

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

Committee of the Whole Meeting

Wednesday June 17, 2020 at 3:00 p.m. – Via Zoom

Draft Agenda

- 1. CALL TO ORDER**
- 2. DECLARATIONS OF PECUNIARY INTEREST**
- 3. ACCEPT THE AGENDA (Additions/Deletions)**
- 4. DELEGATION(S)**
- 5. STAFF REPORTS**

Clerk`s Department

- a) Clerk`s Dept. Workplan Update

Treasury Department

- b) Treasury`s Dept. Workplan Update

Community Services Department

- c) Community Services Dept. Workplan Update

Planning/Building & By-law Enforcement Department

- d) Planning/Bldg. & By-law Enforcement Dept. Workplan Update

Public Works Department

- e) Winter Maintenance Agreement – United Counties of S, D & G.
- f) Winter Maintenance Policy Update
- g) Concession Road 6 Construction
- h) Various Roads in Need
- i) Transition of the Blue Box to Full Producer Responsibility
- j) Regional Waste Management Study
- k) Public Works Dept. Workplan Update

Fire Department

- l) Fire Department Workplan update

- 6. UNFINISHED BUSINESS**

7. OTHER BUSINESS

8. MATTERS ARISING FROM STANDING COMMITTEES

Raisin Region Conservation Authority Update by Councillor Jacques Massie
Maxville Manor Update by Councillor Jacques Massie
Glengarry Pioneer Museum Update by Councillor Brenda Noble
Glengarry Archives Update by Mayor Jamie MacDonald
Arts, Culture & Heritage Update by Councillor Jeff Manley
County Council Update by Deputy Mayor Carma Williams
Friends of the Trails Update by Councillor Johanne Wensink
Community Development Committee by Deputy Mayor Carma Williams

9. NOTICE OF MOTION

Next Committee of the Whole Meeting
Wednesday July 22, 2020 at 3:00 p.m. via zoom
Note: Meeting are subject to change or cancellation.

10. ADJOURNMENT

Section 1

CALL TO ORDER

Section 2

DECLARATIONS OF

PECUNIARY

INTEREST

Section 3

ACCEPT THE AGENDA

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: June 17, 2020

MOVED BY: Carma Williams

SECONDED BY: Brenda Noble

That the Committee Members accepts the agenda of the Committee of the Whole on Wednesday June 17, 2020.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

YEA

NEA

Deputy Mayor: Carma Williams

Councillor: Jacques Massie

Councillor: Brenda Noble

Councillor: Jeff Manley

Councillor: Johanne Wensink

Mayor: Jamie MacDonald

Section 3

Section 4

DELEGATIONS

Section 5

STAFF REPORTS

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: June 17, 2020

MOVED BY: Carma Williams

SECONDED BY: Jeff Manley

THAT the Committee of the Whole receives Staff Report No. AD-2020-12 Clerk's Department Workplan Update.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

Deputy Mayor: Carma Williams

Councillor: Jacques Massie

Councillor: Brenda Noble

Councillor: Jeff Manley

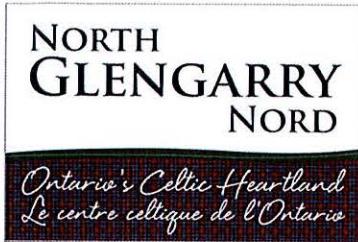
Councillor: Johanne Wensink

Mayor: Jamie MacDonald

YEA

NEA

Section 5 (a)



STAFF REPORT TO COUNCIL

Report No: AD-2020-12

June 17, 2020

From: Sarah Huskinson – Chief Administrative Officer/ Clerk

RE: Workplan Report – June 2020

Recommended Motion:

THAT the Committee of the Whole receives Staff Report No. AD-2020-12

Background / Analysis:

The CAO/Clerk's Department is presenting Council's with their workplan for 2020. There are more policies to develop and quite a bit of work to be done on Strategic Plan items. Dealing with legal matters in 2020 has taken a substantial amount of time due to preparations for mediations and court dates. COVID and the implications of provincial and municipal changes have taken up substantial time in the CAO department.

Alternatives:

None.

Financial Implications:

None.

Attachments & Relevant Legislation:

None.

Others Consulted:

None.

Sarah Huskinson
Chief Administrative Officer/ Clerk

CAO/Clerks Department Tasks		Deliverable	Involvement	2020				2021	Progress
				Q1	Q2	Q3	Q4		
Strat Plan	Review of Municipally Owned Land	Report to Council	SH, JR						Included in the Marketing Strategy
	Communications Plan	Report to Council	SH, TK, AL						Complete - approved at the June Council meeting
	Customer Service Training	Ongoing	SMT						
	EORN - broadband and cell gap coverage	Ongoing	SH						
Policies	Code of Conduct for Council	Report to Council	SH, Council						
	Complaints Protocol Policy	Internal Document	SH, Council						
	Delegation of Authority By-Law	Report to Council	SH, LL						
	HR Policy	Report to Council	SMT						
	Records Management Policy	Report to Council	SH, LL						
	Emergency Management Training	Training	EMC						TBD - delayed due to COVID
	E-Scribe Meeting Management	Program	SH, LL, JD						Training to re-do due to new platform
	HR filing system	Internal Document	SH, JD						
	Information Technology Replacement Plan	Internal Document	SH, RE						
	Investigation	Ongoing	SH						TBD - delayed due to COVID
	Legal Matters	Ongoing	SH						Ongoing
	Wellness Program	Program	SH, JD						Ongoing

Preparation 
 Execution 
 Complete 

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: June 17, 2020

MOVED BY: Carma Williams

SECONDED BY: Jeff Manley

THAT the Committee of the Whole receives Staff Report TR2020-20 – the Director of Finance/Treasurer 2020 Workplan updated as of June 11, 2020.

Carried

Defeated

Deferred

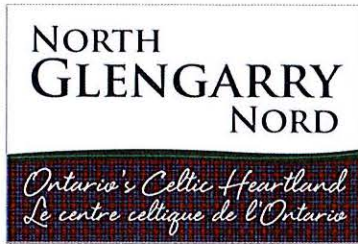
MAYOR / DEPUTY MAYOR

Deputy Mayor: Carma Williams
Councillor: Jacques Massie
Councillor: Brenda Noble
Councillor: Jeff Manley
Councillor: Johanne Wensink
Mayor: Jamie MacDonald

YEA

NEA

Section 5 (b)



STAFF REPORT TO COUNCIL

Report No: TR2020-20

June 11, 2020

From: Kim Goyette – Director of Finance/Treasurer

RE: 2020 Workplan – Updated for June 2020

Recommended Motion:

THAT the Council of the Township of North Glengarry accepts report TR2020-20 – the Director of Finance/Treasurer 2020 Workplan updated as of June 11, 2020 for information purposes.

Background / Analysis:

The Treasury Department is presenting to Council their workplan updated as of May 13, 2020. There remains policy work to be done to ensure transparency and consistency. Policies that are in draft form include: water/wastewater billing and collections; accounts receivable; tax water relief. Due to the pandemic, these have been deferred for presentation to Council until Q3.

Asset Management Software needs to have the financial information regarding depreciation, asset values, etc. match the financial statements. Currently there is a gap. This will be balanced by December 31, 2020.

The tax department will continue to be diligent with tax sales and arrears collections, once business gets back to normal.

The year-end audit is currently underway. Staff is scanning documents or having the auditor pick up boxes of documentation for this to take place. The audit is taking longer than anticipated and hopefully it will be complete by the end of June with presentation to Council taking place in July.

There will be new tax bills created for the final billing. They will now be printed on 8 ½ x 11" paper with details noted for extra charges. They will be going out the week of June 22nd, 2020.

A variance report for the period ending May 31, 2020 is also attached with comments. At this point, the actual figures compared to the budget should provide a year end figure very close to what was budgeted.

Under Ontario Regulation 453/07 a six-year financial plan is required for licensing the drinking water system. In conjunction with the Water Works department a draft plan has been compiled which will be coming to Council for approval soon.

Staff continue to safely distance themselves by arranging alternating times in the office.

Alternatives:

None.

Financial Implications:

None.


Attachments & Relevant Legislation:

None.

Others Consulted:

Signed by Sarah Huskinson, CAO/Clerk

	Treasury Department Tasks	Deliverable	Involvement	2020				2021	Progress
				Q1	Q2	Q3	Q4		
Strat Plan	Assist Department with financial information as needed								As required
Policies	Accounts Receivable Policy	Policy approved by Council	SM,KG		Execution				
	Utility Billing Policy	Policy approved by Council	SM,KG		Execution				
	Review Records Retention Policy	Policy approved by Council	KG, SH		Execution	Preparation			
	Cash Handling Policy	Policy approved by Council	KG		Execution				
	Water Relief Policy	Policy approved by Council	KG		Execution				
	Release of Tax Information Policy	Policy approved by Council	KG		Execution				
	Use of Federal Gas Tax Funds Policy	Council	KG		Execution				
Other	Asset Management Software - Balance to Financials	Financial match software balances	KG			Preparation			
	RFP for Facility Assessments for Asset Management	Award of RFP	KG, DC				Preparation		
	Merge of GSP to North Glengarry financials	Successful transfer	KG, RK, AL	Execution					
	2020 Budget	Approved budget	Council, KG	Execution					
	Review Tax Arrears, more letters, and tax collection	Increased Collections, reduced arrears and increased cash flow	KG, VT						
	Sale of 2020 registered tax sale properties	Cash for sale of property	KG, VT			Preparation			
	Register 2020 properties for tax sale		KG, VT			Preparation			
	Vest Property to the Township		KG		Execution				
	Variance reports - Monthly to Directors	Variance reports delivered to Directors	KG		Execution				
	Temporary Borrowing Bylaw	Bylaw passed and sent to RBC	Council, KG	Execution					
	RBC Form 349	Form submitted to RBC	KG	Execution					
	Long Term Debt loan for fleet	Financing confirmed	KG	Execution					
	Final Tax Rates for 2020	Bylaw passed	KG	Execution					
	Municipal Audit	Audit Complete	KG, RK, SM, VT		Execution				
	Year End Financial Processing	Audited financial statements	SM, RK, KG		Preparation				
	CWWF Claim Jan 1, 2020 to Mar 31, 2020	Claim submitted	KG	Execution					Last Claim
	Annual Gas Tax reporting	Report sent	KG	Execution					
	OCIF Annual Reporting	Claim submitted	KG	Execution					
	Main Street Revitalization Grant reporting	Claim submitted	KG	Execution					
	Creation of cost centres for capital	Cost centres complete	KG, SMT	Execution					
	Creation of Tax Bill Inserts	inserts	KG, TK, SH		Execution				
	Variance reports - Quarterly to council	Variance reports delivered to Council	KG		Execution				
	Accounts Payable Procedures	Documented Procedures	RK, KG		Execution				
	Get rid of Vacancy rebates for taxes	Rebates eliminated	County		Preparation				
	Tax Arrears Collection reports - Quarterly to Council	Variance reports delivered to Council	KG		Execution				
	Tile Drainage grant for Superintendent	Grant submitted	KG	Execution					
	Emergency Management ICS250 training	Certificate obtained	KG		Execution				Unknown at this time
	GL Account Descriptions and what to charge where	Finalized list	KG		Preparation				
	Ensure TD1's for all employees	TD1's complete	KG, RK		Preparation				
	Create shared files for Vadim Procedures	Procedures complete	KG, SDG Treasurers		Preparation				
Get Debit Machines for Dome, GSP	Debit machine in place	KG, AL		Preparation					
Water Financial Plan 2021-2027	Plan approved by Council	AC, KG		Execution					

