of Leeds and Grenville and other utility providers will help mitigate this risk.

Risk Innovation Project/Technologies	Level of Risk * N/A
---	------------------------

Mitigation (250 Characters)

Risk Interdependent on phases	Level of Risk * High
----------------------------------	-------------------------

Mitigation (250 Characters)

the project will need to be phased and coordinated to ensure one feeder main always remains in service during construction

Risk Other	Level of Risk * N/A
---------------	------------------------

Mitigation (250 Characters)

Project Readiness

Risk Project site hasn't been finalized	Level of Risk * Low
--	------------------------

Mitigation (250 Characters)
Engineering work is being completed in advance so the project is ready to advance to the next step once funding announced.

Risk Land hasn't been acquired	Level of Risk * N/A
-----------------------------------	------------------------

Mitigation (250 Characters)

Risk Potential issues with permits or authorizations (federal, provincial, territorial and municipal)	Level of Risk * Medium
--	---------------------------

Mitigation (250 Characters)
The drinking water system may be altered by adding, modifying, replacing or extending a watermain within the distribution system under certain conditions within the DWWP.

Risk Industry supply may not be able to meet demand	Level of Risk * N/A
--	------------------------

Mitigation (250 Characters)

Risk Non-federal sources of funding are not secured for the entire project cost	Level of Risk * Low
--	------------------------

Mitigation (250 Characters)
Municipal portion of funding will need to be finalized by Council. This project has been declared as a priority by Edwardsburgh Cardinal Council.

Risk Other	Level of Risk * N/A
---------------	------------------------

Mitigation (250 Characters)

I) Climate Lens

Climate Lens

GHG Mitigation and Climate Change Resilience assessments are required only for projects with eligible costs of \$10 million or more.

J) Outcomes

Provide at least one immediate outcome to which the project will contribute. Please see program guidelines for the definitions of the physical condition of asset options.

☒ Drinking water quality

Outcome Type: Increased access to potable water

Indicator
The project will result in drinking water that will meet or exceed the relevant provincial or territorial standards

Value
Yes

☐ Drinking water treatment facilities

☐ Drinking water reservoirs

☐ Drinking water pump stations

☒ Drinking water local pipes

Outcome Type: [Increased access to potable water](#)

Indicator	Value	Unit of Measure
Local Pipes	900	Metres
Indicator	Value	
Physical condition of assets after the investment	Very Good	
Indicator	Value	
Physical Condition of Assets prior to the investment	Very Poor	

☒ Drinking water transmission pipes

Outcome Type: [Increased access to potable water](#)

Indicator	Value	Unit of Measure
Transmission Pipes	900	Metres
Indicator	Value	
Physical condition of assets after the investment	Very Good	
Indicator	Value	
Physical Condition of Assets prior to the investment	Very Poor	

☐ Drinking water advisories

☐ Other type of potable water assets

K) Declaration / Signing

Declaration / Signing

Applicants will comply with the Ontario Human Rights Code (the "Code") and all other applicable laws (<http://www.ohrc.on.ca/en/ontario-human-rights-code>). Failure to comply with the letter and spirit of the Code will render the applicant ineligible for a grant and, in the event a grant is made, liable to repay the grant in its entirety at the request of the Ministry. Applicants should be aware that Government of Ontario institutions are bound by the Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.F.31 (<https://www.ontario.ca/laws/statute/90f31>), as amended from time to time, and that any information provided to them in connection with this application may be subject to disclosure in accordance with that Act. Applicants are advised that the names and addresses of organizations receiving grants, the amount of the grant awards, and the purpose for which grants are awarded is information made available to the public.

Certification

Yes / No questions (all mandatory)

If you indicate no to any of the following statements, you should contact the program area for further information and to determine if your project would be considered for funding:

Costs associated with contracts signed prior to the date of federal approval are not eligible for reimbursement (this includes established vendors of records).

All contracts will be signed after the federal approval date. *

[Yes](#)

Costs incurred prior to the date of federal approval are not eligible for reimbursement.

All eligible costs will be incurred after the federal approval date. Any costs to be incurred prior to the federal approval date are not eligible. *

[Yes](#)

All capital costs, including site preparation and construction costs are ineligible until Canada has confirmed in writing that the federal environmental assessment and Aboriginal consultation requirements have been met if applicable. This correspondence will be sent to you following federal approval.
All construction and site preparation work will be scheduled to occur after Canada has confirmed that environmental and Aboriginal consultation requirements have been met. *

Yes

If internal staff costs will be sought as expenses on the project or if you are intending to award a contract in a way that is not competitive and consistent with value for money principles, prior approval will be required. There must be a mitigation plan in place in the event that any such request is denied.
If approved, the organization will be employing third-party vendors for all eligible project costs. *

Yes

All Contracts will be awarded in a way that is fair, transparent, competitive and consistent with value-for-money principles, or in a manner otherwise acceptable to Canada, and if applicable, in accordance with the Canadian Free Trade Agreement and international trade agreements. *

Yes

Attestation

The Applicant hereby certifies as follows:

- a. the information provided in this application and all supplementary attachments is true, correct and complete in every respect;
- b. the project's primary purpose is to increase access to potable water;
- c. the Applicant understands any funding commitment will be provided by way of an approval letter signed by the responsible Minister and will be subject to any conditions included in such a letter. Conditions of funding may include the requirement for a funding agreement obligating the funding recipient to report on how the funding was spent and other accountability requirements;
- d. the Applicant has read and understands the information contained in the Application Form and all supplementary documents;
- e. the Applicant is aware that the information contained herein will be used for the assessment of grant eligibility and for statistical reporting, including reporting to the federal government;
- f. the Applicant understands that it is expected to comply with the Ontario Human Rights Code and all other applicable laws;
- g. the Applicant understands that the information contained in this application or submitted to the Ministry in connection with the grant is subject to disclosure under the Freedom of Information and Protection of Privacy Act;
- h. the organization receiving funding will own and ensure operation of the asset
- i. the Applicant is not in default of the terms and conditions of any grant, loan or transfer payment agreement with any ministry or agency of the Government of Ontario;
- j. following project completion, all major identified elements above will meet or exceed the highest published accessibility standards, codes, and by-laws in the jurisdiction.
- k. if the project is a building, the highest published applicable energy efficiency standard in the jurisdiction will be met or exceeded; and,
- l. I am an authorized signing officer for the Applicant.

This form must be digitally validated using the "Sign Document" button and submitted in electronic format only. Scanned and faxed application forms will not be accepted.

Applicant

Mr. David Grant
Chief Administrative Officer
(w): (613) 658-3055
(c): (613) 349-4541
Email: dsgrant@twpec.ca

Sign Document

By clicking the "I Agree" button, I Agree with the Declaration and Statement Above

I Agree

I Disagree

Signature David Grant

Date/Time 02/09/2021 14:44:39

Green Stream Application

Project Characteristics (pg 5)

The Provincial Policy Statement for Ontario Notes that regional diversity shapes the implementation of provincial priorities: Local municipalities are to determine appropriate locations for intensification. Intensification targets are to be set based on local conditions. In the Township of Edwardsburgh Cardinal, the village of Cardinal is an identified Settlement Area. As the only area of the Township that benefits from full municipal services, the PPS, the United Counties of Leeds & Grenville Official Plan and the Township Official Plan all direct primary development to the Village. In order to facilitate development, the municipal service systems must be healthy, well-maintained and reliable. The following statement has been used to describe the Provincial interest in infrastructure as it relates to the PPS: "Modern and reliable infrastructure helps keep Ontarians healthy and safe; it also drives Ontario's economy, helping us attract investment and create jobs. Section 1.6 of the PPS discusses Green Infrastructure, including Policy 1.6.2 : Green infrastructure: Natural and human-made elements that provide ecological and hydrological functions and processes. Green infrastructure can include components such as natural heritage features and systems, parkland, storm water management systems, street trees, urban forests, natural channels, permeable surfaces and green roofs. This application meets this definition. PPS Policy 1.7 for Long-Term Economic Prosperity includes minimizing negative impacts from a changing climate and considering ecological benefits provided by nature. These priorities and desired outcomes are shared by the Township and are key factors in the decision-making process that we employ as demonstrated in our official plan and Asset Management Plan. From the United Counties of Leeds & Grenville Official Plan: Growth in the Counties will be managed by focusing and promoting growth within settlement areas, in addition to other appropriate rural areas as detailed in the local Municipal Official Plans, thereby optimizing the use of existing infrastructure, developing complete communities, and protecting the natural environment and prime agricultural areas. Growth will be directed to the settlement areas that are able to accommodate additional growth, with limited growth in rural areas in keeping with the scale, character and service levels of the area as well as the objectives detailed in the local Municipal Official Plans. The project submitted aligns with both the PPS and the Official Plan of the United Counties of Leeds and Grenville. It represents an adaptive project for a changing climate, a critical upgrade to infrastructure that will protect public health and safety, and mitigates the effects of potential economic loss that could result. The project submission aligns very well with required provincial priorities and the criteria established for this application-based fund.

Submission Instructions

Save the completed form and upload it as an attachment to Transfer Payment Ontario by the deadline. The technical schedule is intended to gather more detailed information and provide assessment scores on the criticality of the proposed project.

In order to be considered eligible for funding, applicants must complete the schedule in full.

For information on the eligibility requirements and desired outcomes of the Drinking Water category, please refer to the Program Guidelines.

1.1 Key Issue Description

Please indicate which of the following benefits are anticipated for the community as a result of the proposed project. Where a benefit is selected, **provide a description of the issue to be addressed and how the project addresses the issue to achieve the selected benefit.**

Mandatory.

Benefit	Details
Improves and/or makes drinking water assets more reliable?	Modern PVC pipe will provide more reliable and extended service life with less potable water main break risk. The reduction in water main breakages will reduce the potential for contamination or low pressure events. It will reduce water losses through leakage, provide more uniform chlorine residual and make the main less prone to freezing from inadequate burial depth. The new main will improve the ability to isolate sections through properly positioned valves that maximize WTP ability to supply the distribution and Water Tower on the North Side of the Village. There are only two intersections in the entire Village (County Rd 2/ Shanly Rd. and County Rd. 2/Dishaw St.) where water is conveyed back and forth from the south side (WTP location) and the north side (Water Tower Location). If an asset failure occurs between, or at one of these two specified locations along County Rd 2, the system is reduced to only one feed connecting north and south. Losing both feeds would necessitate isolation of the north from the south parts of the Village. This requires the north side strictly to be fed from the Water Tower and the south side to convert to direct pump pressure from the WTP. This situation leads to the entire water system becoming susceptible to inconsistent pressure and additionally, reduced fire protection on the north side of the village. The project will include a third supply transmission point of water between the north and south at County Rd 2/ Walker Street, with appropriate valving to reduce the number of potential service interruptions to residents and the ability to always have two supply points between the north and south sides of Cardinal in service at one time.

Select all that apply.

Benefit	Details
<input checked="" type="checkbox"/> Addresses an urgent public health and/or safety issue(s)?	Removing the cast iron pipe and replacing it with more modern PVC will help to maintain a more consistent chlorine residual by eliminating the potential for pipe tuberculation. Currently the South Walker St. main is a dead end. The extension of the South Walker St. main will loop South Walker St. from Canal St. to the new County Rd. 2 main. It will provide a third avenue to transmit water to

Benefit	Details
	or from the north end of the village .
<input checked="" type="checkbox"/> Reduces the probability of system breakages, failures and cross contamination in system, and/or service interruptions?	<p>Replacement of the asset will reduce the high level of risk of both failure and consequence to a low level scale based on the risk assessment criteria set forth in the AMP.</p> <p>The current placement of the water mains in relation to the sanitary mains in this section does not meet Ontario standard. Horizontal separation between water and sewer pipes should be greater than 2.5 meters. Removing the cast iron pipe and replacing it with more modern PVC will reduce the risk of galvanic corrosion. Replacing the water main and providing adequate separation between the sanitary and water main will decrease potential for any cross contamination and health related problems during water break repairs or situations should system water pressure drop below 20psi.</p>
<input checked="" type="checkbox"/> Achieves service levels or key performance indicators established by the applicant in their asset management plan (if municipality or Local Services Board) or capital plan (if First Nation community)?	<p>The majority of the components of this project have extended past their useful life, from both an age and conditioned based perspective and are deemed critical. These assets were installed in 1953. Based on age alone, the probability of failure is high for all sections and are rated as 5 on the 1-5 scale with 5 indicating likely to occur.</p> <p>Increasing the main size to 200mm (8in) water main to the west will increase community safety through the provision of improved flow for fire protection and maintain a more consistent hydraulic pressure.</p>
<input checked="" type="checkbox"/> Reduces lifecycle costs?	<p>Replacement of the asset will reduce lifecycle costs. Modern PVC pipe will provide more reliable and extended service life with less potable water main breaks. The current system consists of 200mm cast iron from Shanly Rd. to the eastern extent and 150mm cast iron from Shanly Rd. to the western extent of the project. These sections of the distribution system have incurred several breaks over the past years which increased operating costs to the system. The elimination of water breaks will reduce operating costs and allow for user fee revenue to be used to fund capital replacements in the future on other sections of the system, further reducing lifecycle costs to the entire system.</p>

1.2 What are the benefits of your Water Project?

Choose at least one benefit (maximum of 4)

- ☒ Minimize incidence of system breakages, failures and contamination
- ☒ Reduced risk of cross contamination in system
- ☐ Improved system redundancy
- ☐ Decrease in breakage or other failures
- ☐ Improved maintenance efficiency
- ☒ Improved system efficiency/reliability through reduction in leaks or unaccounted water
- ☐ Improved system pressures
- ☐ Reduced risk in environmental contamination
- ☒ Improved fire protection
- ☐ Reduced risk of incidence of supplying inadequate treated water to meet Ontario Drinking Water Standards (ODWS)
- ☐ Compliance with legal requirements, such as public health advisory, orders, or drinking water licensing requirements

☐ Other

Please describe:

1.3 Criteria for Assessment

1. Does the quality of the treated water leaving the water treatment plant meet the requirements of Tables 1, 2, and 3 of the Ontario Drinking Water Quality Standards (ODWQS) or future standards the Ministry of Environment Conservation and Parks could implement? (Please check one box)

☒ Yes ☐ No (laboratory test results are required to be submitted)

If no, complete the following table. Provide documentation in the form of laboratory testing results and discussions of the cause of these standards non-compliance.

Parameter Name	Maximum Acceptable Concentration as per ODWS (MAC) or Interim Maximum Acceptable Concentration as per ODWS (IMAC)	Measured Value (units)	Percent above ODWS	Number of Years of Samples	Number of Samples per Year	Number of Instances of Exceeding Criteria per Year

2. Do any of the following apply (currently or in the past): a public health advisory related to the potability of the drinking water (issued by the Ministry of Health); a Provincial Order related to the potability of the drinking water; regulatory relief related to the infrastructure-related regulatory requirement of a drinking water standard (issued by MECP or the federal government)?

☐ Yes ☒ No

If Yes, attach a copy of current or previous advisories/orders and complete questions A to C below. For Indigenous communities, this would include advisories/information provided by an environmental health officer employed by the Government of Canada.

A. Is the public health advisory, Provincial Order, or regulatory relief related to:

- ☐ Microbiological contamination ► ☐ At the plant ☐ In the distribution system
☐ Chemical contamination ► ☐ At the plant ☐ In the distribution system

Provide a brief discussion on the cause of the contamination or issue.

B. How long has the public health advisory or Provincial Order been in place?

C. Has corrective action been requested by MECP or the federal government?

☐ Yes ☐ No

If yes, provide a brief description of any corrective action taken.

3. During the past three years has the distribution system experienced water pressures below 275 KPa (40 psi) under normal conditions? (Note: Fire flow conditions are not considered normal use.)

☐ Yes ☒ No If yes, complete the following table. ▼

Pressure Range	Number of Days Per Year			Number of Dwellings Affected			Frequency of Occurrences		
	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3
275-225 Kpa									
225-175 Kpa									
< 175 Kpa									

4. Is the system currently experiencing or likely to experience structural failure (including watermain breaks)?

☒ Yes ☐ No

If yes, explain and provide supporting documentation (e.g., inspection/assessment report or break records) to indicate that the structure must be replaced.

The majority of the components in this project have extended past their useful life from both an age and conditioned based perspective. Pipe assets are deemed as critical in the AMP. Based on age alone, the probability of failure is high for all sections and are rated as 5 on the 1-5 scale with 5 indicating likely to occur.

- See attached file of County Road 2 water main break history.

5. Does the system fail to meet any MECP policy, operational or design requirements (e.g., environmental detrimental effects, inadequate treated water storage, equipment failure, backflow/cross connection control, internal corrosion, emergency power etc.) not already covered by other questions in this section, thereby posing a threat to public health and/or safety, or the environment?

☐ Yes ☒ No

If yes, provide details and supporting documents.

6. **System efficiency:** Please provide the Infrastructure Leakage Index value for the system in each of the last three years in the following table, or an equivalent metric that can be used to evaluate the volume of water put into the distribution system versus the volume delivered to customers. If using the latter, confirm methodology and source of information, providing supporting documentation (engineering reports, etc.) as applicable.

Infrastructure Leakage Index Value

Year 1	Year 2	Year 3

OR

Volume into system vs. Volume to end users

Year 1	Year 2	Year 3
117517	43577	33708

Please provide any explanatory notes, as appropriate.

Total system water produced(Water Treatment Plant), subtract total system billed(metered) = Water loss.

Year 1 - (2018) - (233407 m3 - 115890 m3)

Year 2 - (2019) - (193004 m3 - 149427 m3)

Year 3 - (2020) - (156810 m3 - 123102 m3)

Losses include leaking distribution, water main breaks, system flushing and fire demand incidents.

7. **System Users:** If your proposed project involves water treatment facilities, pumping stations, and reservoirs, please provide the number of people served by the asset(s) including any users that do not reside within your municipality/FN/LSB's geographic boundaries. For example, a household of four would mean four people for the population served count.

If your proposed project involves water distribution or collection assets (i.e. transmission and local pipes, etc), please provide the number of people served by the service network to which the asset belongs. For example, a household of four would mean four people for the population served count.

Within the scope of the project, from a local pipe perspective, there are 27 service connection and 1 apartment complex of 16 units. Assuming an average of three persons per dwelling: 129 residents.

The County Rd. 2 main, being centrally located, also serves as a transmission trunk for the entire Village of Cardinal. During the time the Water Treatment Plant, (WTP), is running, it directs water from the WTP to fill the tower, service residents to the north of County Rd 2 and the County Rd. 2 corridor. When the tower is full and the WTP shuts down, It serves as a transmission line to service both the Highway 2 corridor and all residents south of County Rd. 2.

Based on Stats Canada estimated average of 3 persons per household, the total estimated serviced on the entire system is 2187

8. **System Revenues and Rate Structure:** Of the total costs required to maintain existing assets in the system (i.e., operations, maintenance, interest on loans, amortization of existing capital assets, capital upgrades but excluding system expansion) approximately what percent is covered by revenues collected from the existing ratepayer base?

100% of the total costs of operating maintenance costs and capital upgrades are covered by user fee revenues collected by ratepayer base.

A. Please confirm the current rate structure e.g., increasing block rate, decreasing block rate, flat fee, constant unit charge, other, or a combination of rates, as applicable for residential, commercial, industrial and large industrial users. Please provide additional details on rate structure, as appropriate including factors distinguishing industrial from large industrial ratepayers.

(i) Residential

As per By-Law 2019-08

Part A - Monthly Fixed service charge = \$24.94

Part B - Single bloc Consumption Rate by Metered Usage:

Less than 20 m3 / month = \$2.00 /m3 of metered usage per period

Greater than 20 m3 / month = \$3.00 /m3 of metered usage per period

Capital Levy \$2.00/month

(ii) Commercial

Part A - Monthly Fixed service charge:

5/8" to 3/4" service size = \$24.94

1" service size = \$69.02

2" or greater service line = \$214.47

Part B - Single bloc Consumption Rate by Metered Usage:

Less than 20 m3 / month = \$2.00 /m3 of metered usage per period

Greater than 20 m3 / month = \$3.00 /m3 of metered usage per period

Capital Levy \$2.00/month

(iii) Industrial

Part A - Monthly Fixed service charge:

5/8" to 3/4" service size = \$24.94

1" service size = \$69.02

2" or greater service line = \$214.47

Part B - Single bloc Consumption Rate by Metered Usage:

Less than 20 m3 / month = \$2.00 /m3 of metered usage per period

Greater than 20 m3 / month = \$3.00 /m3 of metered usage per period

Capital Levy \$2.00/month

(iv) Large Industrial

Part A - Monthly Fixed service charge:

5/8" to 3/4" service size = \$24.94

1" service size = \$69.02
2" or greater service line = \$214.47

Part B - Single bloc Consumption Rate by Metered Usage:
Less than 20 m³ / month = \$2.00 /m³ of metered usage per period
Greater than 20 m³ / month = \$3.00 /m³ of metered usage per period
Capital Levy \$2.00/month

B. What is the average annual cost of water services for residential households that are connected to the system?
(12.26 m³/month x \$2.00/m³ + \$24.96(base rate)) x 12 (months/year) + \$24.00(Capital Levy)
= \$617.52/yr

C. What is the annual amount of water (cubic meters) used by the average residential household?
From RSL for 2020 - ave.12.26 m³/month x 12 = 147.12 m³/yr

D. For residential households, please confirm the cost for using:

(i) 25 cubic meters of water
= \$24.94(fixed)
< 20 m³ consumption = \$40.00
> 20 m³ consumption = \$15.00
Capital Levy \$2.00/month
Total = \$81.95 in one month

(ii) 100 cubic meters of water
Fixed charge = \$24.94
< 20 m³ consumption = \$40.00
> 20 m³ consumption = \$ 240
Capital Levy \$2.00/month
Total = \$ 306.94 in one month

(iii) 250 cubic meters of water
Fixed charge = \$24.94
< 20 m³ consumption = \$40.00
> 20 m³ consumption = \$ 690
Capital Levy \$2.00/month
Total = \$ 756.94 in one month

E. If different rate structures were provided for residential, commercial, industrial and large industrial users in 8 (A), please confirm the following:

(i) Cost for using 10,000 cubic meters of water

a. Commercial	\$30,136.47
b. Industrial	\$30,136.47
c. Large Industrial	\$30,136.47

(ii) Cost for using 100,000 cubic meters of water

a. Commercial	\$100236.47
b. Industrial	\$100236.47
c. Large Industrial	\$100236.47