Preparation 
Execution 
Complete 

VARIANCE REPORT AS OF MAY 31, 2020

REVENUES

Account No.	Account Name	CENTRE	20 FINAL BUDGET	20 ACTUAL VALUES	VARIANCE
1-3-1000-1310	MUN WRITE-OFFS		-	1,762.00	
1-3-1012-1210	COUNTY TAX LEVY		-	(37,743.00)	
1-3-1012-1310	COUNTY WRITE/OFFS		-	1,957.00	
1-3-1013-1310	ENG PUB WRITE/OFFS		-	544.00	
1-3-1200-7120	TAX WRITE OFFS		(1,000.00)	-	
					Budget change due to
1-3-1200-8001	ADM - TRANSFER FROM RESERVES		(78,651.00)	-	archives
1-3-1250-4040	P.I.L. - POST OFFICE		(4,000.00)	1,706.00	
1-3-1250-4060	PIL - MUNICIPAL TAX ASSISTANCE ACT		(16,700.00)	(19,417.00)	
1-3-1250-4061	GLENGARRY MEMORIAL HOSPITAL		(2,000.00)	-	
1-3-1250-4063	ONTARIO HYDRO - HYDRO ONE		(4,100.00)	(4,166.00)	
1-3-1250-4064	MUNICIPAL ENTERPRISES		(42,100.00)	(48,377.00)	
1-3-1250-4065	RAILWAYS - RIGHT OF WAY		(43,200.00)	-	
1-3-1300-7130	PENALTIES & INTEREST ON TAXES		(300,000.00)	(73,110.00)	
1-3-1500-5009	ONTARIO MUNICIPAL PARTNERSHIP FUND		(2,109,500.00)	(1,054,750.00)	
1-3-1600-5087	ONTARIO TRILLIUM GRANT		-	(29,200.00)	
1-3-1600-5089	FEDERAL GAS TAX GRANT		(306,669.00)	-	
1-3-1600-5095	DRAINAGE SUPT/MAINTENANCE GRANT		-	(58,705.00)	
1-3-1600-5097	PUC RRCA GRANT		(30,000.00)	-	
1-3-1600-5098	OTHER GRANTS		(47,600.00)	-	
1-3-1700-7100	LOTTERY LICENCES		(10,000.00)	(1,154.00)	
1-3-1700-7102	TAX CERTIFICATES		(22,000.00)	(4,490.00)	
1-3-1700-7103	MARRIAGE LICENCES		(4,000.00)	(875.00)	
1-3-1700-7106	LAND RENTAL - CHIP STAND - OTHER		(9,750.00)	(7,614.00)	
1-3-1700-7120	GENERAL GOVERNMENT INCOME		-	(7,164.00)	
1-3-1700-7141	INTEREST ON BANK ACCOUNT		(20,000.00)	(35,974.00)	
1-3-1700-7160	RENTAL OF BUILDINGS		(8,700.00)	(416.00)	
1-3-1700-7161	TAX ADJUSTMENTS OVER/SHORT		-	(42.00)	
1-3-1700-7998	GLENGARRY GREEN BOX PROGRAM		-	(770.00)	
1-3-1900-7754	COMM. DEV. - OTHER FUNDING		(7,500.00)	-	
1-3-1900-8004	COMM. DEV. - SPECIAL EVENTS		(11,000.00)	-	
1-3-1950-2036	ECON DEV - SDG INCENTIVE PROGRAM		-	(18,729.00)	
1-3-1950-3000	ECON DEV - WAGE SUBSIDY		(8,400.00)	(13,650.00)	
1-3-1950-3016	ECON DEV - MAIN STREET REVITALIZATION		(25,000.00)	-	

1-3-1950-8001	ECON DEV - TRANSFER FROM RESERVES	(30,000.00)	-
1-3-2000-7200	FIRE - BURN PERMITS	(3,000.00)	(2,850.00)
1-3-2000-7206	FIRE - MANDATORY INSPECTIONS	(6,000.00)	(450.00)
1-3-2000-7230	FIRE - FEES FROM RESIDENTS	(30,000.00)	2,881.00
1-3-2000-7231	FIRE - FEES OTHER MUNICIPALITIES	(1,000.00)	(5,382.00)
1-3-2000-7233	FIRE - REVENUES MTO CLAIMS	(27,000.00)	(9,167.00)
1-3-2000-7850	FIRE - SALE OF EQUIPMENT	(20,000.00)	-
1-3-2000-8001	FIRE - TRANSFER FROM RESERVES	(265,000.00)	-
1-3-2000-8100	FIRE - FINANCE CAPITAL	(450,000.00)	-
1-3-2100-6000	CBO - PROPERTY STANDARDS	-	(565.00)
1-3-2100-7200	CBO - BUILDING PERMITS	(125,000.00)	(59,937.00)
1-3-2100-7203	CBO - REVENUE - OTHER	-	(160.00)
1-3-2100-7206	CBO - BURN PERMIT	-	(100.00)
1-3-2125-7104	BYLAW - BUSINESS LICENSE/PERMITS	(3,500.00)	(1,250.00)
1-3-2125-7201	BYLAW - ENFORCEMENT VIOLATIONS	(15,000.00)	(60.00)
1-3-2125-7207	BYLAW - CLEAN YARDS	(1,000.00)	-
1-3-2125-7208	BYLAW - PARKING TICKETS	(2,000.00)	(740.00)
1-3-2200-7200	SS - PERMITS	(18,000.00)	(2,430.00)
1-3-2200-7203	SS - OTHER REVENUE	-	(1,610.00)
1-3-2250-7200	ANIMAL CONTROL - KENNEL PERMIT	(3,500.00)	-
1-3-2250-7210	ANIMAL CONTROL - DOG LICENCES	(29,500.00)	(2,320.00)
1-3-2300-2300	AMBULANCE - RENT INCOME	(21,315.00)	(8,882.00)
1-3-2300-2301	AMBULANCE - OPERATING REVENUES	(3,000.00)	-
1-3-3000-3020	ROADS - AGGREGATE RESOURCES	(4,500.00)	-
1-3-3000-5015	ROADS - OCIF FUNDING	-	(68,262.00)
1-3-3000-5089	ROADS - FEDERAL GAS TAX	(542,732.00)	-
1-3-3000-7121	ROADS - ENTRANCE FEES	(500.00)	(450.00)
1-3-3000-7503	ROADS - GRANTS	(1,898,799.00)	-
1-3-3000-7850	ROADS - SALE OF EQUIPMENT	(7,000.00)	-
1-3-3000-7911	ROADS - RECOVERABLE	(30,000.00)	-
1-3-3000-8001	ROADS - TRANSFER FROM RESERVES	(409,000.00)	-
1-3-3000-8100	ROADS - FINANCE CAPITAL PURCHASES	(275,000.00)	-
1-3-4010-8001	WASTE - TRANSFER FROM RESERVES	(10,000.00)	-
1-3-4020-7400	LF - LANDFILL SITE REVENUES	(5,000.00)	-
1-3-4020-7401	LF - GARBAGE & RECYCLING CHARGES ON TAX	(780,000.00)	-
1-3-4020-7402	LF - GARBAGE BAG TAGS & BLUE BOXES	(1,000.00)	(480.00)
1-3-4020-7403	LF - LAFLECHE - COMMERCIAL PORTION	(8,000.00)	(1,898.00)
1-3-4020-7404	LF - MHSW - MUN HAZ SPECIAL WASTE	(15,000.00)	-

1-3-4020-7405	LF - FUEL SURCHARGE REVENUE	(500.00)	-
1-3-4020-7503	LF - GRANTS	(2,000.00)	-
1-3-4020-8001	LF - TRANSFER FROM RESERVES	(137,671.00)	-
1-3-4030-3000	RARE - WAGE SUBSIDY	(2,000.00)	-
1-3-4030-7419	RARE - LCBO BOTTLE DEPOSIT	(16,400.00)	(11,689.00)
1-3-4030-7422	RARE - TUBS & LIDS 3 TO 7	(3,760.00)	-
1-3-4030-7423	RARE - OTHER REVENUE	(500.00)	(33.00)
1-3-4030-7424	RARE - ALUMINUM	(16,800.00)	-
1-3-4030-7425	RARE - METAL	(8,400.00)	(5,737.00)
1-3-4030-7428	RARE - PLASTIC HDPE#2	(6,800.00)	(7,888.00)
1-3-4030-7429	RARE - PET #1	(10,000.00)	(10,064.00)
1-3-4030-7430	RARE - CARDBOARD	(70,000.00)	(47,841.00)
1-3-4030-7431	RARE - MIXED PLASTICS 1 TO 7	(1,400.00)	-
1-3-4030-7432	RARE - NEWSPRINT #8	(35,600.00)	(4,464.00)
1-3-4030-7433	RARE - OFFICE MIX	(1,600.00)	(3,336.00)
1-3-4030-7455	RARE - PROCESSING RUSSEL/ABC	-	(17,649.00)
1-3-4030-7503	RARE - GRANTS	(140,000.00)	(49,742.00)
1-3-4030-8001	RARE - TRANSFER FROM RESERVES	(25,582.00)	-
1-3-7100-7710	MSC - HALL RENTAL	(7,000.00)	(2,998.00)
1-3-7100-7711	MSC - CANTEEN	(20,000.00)	(7,090.00)
1-3-7100-7712	MSC - BAR RECEIPTS	(8,000.00)	(3,243.00)
1-3-7100-7713	MSC - PRO SHOP	(1,000.00)	(587.00)
1-3-7100-7714	MSC - PEPSI MACHINE	(1,500.00)	(587.00)
1-3-7100-7715	MSC - BALL FIELDS RENTS	(500.00)	-
1-3-7100-7716	MSC - ADVERTISING	(7,000.00)	242.00
1-3-7100-7719	MSC - OTHER REVENUES	-	(510.00)
1-3-7100-7720	MSC - ICE RENTAL	(150,000.00)	(45,209.00)
1-3-7100-7721	MSC - FLOOR ICE SURFACE	-	(241.00)
1-3-7100-8001	MSC - TRANSFER FROM RESERVES	(17,000.00)	-
1-3-7200-4101	ISLAND PARK - FIELD LINING SPORTSFIELD R	(9,000.00)	-
1-3-7200-7712	ISLAND PARK - BAR REVENUE	(1,000.00)	(541.00)
1-3-7200-7748	ISLAND PARK - DUMPING STATION	(250.00)	-
1-3-7200-7750	ISLAND PARK - CAMPING REVENUE	(100.00)	-
1-3-7200-7751	ISLAND PARK - HALL RENTAL	(10,000.00)	(2,913.00)
1-3-7200-7753	ISLAND PARK - OTHER REVENUE	(850.00)	(3,102.00)
1-3-7300-4100	DOME - GLENG. WOMEN'S VOLLEYBALL	(4,000.00)	(2,434.00)
1-3-7300-4101	DOME - ADVERTIZING REVENUE	(2,700.00)	(535.00)
1-3-7300-4102	DOME - TENNIS REVENUES	(20,000.00)	(10,151.00)