(iii) Cost for using 500,000 cubic meters of water

a. Commercial	1500196.40
b. Industrial	1500196.40
c. Large Industrial	1500196.40

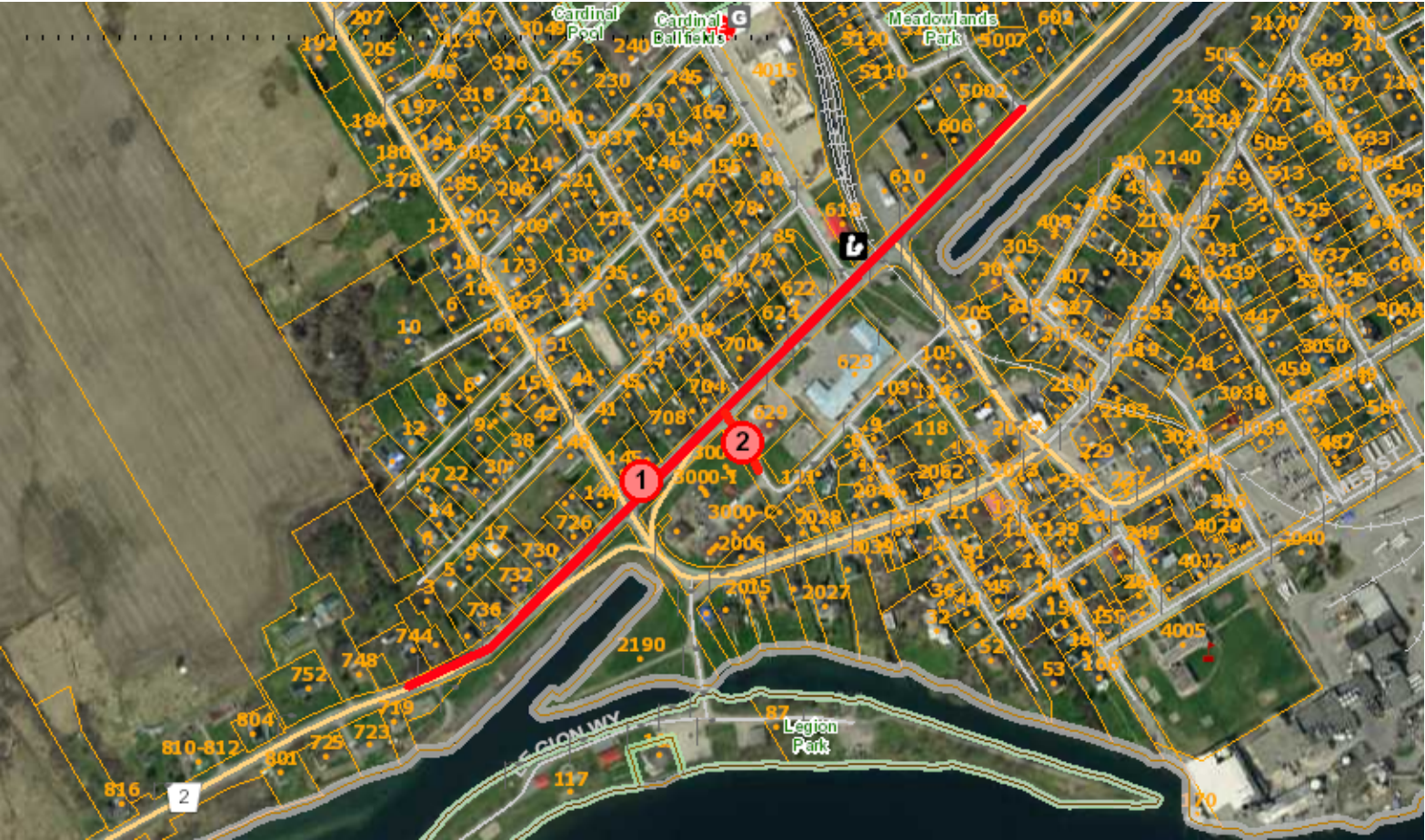
Please provide any explanatory notes, as appropriate.

Cost is based on a 2" or greater service and consumption period is in one month (\$214.47 Base + \$2.00 Levy + consumption).

-
9. **Supporting Documentation:** Supporting documentation is only required when indicated above (e.g., laboratory testing results, public health advisories, engineering assessments, inspection reports, break counts, design reports, compliance letters/reviews, and photographs). Upload these documents to Transfer Payment Ontario along with your complete application package.

A complete ICIP application package includes the following:

- Application form
- Map in KML format
- Aboriginal Consultation/Environmental Assessment Smart Form
- For First Nation applicants, a Band Council Resolution
- Technical Schedule and the following supporting documentation if:
 - o Lab results if answer is "No" to Q 1.3 (Quality of water does not meet Ontario Drinking Water Quality Standards or future standards)
 - o Advisory order (municipalities) or information from Indigenous Services Canada (First Nations) if answer is "Yes" to Q2 (Existing public health advisory)
 - o Supporting documents if answer is "Yes" to Q4 (If system is experiencing structural failure)
 - o Supporting documents if answer is "Yes" to Q5 (failure to meet MECP requirements)



Committee: Committee of the Whole Admin. Finance

Date: September 13, 2021

Department: Operations

Topic: Blue Box Program – Transition to Producer Responsibility

Background: In 1994, under the Environmental Protection Act, all municipalities over the population of 5,000 were required to implement a blue box waste management program. On a yearly basis, reports to Waste Diversion Ontario (WDO) are submitted quantifying the waste diverted via blue box. Compensation for the program is based on this report.

Due to program inefficiencies, Minister Yurek, (Minister of Environment, Conservation and Parks), directed Resource Productivity & Recovery Authority (RPRA) and Stewardship Ontario to prepare a proposal to transition the Blue Box Program to full producer responsibility. In August of 2019, recommendations were accepted by the Government. Minister Yurek announced the Government's intention to move to full producer responsibility.

On June 3, 2021, the Government of Ontario finalized the Blue Box Regulation under the Resource Recovery and Circular Economy Act, Ontario Regulation 391/21, setting the framework for the transition from shared fiscal responsibility, (50% municipal and 50% producer), to full producer responsibility. The transition is to take place over a three-year span starting January 2023 and to be complete by December 2025. The regulation transitions existing blue box services to producer responsibility in three groups according to the "Blue Box Transition Schedule." The "Blue Box Transition Schedule" identifies eligible municipalities and local services board areas and the date they are to transition. Producers would be responsible for transitioning communities on or before the dates contained in the schedule. Edwardsburgh Cardinal has been included in the final stage with a February 2, 2025 completion date.

Attached is a Template provided by RPRA to help Council understand steps taken to date and the next steps and decisions that Council should consider. Two reports are required to be submitted by Municipalities:

- 1) Initial Report to be submitted on or before September 30, 2021

The Initial Report is based on Section 54 of the Act and is a mechanism to advise Producer Representative Operators, (PROs), of Municipal contacts, population distribution and numbers of properties qualified to benefit under the program so they can plan efficient and cost-effective service. Staff is in the process of completing this report in advance of September 30.

- 2) Transition Report to be submitted on or before August 31, 2023

The Transition Report, based on Section 55 of the Act, provides a more detailed description of collection requirements in terms of who is eligible, pick-up locations, frequency of pick-ups etc.

A handwritten signature in black ink, appearing to read "Gordon", followed by a large, stylized flourish.

Director of Operations

A handwritten signature in black ink, appearing to read "Dad Sart", written in a cursive style.

CAO

Transition of the Blue Box to Full Producer Responsibility

August 5, 2021

1.0 Disclaimer

Staff of the Municipal 3Rs Collaborative (M3RC) have prepared the following commentary for consideration by municipal staff when completing their own review of the Province's final Blue Box regulation. This should not be considered legal advice, nor does it usurp or replace the local decision-making of Councils. Rather, this analysis is intended to help in prepare for the impending changes.

If there any questions related to this material, please contact Dave Gordon, Senior Advisor at dgordon@amo.on.ca.

2.0 Executive Summary

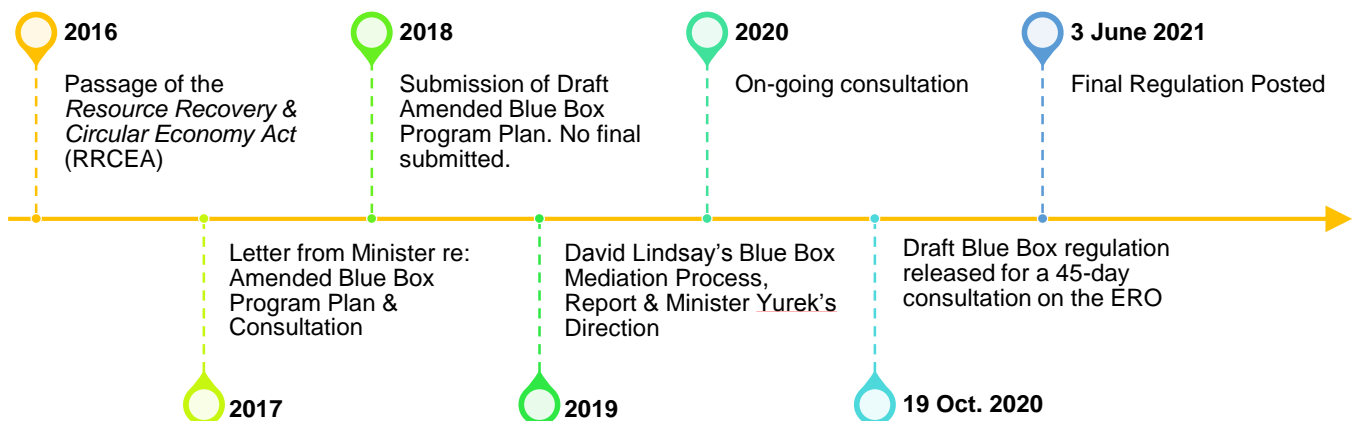
- Final Blue Box regulation (Ontario Regulation 391/21) under the Resource Recovery and Circular Economy Act, 2016 passed on June 3, 2021, and transitions municipal Blue Box programs to full Producer responsibility.
- The Blue Box Regulation transitions the responsibility for promotion and education, collection and processing for Blue Box materials to producers and identifies minimum service, and diversion targets. The transition will occur between July 1, 2023 to December 31, 2025.
- As per the new Blue Box Regulation, all transitioning municipalities are required to submit an Initial Report to the Resource Productivity and Recovery Authority by September 30, 2021. The Initial Report will identify current services levels, number of residences, number of eligible locations and number of recycling containers located in public spaces.
- **Edwardsburgh Cardinal** is currently scheduled to transition on **February 2, 2025**. Details on the transition are not known yet but staff will continue to provide timely information and details to Council during the transition process.
- Council will likely need to make decisions in the following key areas:
 - Does the municipality want to provide services to producers (e.g., promotion and education, contract management, collection, processing), if producers are interested in using municipal services and a mutually agreeable commercial agreement can be established?
 - How will this be decided? Delegated authority from Council to enter into discussions w/ producers/PRO's/service providers to determine what the terms of commercial agreements may look like? Comparison of offers with what your cost is to perform the services? Consideration of performance requirements like promotion and education, contamination, compaction rates, distance travelled to transfer stations, service complaint management etc.
 - Based on the decisions above, how might the municipality address any associated impacts such as:
 - Assets that may need to be re-purposed, sold, leased, etc.,

- Contracts that may need to be terminated or renegotiated,
- Human resource implications or re-deployments,
- Services for non-eligible sites currently serviced that may need to be addressed through other means (e.g., servicing of small businesses and municipal facilities), and
- Change management measures (e.g., internal / external communications) to allow for a smooth transition to the Blue Box.

3.0 Context

On June 3, 2021 the Ministry of Environment, Conservation, and Parks (MECP) published the final Blue Box regulation ([O. Reg. 391/21](#)) under the *Resource Productivity and Circular Economy Act, 2016* (RRCEA). The final regulation and the accompanying amendment to [O. Reg. 101/94](#) remove the responsibility to operate Blue Box recycling programs from municipalities and instead make the producers of blue box materials (e.g., paper, packaging, packaging-like products, and certain single use items) directly responsible for the operation and financing of the programs and the achievement of outcomes established in the regulation. This change in responsibility will save municipal taxpayers an estimated \$156M annually across the province.

This regulatory change has been advocated for by municipal governments for over a decade with major consultations occurring over the last two years to discuss how a smooth transition from municipally-operated programs to a producer-led Blue Box system could occur.