1-3-7300-4103	DOME - TRACK REVENUES	(20,000.00)	(16,375.00)
1-3-7300-4104	DOME - FIELD REVENUES	(40,000.00)	(19,470.00)
1-3-7300-4105	DOME - VENDING REVENUES	(500.00)	(126.00)
1-3-7300-4110	DOME - BIRTHDAY PARTIES	(1,500.00)	(1,082.00)
1-3-7300-7754	DOME - NAMING RIGHTS - TIM HORTON	(5,000.00)	-
1-3-7300-7755	DOME - FLAG FOOTBALL LEAGUE	(3,300.00)	(2,062.00)
1-3-7300-8001	DOME - TRANSFER FROM RESERVES	(7,000.00)	-
1-3-7400-7160	LIB - LIBRARY RENT	(18,159.00)	-
1-3-7500-3003	GSP - AGREEMENT SOUTH GLENGARRY	(50,000.00)	(50,000.00)
1-3-7500-4105	GSP - VENDING SUPPLIES	(750.00)	(257.00)
1-3-7500-7122	GSP - DONATIONS	(4,350.00)	-
1-3-7500-7710	GSP - HALL RENTAL	-	(1,337.00)
1-3-7500-7712	GSP - BAR RECEIPTS	(32,000.00)	(12,023.00)
1-3-7500-7713	GSP - SKATE SHARPENING	(6,000.00)	(1,929.00)
1-3-7500-7714	GSP - PEPSI MACHINES	-	(634.00)
1-3-7500-7716	GSP - BOARD ADVERTISING	(12,800.00)	-
1-3-7500-7719	GSP - OTHER REVENUES	(4,250.00)	(525.00)
1-3-7500-7720	GSP - ICE RENTAL	(197,500.00)	(71,998.00)
1-3-7500-7721	GSP - OTHER ICE RENTALS	(1,300.00)	(265.00)
1-3-7500-7722	GSP - PROGRAMMING	(20,000.00)	(3,165.00)
1-3-7500-7723	GSP - CANTEEN RENTAL	(2,400.00)	(600.00)
1-3-8000-7109	PLN - ZONING CERTIFICATES	-	(2,160.00)
1-3-8000-7800	PLN - ZONING & AMENDMENT FEES	(15,000.00)	(4,000.00)
1-3-8000-7802	PLN - MINOR VARIANCES	(5,000.00)	(1,500.00)
1-3-8000-7803	PLN - OTHER REVENUE	(30,000.00)	(3,000.00)
1-3-8000-7806	PLN - CASH-IN-LIEU PARKLAND FEES	-	(6,000.00)
1-3-8000-8001	PLN - TRANSFER FROM RESERVES	(27,651.00)	-
1-3-8020-4010	DRAINAGE - MUNICIPAL DRAIN MTCE. CHARGES	(296,280.00)	3,896.00
1-3-8020-4012	DRAINAGE - TILE DRAINAGE INSPECTION FEES	(300.00)	-
1-3-8020-5095	DRAINAGE SUPT/MAINTENANCE GRANT	(232,381.00)	-
1-3-8030-5030	LIVESTOCK & POULTRY GRANT	(4,000.00)	(30.00)
1-3-8040-4013	DRAINAGE - TILE DRAINAGE LOAN - TAXES	(91,250.00)	-
1-3-9300-4900	WATER - DOMESTIC - ALEXANDRIA	(1,328,186.00)	(380,106.00)
1-3-9300-4902	WATER-COMMERCIAL-ALEXANDRIA	(678,923.00)	(195,232.00)
1-3-9300-4903	WATER-GLEN ROBERTSON	(40,576.00)	(14,964.00)
1-3-9300-4905	WATER - PENALTY & INTEREST	(20,000.00)	(2,406.00)
1-3-9300-4906	WATER-OTHER INCOME	(10,000.00)	(2,613.00)
1-3-9300-4907	WATER - NSF CHEQUE CHARGE	-	(100.00)

1-3-9300-4908	WATER - DOMESTIC - MAXVILLE	-	(5,260.00)	
1-3-9300-4909	WATER - COMMERCIAL- MAXVILLE	-	(4,501.00)	
1-3-9300-4940	SEWER FEES - ALEXANDRIA	(923,251.00)	(304,381.00)	
1-3-9300-4941	SEWER FEES - MAXVILLE	(165,548.00)	(51,807.00)	
1-3-9300-4951	WATER/SEWER CONNECTION FEES	(20,000.00)	(12,000.00)	
1-3-9300-4961	USER FEES - WETLANDS CAPITAL RECOVERY	(15,000.00)	(4,191.00)	
1-3-9300-4971	WATER -HYDRANT RENTAL	(20,000.00)	-	
1-3-9500-1001	MAXVILLE - CWWF FUNDING	(1,243,761.00)	(522,362.00)	
1-3-9500-1002	TRF FROM DEBT - MAXVILLE	(2,324,122.00)	-	
		<u>(16,809,167.00)</u>	<u>(3,507,396.00)</u>	-
	Expenses	13,087,737.00	6,852,469.00	(6,235,268.00)
	Capital	9,857,949.00	2,613,446.00	(7,244,503.00)
	GRAND TOTAL	<u>6,136,519.00</u>	<u>5,958,519.00</u>	<u>(13,479,771.00)</u>

VARIANCE REPORT AS OF MAY 31, 2020

OPERATING EXPENSES

Account No.	Account Name	CENTRE	20 FINAL BUDGET	20 ACTUAL VALUES	VARIANCE	NOTES
1-4-1000-1010	COUNCIL - SALARIES		136,829.00	49,622.00	(87,207.00)	
1-4-1000-1110	COUNCIL - BENEFITS		9,852.00	2,564.00	(7,288.00)	
1-4-1000-5000	COUNCIL - MAYOR CONVENTIONS & EXPENSES		8,360.00	6,243.00	(2,117.00)	
1-4-1000-5001	COUNCIL -DPTY MAYOR CONVENTION EXPENSES		3,360.00	5,844.00	2,484.00	SDG County contributes at year end
1-4-1000-5002	COUNCILLOR AT LARGE - CONVENTION & EXPEN		5,510.00	3,611.00	(1,899.00)	
1-4-1000-5003	COUNCILLOR - ALEXANDRIA WARD		5,510.00	362.00	(5,148.00)	
1-4-1000-5004	COUNCILLOR - KENYON WARD		5,510.00	2,850.00	(2,660.00)	
1-4-1000-5005	COUNCILLOR - LOCHIEL WARD		5,510.00	2,887.00	(2,623.00)	
1-4-1000-5006	COUNCILLOR - MAXVILLE WARD		5,510.00	403.00	(5,107.00)	
1-4-1000-5010	COUNCIL - GENERAL EXPENSES		3,000.00	287.00	(2,713.00)	
1-4-1200-1010	ADM - WAGES		558,854.00	213,926.00	(344,928.00)	
1-4-1200-1015	ADM - PART TIME WAGES		-	1,694.00	1,694.00	PT Tax Collector
1-4-1200-1035	ADM - OVERTIME		2,000.00	1,172.00	(828.00)	
1-4-1200-1110	ADM - EMPLOYEE BENEFITS		161,878.00	69,266.00	(92,612.00)	
1-4-1200-1225	ADM - INSURANCE		36,697.00	36,771.00	74.00	
1-4-1200-1507	ADM - BANK CHARGES		6,000.00	2,551.00	(3,449.00)	
1-4-1200-2015	ADM - TAXES MUNICIPAL PROPERTY		19,600.00	19,040.00	(560.00)	
1-4-1200-2020	ADM - HEALTH & SAFETY		8,000.00	1,725.00	(6,275.00)	
1-4-1200-2025	ADM - MILEAGE & TRAVEL		4,000.00	562.00	(3,438.00)	
1-4-1200-2026	ADM - MEETING ATTENDANCE		300.00	240.00	(60.00)	
1-4-1200-2027	ADM - INSURANCE CLAIMS		-	2,100.00	2,100.00	Damages Maxville Water
1-4-1200-2035	ADM - CONFERENCES/WORKSHOPS/TRAINING		16,000.00	4,589.00	(11,411.00)	
1-4-1200-2048	ADM - STAFF CELL PHONES C/B		-	(50.00)	(50.00)	
1-4-1200-2049	ADM - CELL PHONES		3,500.00	1,572.00	(1,928.00)	
1-4-1200-2050	ADM - TELEPHONE		4,500.00	854.00	(3,646.00)	
1-4-1200-2051	ADM - COURIER		500.00	112.00	(388.00)	
1-4-1200-2055	ADM - ENBRIDGE		4,500.00	2,278.00	(2,222.00)	
1-4-1200-2056	ADM - HYDRO		25,000.00	8,379.00	(16,621.00)	
1-4-1200-2057	ADM - WATER/SEWER		2,500.00	400.00	(2,100.00)	
1-4-1200-2100	ADM - POSTAGE & FOLDING LEASING		25,000.00	10,590.00	(14,410.00)	
1-4-1200-2102	ADM - PARKING LOT RENT		3,100.00	1,781.00	(1,319.00)	
1-4-1200-2120	ADM - OFFICE SUPPLIES		23,520.00	3,973.00	(19,547.00)	
1-4-1200-2124	ADM - HOUSEKEEPING & JANITORIAL SUPPLIES		2,000.00	655.00	(1,345.00)	
1-4-1200-2125	ADM - SUPPLIES		3,000.00	1,187.00	(1,813.00)	
1-4-1200-2130	ADM - COMPUTER FEES AND EQUIPMENT		40,000.00	34,882.00	(5,118.00)	
1-4-1200-2131	ADM - COMPUTER WEBSITE HOSTING		3,100.00	3,053.00	(47.00)	
1-4-1200-2140	ADM - PHOTOCOPIER ADMINISTRATION		6,500.00	2,578.00	(3,922.00)	
1-4-1200-2200	ADM - ACCOUNTING/AUDIT		28,000.00	10,176.00	(17,824.00)	

1-4-1200-2210	ADM - LEGAL FEES	20,000.00	10,927.00	(9,073.00)	
1-4-1200-2223	ADM - CONSULTING/PROFESSIONAL FEES	28,000.00	20,362.00	(7,638.00)	
1-4-1200-2300	ADM - ADVERTISING	6,000.00	1,890.00	(4,110.00)	
1-4-1200-2366	ADM - BUILDING/PROP MAINT/SUPPLIES	10,000.00	5,504.00	(4,496.00)	
1-4-1200-2410	ADM - ASSOCIATION & MEMBERSHIP FEES	6,000.00	6,171.00	171.00	
1-4-1200-2457	ADM - PRINTING ADMINISTRATION	6,500.00	866.00	(5,634.00)	
1-4-1200-2500	ADM - MARRIAGE LICENCE FEES	1,000.00	960.00	(40.00)	
1-4-1200-3600	ADM - ELECTION COSTS	-	1,884.00	1,884.00	Data Fix Costs Voter View
1-4-1200-4267	ADM - SENIOR SUPPORT (LEGION)	5,000.00	1,374.00	(3,626.00)	
1-4-1200-4941	ADM - SHREDDING SERVICE	-	299.00	299.00	
1-4-1200-5010	ADM - GENERAL EXPENSES	6,000.00	3,392.00	(2,608.00)	
1-4-1200-6450	ADM - ACCESSIBILITY FOR ONT DISABILITIES	20,000.00	-	(20,000.00)	
1-4-1200-7120	ADM - TAX WRITE-OFFS	107,043.00	28,211.00	(78,832.00)	
1-4-1200-7998	ADM - GLENGARRY GREEN BOX PROGRAM	-	972.00	972.00	Cleared at year end with revenues
1-4-1200-9110	ADM - COVID 19	-	39,518.00	39,518.00	
1-4-1900-1110	COMM. DEV. - BENEFITS	-	34.00	34.00	
1-4-1900-2025	COMM. DEV. - MILEAGE	100.00	-	(100.00)	
1-4-1900-2031	COMM. DEV. - JULY 1ST & CHRISTMAS EXP.	17,000.00	98.00	(16,902.00)	
1-4-1900-2300	COMM. DEV - ADVERTISING	-	33.00	33.00	
1-4-1900-4107	COMM. DEV - SPECIAL GRANTS DISBUR	7,500.00	-	(7,500.00)	
1-4-1900-8004	COMM. DEV - SPECIAL EVENTS	12,500.00	-	(12,500.00)	
1-4-1900-8005	COMM. DEV - COMMITTEE	5,000.00	720.00	(4,280.00)	
1-4-1900-8006	COMM DEV - ACH COMMITTEE	5,000.00	-	(5,000.00)	
1-4-1950-1010	ECON DEV - WAGES	88,802.00	33,590.00	(55,212.00)	
1-4-1950-1015	ECON DEV - PART-TIME WAGES	14,400.00	-	(14,400.00)	
1-4-1950-1110	ECON DEV - BENEFITS	22,383.00	10,757.00	(11,626.00)	
1-4-1950-2025	ECON DEV - MILEAGE	4,000.00	823.00	(3,177.00)	
1-4-1950-2026	ECON DEV - MEETING	4,000.00	56.00	(3,944.00)	
1-4-1950-2034	ECON DEV - SPONSORSHIP	10,000.00	1,000.00	(9,000.00)	
1-4-1950-2035	ECON DEV - TRAINING CONFERENCE	6,000.00	60.00	(5,940.00)	
1-4-1950-2036	ECON DEV - SDG INCENTIVE PROGRAM	-	12,558.00	12,558.00	Offset with revenues
1-4-1950-2049	ECON DEV - CELL PHONES	1,250.00	1,162.00	(88.00)	
1-4-1950-2050	ECON DEV - TELEPHONE	300.00	62.00	(238.00)	
1-4-1950-2100	ECON DEV - POSTAGE	400.00	-	(400.00)	
1-4-1950-2125	ECON DEV - SUPPLIES	1,250.00	94.00	(1,156.00)	
1-4-1950-2140	ECON DEV - PHOTOCOPIER	2,400.00	-	(2,400.00)	
1-4-1950-2300	ECON DEV - ADVERTISING	25,000.00	5,324.00	(19,676.00)	
1-4-1950-2410	ECON DEV - MEMBERSHIP FEES	1,000.00	1,421.00	421.00	
1-4-1950-3016	ECON DEV - MAIN STREET REVITALIZATION	3,000.00	-	(3,000.00)	
1-4-1950-3702	ECON DEV - CIP IMPROVEMENT GRANT	60,000.00	7,441.00	(52,559.00)	
1-4-1950-3703	ECON DEV - CIP OPERATING EXPENSE	1,000.00	473.00	(527.00)	
1-4-2000-1010	FIRE - WAGES	124,834.00	43,506.00	(81,328.00)	

1-4-2000-1015	FIRE - PART-TIME WAGES	234,018.00	526.00	(233,492.00)	
1-4-2000-1110	FIRE - EMPLOYEE BENEFITS	15,652.00	5,182.00	(10,470.00)	
1-4-2000-1210	FIRE - WSIB CLAIMS PAID	-	1,279.00	1,279.00	Hearing aids
1-4-2000-1225	FIRE - INSURANCE	64,653.00	64,785.00	132.00	
1-4-2000-1500	FIRE - LOAN PAYMENT VEHICLES	178,500.00	69,874.00	(108,626.00)	
1-4-2000-1510	FIRE - LOAN PAYMENT SCBA EQUIPMENT	31,000.00	15,002.00	(15,998.00)	
1-4-2000-2021	FIRE - PERSONAL PROTECTIVE EQUIP	25,000.00	2,952.00	(22,048.00)	
1-4-2000-2025	FIRE - MILEAGE & TRAVEL	1,000.00	108.00	(892.00)	
1-4-2000-2026	FIRE - MEETING	500.00	-	(500.00)	
1-4-2000-2027	FIRE - INSURANCE CLAIM	-	3,316.00	3,316.00	
1-4-2000-2039	FIRE - RESPONSE EXPENSES	-	838.00	838.00	New account, budget to be allocated next year
1-4-2000-2040	FIRE - TRAINING	24,000.00	2,955.00	(21,045.00)	
1-4-2000-2041	FIRE - Prevention	4,000.00	1,166.00	(2,834.00)	
1-4-2000-2048	FIRE - DISPATCH SERVICE	36,414.00	18,877.00	(17,537.00)	
1-4-2000-2049	FIRE - CELL PHONES	6,000.00	2,775.00	(3,225.00)	
1-4-2000-2050	FIRE - TELEPHONE	2,000.00	619.00	(1,381.00)	
1-4-2000-2051	FIRE - COURIER	-	52.00	52.00	
1-4-2000-2055	FIRE - ENBRIDGE	5,500.00	2,494.00	(3,006.00)	
1-4-2000-2056	FIRE - HYDRO	22,000.00	8,477.00	(13,523.00)	
1-4-2000-2057	FIRE - WATER/SEWER	2,000.00	1,047.00	(953.00)	
1-4-2000-2065	FIRE - FURNACE OIL/PROPANE	8,000.00	3,631.00	(4,369.00)	
1-4-2000-2079	FIRE - FIRST AID MATERIALS	1,500.00	144.00	(1,356.00)	
1-4-2000-2102	FIRE - TRAINING PROPERTY RENTAL	2,040.00	850.00	(1,190.00)	
1-4-2000-2110	FIRE - TOOLS/EQUIPMENT REPLACEMENT	9,000.00	28.00	(8,972.00)	
1-4-2000-2111	FIRE - UNIFORMS	9,000.00	353.00	(8,647.00)	
1-4-2000-2112	FIRE - NEW EQUIPMENT	15,000.00	3,722.00	(11,278.00)	
1-4-2000-2120	FIRE - OFFICE SUPPLIES	1,000.00	112.00	(888.00)	
1-4-2000-2124	FIRE - JANITORIAL-HOUSEKEEPING	750.00	4.00	(746.00)	
1-4-2000-2125	FIRE - MATERIAL/SUPPLIES	6,000.00	869.00	(5,131.00)	
1-4-2000-2130	FIRE - COMPUTER EQUIP & SUPPLIES	5,000.00	4,645.00	(355.00)	
1-4-2000-2131	FIRE - CLOUD HOSTING	-	1,553.00	1,553.00	Budget allocated next year
1-4-2000-2140	FIRE - PHOTOCOPIER EXPENSE	1,000.00	1,438.00	438.00	
1-4-2000-2150	FIRE - MAINTENANCE OF FIRE WELLS	2,000.00	-	(2,000.00)	
1-4-2000-2210	FIRE - LEGAL FEES	1,000.00	-	(1,000.00)	
1-4-2000-2270	FIRE - FIRE FEES	30,000.00	12,269.00	(17,731.00)	
1-4-2000-2300	FIRE - ADVERTISING	2,000.00	80.00	(1,920.00)	
1-4-2000-2305	FIRE - RECOGNITION	4,000.00	-	(4,000.00)	
1-4-2000-2366	FIRE - BUILDING MAINTENANCE/SUPPLIES	13,000.00	6,971.00	(6,029.00)	
1-4-2000-2367	FIRE - RADIO LICENCES	5,000.00	6,293.00	1,293.00	
1-4-2000-2368	FIRE - EQUIPMENT MAINTENANCE	25,000.00	12,228.00	(12,772.00)	
1-4-2000-2369	FIRE - PPE MAINTENANCE	10,000.00	2,753.00	(7,247.00)	
1-4-2000-2399	FIRE - VEHICLE MAINTENANCE	25,000.00	11,137.00	(13,863.00)	

1-4-2000-2400	FIRE - GAS/OIL/DIESEL	8,000.00	6,496.00	(1,504.00)	
1-4-2000-2410	FIRE - ASSOCIATION & MEMBERSHIP FEES	2,000.00	259.00	(1,741.00)	
1-4-2000-3010	FIRE - EQUIPMENT LEASING	37,800.00	16,032.00	(21,768.00)	
1-4-2000-5010	FIRE - GENERAL EXPENSES	2,000.00	377.00	(1,623.00)	
1-4-2000-7200	FIRE - BURN PERMIT EXPENSE	-	992.00	992.00	Budget allocated next year, offset with revenues
1-4-2100-1010	CBO - WAGES	125,925.00	53,172.00	(72,753.00)	
1-4-2100-1015	CBO - PART-TIME WAGES	-	18,860.00	18,860.00	GIS Coordinator
1-4-2100-1035	CBO - OVERTIME	-	63.00	63.00	
1-4-2100-1110	CBO - BENEFITS	35,496.00	18,928.00	(16,568.00)	
1-4-2100-2021	CBO - WORK BOOTS & CLOTHING	1,000.00	-	(1,000.00)	
1-4-2100-2025	CBO - MILEAGE & TRAVEL	2,000.00	-	(2,000.00)	
1-4-2100-2035	CBO - CONFERENCE/WORKSHOP/TRAINING	5,000.00	371.00	(4,629.00)	
1-4-2100-2049	CBO - CELL PHONE	2,000.00	482.00	(1,518.00)	
1-4-2100-2051	CBO - COURIER	500.00	-	(500.00)	
1-4-2100-2100	CBO - POSTAGE	-	92.00	92.00	
1-4-2100-2120	CBO - OFFICE SUPPLIES	-	329.00	329.00	
1-4-2100-2125	CBO - MATERIALS/SUPPLIES	3,000.00	44.00	(2,956.00)	
1-4-2100-2130	CBO - COMPUTER EQUIP & SUPPLIES	1,000.00	41.00	(959.00)	
1-4-2100-2140	CBO - PHOTOCOPIER EXPENSE	-	221.00	221.00	
1-4-2100-2210	CBO - LEGAL FEES	5,000.00	61.00	(4,939.00)	
1-4-2100-2223	CBO - CONSULTING FEES	1,000.00	-	(1,000.00)	
1-4-2100-2399	CBO - VEHICLE MAINTENANCE	2,000.00	85.00	(1,915.00)	
1-4-2100-2400	CBO - GAS	2,500.00	239.00	(2,261.00)	
1-4-2100-2410	CBO - ASSOCIATION & MEMBERSHIP FEES	1,000.00	467.00	(533.00)	
1-4-2100-7205	CBO - CIVIC NUMBERING COSTS	500.00	59.00	(441.00)	
1-4-2125-1010	BY-LAW - WAGES	60,982.00	23,769.00	(37,213.00)	
1-4-2125-1035	BY-LAW - OVERTIME	-	2,269.00	2,269.00	
1-4-2125-1110	BY-LAW - BENEFITS	16,275.00	7,932.00	(8,343.00)	
1-4-2125-2021	BY-LAW - CLOTHING ALLOWANCE	500.00	-	(500.00)	
1-4-2125-2025	BY-LAW - MILEAGE AND TRAVEL	1,000.00	-	(1,000.00)	
1-4-2125-2035	BY-LAW - CONFERENCES & TRAINING	1,500.00	-	(1,500.00)	
1-4-2125-2049	BY-LAW - CELL PHONES	500.00	308.00	(192.00)	
1-4-2125-2210	BY-LAW - LEGAL FEES	3,000.00	-	(3,000.00)	
1-4-2125-2399	BY-LAW - TRUCK EXPENSES	-	708.00	708.00	Budget allocated next year
1-4-2125-2400	BY-LAW - FUEL	500.00	250.00	(250.00)	
1-4-2125-5010	BY-LAW - GENERAL EXPENSES	-	32.00	32.00	
1-4-2125-6000	BY-LAW - PROPERTY STANDARDS	10,000.00	565.00	(9,435.00)	
1-4-2125-7207	BY-LAW - CLEAN YARDS	3,000.00	-	(3,000.00)	
1-4-2200-4010	SS - CONTRACTED SERVICES	15,000.00	2,684.00	(12,316.00)	
1-4-2200-7206	SS - MANDATORY INSPECTIONS	2,000.00	-	(2,000.00)	
1-4-2250-2049	CONTROL - CELL PHONE	500.00	160.00	(340.00)	
1-4-2250-4010	ANIMAL CONTROL - CONTRACTED SERVICES	10,000.00	4,158.00	(5,842.00)	