Currently, Ontario municipalities with a population of at least 5,000 are required to provide a Blue Box management system. This is done either directly by the municipality or via a contract with a service provider. Producers of Blue Box materials (e.g., Unilever, Loblaw, Proctor & Gamble, Coca Cola etc.), are required to compensate municipalities for roughly 50% of the costs on an annual basis.

There is agreement amongst all stakeholders, including municipalities, service providers, and producers, that the current Blue Box system is not working. Recycling rates have broadly stagnated or declined and costs are steadily increasing. This is because municipal governments have no mechanism to respond to the rapidly changing composition of Blue Box materials and provide the necessary investments in collection and processing infrastructure. They also do not have the ability to influence end markets. That is why making producers fully responsible for managing the Blue Box materials that they supply into Ontario fundamentally changes this structure.

There has been broad support to transition the Blue Box program to the RRCEA because producers are best positioned to reduce waste, increase the resources that are recovered and reincorporated into the economy and enable a consistent province-wide system that makes recycling easier and more accessible.

3.1 Positives Associated With the Final Regulation

The Blue Box regulation is generally in keeping with what municipalities have advocated for. It removes seeks to make producers fully responsible for the management of their materials at the end-of-life (i.e., collection and recycling).

The regulation is expected to result in:

- **Net savings:** a net savings for municipal governments of over \$156 million per year once fully implemented
- **Expansions in servicing:** to all communities (including First Nation communities) except those in the Far North, regardless of their population by 2026
- **More materials collected:** an expanded and standardized list of Blue Box materials collected and managed across the province through one common collection system with curbside, depot and public space infrastructure;
- **Province-wide eligible sources:** expanded Blue Box services to a comprehensive list of sources, such as multi-unit residential buildings, schools (e.g., public and private), non-profit retirement homes, non-profit long-term care homes and some public spaces (e.g., parks, playgrounds, sidewalks, public transit stop or station), by 2026
- **Target requirements for producers:** enforceable targets which producers must meet for a number of material categories
- **Certainty:** a two-and-half year schedule between July 2023 and December 2025 to transition all current municipal Blue Box programs to full producer responsibility.

The regulation provides producers with the ability to find efficiencies (e.g., standardizing collection and processing, investing in new collection and processing infrastructure to address the changing packaging stream, better supporting end markets, adapting packaging design). It includes provisions to capture internet retailers and other producers without residency in Ontario to ensure fairness. It also continues to provide an exemption for small businesses - businesses with less than \$2 million in annual revenue would be exempt (e.g., small, independent convenience store owners, however we note this will likely result in municipalities being considered a producer).

3.2 Potential Areas of Concern in the Final Regulation

There are several priority areas that councils may want to aware that could pose some potential issues:

- **Certified compostable materials:** certified compostable materials should be exempt from collection and management targets which means that there is no incentive for producers to find adequate solutions to ensure their products can be managed properly. Instead these products and packaging simply add to the costs of the municipal waste management system.
- **Servicing requirements:** once transition of municipal programs is complete in 2026, the regulation removes the requirement for producers to provide depot collection in communities that have curbside collection. A number of communities currently supplement curbside collection with depots. This could be seen as a reduction in service and remove an important part of the current collection infrastructure.
- **Annual Performance Audits:** Producers should be required to perform annual performance audits, as is required for Ontario's deposit return system. The current proposal requires performance audits every 3 years, which increases risks and does little to actually reduce any administrative burden (i.e., it simply condenses three years of audits into one year).

- **Enforcement Mechanisms:** Municipal governments remain concerned about the timely development and implementation of the Administrative Monetary Penalties regulation which is the key enforcement mechanism to ensure a level playing field for producers and to ensure their targets are met.
- **Commercial servicing:** As with the previous Blue Box program plan, municipalities are not compensated for the collection and processing of materials captured from businesses and not-for profit organizations. As producers are not responsible to collect from these sites, municipal governments may have to come to alternative arrangements to ensure these sites continue to be serviced.

Appendix A provides more specific information on the key areas of the regulation.

4.0 Initial Analysis and Next Steps

Outline of any initial issues and outline of steps key milestones for staff to report back to Council before transition.

Appendix A - Key Areas of the Blue Box Regulation

Designated Materials

The final regulation includes a number of new items that many municipal programs do not currently collect, such as all rigid and flexible plastic packaging and certain single use items. A full list of the materials is included in Appendix B.

These Blue Box materials would need to be collected by 2026 as part of a standardized common collection system across Ontario. The details of how this will be achieved will likely be set out as part of the rules for the Allocation Table (see section 4.8).

At a minimum during the transition period producers would need to collect all eligible Blue Box materials currently being collected. Note that producers would not need to collect non-obligated materials during the transition period that municipalities may currently accept (e.g., books, pots and pans).

The regulation only requires certified compostable products and packaging material to registry and report (i.e., they are not required to be collected or managed). By not obligating these materials, it provides an incentive for companies to move to this format which property taxpayers will be forced to subsidize.

Establishment of Responsibility

The final regulation establishes a cascading hierarchy to ensure that the person with the closest connection to designated products and packaging is the responsible producer.

The regulation captures producers that are located out-of-province but who supply Blue Box materials to Ontario consumers through the internet. The regulation continues to exempt producers who fall under a \$2 million annual revenue threshold. This is the same approach currently taken under the shared responsibility model to avoid undue burden on small business.

Municipalities and First Nations communities who have a Blue Box program today also have reporting requirements:

1. Initial Reports (based on section 54 of [O. Reg. 392/21](#)):
 - All municipalities submit on or before September 30, 2021
 - All reserves submit on or before November 30, 2021
2. Transition Report (based on section 55 of [O. Reg. 392/21](#))
 - Municipalities transitioning in 2023 submit by September 30, 2021
 - Reserves transitioning in 2023 submit on or before November 30, 2021
 - Municipalities and reserves transitioning in 2024 submit on or before August 31, 2022
 - Municipalities and reserves transitioning in 2025 submit on or before August 31, 2023

Reporting is required by the lower tier municipality, however, section 58(1) does allow for information to be submitted by a person acting under authority or direction (e.g., Regional/County government, municipal Association).

The Municipal 3Rs Collaborative and Continuous Improvement Fund are working with the Resource Productivity and Recovery Authority (RPRA) to ease the burden associated with reporting and will be providing regularly updates. Local governments should be assessing the data they have available to report to ensure it is up-to-date and comprehensive enough to ensure all currently serviced eligible sources are accounted for.

All Blue Box processors, including those municipal processors, would also need to register and report annually to RPRA starting on or before April 1, 2022.

Eligible Sources

Based on the final regulation, Blue Box programs would operate as they do today during the transition period from July 2023 to the end of 2025. Producers are required to at least maintain servicing (based on servicing as of August 15, 2019) for all eligible sources already serviced (e.g., residences – single unit and multi-unit residential, depots, public schools, long term care and retirement homes, parks, playgrounds, and streetscapes) and to at least maintain how program currently provides servicing (i.e., material collected, collection frequency). New developments would also need to be serviced, where services are already provided (e.g., new multi-residential units will be serviced if the municipality already collects from these types of buildings).

By 2026, producers would need to ensure any non-serviced communities outside the Far North, multi-residential units, public and private schools, non-profit long-term care and retirement homes that notify their intention to be serviced are serviced. For all communities, including new communities, the service level would be equivalent to how garbage collection is provided (e.g., depot/drop-off based, curbside or a combination if curbside is not provided to the entire community).

Producers would also need to meet public space accessibility targets (e.g., parks, playgrounds, sidewalks and transit station/stops) by 2026. Producers would be required to provide collection at public spaces based on a density formula:

Population of lower tier municipality divided by

- 400, if the eligible community has a population equal to or greater than 500,000;
- 600, if the eligible community has a population equal to or greater than 30,000, but less than 500,000;
- 800, if the eligible community has a population equal to or greater than 5,000, but less than 30,000; and
- 1000, if the eligible community has a population less than 5,000, with no less than one Blue Box receptacle in any eligible community

The regulation does not include the public facing areas of municipal buildings or facilities (i.e., community centres, libraries, arenas), nor businesses or not-for-profit organizations in Business Improvement Areas or other locations. If Councils wish to provide services to these locations, they would need to be managed through a separate agreement. The regulation also does not require producers to use the public space recycling sites that are currently being used by the municipality.

Also note that any contemplated changes to Blue Box services by a municipality that could result in increased costs compared to 2019, should be vetted by RPRA and the process is described in [RPRA's 2020 Datacall User Guide](#). Changes in Blue Box services could include:

- Changes in collection type (i.e., single stream vs multi-stream; depot vs curbside)
- Changes in collection method (i.e., bags, containers, carts)
- Changes in collection frequency
- Changes in accepted materials

If a municipality or First Nations community operating a Blue Box program contemplates a change in Blue Box Services and wishes to know if the change will impact their funding eligibility prior to

implementing the change, the program may submit a [Blue Box Service Change Assessment Form](#) to RPRA.

Servicing Requirements

During transition years (July 2023 – end of 2025), producers would be required to at a minimum to maintain the service level and frequency provided by municipalities to residences and blue box materials currently collected.

As noted above by 2026, producers would be required to collect all designated materials and expand servicing to more sources. The regulation also requires that producers would have the ability to change how servicing is provided as long as it is in keeping with obligations established in the regulation.

These obligations for curbside collection, depot collection, and collection for other eligible sources generally includes:

Residence or Facility Type	Blue Box Service Standard	Blue Box Frequency Standard
Households with curbside garbage collection	Curbside Blue Box collection	No less than every other week
Households with depot garbage collection	Depot Blue Box collection	Before bins are full
Apartments, schools, other eligible facilities	Must collect Blue Box materials directly from the building or eligible space (e.g., school)	Before bins are full
Public spaces, including parks, playgrounds, sidewalks, transit stops	Must provide number of bins in each community according to regulated per person standards	According to a frequency designed to collect materials before bins are full

In instances where municipalities receive curbside collection but also supplement that with depot collection, producers would only be required to provide curbside collection. They could choose to continue to provide depot collection, but this would not be a requirement.

Producers are required to provide Blue Box receptacles for the storage of Blue Box material until it is collected (adequate size). Each residence must have a Blue Box receptable before the day collection commences and replacements must be provided within one week of request.

Note as discussed, throughout the consultation process municipal governments would not have a 'First Right of Refusal' to provide services to producers. Decisions on contracting would be made by producers. This does not preclude producers from negotiating commercial agreements with municipal governments to continue to provide services.

Management Requirements

Management targets in the regulation are applicable in 2026 for multiple material categories and are in-line with best-in-class to comparable programs (see Table below). During the transition period, producers are required to make best efforts to meet the 2026 targets.

These targets are improvements compared to the current program where only one aggregate target is measured without any enforcement or consequences for non-performance, this is a substantial improvement.

Target Category	Existing Diversion Rates (2018)	Stage 1: 2026-2029 Final Target (draft target)	Stage 2: From 2030 Final Target (draft target)
Paper	72%	80% (90%)	85% (90%)
Rigid Plastic	48%	50% (55%)	60% (60%)
Flexible Plastic	7%	25% (30%)	40% (40%)
Glass	68%	75% (75%)	85% (85%)
Metal	54%	67% (67%)	75% (75%)
Non-Alcoholic Beverage Containers (flexible plastic formats excluded)	Unknown	75% (75%)	80% (80%)

The targets are based on the Blue Box material that is marketed (i.e., bales of material sold) and continues to exclude energy from waste or the use of materials for fuels as part of the target. This is the same way recycling is measured in the current Blue Box program plan. This is more rigorous than the targets established in British Columbia, which are based on the amount of material collected. It is however less rigorous than the European Union, which is moving to recycling targets that takes into account contamination before materials are used in new products.

The targets are also increasing the amount of materials included in the program such as unprinted paper, packaging-like products, certain single use-items and the beverage container target includes materials sold to businesses. This is a positive development and a significant improvement based on today's Blue Box program.

As a means to reduce administrative burden, the regulation requires performance audits every 3 years, instead of annually. This increases potential risks associated with poor performers and is likely not to reduce any administrative burden, as it simply condenses three years of audits into one year.

Promotion and Education

Producers will be required to provide a promotion and education program. This will include a publicly accessible website and at least one piece of material delivered annually to each eligible source.

Producers must provide details on:

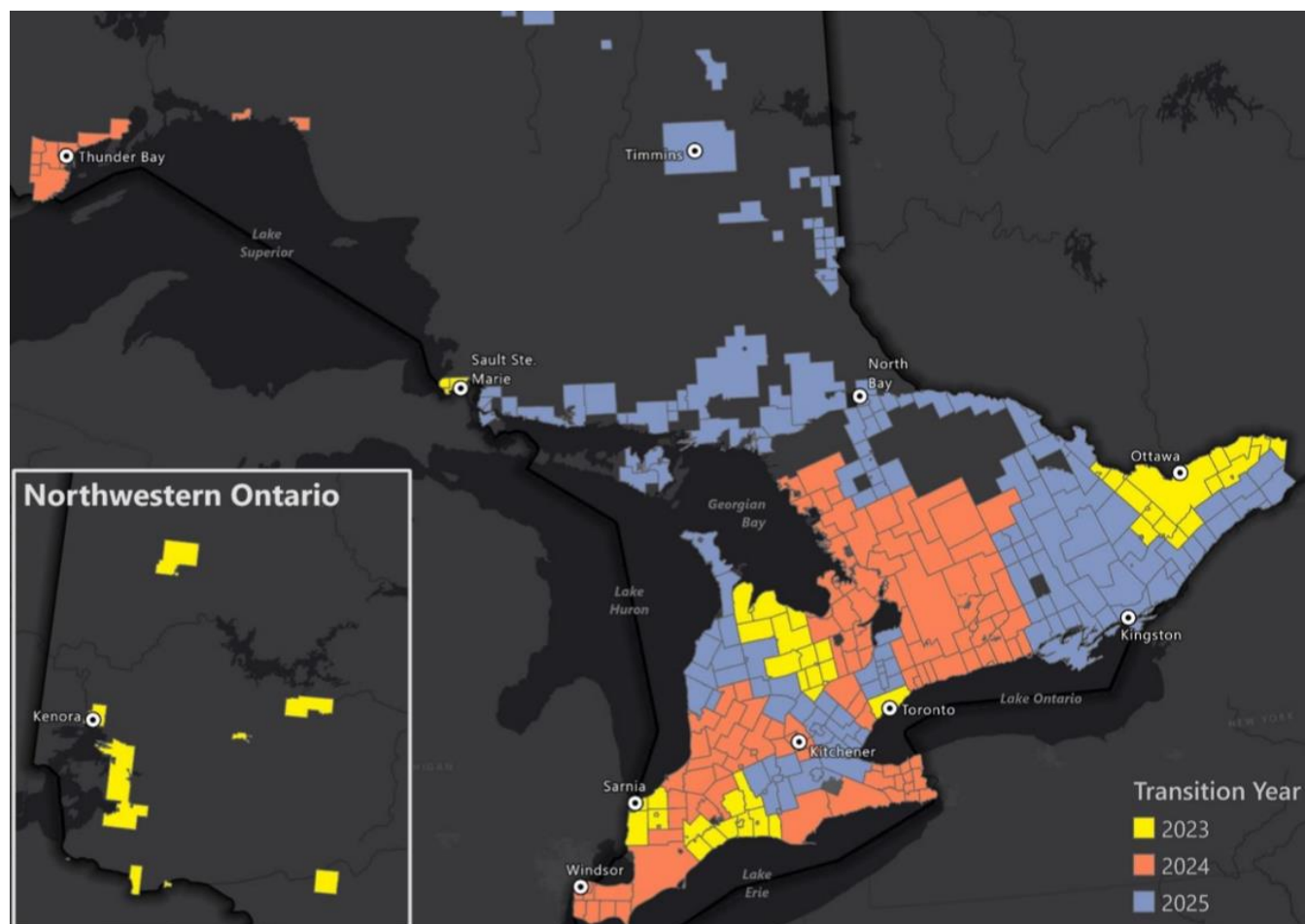
- Blue box material that may be deposited into Blue Box receptacles;
- Materials that cannot be deposited into Blue Box receptacles;
- Instructions on how to replace or request Blue Box receptacles;
- A description of how the producer will fulfil its collection responsibilities; and,
- Contact information.

Promotion and education materials must be provided in both English and French. In the transition period, information must also be provided in any language used by the municipality to communicate to its residents about its Blue Box program.

Transition Schedule

The regulation includes a [transition schedule](#) that outlines what municipal Blue Box programs will transition between July 2023 and the end of 2025.

The government indicated that they used municipal preferred dates but also included geographical catchments, tonnes and costs to set the schedule.



If there are issues with the transition date, municipal staff are encouraged to reach out directly to the Ministry and to RPRA. It is important they understand any potential problems (e.g., contractual) a municipality might have.

It is also helpful that the regulation does not preclude the ability for municipalities to be transitioned earlier, if producers and municipalities are in agreement to do so.

Common Collection System

Producers are required to collaborate to establish a common collection system to provide collection services to all eligible sources with no duplicate services to residents. Accountability for the common collection system lies with producers and their PROs, and is enabled through the creation of an Allocation Table.



Once the approach for the common collection system is decided, the regulation relies upon the Allocation Table to determine who will be liable for ensuring collection happens in a given location. The Allocation Table identifies which producer is liable for making sure collection standards are met for a given area. The regulation allows for all producers registered with a producer responsibility organization (PRO) to be jointly liable for a given area, and for the PRO to share liability with these producers. If there are any gaps in collection service requirements, RPRA can undertake compliance and enforcement with the liable producers and PROs.

The Allocation Table is created by following a set of rules which are agreed upon and written by PROs who register by November 1, 2021 to be “rule making” PROs. The regulation requires the Allocation Table to be submitted to RPRA by July 1, 2022 at the latest.

Subsequent Tables are submitted by March 31 of the year before the Table will apply and can endure for multiple years. The rules must specify a process by which producers and PRO’s can change the rules in the future.

Municipal governments will be able to pursue a commercial agreement with PRO’s to provide services for blue box. We expect these discussions to start later this year or early in 2022.

Appendix B – List of Designated Materials Under the Final Blue Box Regulation

 Designated Materials	 Not Included
<p>The following items, where made from paper, metal, glass, plastic, compostable materials, or any combination of these materials:</p> <ul style="list-style-type: none"> • Packaging, including aerosol containers • Printed and unprinted paper • Single-use packaging-like products, like foils, trays, and boxes • Single-use food and beverage service items like straws, cutlery, plates, food service ware <p>*Compostable materials are also designated, but only incur reporting requirements</p>	<ul style="list-style-type: none"> • Packaging single-use packaging-like products, and single-use food and beverage service products that are made primarily from other materials, such as wood, textiles, wax • Packaging-like products made of flexible plastics and used for food protection, containment, handling (e.g., plastic freezer bags, plastic sandwich bags) • Any materials designated under a different diversion program (e.g., automotive oil containers) • Garbage bags, recycling bags, compostable waste bags • Books and hardcover periodicals • Paper fibres used for sanitary purposes (e.g., tissues, paper towel) • Biomedical or hazardous Biomedical or hazardous waste (e.g., pressurized containers for propane) • Alcoholic beverage product and packaging (including LCBO and Brewers Retail Ltd. materials) *Note the deposit return system is required to report annually on performance

**Blue Box Transition Schedule:
June 1, 2021
Explanatory Note**

The Ministry of the Environment, Conservation and Parks has finalized a producer responsibility regulation for the Blue Box Program.

The regulation under the *Resource Recovery and Circular Economy Act, 2016* would make producers responsible for the Blue Box Program, including meeting regulated outcomes for providing collection services to local communities, managing blue box materials, and achieving diversion targets to improve diversion, address plastic waste, and recover resources for use in the economy.

The Resource Productivity and Recovery Authority (RPRA) Datacall indicates that municipalities, local services boards and First Nation communities ran 253 local blue box programs in Ontario in 2019 under the Waste Diversion Transition Act, 2016.

The regulation would transition existing blue box services to producer responsibility in three groups between 2023 and 2025 according to the “Blue Box Transition Schedule.” The “Blue Box Transition Schedule” (see page 3) identifies eligible municipalities and local services board areas and the date they are to transition. Producers would be responsible for transitioning communities on or before the dates contained in the schedule.

The first group of Blue Box programs will transfer responsibility of their programs to producers on July 1st, 2023. By December 31st, 2025, producers will be fully responsible for providing Blue Box services provincewide.

At this time, the “Blue Box Transition Schedule” includes municipalities and local services board areas with Blue Box Programs in the Datacall with the Authority.

The ministry developed the “Blue Box Transition Schedule” with a goal of balancing net program costs and materials managed over the three years.

The ministry also considered municipal preferences for the date of transition. The Association of Municipalities of Ontario (AMO) canvassed all municipalities and sought their input on when they would like to transition - as of January 2021, 161 municipalities indicated their preference. To minimize impacts to municipalities, the ministry also considered expiry dates for municipal blue box service contracts and the ability for municipalities to extend current contracts (where this data was available.)

The “Blue Box Transition Schedule” does not assign any municipality a transition date that is earlier than their preference, to minimize the potential for breaking contracts.

To promote economies of scale, the ministry considered geographic continuity when assigning municipalities to a given year. The intent of the groupings is to enable producers to contract for geographic catchments to ensure cost-effective planning and delivery of blue box services over the three years.

The ministry will engage with First Nation communities to assess their preferred timing for transition. The “Blue Box Transition Schedule” will be updated to include First Nation communities based on the outcomes of this engagement.

Blue Box Transition Schedule

Eligible Community	Transition Date (YYYY-MM-DD)
2023	
Alfred and Plantagenet, Township of	2023-10-01
Amaranth, Township of	2023-07-01
Arnprior, Town of	2023-07-29
Atikokan, Town of	2023-10-01
Aweres, Local Services Board of	2023-09-30
Aylmer, Town of	2023-07-01
Bayham, Municipality of	2023-07-01
Beckwith, Township of	2023-07-01
Carleton Place, Town of	2023-07-01
Casselman, Municipality of	2023-12-31
Central Elgin, Municipality of	2023-07-01
Champlain, Township of	2023-07-01
Chatsworth, Township of	2023-10-01
Clarence-Rockland, City of	2023-07-01
Drummond/North Elmsley, Township of	2023-07-01
Dryden, City of	2023-07-31
Dutton Dunwich, Municipality of	2023-12-31
East Garafraxa, Township of	2023-07-01
East Hawkesbury, Township of	2023-07-01
Emo, Township of	2023-10-01
Enniskillen, Township of	2023-09-01
Fort Frances, Town of	2023-10-31
Georgian Bluffs, Township of	2023-10-01
Goulais Local Services Board	2023-09-30
Grand Valley, Town of	2023-07-01
Grey Highlands, Municipality of	2023-07-01
Hawkesbury, Town of	2023-07-01
Horton, Township of	2023-07-01
Kenora, City of	2023-07-01
London, City of	2023-07-01
Malahide, Township of	2023-07-01
McNab/Braeside, Township of	2023-07-29
Meaford, Municipality of	2023-09-30
Melancthon, Township of	2023-07-01
Merrickville-Wolford, Village of	2023-10-01
Mississippi Mills, Municipality of	2023-07-01
Mono, Town of	2023-07-01
Montague, Township of	2023-07-01
Mulmur, Township of	2023-07-01