1-4-2250-5010	CONTROL - GENERAL EXPENSES	2,000.00	617.00	(1,383.00)	
1-4-2250-5105	CONTROL - DOG POUND FEES	1,000.00	656.00	(344.00)	
1-4-2250-5106	CONTROL - LIVESTOCK POUNDKEEPER	1,000.00	-	(1,000.00)	
1-4-2260-1010	CROSSING GUARD WAGES	6,238.00	1,391.00	(4,847.00)	
1-4-2260-1110	CROSSING GUARD BENEFITS	784.00	133.00	(651.00)	
1-4-2300-2024	AMBULANCE - OPERATING COSTS	3,000.00	-	(3,000.00)	
1-4-2600-2710	TRANSFER TO RRCA	97,033.00	-	(97,033.00)	
1-4-2600-2715	TRANSFER TO SNRCA	14,514.00	4,838.00	(9,676.00)	
1-4-2900-1010	CEMC - WAGES	-	-	-	
1-4-2900-1015	CEMC -PT TIME WAGES	4,610.00	1,105.00	(3,505.00)	
1-4-2900-1110	CEMC - BENEFITS	579.00	129.00	(450.00)	
1-4-2900-2035	CEMC - CONFERENCES/TRAINING/WORKSHOPS	2,500.00	182.00	(2,318.00)	
1-4-2900-2120	CEMC - OFFICE SUPPLIES	500.00	-	(500.00)	
1-4-2900-2125	CEMC - MATERIALS/SUPPLIES	500.00	-	(500.00)	
1-4-2900-2223	CEMC - CONSULTANT	500.00	-	(500.00)	
1-4-2900-2325	CEMC - PUBLICITY/PUBLIC AWARENESS	1,000.00	304.00	(696.00)	
1-4-2900-5010	CEMC - GENERAL EXPENSES	-	28.00	28.00	
1-4-3011-1035	BRIDGES - OVERTIME	-	116.00	116.00	
1-4-3011-1110	BRIDGES - BENEFITS	-	14.00	14.00	
1-4-3011-2125	BRIDGES - MATERIALS/SUPPLIES	16,000.00	-	(16,000.00)	
1-4-3011-4010	BRIDGES - CONTRACTED SEVICES	6,000.00	8,340.00	2,340.00	Bridge inspectings HP Engineering
1-4-3011-5011	BRIDGES - ENGINEERING STUDY/DESIGN	15,000.00	-	(15,000.00)	
1-4-3012-1010	RD MTCE - WAGES	-	103,925.00	103,925.00	PW total budget in 3101, but spent in various areas
1-4-3012-1035	RD MTCE - OVERTIME	-	7,745.00	7,745.00	PW total budget in 3101, but spent in various areas
1-4-3012-1110	RD MTCE - BENEFITS	-	19,429.00	19,429.00	PW total budget in 3101, but spent in various areas
1-4-3012-2125	RD MTCE - MATERIALS/SUPPLIES	30,000.00	214.00	(29,786.00)	
1-4-3012-2325	RD MTCE - BEAUTIFICATION	6,000.00	507.00	(5,493.00)	
1-4-3012-4110	RD MTCE - BRUSHING & TRIMMING	-	1,099.00	1,099.00	Not budgeted in 2020
1-4-3012-4300	RD MTCE - CATCH BASINS AND CURBS	7,500.00	-	(7,500.00)	
1-4-3012-4350	RD MTCE - DEBRIS/ LITTER PICK UP	1,000.00	-	(1,000.00)	
1-4-3012-4351	RD MTCE - TOP SOIL	1,000.00	-	(1,000.00)	
1-4-3035-1010	SIDEWK - WAGES	-	5,733.00	5,733.00	PW total budget in 3101, but spent in various areas
1-4-3035-1035	SIDEWK - OVERTIME	-	714.00	714.00	PW total budget in 3101, but spent in various areas
1-4-3035-1110	SIDEWK - BENEFITS	-	757.00	757.00	PW total budget in 3101, but spent in various areas
1-4-3035-2125	SIDEWK - MATERIALS/SUPPLIES	3,000.00	-	(3,000.00)	
1-4-3035-4010	SIDEWK - CONTRACTED SERVICES	3,000.00	-	(3,000.00)	

1-4-3045-1010	LSTOP - WAGES	-	19,306.00	19,306.00	PW total budget in 3101, but spent in various areas
1-4-3045-1035	LSTOP - OVERTIME	-	159.00	159.00	
1-4-3045-1110	LSTOP - BENEFITS	-	4,052.00	4,052.00	PW total budget in 3101, but spent in various areas
1-4-3045-2125	LSTOP - MATERIALS/SUPPLIES	4,000.00	-	(4,000.00)	
1-4-3045-5190	LSTOP - PATCHING AND WASHOUTS	2,000.00	-	(2,000.00)	
1-4-3045-5205	LSTOP - DUST LAYER	135,000.00	-	(135,000.00)	
1-4-3046-1010	HRDTOP MTCE - WAGES	-	429.00	429.00	
1-4-3046-1035	HRDTOP MTCE - OVERTIME	-	2.00	2.00	
1-4-3046-1110	HRDTOP MTCE - BENEFITS	-	90.00	90.00	
1-4-3046-5190	HRDTOP MTCE - PATCHING AND WASHOUTS	35,000.00	-	(35,000.00)	
1-4-3046-5194	HRDTOP MTCE - SWEEPING AND CLEANING	30,000.00	7,255.00	(22,745.00)	
1-4-3055-1010	PLOWING/SALTING - WAGES	-	88,464.00	88,464.00	PW total budget in 3101, but spent in various areas
1-4-3055-1035	PLOWING/SALTING - OVERTIME	-	31,423.00	31,423.00	PW total budget in 3101, but spent in various areas
1-4-3055-1110	PLOWING/SALTING - BENEFITS	-	20,309.00	20,309.00	PW total budget in 3101, but spent in various areas
1-4-3055-2125	PLOWING/SALTING - MATERIALS/SUPPLIES	5,000.00	-	(5,000.00)	
1-4-3055-4010	PLOWING/SALTING - CONTRACTED SERVICES	2,000.00	-	(2,000.00)	
1-4-3055-5125	SAND AND SALT	161,000.00	44,564.00	(116,436.00)	
1-4-3056-1010	SNOW REMOVAL - WAGES	-	14,411.00	14,411.00	PW total budget in 3101, but spent in various areas
1-4-3056-1035	SNOW REMOVAL - OVERTIME	-	4,909.00	4,909.00	PW total budget in 3101, but spent in various areas
1-4-3056-1110	SNOW REMOVAL - BENEFITS	-	3,376.00	3,376.00	PW total budget in 3101, but spent in various areas
1-4-3056-2125	SNOW REMOVAL - MATERIALS/SUPPLIES	1,000.00	-	(1,000.00)	
1-4-3056-4010	SNOW REMOVAL - CONTRACTED SERVICES	70,000.00	32,867.00	(37,133.00)	
1-4-3060-1010	S.S. - WAGES	-	814.00	814.00	PW total budget in 3101, but spent in various areas
1-4-3060-1035	S.S. - OVERTIME	-	272.00	272.00	
1-4-3060-1110	S.S. - BENEFITS	-	204.00	204.00	
1-4-3060-2125	S.S. - MATERIALS/SUPPLIES	2,500.00	-	(2,500.00)	
1-4-3060-4010	S.S. - CONTRACTED SERVICES	20,000.00	12,145.00	(7,855.00)	
1-4-3061-2125	S.D. - MATERIALS/SUPPLIES	10,000.00	(1,476.00)	(11,476.00)	
1-4-3061-3010	S.D. - EQUIPMENT RENTALS	40,000.00	14,022.00	(25,978.00)	
1-4-3062-2056	ST. LIGHTS - HYDRO	73,500.00	20,107.00	(53,393.00)	
1-4-3062-2125	ST. LIGHTS - MATERIALS/SUPPLIES	1,000.00	-	(1,000.00)	
1-4-3062-2368	ST. LIGHTS - EQUIPMENT MAINTENANCE	4,000.00	1,407.00	(2,593.00)	
1-4-3062-5010	ST. LIGHTS - X-MAS DECORATION	1,500.00	384.00	(1,116.00)	
1-4-3065-2055	PWB - ENBRIDGE	3,178.00	1,388.00	(1,790.00)	

1-4-3065-2056	PWB - HYDRO	4,410.00	550.00	(3,860.00)	
1-4-3065-2057	PWB - WATER/SEWER	1,300.00	498.00	(802.00)	
1-4-3065-2120	PWB - OFFICE SUPPLIES	4,000.00	204.00	(3,796.00)	
1-4-3065-2124	PWB - HOUSEKEEPING/JANITORIAL SUPPLIE	5,000.00	1,355.00	(3,645.00)	
1-4-3065-2125	PWB - MATERIAL/SUPPLIES	2,000.00	93.00	(1,907.00)	
1-4-3065-2140	PWB - PHOTOCOPIER EXPENSE	600.00	577.00	(23.00)	
1-4-3065-2366	PWB - BLG MTCE/SUPPLIES	2,000.00	183.00	(1,817.00)	
1-4-3090-2055	PWB - ENBRIDGE	10,000.00	14,101.00	4,101.00	
1-4-3090-2056	PWB - HYDRO	8,000.00	8,465.00	465.00	
1-4-3090-2057	PWB - WATER SEWER	1,500.00	498.00	(1,002.00)	
1-4-3090-2366	PWB - BUILDING EXPENSE	1,000.00	-	(1,000.00)	
1-4-3101-1010	ROADS - WAGES - FULL TIME	908,271.00	101,385.00	(806,886.00)	
1-4-3101-1015	ROADS - WAGES - PART TIME	38,484.00	13,953.00	(24,531.00)	
1-4-3101-1035	ROADS - OVERTIME	85,000.00	7,902.00	(77,098.00)	
1-4-3101-1110	ROADS - BENEFITS	282,765.00	58,724.00	(224,041.00)	
1-4-3101-1225	ROADS - INSURANCE	57,563.00	57,682.00	119.00	
1-4-3101-1502	ROADS - LTD FINANCE CHARGES	118,246.00	5,673.00	(112,573.00)	
1-4-3101-2020	ROADS - HEALTH & SAFETY	2,000.00	8.00	(1,992.00)	
1-4-3101-2021	ROADS - WORK BOOTS & CLOTHING	10,000.00	2,292.00	(7,708.00)	
1-4-3101-2025	ROADS - MILEAGE & TRAVEL	500.00	-	(500.00)	
1-4-3101-2026	ROADS - MEETING ATTENDANCE	120.00	-	(120.00)	
1-4-3101-2027	ROAD - INSURANCE CLAIMS	10,000.00	966.00	(9,034.00)	
1-4-3101-2035	ROADS - CONFERENCES/WORKSHOPS/TRAINING	20,000.00	8,578.00	(11,422.00)	
1-4-3101-2049	ROADS - CELL PHONES	11,000.00	4,282.00	(6,718.00)	
1-4-3101-2050	ROADS - TELEPHONE	5,800.00	803.00	(4,997.00)	
1-4-3101-2051	ROADS - COURIER	2,500.00	1,135.00	(1,365.00)	
1-4-3101-2055	ROADS - ENBRIDGE	13,000.00	8,979.00	(4,021.00)	
1-4-3101-2056	ROADS - HYDRO	20,000.00	6,672.00	(13,328.00)	
1-4-3101-2057	ROADS - WATER/SEWER	1,300.00	499.00	(801.00)	
1-4-3101-2065	ROADS - OIL FURNACE	5,200.00	3,696.00	(1,504.00)	
1-4-3101-2110	ROADS - TOOLS	5,000.00	1,104.00	(3,896.00)	
1-4-3101-2120	ROADS - OFFICE SUPPLIES	2,000.00	-	(2,000.00)	
1-4-3101-2124	ROADS - JANITORIAL/HOUSEKEEPING SUPPLIES	500.00	146.00	(354.00)	
1-4-3101-2125	ROADS - MATERIAL/SUPPLIES	12,000.00	4,717.00	(7,283.00)	
1-4-3101-2130	ROADS - COMPUTER FEES & EQUIPMENT	1,500.00	2,865.00	1,365.00	NetFore Systems subscription
1-4-3101-2210	ROADS - LEGAL FEES	3,500.00	-	(3,500.00)	
1-4-3101-2223	ROADS - CONSULTING FEES	10,000.00	-	(10,000.00)	
1-4-3101-2300	ROADS - ADVERTISING	2,000.00	1,279.00	(721.00)	
1-4-3101-2366	ROADS - BUILDING MAINTENANCE/SUPPLIES	10,000.00	5,014.00	(4,986.00)	
1-4-3101-2368	ROADS - EQUIPMENT MAINTENANCE	130,000.00	48,834.00	(81,166.00)	
1-4-3101-2370	ROADS - TRUCK LICENCING	18,000.00	6,215.00	(11,785.00)	
1-4-3101-2400	ROADS - GAS/DIESEL/OIL	175,000.00	78,327.00	(96,673.00)	
1-4-3101-2410	ROADS - ASSOC & MEMBERSHIP FEES	2,000.00	960.00	(1,040.00)	

1-4-3101-4010	ROADS - CONTRACT/CONTRACTED SERVICES	600.00	-	(600.00)	
1-4-3101-4105	ROADS - WEED CONTROL	30,264.00	-	(30,264.00)	
1-4-3101-5010	ROADS - GENERAL EXPENSES	-	185.00	185.00	
1-4-3101-7911	ROADS - RECOVERABLE COSTS	18,000.00	-	(18,000.00)	
1-4-4010-2223	WASTE - CONSULTING FEES	10,000.00	-	(10,000.00)	
1-4-4010-4010	WASTE - CONTRACT/CONTRACTED SERVICES	256,000.00	106,571.00	(149,429.00)	
1-4-4010-4011	WASTE - RECYCLING CONTRACTED SERVICES	170,000.00	71,033.00	(98,967.00)	
1-4-4020-1010	LF - WAGES	51,053.00	3,300.00	(47,753.00)	
1-4-4020-1015	LF - PART-TIME WAGES	-	7,712.00	7,712.00	Full time on sick leave
1-4-4020-1110	LF - BENEFITS	7,268.00	1,899.00	(5,369.00)	
1-4-4020-1516	LF - LTD - LAND	26,884.00	8,961.00	(17,923.00)	
1-4-4020-2013	LF - COVER MATERIAL	15,000.00	-	(15,000.00)	
1-4-4020-2015	LF - PROPERTY TAXES	-	15,733.00	15,733.00	No budget
1-4-4020-2024	LF - OPERATING MTCE. EXPENSE	20,000.00	5,508.00	(14,492.00)	
1-4-4020-2025	LF - MILEAGE & TRAVEL	1,500.00	-	(1,500.00)	
1-4-4020-2035	LF - CONFERENCES & WORKSHOPS	1,000.00	-	(1,000.00)	
1-4-4020-2049	LF - CELL PHONE	600.00	109.00	(491.00)	
1-4-4020-2056	LF - HYDRO	3,000.00	937.00	(2,063.00)	
1-4-4020-2125	LF - MATERIALS/SUPPLIES	1,000.00	102.00	(898.00)	
1-4-4020-2161	LF - COMPACTOR EXPENSE	5,000.00	-	(5,000.00)	
1-4-4020-2187	LF - WASTE ACCEPTANCE FEES - LAFLECHE	163,951.00	61,739.00	(102,212.00)	
1-4-4020-2210	LF - LEGAL COSTS	5,000.00	-	(5,000.00)	
1-4-4020-2223	LF - CONSULTING FEES	30,000.00	21,190.00	(8,810.00)	
1-4-4020-2300	LF - ADVERTISING/EDUCATION	1,000.00	-	(1,000.00)	
1-4-4020-2368	LF - EQUIPMENT MAINTENANCE	1,500.00	-	(1,500.00)	
1-4-4020-2400	LF - GAS/DIESEL/OIL	1,500.00	104.00	(1,396.00)	
1-4-4020-2410	LF - ASSOCIATION FEES	300.00	95.00	(205.00)	
1-4-4020-2540	LF - SAMPLING AND MONITORING	60,675.00	-	(60,675.00)	
1-4-4020-4023	LF - HOUSEHOLD HAZARDOUS WASTE DAY	44,000.00	-	(44,000.00)	
1-4-4020-4028	LF - LEACHATE HAULING	25,000.00	15,496.00	(9,504.00)	
1-4-4020-4029	LF - NG COMMUNITY CLEAN-UP DAY	7,500.00	1,040.00	(6,460.00)	
1-4-4020-4956	LF - FREE LANDFILL OFFSET	30,000.00	-	(30,000.00)	
1-4-4020-9000	LF - TRANSFER TO RESERVES	20,000.00	-	(20,000.00)	
1-4-4030-1010	RARE - WAGES	229,544.00	108,349.00	(121,195.00)	
1-4-4030-1015	RARE- PART TIME WAGES	113,548.00	63,164.00	(50,384.00)	
1-4-4030-1035	RARE - OVERTIME	-	14,166.00	14,166.00	Payroll error
1-4-4030-1110	RARE - BENEFITS	87,311.00	46,703.00	(40,608.00)	
1-4-4030-1225	RARE - INSURANCE	10,796.00	11,900.00	1,104.00	
1-4-4030-1505	RARE - LTD PAYMENTS	54,500.00	18,139.00	(36,361.00)	
1-4-4030-2015	RARE - PROPERTY TAXES	12,750.00	12,347.00	(403.00)	
1-4-4030-2020	RARE - HEALTH & SAFETY	500.00	142.00	(358.00)	
1-4-4030-2021	RARE - WORK BOOTS & CLOTHING	3,000.00	63.00	(2,937.00)	
1-4-4030-2024	RARE - GARBAGE & SNOW REMOVAL	42,000.00	10,800.00	(31,200.00)	

1-4-4030-2025	RARE - MILEAGE & TRAVEL	300.00	123.00	(177.00)	
1-4-4030-2026	RARE - MEETING ATTENDANCE	250.00	-	(250.00)	
1-4-4030-2035	RARE - CONFERENCES/WORKSHOPS/TRAINING	2,000.00	-	(2,000.00)	
1-4-4030-2049	RARE - CELL PHONE	1,500.00	680.00	(820.00)	
1-4-4030-2050	RARE - TELEPHONE	850.00	243.00	(607.00)	
1-4-4030-2055	RARE - ENBRIDGE	3,000.00	2,357.00	(643.00)	
1-4-4030-2056	RARE - HYDRO	35,000.00	8,576.00	(26,424.00)	
1-4-4030-2057	RARE - WATER/SEWER	1,200.00	500.00	(700.00)	
1-4-4030-2100	RARE - POSTAGE	100.00	-	(100.00)	
1-4-4030-2110	RARE - TOOLS	2,000.00	413.00	(1,587.00)	
1-4-4030-2120	RARE - OFFICE SUPPLIES	500.00	-	(500.00)	
1-4-4030-2124	RARE - HOUSEKEEPING & JANITORIAL SUPPLIE	1,000.00	172.00	(828.00)	
1-4-4030-2125	RARE - WIRE MATERIAL	9,000.00	(78.00)	(9,078.00)	
1-4-4030-2130	RARE - COMPUTER EXPENSE	100.00	390.00	290.00	
1-4-4030-2140	RARE - PHOTOCOPIER EXPENSE	1,000.00	274.00	(726.00)	
1-4-4030-2155	RARE - REPAIRS - MAGNETIC SEPARATOR	1,000.00	-	(1,000.00)	
1-4-4030-2156	RARE - REPAIRS - CONVEYOR	2,500.00	3,436.00	936.00	
1-4-4030-2157	RARE - REPAIRS - BOBCAT	2,500.00	2,455.00	(45.00)	
1-4-4030-2159	RARE - REPAIRS - VANS	500.00	-	(500.00)	
1-4-4030-2160	RARE - REPAIRS - BALER	6,000.00	88.00	(5,912.00)	
1-4-4030-2165	RARE - BALLISTIC/OCC HT STORAGE	6,000.00	-	(6,000.00)	
1-4-4030-2210	RARE - LEGAL FEES	2,000.00	-	(2,000.00)	
1-4-4030-2223	RARE - CONSULTING FEES	3,000.00	-	(3,000.00)	
1-4-4030-2300	RARE - ADVERTISING	1,000.00	-	(1,000.00)	
1-4-4030-2325	RARE - PUBLICITY & PROMOTION	2,500.00	1,089.00	(1,411.00)	
1-4-4030-2366	RARE - BUILDING/ MAINTENANCE/SUPPLIES	6,000.00	564.00	(5,436.00)	
1-4-4030-2367	RARE - SHOP EQUIPMENT INVENTORY	3,000.00	-	(3,000.00)	
1-4-4030-2370	RARE - TRUCK LICENCING	150.00	-	(150.00)	
1-4-4030-2399	RARE - VEHICLE MAINTENANCE	1,000.00	-	(1,000.00)	
1-4-4030-2400	RARE - GAS/OIL/DIESEL	4,200.00	1,121.00	(3,079.00)	
1-4-4030-2410	RARE - ASSOC. & MEMBERSHIP FEES	1,000.00	44.00	(956.00)	
1-4-4030-2511	RARE - TRANSPORTATION	2,000.00	750.00	(1,250.00)	
1-4-4030-2520	RARE - WEIGHING CHARGES	900.00	-	(900.00)	
1-4-4030-3010	RARE - EQUIPMENT RENTAL/LEASING	20,000.00	9,040.00	(10,960.00)	
1-4-4030-3021	RARE - EQUIPMENT PURCHASES - OFFICE	500.00	-	(500.00)	
1-4-4030-4010	RARE - CONTRACTED SERVICES	-	1,125.00	1,125.00	Gilles Levac Excavation
1-4-4030-5010	RARE - GENERAL EXPENSES	750.00	7.00	(743.00)	
1-4-4030-7424	RARE - PURCHASE - ALUMINUM	1,000.00	-	(1,000.00)	
1-4-4030-7430	RARE - PURCHASE - CARDBOARD	45,000.00	12,090.00	(32,910.00)	
1-4-4030-7431	RARE - PURCHASE - MIXED PLASTIC	2,700.00	-	(2,700.00)	
1-4-4030-7435	RARE - PURCHASE -NEWSPRINT	4,200.00	123.00	(4,077.00)	
1-4-7000-5236	CONTRIBUTIONS - OTHER ORGANIZATIONS	25,000.00	15,535.00	(9,465.00)	
1-4-7000-5237	CONTRIBTIONS TO N.G. RECREATION ASSOCIAT	82,980.00	16,500.00	(66,480.00)	