Eligible Community	Transition Date (YYYY-MM-DD)
Newbury, Village of	2023-10-01
North Grenville, Municipality of	2023-10-01
Orangeville, Town of	2023-07-01
Ottawa, City of	2023-07-01
Owen Sound, City of	2023-07-01
Petrolia, Town of	2023-10-01
Plympton-Wyoming, Town of	2023-07-01
Point Edward, Village of	2023-07-01
Prince, Township of	2023-07-01
Red Lake, Municipality of	2023-10-01
Renfrew, Town of	2023-07-29
Russell, Township of	2023-07-01
Sarnia, City of	2023-07-01
Sault Ste. Marie, City of	2023-09-30
Shelburne, Town of	2023-07-01
Sioux Lookout, Municipality of	2023-07-01
Sioux Narrows-Nestor Falls, Township of	2023-07-01
Smiths Falls, Town of	2023-07-01
Southgate, Township of	2023-10-01
Southwest Middlesex, Municipality of	2023-07-01
Southwold, Township of	2023-07-01
St. Clair, Township of	2023-07-01
St. Thomas, City of	2023-07-01
Thames Centre, Municipality of	2023-09-16
The Blue Mountains, Town of	2023-10-01
The Nation Municipality	2023-07-01
Toronto, City of	2023-07-01
West Elgin, Municipality of	2023-07-01
2024	
Adelaide-Metcalf, Township of	2024-04-01
Adjala-Tosorontio, Township of	2024-01-01
Ajax, Town of	2024-07-01
Algonquin Highlands, Township of	2024-03-31
Alnwick/Haldimand, Township of	2024-01-01
Amherstburg, Town of	2024-08-28
Asphodel-Norwood, Township of	2024-01-01
Barrie, City of	2024-05-01
Bluewater, Municipality of	2024-04-01
Bracebridge, Town of	2024-11-19
Bradford West Gwillimbury, Town of	2024-01-01
Brampton, City of	2024-10-01
Brighton, Municipality of	2024-01-01

Eligible Community	Transition Date (YYYY-MM-DD)
Brock, Township of	2024-07-01
Brooke-Alvinston, Municipality of	2024-04-01
Caledon, Town of	2024-10-01
Cambridge, City of	2024-03-02
Carling, Township of	2024-07-01
Cavan Monaghan, Township of	2024-01-01
Central Huron, Municipality of	2024-04-01
Chatham-Kent, Municipality of	2024-01-01
Clarington, Municipality of	2024-07-01
Clearview, Township of	2024-01-01
Cobourg, Town of	2024-01-01
Collingwood, Town of	2024-01-01
Conmee, Township of	2024-07-01
Cramahe, Township of	2024-01-01
Dawn-Euphemia, Township of	2024-04-01
Douro-Dummer, Township of	2024-01-01
Dysart et al, Municipality of	2024-01-01
Essa, Township of	2024-01-01
Essex, Town of	2024-08-28
Fort Erie, Town of	2024-01-01
Georgian Bay, Township of	2024-11-19
Gillies, Township of	2024-07-01
Goderich, Town of	2024-04-01
Gravenhurst, Town of	2024-11-19
Grimsby, Town of	2024-01-01
Haldimand County	2024-01-01
Hamilton, Township of	2024-01-01
Hastings Highlands, Municipality of	2024-01-01
Havelock-Belmont-Methuen, Township of	2024-01-01
Highlands East, Municipality of	2024-01-01
Howick, Township of	2024-06-30
Huntsville, Town of	2024-11-19
Huron East, Municipality of	2024-04-01
Innisfil, Town of	2024-01-01
Kawartha Lakes, City of	2024-04-01
Kingsville, Town of	2024-08-28
Kitchener, City of	2024-03-02
Lake of Bays, Township of	2024-11-19
Lakeshore, Municipality of	2024-08-28
Lambton Shores, Municipality of	2024-04-01
LaSalle, Town of	2024-08-28
Leamington, Municipality of	2024-08-28
Lincoln, Town of	2024-01-01

Eligible Community	Transition Date (YYYY-MM-DD)
Lucan Biddulph, Township of	2024-04-01
Marathon, Town of	2024-07-01
McDougall, Township of	2024-07-01
McKellar, Township of	2024-07-01
Middlesex Centre, Municipality of	2024-04-01
Midland, Town of	2024-01-01
Minden Hills, Township of	2024-10-01
Mississauga, City of	2024-10-01
Morris-Turnberry, Municipality of	2024-04-01
Muskoka Lakes, Township of	2024-11-19
Neebing, Municipality of	2024-01-01
New Tecumseth, Town of	2024-01-01
Niagara Falls, City of	2024-01-01
Niagara-On-The-Lake, Town of	2024-01-01
Norfolk, County	2024-09-28
North Dumfries, Township of	2024-03-02
North Kawartha, Township of	2024-01-01
North Middlesex, Municipality of	2024-04-01
North Perth, Municipality of	2024-04-01
O'Connor, Township of	2024-01-01
Oil Springs, Village of	2024-04-01
Oliver Paipoonge, Municipality of	2024-07-01
Orillia, City of	2024-01-01
Oro-Medonte, Township of	2024-01-01
Oshawa, City of	2024-07-01
Otonabee-South Monaghan, Township of	2024-01-01
Parry Sound, Town of	2024-01-01
Pelham, Town of	2024-01-01
Penetanguishene, Town of	2024-01-01
Perth East, Township of	2024-04-01
Perth South, Township of	2024-04-01
Peterborough, City of	2024-01-01
Pickering, City of	2024-07-01
Port Colborne, City of	2024-01-01
Port Hope, Municipality of	2024-01-01
Ramara, Township of	2024-01-01
Scugog, Township of	2024-07-01
Seguin, Township of	2024-07-01
Selwyn, Township of	2024-01-01
Severn, Township of	2024-01-01
Shuniah, Municipality of	2024-07-01
South Huron, Municipality of	2024-04-01
Springwater, Township of	2024-01-01

Eligible Community	Transition Date (YYYY-MM-DD)
St. Catharines, City of	2024-01-01
St. Marys, Town of	2024-04-01
Stratford, City of	2024-05-01
Strathroy-Caradoc, Municipality of	2024-04-01
Tay, Township of	2024-01-01
Tecumseh, Town of	2024-08-28
Terrace Bay, Township of	2024-07-01
The Archipelago, Township of	2024-07-01
Thorold, City of	2024-01-01
Thunder Bay, City of	2024-07-01
Tiny, Township of	2024-01-01
Trent Hills, Municipality of	2024-01-01
Trent Lakes, Municipality of	2024-01-01
Uxbridge, Township of	2024-07-01
Wainfleet, Township of	2024-01-01
Warwick, Township of	2024-04-01
Wasaga Beach, Town of	2024-01-01
Waterloo, City of	2024-03-02
Welland, City of	2024-01-01
Wellesley, Township of	2024-03-02
West Lincoln, Township of	2024-01-01
West Perth, Municipality of	2024-04-01
Whitby, Town of	2024-07-01
Whitestone, Municipality of	2024-07-01
Wilmot, Township of	2024-03-02
Windsor, City of	2024-08-28
Woolwich, Township of	2024-03-02
2025	
Addington Highlands, Township of	2025-01-01
Admaston/Bromley, Township of	2025-07-01
Armour, Township of	2025-01-01
Armstrong, Township of	2025-04-01
Arran-Elderslie, Municipality of	2025-12-31
Ashfield-Colborne-Wawanosh, Township of	2025-04-01
Assiginack, Township of	2025-04-01
Athens, Township of	2025-07-01
Augusta, Township of	2025-06-01
Aurora, Town of	2025-12-31
Baldwin, Township of	2025-04-01
Bancroft, Town of	2025-07-01
Belleville, City of	2025-07-17
Billings, Township of	2025-01-01

Eligible Community	Transition Date (YYYY-MM-DD)
Blandford-Blenheim, Township of	2025-12-31
Blind River, Town of	2025-01-01
Bonfield, Township of	2025-04-01
Bonnechere Valley, Township of	2025-01-01
Brant, County of	2025-01-01
Brantford, City of	2025-01-01
Brockton, Municipality of	2025-12-31
Brockville, City of	2025-01-01
Bruce Mines, Town of	2025-12-31
Brudenell, Lyndoch and Raglan, Township of	2025-12-31
Burk's Falls, Village of	2025-01-01
Burlington, City of	2025-04-01
Callander, Municipality of	2025-01-01
Calvin, Municipality of	2025-04-01
Carlow/Mayo, Township of	2025-01-01
Casey, Township of	2025-04-01
Central Frontenac, Township of	2025-01-01
Central Manitoulin, Municipality of	2025-01-01
Centre Hastings, Municipality of	2025-07-17
Centre Wellington, Township of	2025-07-01
Charlton and Dack, Municipality of	2025-04-01
Chisholm, Township of	2025-04-01
Cobalt, Town of	2025-04-01
Cochrane, Town of	2025-01-01
Coleman, Township of	2025-04-01
Cornwall, City of	2025-01-01
Deep River, Town of	2025-01-01
Deseronto, Town of	2025-01-01
East Ferris, Township of	2025-09-01
East Gwillimbury, Town of	2025-12-31
East Zorra-Tavistock, Township of	2025-12-31
Edwardsburgh/Cardinal, Township of	2025-02-01
Elizabethtown-Kitley, Township of	2025-01-01
Elliot Lake, City of	2025-05-31
Englehart, Town of	2025-01-01
Erin, Town of	2025-07-01
Espanola, Town of	2025-04-01
Evanturel, Township of	2025-01-01
Faraday, Township of	2025-01-01
French River, Municipality of	2025-04-01
Front of Yonge, Township of	2025-01-01
Frontenac Islands, Township of	2025-07-01
Gananoque, Town of	2025-03-31

Eligible Community	Transition Date (YYYY-MM-DD)
Gauthier, Township of	2025-04-01
Georgina, Town of	2025-12-31
Greater Madawaska, Township of	2025-07-01
Greater Napanee, Town of	2025-01-01
Greater Sudbury, City of	2025-04-01
Guelph, City of	2025-01-01
Guelph/Eramosa, Township of	2025-07-01
Halton Hills, Town of	2025-04-01
Hamilton, City of	2025-04-01
Hanover, Town of	2025-01-01
Harley, Township of	2025-04-01
Head, Clara and Maria, Townships of	2025-01-01
Hearst, Town of	2025-01-01
Hilliard, Township of	2025-12-31
Hilton Beach, Village of	2025-04-01
Hudson, Township of	2025-10-01
Huron Shores, Municipality of	2025-06-27
Huron-Kinloss, Township of	2025-12-31
Ingersoll, Town of	2025-12-31
James, Township of	2025-10-01
Johnson, Township of	2025-12-31
Kapuskasing, Town of	2025-01-01
Kearney, Town of	2025-10-01
Kerns, Township of	2025-10-01
Killaloe, Hagarty, and Richards, Township of	2025-07-01
Killarney, Municipality of	2025-10-31
Kincardine, Municipality of	2025-12-31
King, Township of	2025-12-31
Kingston, City of	2025-07-01
Kirkland Lake, Town of	2025-09-30
Laird, Township of	2025-10-01
Lanark Highlands, Township of	2025-01-01
Larder Lake, Township of	2025-10-01
Latchford, Town of	2025-10-01
Laurentian Hills, Town of	2025-07-15
Laurentian Valley, Township of	2025-03-28
Leeds and the Thousand Islands, Township of	2025-07-01
Limerick, Township of	2025-07-01
Loyalist, Township of	2025-07-01
Macdonald, Meredith & Aberdeen Additional, Township of	2025-10-01
Machar, Township of	2025-10-01
Madawaska Valley, Township of	2025-12-31
Magnetawan, Municipality of	2025-01-01