1-4-7000-5247	CONT GLENGARRY PIONEER MUSEUM TAX & INS.	14,000.00	4,199.00	(9,801.00)	
1-4-7000-5248	CONT GLENGARRY PIONEER MUSEUM OPERATING	17,000.00	18,000.00	1,000.00	Budget change forgotten, taken from Mayor's fund
1-4-7000-5249	CONTRIBUTION TO HIGHLAND GAMES COMMITTEE	3,000.00	-	(3,000.00)	
1-4-7000-5251	CONTRIBUTION TO FESTIVAL OF LIGHTS	2,000.00	-	(2,000.00)	
1-4-7000-5253	CONTRIBUTION TO GMH	20,000.00	-	(20,000.00)	
1-4-7000-5258	CONTRIBUTION TO ARCHIVE INITIATIVE	46,000.00	55,442.00	9,442.00	Loan of \$21,000 and \$26,000 additional approved
1-4-7020-4260	APPLE HILL COMMUNITY CENTRE	1,428.00	43.00	(1,385.00)	
1-4-7020-4261	GLEN ROBERTSON COMMUNITY CENTRE	1,429.00	208.00	(1,221.00)	
1-4-7020-4262	DUNVEGAN RECREATION CENTRE	1,428.00	43.00	(1,385.00)	
1-4-7020-4263	DALKEITH RECREATION CENTRE	1,429.00	92.00	(1,337.00)	
1-4-7020-4264	MAXVILLE RECREATION CENTRE	1,428.00	114.00	(1,314.00)	
1-4-7020-4265	MAXVILLE LIBRARY	1,429.00	-	(1,429.00)	
1-4-7020-4266	DALKEITH LIBRARY	1,429.00	-	(1,429.00)	
1-4-7100-1010	MSC - WAGES	100,924.00	36,082.00	(64,842.00)	
1-4-7100-1015	MSC - PART TIME WAGES	90,930.00	26,594.00	(64,336.00)	
1-4-7100-1035	MSC - OVERTIME	5,000.00	4,194.00	(806.00)	
1-4-7100-1110	MSC - BENEFITS	58,895.00	22,423.00	(36,472.00)	
1-4-7100-1225	MSC - INSURANCE	12,100.00	12,125.00	25.00	
1-4-7100-2020	MSC - HEALTH & SAFETY	750.00	164.00	(586.00)	
1-4-7100-2021	MSC - WORK BOOTS & CLOTHING	1,500.00	130.00	(1,370.00)	
1-4-7100-2025	MSC - MILEAGE & TRAVEL	700.00	199.00	(501.00)	
1-4-7100-2026	MSC - MEETING ATTENDANCE	600.00	333.00	(267.00)	
1-4-7100-2028	MSC - BOOK KING SOFTWARE	1,500.00	-	(1,500.00)	
1-4-7100-2030	MSC - SPORTSFIELDS EXPENSES	1,750.00	413.00	(1,337.00)	
1-4-7100-2035	MSC - CONFERENCES/ WORKSHOPS/TRAINING	4,000.00	1,788.00	(2,212.00)	
1-4-7100-2049	MSC - CELL PHONE	700.00	384.00	(316.00)	
1-4-7100-2050	MSC - TELEPHONE	1,100.00	(452.00)	(1,552.00)	
1-4-7100-2055	MSC - ENBRIDGE	-	6,053.00	6,053.00	
1-4-7100-2056	MSC - HYDRO	90,000.00	23,196.00	(66,804.00)	
1-4-7100-2057	MSC - WATER/SEWER	6,000.00	594.00	(5,406.00)	
1-4-7100-2110	MSC - TOOLS	300.00	8.00	(292.00)	
1-4-7100-2120	MSC - OFFICE SUPPLIES	500.00	6.00	(494.00)	
1-4-7100-2124	MSC - HOUSEKEEPING & JANITORIAL SUPP	6,000.00	2,080.00	(3,920.00)	
1-4-7100-2125	MSC - MATERIALS/SUPPLIES	2,000.00	455.00	(1,545.00)	
1-4-7100-2126	MSC - HALL SUPPLIES	4,000.00	542.00	(3,458.00)	
1-4-7100-2127	MSC - PEPSI SUPPLIES	1,500.00	770.00	(730.00)	
1-4-7100-2130	MSC - COMPUTER FEES & EQUIP.	1,500.00	630.00	(870.00)	
1-4-7100-2300	MSC - ADVERTISING	750.00	265.00	(485.00)	
1-4-7100-2366	MSC - BUILDING MAINTENANCE/GROUND MTCE	40,000.00	14,138.00	(25,862.00)	
1-4-7100-2367	MSC - PROPANE	35,000.00	11,116.00	(23,884.00)	
1-4-7100-2368	MSC - EQUIPMENT MTCE	15,000.00	6,415.00	(8,585.00)	

1-4-7100-2410	MSC - ASSOCIATION & MEMBERSHIP FEES	1,000.00	160.00	(840.00)
1-4-7100-2564	MSC - PRO SHOP	1,000.00	410.00	(590.00)
1-4-7100-4010	MSC - CONTRACTS/CONTRACTED SERVICES	9,000.00	2,245.00	(6,755.00)
1-4-7100-5120	MSC - SNOW REMOVAL	7,000.00	4,560.00	(2,440.00)
1-4-7100-7711	MSC - CANTEEN SUPPLIES	8,000.00	3,165.00	(4,835.00)
1-4-7200-1010	ISLAND PARK - WAGES	98,106.00	46,595.00	(51,511.00)
1-4-7200-1015	ISLAND PARK - PART TIME WAGES	61,665.00	1,703.00	(59,962.00)
1-4-7200-1035	ISLAND PARK - OVERTIME	5,000.00	2,024.00	(2,976.00)
1-4-7200-1110	ISLAND PARK - BENEFITS	42,478.00	18,444.00	(24,034.00)
1-4-7200-1225	ISLAND PARK - INSURANCE	8,800.00	8,693.00	(107.00)
1-4-7200-2021	ISLAND PARK - CLOTHING ALLOWANCE	1,500.00	318.00	(1,182.00)
1-4-7200-2025	ISLAND PARK - MILEAGE & TRAVEL	500.00	-	(500.00)
1-4-7200-2026	ISLAND PARK - MEETING ATTENDANCE	500.00	357.00	(143.00)
1-4-7200-2028	ISLAND PARK - BOOK KING SOFTWARE	1,500.00	-	(1,500.00)
1-4-7200-2030	ISLAND PARK - SPORTSFIELDS EXPENSE	8,000.00	181.00	(7,819.00)
1-4-7200-2035	ISLAND PARK - CONF/WORKSHOP/TRAINING	3,500.00	1,819.00	(1,681.00)
1-4-7200-2049	ISLAND PARK - CELL PHONE	1,200.00	654.00	(546.00)
1-4-7200-2050	ISLAND PARK - TELEPHONE	500.00	185.00	(315.00)
1-4-7200-2055	ISLAND PARK - ENBRIDGE	2,500.00	1,474.00	(1,026.00)
1-4-7200-2056	ISLAND PARK - HYDRO	12,000.00	2,039.00	(9,961.00)
1-4-7200-2057	ISLAND PARK - WATER/SEWER	7,500.00	545.00	(6,955.00)
1-4-7200-2120	ISLAND PARK - OFFICE SUPPLIES	1,000.00	-	(1,000.00)
1-4-7200-2124	ISLAND PARK - HOUSEKEEPING & JAN. SUPP	7,000.00	2,469.00	(4,531.00)
1-4-7200-2125	ISLAND PARK - MATERIALS/SUPPLIES	1,550.00	109.00	(1,441.00)
1-4-7200-2126	ISLAND PARK - BAR SUPPLIES	1,000.00	114.00	(886.00)
1-4-7200-2130	ISLAND PARK - COMPUTER EQUIPT & SUPPLIES	1,000.00	-	(1,000.00)
1-4-7200-2140	ISLAND PARK - PHOTOCOPIER EXPENSE	600.00	400.00	(200.00)
1-4-7200-2300	ISLAND PARK - ADVERTISING	750.00	-	(750.00)
1-4-7200-2366	ISLAND PARK - BUILDING MAINT/SUPPLIES	11,000.00	1,675.00	(9,325.00)
1-4-7200-2368	ISLAND PARK - EQUIPMENT MAINT/SUPLIES	7,000.00	146.00	(6,854.00)
1-4-7200-2370	ISLAND PARK - OUTDOOR FURN & ATTRIBUTES	3,000.00	-	(3,000.00)
1-4-7200-2399	ISLAND PARK - VEHICLE MAINTENANCE	2,500.00	-	(2,500.00)
1-4-7200-2400	ISLAND PARK - GAS/OIL/DIESEL	6,000.00	821.00	(5,179.00)
1-4-7200-2410	ISLAND PARK - MEMBERSHIP FEES	1,000.00	333.00	(667.00)
1-4-7200-3704	ISLAND PARK - MILL SQUARE OPERATING	2,000.00	-	(2,000.00)
1-4-7200-4005	ISLAND PARK - LANDSCAPING/FLOWERS	10,000.00	-	(10,000.00)
1-4-7200-4010	ISLAND PARK - CONTRACTS/CONTRACTED SERV	5,000.00	-	(5,000.00)
1-4-7200-4102	ISLAND PARK - TREE REMOVAL	1,500.00	-	(1,500.00)
1-4-7200-4104	ISLAND PARK - KING GEORGE PARK	500.00	-	(500.00)
1-4-7200-4108	ISLAND PARK - GOOSE MANAGEMENT STRATEGY	250.00	-	(250.00)
1-4-7200-5010	ISLAND PARK - GENERAL EXPENSES	-	58.00	58.00
1-4-7200-8003	ISLAND PARK - SPECIAL PROJECTS	2,000.00	-	(2,000.00)
1-4-7200-8004	ISLAND PARK - SPECIAL EVENTS/FESTIVALS	1,500.00	1,337.00	(163.00)