Eligible Community	Transition Date (YYYY-MM-DD)
Mapleton, Township of	2025-07-01
Markham, City of	2025-12-31
Marmora and Lake, Municipality of	2025-07-17
Matachewan, Township of	2025-10-01
Mattawa, Town of	2025-10-01
Mattice-Val Cote, Township of	2025-01-01
McGarry, Township of	2025-10-01
McMurrich/Monteith, Township of	2025-10-01
Milton, Town of	2025-04-01
Minto, Town of	2025-07-01
Moonbeam, Township of	2025-01-01
Nairn & Hyman, Township of	2025-01-01
Newmarket, Town of	2025-12-31
Nipissing, Township of	2025-10-01
North Bay, City of	2025-01-01
North Dundas, Township of	2025-01-01
North Frontenac, Township of	2025-07-01
North Glengarry, Township of	2025-01-01
North Huron, Township of	2025-04-01
North Stormont, Township of	2025-01-01
Northeastern Manitoulin and the Islands, Town of	2025-10-01
Northern Bruce Peninsula, Municipality of	2025-12-31
Norwich, Township of	2025-12-31
Oakville, Town of	2025-04-01
Papineau-Cameron, Township of	2025-01-01
Pembroke, City of	2025-03-28
Perry, Township of	2025-03-01
Perth, Town of	2025-06-01
Petawawa, Town of	2025-03-28
Plummer Additional, Township of	2025-12-31
Powassan, Municipality of	2025-09-16
Prescott, Town of	2025-01-01
Prince Edward, County of	2025-07-17
Puslinch, Township of	2025-07-01
Quinte West, City of	2025-07-17
Richmond Hill, City of	2025-12-31
Rideau Lakes, Township of	2025-03-01
Sables-Spanish Rivers, Township of	2025-06-01
Saugeen Shores, Town of	2025-12-31
South Bruce Peninsula, Town of	2025-12-31
South Bruce, Municipality of	2025-12-31
South Dundas, Municipality of	2025-01-01
South Frontenac, Township of	2025-07-01

Eligible Community	Transition Date (YYYY-MM-DD)
South Glengarry, Township of	2025-01-01
South Stormont, Township of	2025-01-01
South-West Oxford, Township of	2025-12-31
Spanish, Town of	2025-02-28
St. Charles, Municipality of	2025-12-31
St. Joseph, Township of	2025-07-01
Stirling-Rawdon, Township of	2025-07-17
Stone Mills, Township of	2025-07-01
Strong, Township of	2025-01-01
Sundridge, Village of	2025-01-01
Tarbutt, Township of	2025-06-01
Tay Valley, Township of	2025-01-01
Temiskaming Shores, City of	2025-01-01
Thessalon, Town of	2025-12-31
Tillsonburg, Town of	2025-12-31
Timmins, City of	2025-01-01
Tudor & Cashel, Township of	2025-01-01
Tweed, Municipality of	2025-07-17
Tyendinaga, Township of	2025-07-17
Vaughan, City of	2025-12-31
Wellington North, Township of	2025-07-01
West Grey, Municipality of	2025-01-01
West Nipissing, Municipality of	2025-07-01
Westport, Village of	2025-09-01
Whitchurch-Stouffville, Town of	2025-12-31
Whitewater Region, Township of	2025-07-01
Wollaston, Township of	2025-07-01
Woodstock, City of	2025-12-31
Zorra, Township of	2025-12-31

- B. used in a product that is fuel or a fuel supplement,
- C. supplied to an incinerator for use in incineration, or
- D. landfilled or land disposed by a processor.
- iv. The weight of each amount reported under subparagraphs i, ii and iii that was recovered from blue box material collected under Part IV and Part V.
- v. The weight of each amount reported under subparagraphs i and ii that was recovered from blue box material collected pursuant to a supplemental collection system.
- (2) The annual report required by subsection (1) shall be submitted on or before April 30 of each year, beginning in 2024.
- (3) The information required to be submitted in subsection (1) is in respect of the calendar year prior to the year the report is required to be submitted.
- (4) For greater certainty, a processor is not required to submit an annual report under subsection (1) in the first calendar year in which it is a processor.
- (5) Despite subsection (1), a processor is not required to provide any information in respect of the certified compostable products and packaging material category.

Eligible communities

54. (1) Where an eligible community is included in the Blue Box Transition Schedule, the applicable local municipality, local services board or First Nation shall submit the information listed in subsection (2) to the Authority, through the Registry, on or before,

- (a) September 30, 2021, if the eligible community is a local municipality or local services board area; and
- (b) November 30, 2021, if the eligible community is a reserve.

(2) The following information shall be submitted to the Authority, through the Registry, by the applicable local municipality, local services board or First Nation required to register under subsection (1):

- 1. The number of residents and residences in the eligible community.
- 2. The municipality, local services board, First Nation or other entity that provides the WDTA blue box program and garbage collection in the eligible community.
- 3. The contact information of the person responsible for waste management in the eligible community.
- 4. The number of residences that received collection services pursuant to the WDTA blue box program in the eligible community.
- 5. The criteria or conditions used to determine which facilities were included in the WDTA blue box program in the eligible community on August 15, 2019.
- 6. The number of facilities in the eligible community that received collection services pursuant to the WDTA blue box program.
- 7. The number of blue box receptacles in a public space in the eligible community that receive collection under the WDTA blue box program.

Transition

55. (1) Where an eligible community is included in the Blue Box Transition Schedule, the applicable local municipality, local services board or First Nation shall submit the information in subsection (2) to the Authority, through the Registry, on or before the following dates:

- 1. September 30, 2021, in the case of a local municipality or local services board area that is required to receive collection services pursuant to this Regulation in 2023.
- 2. November 30, 2021, in the case of a reserve that is required to receive collection services pursuant to this Regulation in 2023.
- 3. August 31, 2022, in the case of a local municipality, local services board area or reserve that is required to receive collection services pursuant to this Regulation in 2024.
- 4. August 31, 2023, in the case of a local municipality, local services board area or reserve that is required to receive collection services pursuant to this Regulation in 2025.

(2) The following information shall be submitted to the Authority, through the Registry, by a local municipality, local services board or First Nation required to register under subsection (1):

- 1. The location of residences that receive curbside garbage collection in the eligible community.

2. The location of residences that receive depot garbage collection in the eligible community.
3. The location of every garbage depot collection site in the eligible community.
4. The location of residences that receive curbside collection under the WDTA blue box program in the eligible community.
5. The location of residences that receive depot collection under the WDTA blue box program in the eligible community.
6. The location of facilities in the eligible community that receive collection services pursuant to the WDTA blue box program.
7. A description of a method pursuant to which additional information about the addresses of residences and facilities in the eligible community that receive collection under its garbage collection program and the WDTA blue box program can be provided.
8. The location of each blue box receptacle in a public space in the eligible community that received collection under the WDTA blue box program.
9. A list of materials that are collected under the WDTA blue box program in the eligible community.
10. The frequency at which residences in the eligible community receive collection under the WDTA blue box program.
11. The number of collection streams in the eligible community under the WDTA blue box program.
12. The location of every depot collection site in the eligible community under the WDTA blue box program.
13. The languages used for communications about the WDTA blue box program in the eligible community.

Outside Transition Schedule

56. Where an eligible community is not included in the Blue Box Transition Schedule, the applicable local municipality, local services board or First Nation shall submit the information described in paragraphs 1, 2 and 3 of subsection 54 (2) or paragraphs 1, 2, 3 and 7 of subsection 55 (2) to the Authority, through the Registry, on or before the later of,

- (a) December 31, 2024; and
- (b) in the case of a reserve, 90 days after the date a First Nation registered the reserve as an eligible community under section 59.

Change

57. If there is a change to the information submitted to the Authority through the Registry under section 54, 55 or 56, the applicable local municipality, local services board or First Nation shall submit the updated information to the Authority, through the Registry, within 30 days of the change.

Who may submit

58. (1) For greater certainty, any information required to be submitted to the Authority through the Registry by a local municipality, local services board or First Nation may be submitted by any person acting under the authority or direction of the local municipality, local services board or First Nation, as the case may be.

(2) For greater certainty, any information required to be submitted to the Authority through the Registry by a producer, other than information required to be submitted under paragraphs 1 to 6 of subsection 45 (3), may be submitted by any person acting under the authority or direction of the producer, including by a producer responsibility organization.

First Nation registering

59. A First Nation may register a reserve to be an eligible community by submitting to the Authority, through the Registry, the contact information of the person responsible for waste management.

First Nation accepting

60. Where a First Nation accepts an offer of collection services in accordance with subsection 31 (4), the First Nation shall register its acceptance with the Authority, through the Registry, and identify the producer or producer responsibility organization that made the offer.

First Nation revoking

61. Where a First Nation revokes its acceptance of an offer of collection services in accordance with subsection 31 (10), the First Nation shall revoke the registration made under section 60.

First nation, subsequent offer

62. Where a First Nation accepts a subsequent offer of collection services in accordance with subsection 31 (15), the First Nation shall register its acceptance with the Authority, through the Registry, and identify the producer or producer responsibility organization that made the offer.

TOWNSHIP OF EDWARDSBURGH CARDINAL ACTION ITEM

Committee: Committee of the Whole – Administration & Finance

Date: September 13, 2021

Department: Administration

Topic: 2022 Municipal Election – Alternative Voting Methods

Purpose: To recommend authorization for the use of electronic voting (internet and telephone) for the 2022 Municipal Election in addition to paper ballots.

Background: In accordance with the Municipal Elections Act, municipal elections are to be held every fourth year and voting day is to be held on the fourth Monday in October. The upcoming municipal election will be held on October 24, 2022. Various alternative voting methods have been available to municipalities in Ontario. Three common benefits for such methods include: improved convenience for voters, enhanced accessibility, and the opportunity for increased voter turnout.

In the past four municipal elections, 2006, 2010, 2014, and 2018 a combination of internet, telephone, and paper balloting methods were utilized.

Through the alternative electronic voting method, the following results have been achieved in past election cycles for the Township:

- The percentage of voter turnout has increased since the introduction of alternative voting methods, with an average turnout rate of 50.47% between 2006-2018, compared to only 35% in 2003 when only paper ballot was offered.
- Increase in voter participation:
 - 2006: 46.26%
 - 2010: 47.4%
 - 2014: 55.1%
 - 2018: 53.1%
- According to AMO municipal election statistics, with 430 municipalities reporting in 2018, there was on average a 37.66% voter turnout provincially, compared to Edwardsburgh Cardinal's 53.1%.
- Of those who voted in the 2018 election, 34.7% chose to vote by paper ballot, and 65.2% by internet and telephone.
- Provides more accessibility to the election for people with disabilities that did not want to or were not able to attend in person for the paper ballot.

- The increased public awareness of the election through direct mailing of voter information letters to each elector was continued in 2018 to assist in maintenance of a more accurate voters list.

In recent elections, many electors have become more comfortable and involved in various types of electronic and technological devices that can be used for electronic voting. This view may be supported if voter letters, and electronic voting methods, with paper ballots remain consistent in the 2022 election.

The Clerks of municipalities within the UCLG area have created a subcommittee to review the electronic voting and develop a joint RFP to achieve cost savings in training, provide regional support, and a similar voting platform for the electors. The Clerk's group will review the submissions and will make a recommendation regarding the preferred vendor later in October or November.

Policy Implications: The Municipal Elections Act gives the duties and responsibilities for conducting the election to the clerk and authorizes that person to provide for any matter or procedure that is not otherwise provided in an Act or Regulation, and which in the clerk's opinion is necessary or desirable for conducting the election. The Municipal Elections Act permits Council to pass a bylaw that authorizes electors to use alternative voting methods, such as internet and telephone, which do not require them to physically attend a voting location in order to cast their vote. Closer to the election, the Clerk and Township will take necessary steps to ensure that there is safe access to voting locations for electors and/or candidates with disabilities, as required by the Accessibility for Ontarians with Disabilities Act.

Financial Considerations: There are no financial considerations for the passage of the bylaw to authorize alternative voting methods. Once the Clerks subcommittee issues and reviews the joint RFP, the results will be provided to Council with a vendor recommendation.

Recommendation: That Committee recommends that Council pass a bylaw to authorize the use of alternative voting methods, specifically internet and telephone voting for the upcoming 2022 municipal election.



Clerk



CAO

Committee: Committee of the Whole – Administration & Finance

Date: September 13, 2021

Department: Administration

Topic: Cannabis Plant Odour – Private Property

Background: Under the Mayor's Report at the Committee of the Whole meeting, held on August 16, a concern was raised with respect to the odour emitting from cannabis plants that are growing on a residential private property.

On October 17, 2018, the Cannabis Act came into force. Along with setting regulations to displace the illegal cannabis market, preventing the sale to youth, setting rules about how a person can access cannabis, and permitting the growing of cannabis for personal use. Adults who are 19 or older are able to:

- Possess up to 30 grams of legal dried cannabis, or its equivalent in non-dried form, in public
- Share up to 30 grams of dried cannabis or its equivalent with other adults
- Buy cannabis products from a provincial retailer
- Grow up to 4 plants per residence (not per person) for personal use.

The possession, production, distribution and sale outside of what the law allows remains illegal and subject to criminal penalties. If an individual suspects that someone is growing more than the permitted 4 plants, they should contact the provincial police to conduct an investigation. Additionally, if there is an "offensive" odour in the community, an individual may contact the Ministry of Environment to file a complaint. MOE Eastern Ontario District office: 1-800-267-0974

The Township currently has a bylaw in place to regulate and restrict the smoking/vaporizing of cannabis and tobacco in municipal facilities and public places. The concern is that the smell emitting from cannabis plants on a private property may be smelt by other members of the public on the sidewalk. If an individual was smoking/vapourizing cannabis in/on a public place or municipal facilities, then enforcement is possible.

A limited number of municipalities in Ontario have implemented bylaws to further regulate cannabis production/processing/packaging facilities, which are currently being challenged at the Ontario Superior Court.

Is Committee/Council interested in establishing minimum yard setback requirements for the growing of personal cannabis plant(s) on private property?



Clerk



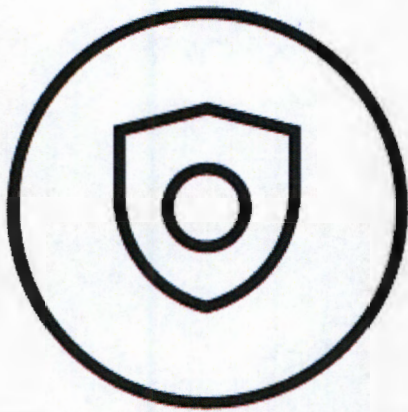
CAO

Ontario is now in Step Three of the [Roadmap to Reopen](#). Follow the [restrictions and public health measures](#).



Cannabis laws

Learn about Ontario's rules to keep people safe when buying and consuming recreational cannabis.



Overview

The Ontario Government has rules in place to keep cannabis out of the hands of children and youth, keep our roads safe and combat the illegal market.

Ontario has a tightly regulated private retail model for cannabis.

[Medical cannabis \(https://www.ontario.ca/page/cannabis-laws#section-8\)](https://www.ontario.ca/page/cannabis-laws#section-8) is regulated by the Government of Canada and will continue to be subject to different rules than recreational cannabis.



Minimum age is 19

You must be **19 and older** to buy, use, possess and grow **recreational** cannabis. This is the same as the minimum age for the sale of tobacco and alcohol in Ontario.

Learn about the [Youth Cannabis Diversion Program \(https://www.youthcannabisdiversionprogram.com\)](https://www.youthcannabisdiversionprogram.com), an online education and prevention program for youth between the ages of 12 and 18. Youth who come into conflict with the law for certain provincial cannabis-related offences can be referred to this program by law enforcement, prosecutors and courts.



Where you can use it

The government has enacted the following rules for using cannabis, both medical and recreational.

Where you can smoke and vape cannabis

- **Private residences** – this does **not** include residences that are also workplaces (for example, long-term care and retirement homes)
- **Many outdoor public places** (for example, sidewalks and parks)
- **Designated smoking guest rooms** in hotels, motels and inns
- **Residential vehicles and boats** that meet certain criteria (for example, if they have permanent sleeping accommodations and cooking facilities, and are parked or anchored)
- **Scientific research and testing facilities** (if the cannabis use is for scientific research and testing purposes)
- **Controlled areas** in:
 - long-term care homes
 - certain retirement homes
 - residential hospices
 - provincially-funded supportive housing
 - designated psychiatric facilities or veterans' facilities

Additional restrictions on smoking and vaping may exist in municipal bylaws, lease agreements and the policies of employers and property owners.

Where you cannot smoke or vape cannabis

Indoors

You cannot smoke or vape cannabis in:

- **indoor common areas** in condos, apartment buildings and university/college residences
- enclosed public places and enclosed work places
- **non-designated** guest rooms in hotels, motels and inns

Schools and places where children gather

You cannot smoke or vape cannabis:

- at school, on school grounds, and all public areas within 20 metres of these grounds
- on children's playgrounds and public areas within 20 metres of playgrounds
- in child care centres or where an early years program is provided
- in places where home child care is provided — **even if children aren't present**

Hospitals, hospices, care homes and other facilities

You cannot smoke or vape cannabis:

- within 9 metres from the entrance or exit of hospitals (public and private), psychiatric facilities, long-term care homes, independent health facilities
- on outdoor grounds of hospitals (public and private) and psychiatric facilities
- in **non-controlled** areas in long-term care homes, certain retirement homes, provincially-funded supportive housing, designated psychiatric or veterans' facilities, and residential hospices

Publicly owned spaces

You cannot smoke or vape cannabis in publicly-owned sport fields (not including golf courses), nearby spectator areas and public areas within 20 metres of these areas.

Vehicles and boats

You cannot consume cannabis (smoking, vaping and eating) in a vehicle or boat that is being driven or will be driven.

Learn more about the [rules for cannabis and driving \(https://www.ontario.ca/page/cannabis-and-driving\)](https://www.ontario.ca/page/cannabis-and-driving).

Other outdoor areas

You cannot smoke or vape cannabis:

- in restaurants and on bar patios and public areas within 9 metres of a patio
- on outdoor grounds of specified Ontario government office buildings
- in reserved seating areas at outdoor sports and entertainment locations
- on grounds of community recreational facilities and public areas within 20 metres of those grounds
- in sheltered outdoor areas with a roof and more than two walls which the public or employees frequent, or are invited to (for example, a bus shelter)



How much cannabis you can possess

You are able to have a maximum of 30 grams (about one ounce) of dried cannabis (or equivalent) in public at any time.

One gram of dried cannabis is equal (equivalent) to:

- 5 grams of fresh cannabis
- 15 grams of edible product
- 70 grams of liquid product
- 0.25 grams of concentrates (solid or liquid)
- 1 cannabis plant seed



Growing your own cannabis

You may grow up to four cannabis plants **per residence** (not per person) if:

- you are 19 years of age and older
- it is only for your personal use
- the starting material was purchased from the Ontario Cannabis Store or an authorized retail store
- it is not forbidden by your lease agreement or condo rules

Cannabis edibles

Cannabis edibles are legal in Canada as of October 17, 2019.

Edible cannabis products are allowed to have:

- up to 10 milligrams of THC (tetrahydrocannabinol) in a single package
- up to 30 milligrams of caffeine, if it is naturally occurring (for example, in chocolate, coffee and tea)

Edible cannabis products must contain no nicotine or added alcohol.

Extracts and topicals

Extracts and topicals are legal in Canada as of October 17, 2019.

Extracts (also known as concentrates) that are inhaled or ingested, and topicals (cannabis-infused products for skin, hair and nails) can have up to 1,000 milligrams of THC per package.

Products are prohibited from:

- being appealing to youth
- making health, dietary or cosmetic claims (for example, “low fat” or “suitable for joint pain”)
- having elements that associate the product with alcoholic beverages, tobacco products or vaping products



Rules for the workplace

Ontario has strict rules in place to make sure workplaces are safe.

Consuming **recreational cannabis in an enclosed workplace remains illegal** after legalization on October 17, 2018.

Employers (and supervisors):

- need to know the rules for [medical cannabis \(https://www.ontario.ca/page/cannabis-laws#section-8\)](https://www.ontario.ca/page/cannabis-laws#section-8)
- are required to address workplace hazards, under the *Occupational Health and Safety Act* (OHSA)

Employees and workers:

- who are unable or unfit to work safely could be a hazard to themselves or to others in the workplace
- have a duty to perform work safely and to report any hazards to their supervisor or employer under the OHSA

See additional rules related to cannabis use in the workplace, including for [commercial driving \(https://www.ontario.ca/page/cannabis-and-driving#section-1\)](https://www.ontario.ca/page/cannabis-and-driving#section-1), [where you can use recreational cannabis \(https://www.ontario.ca/page/cannabis-laws#section-2\)](https://www.ontario.ca/page/cannabis-laws#section-2) and using [medical cannabis \(https://www.ontario.ca/page/cannabis-laws#section-8\)](https://www.ontario.ca/page/cannabis-laws#section-8) in the workplace.



Medical cannabis

If a health care professional has already authorized you to use cannabis for medical reasons, your access has not changed now that recreational cannabis is legal.

Medical cannabis is subject to different rules than recreational cannabis. The production and sale of medical cannabis is regulated exclusively by the federal government.

The only way to purchase medical cannabis is:

- from a federally licensed producer online
- by written order
- over the phone and delivered by secure mail

You can also receive a [licence from Health Canada to grow medical cannabis on your own \(https://www.canada.ca/en/health-canada/topics/production-cannabis-for-your-own-medical-purposes.html\)](https://www.canada.ca/en/health-canada/topics/production-cannabis-for-your-own-medical-purposes.html), or designate someone else to grow it on your behalf.

[Learn more about accessing cannabis for medical purposes \(https://www.canada.ca/en/health-canada/topics/cannabis-for-medical-purposes.html\)](https://www.canada.ca/en/health-canada/topics/cannabis-for-medical-purposes.html).

Updated: July 29, 2021

Published: March 5, 2019

Related

[Federal legalization \(https://www.canada.ca/en/services/policing/justice/legalization-regulation-marijuana.html\)](https://www.canada.ca/en/services/policing/justice/legalization-regulation-marijuana.html)

[Learn about the health effects of cannabis \(https://www.ontario.ca/page/health-effects-cannabis\)](https://www.ontario.ca/page/health-effects-cannabis)

[Government of Canada — Learn about the health effects of cannabis \(https://www.canada.ca/en/health-canada/services/drugs-medication/cannabis/health-effects/effects.html\)](https://www.canada.ca/en/health-canada/services/drugs-medication/cannabis/health-effects/effects.html)

[Find mental health and addiction services in your community \(https://www.ontario.ca/page/mental-health-services\)](https://www.ontario.ca/page/mental-health-services)

[Learn about the rules for driving impaired by cannabis \(https://www.ontario.ca/page/cannabis-and-driving\)](https://www.ontario.ca/page/cannabis-and-driving)

[Where recreational cannabis is sold \(https://www.ontario.ca/page/buying-recreational-cannabis\)](https://www.ontario.ca/page/buying-recreational-cannabis)

[Learn about cannabis rules and enforcement \(http://opp.ca/index.php?id=115&lng=en&entryid=5bc63694af4f930b4262a693#sec2\)](http://opp.ca/index.php?id=115&lng=en&entryid=5bc63694af4f930b4262a693#sec2)