1-4-7300-1010	DOME - WAGES	86,658.00	18,094.00	(68,564.00)	
1-4-7300-1015	DOME - PART TIME WAGES	35,060.00	13,212.00	(21,848.00)	
1-4-7300-1035	DOME - OVERTIME	-	1,499.00	1,499.00	Offset with PT not hired
1-4-7300-1110	DOME - BENEFITS	19,833.00	7,160.00	(12,673.00)	
1-4-7300-1225	DOME - INSURANCE	1,210.00	1,136.00	(74.00)	
1-4-7300-2021	DOME - CLOTHING ALLOWANCE	500.00	-	(500.00)	
1-4-7300-2025	DOME - MILEAGE	800.00	22.00	(778.00)	
1-4-7300-2028	DOME - BOOK KING SOFTWARE	1,500.00	-	(1,500.00)	
1-4-7300-2030	DOME - SPORTS EQUIP & SUPPLIES	1,500.00	115.00	(1,385.00)	
1-4-7300-2035	DOME - TRAINING/CONFERENCE	1,000.00	671.00	(329.00)	
1-4-7300-2049	DOME- CELL PHONE	1,000.00	230.00	(770.00)	
1-4-7300-2050	DOME - TELEPHONE	300.00	61.00	(239.00)	
1-4-7300-2055	DOME - ENBRIDGE	45,000.00	22,684.00	(22,316.00)	
1-4-7300-2056	DOME - HYDRO	20,000.00	6,547.00	(13,453.00)	
1-4-7300-2057	DOME - WATER/SEWER	1,300.00	500.00	(800.00)	
1-4-7300-2120	DOME - OFFICE SUPPLIES	1,000.00	175.00	(825.00)	
1-4-7300-2124	DOME - JANITORIAL SUPP & HOUSEKEEPING	3,300.00	850.00	(2,450.00)	
1-4-7300-2125	DOME - SUPPLIES	500.00	-	(500.00)	
1-4-7300-2127	DOME - VENDING SUPPLIES (PEPSI ..)	500.00	38.00	(462.00)	
1-4-7300-2130	DOME - COMPUTER EQUIPT & SUPPLIES	500.00	-	(500.00)	
1-4-7300-2140	DOME - PHOTOCOPIER EXPENSE	100.00	38.00	(62.00)	
1-4-7300-2300	DOME - ADVERTISING	750.00	-	(750.00)	
1-4-7300-2366	DOME - BLDG/PROP MAINT/SUPPLIES	12,000.00	1,971.00	(10,029.00)	
1-4-7300-2368	DOME - EQUIPMENT MTCE	2,000.00	2,594.00	594.00	
1-4-7300-2371	DOME - REFEREE	1,200.00	-	(1,200.00)	
1-4-7300-2399	DOME - VEHICLE REPAIRS	500.00	-	(500.00)	
1-4-7300-4000	DOME - VOLLEYBALL EXPENSE	1,000.00	-	(1,000.00)	
1-4-7300-4001	DOME - RUNNING PROGRAM	2,000.00	1,110.00	(890.00)	
1-4-7300-4005	DOME - LANDSCAPING	500.00	-	(500.00)	
1-4-7300-4110	DOME - BIRTHDAY SUPPLIES	1,000.00	334.00	(666.00)	
1-4-7300-4112	DOME - OUTDOOR FURNITURE	500.00	-	(500.00)	
1-4-7300-4113	DOME - FIELD MAINTENANCE	2,000.00	-	(2,000.00)	
1-4-7300-7755	DOME-FLAG FOOTBALL	100.00	-	(100.00)	
1-4-7400-2056	LIB - HYDRO - DALKEITH & MAXVILLE & ALEX	8,000.00	4,875.00	(3,125.00)	
1-4-7400-2366	LIB - BUILDING MAINTENANCE/SUPPLIES	8,000.00	1,392.00	(6,608.00)	
1-4-7400-4268	LIB - ALEXANDRIA LIBRARY	1,000.00	-	(1,000.00)	
1-4-7500-1010	GSP - WAGES	168,882.00	53,788.00	(115,094.00)	
1-4-7500-1015	GSP - PART-TIME WAGES	52,333.00	17,064.00	(35,269.00)	
1-4-7500-1035	GSP - OVERTIME	-	3,737.00	3,737.00	Offset with PT not hired?
1-4-7500-1110	GSP - BENEFITS	61,454.00	24,739.00	(36,715.00)	
1-4-7500-1225	GSP - INSURANCE	15,121.00	15,121.00	-	
1-4-7500-2021	GSP - CLOTHING ALLOWANCE	1,000.00	-	(1,000.00)	
1-4-7500-2025	GSP - MILEAGE	1,500.00	-	(1,500.00)	

1-4-7500-2035	GSP - TRAINING/WORKSHOP	4,500.00	1,788.00	(2,712.00)	
1-4-7500-2049	GSP - CELL PHONES	1,000.00	584.00	(416.00)	
1-4-7500-2050	GSP - TELEPHONE	500.00	121.00	(379.00)	
1-4-7500-2055	GSP - ENBRIDGE	18,000.00	7,962.00	(10,038.00)	
1-4-7500-2056	GSP - HYDRO	105,000.00	30,348.00	(74,652.00)	
1-4-7500-2057	GSP - WATER SEWER	10,500.00	4,012.00	(6,488.00)	
1-4-7500-2100	GSP - POSTAGE	200.00	21.00	(179.00)	
1-4-7500-2120	GSP - OFFICE SUPPLIES	4,000.00	112.00	(3,888.00)	
1-4-7500-2124	GSP - HOUSEKEEPING/JANITORIAL SUPPLIES	3,200.00	3,093.00	(107.00)	
1-4-7500-2125	GSP - MATERIAL/SUPPLIES	-	90.00	90.00	
1-4-7500-2126	GSP - BAR/HALL EXPENSE	15,000.00	4,523.00	(10,477.00)	
1-4-7500-2127	GSP - VENDING/PEPSI MACHINE	400.00	66.00	(334.00)	
1-4-7500-2130	GSP - COMPUTER SUPPLIES	1,500.00	90.00	(1,410.00)	
1-4-7500-2140	GSP - PHOTOCOPIER EXPENSE	-	110.00	110.00	
1-4-7500-2200	GSP - AUDIT FEES	3,000.00	-	(3,000.00)	
1-4-7500-2300	GSP - ADVERTISING	500.00	-	(500.00)	
1-4-7500-2366	GSP - BUILDING EXPENSES	75,000.00	15,535.00	(59,465.00)	
1-4-7500-2367	GSP - PROPANE	1,200.00	676.00	(524.00)	
1-4-7500-2368	GSP - EQUIPMENT MTCE	2,250.00	2,285.00	35.00	
1-4-7500-2399	GSP - VEHICLE MTCE	1,200.00	-	(1,200.00)	
1-4-7500-2400	GSP - GAS	-	149.00	149.00	
1-4-7500-2410	GSP - MEMBERSHIP FEES	600.00	199.00	(401.00)	
1-4-7500-2564	GSP - SKATE SHARPENING	500.00	262.00	(238.00)	
1-4-7500-4010	GSP - CONTRACTED SERVICES	1,000.00	3,290.00	2,290.00	Looks like water treatment program has caused the overage
1-4-7500-5010	GSP - GENERAL EXPENSES	5,500.00	-	(5,500.00)	
1-4-7500-5120	GSP - SNOW REMOVAL	-	3,255.00	3,255.00	Budget under General
1-4-7500-7722	GSP - PROGRAMMING	10,250.00	1,150.00	(9,100.00)	
1-4-7500-9000	GSP - TRANSFERS TO RESERVES	125,000.00	-	(125,000.00)	
1-4-8000-1010	PLN - WAGES	109,667.00	38,376.00	(71,291.00)	
1-4-8000-1015	PLN - PART TIME WAGES	49,131.00	-	(49,131.00)	
1-4-8000-1035	PLN - OVERTIME	-	91.00	91.00	
1-4-8000-1110	PLN - BENEFITS	34,869.00	11,666.00	(23,203.00)	
1-4-8000-2025	PLN - MILEAGE & TRAVEL	1,000.00	121.00	(879.00)	
1-4-8000-2026	PLN - MEETING ATTENDANCE	-	480.00	480.00	
1-4-8000-2035	PLN - CONFERENCES/WORKSHOPS/TRAINING	1,500.00	660.00	(840.00)	
1-4-8000-2049	PLN - CELL PHONES	500.00	330.00	(170.00)	
1-4-8000-2120	PLN - OFFICE SUPPLIES	200.00	78.00	(122.00)	
1-4-8000-2125	PLN - MATERIALS/SUPPLIES	500.00	67.00	(433.00)	
1-4-8000-2223	PLN - CONSULTING FEES	5,000.00	65.00	(4,935.00)	
1-4-8000-2300	PLN - ADVERTISING	4,500.00	2,055.00	(2,445.00)	
1-4-8000-2410	PLN - ASSOCIATION & MEMBERSHIPS FEES	500.00	532.00	32.00	
1-4-8000-5010	PLN - GENERAL EXPENSES	500.00	58.00	(442.00)	

1-4-8000-9000	PLN - TRF TO RESERVE	5,000.00	-	(5,000.00)	
1-4-8020-1010	MUN. DRAIN - WAGES	55,138.00	13,291.00	(41,847.00)	
1-4-8020-1035	MUN. DRAIN - OVERTIME	-	79.00	79.00	
1-4-8020-1110	MUN. DRAIN - BENEFITS	12,552.00	3,614.00	(8,938.00)	
1-4-8020-2021	DRAIN - WORK BOOTS & CLOTHING	500.00	-	(500.00)	
1-4-8020-2024	DRAIN SUPT - OPERATING EXPENSES	800.00	-	(800.00)	
1-4-8020-2025	DRAIN SUPT - MILEAGE & TRAVEL	200.00	-	(200.00)	
1-4-8020-2026	DRAIN - MEETING ATTENDANCE	120.00	-	(120.00)	
1-4-8020-2035	DRAIN - CONFERENCE & WORKSHOP	3,000.00	175.00	(2,825.00)	
1-4-8020-2049	DRAIN SUPT - CELL PHONE	500.00	109.00	(391.00)	
1-4-8020-2399	DRAIN - VEHICLE MAINTENANCE	1,500.00	-	(1,500.00)	
1-4-8020-2400	DRAIN - GAS	4,000.00	580.00	(3,420.00)	
1-4-8020-6150	MUNICIPAL DRAIN MAINTENANCE	200,000.00	118,495.00	(81,505.00)	
1-4-8020-6151	MUNICIPAL DRAIN - BEAVER MANAGEMENT	10,000.00	175.00	(9,825.00)	
1-4-8020-6153	CHENIER-JEAUROND (WAS BUREAU RD) DRAIN	240,000.00	2,972.00	(237,028.00)	
1-4-8020-6170	LIVESTOCK EVALUATOR	-	26.00	26.00	
1-4-8020-6171	LIVESTOCK DAMAGES	-	30.00	30.00	
1-4-8030-6170	LIVESTOCK EVALUATOR	1,000.00	157.00	(843.00)	
1-4-8030-6171	LIVESTOCK DAMAGES	5,000.00	-	(5,000.00)	
1-4-8040-6300	TILE DRAINAGE - DEBENTURE PRINCIPAL	91,250.00	16,026.00	(75,224.00)	
1-4-8040-6301	TILE DRAINAGE - DEBENTURE INTEREST	-	2,687.00	2,687.00	Offset with taxation revenues
1-4-8300-6350	COUNTY - REQUISITIONS	-	1,633,933.00	1,633,933.00	Offset with taxation revenues
1-4-8300-6352	PUBLIC FRENCH - REQUISITIONS	-	44,336.00	44,336.00	Offset with taxation revenues
1-4-8300-6354	PUBLIC ENGLISH - REQUISITIONS	-	380,355.00	380,355.00	Offset with taxation revenues
1-4-8300-6356	SEPARATE FRENCH - REQUISITIONS	-	190,022.00	190,022.00	Offset with taxation revenues
1-4-8300-6358	SEPARATE ENGLISH - REQUISITIONS	-	115,722.00	115,722.00	Offset with taxation revenues
1-4-9200-1010	NGWD-WAGES	139,038.00	1,262.00	(137,776.00)	
1-4-9200-1035	NGWD - OVERTIME	-	350.00	350.00	
1-4-9200-1110	NGWD-BENEFITS	41,683.00	307.00	(41,376.00)	
1-4-9200-1210	NGWD-WSIB CLAIMS PAID	500.00	2.00	(498.00)	
1-4-9200-1225	NGWD-INSURANCE	23,734.00	23,812.00	78.00	
1-4-9200-1505	NGWD-LTD PAYMENTS	556,297.00	47,524.00	(508,773.00)	
1-4-9200-2015	NGWD-MUNICIPAL TAXES	1,200.00	10,138.00	8,938.00	
1-4-9200-2020	NGWD-HEALTH & SAFETY	1,200.00	366.00	(834.00)	
1-4-9200-2021	NGWD-WORK BOOTS & CLOTHING ALLOWANCE	1,200.00	68.00	(1,132.00)	
1-4-9200-2023	NGWD-BILLING OPERATING COSTS	2,500.00	777.00	(1,723.00)	
1-4-9200-2027	NGW - INSURANCE CLAIMS	-	4,229.00	4,229.00	Claimspro
1-4-9200-2035	NGWD-CONFERENCE & WORKSHOPS	9,000.00	3,283.00	(5,717.00)	
1-4-9200-2037	NGWD-CERTIFICATE RENEWAL	1,000.00	257.00	(743.00)	
1-4-9200-2049	NGWD-CELL PHONES	2,500.00	631.00	(1,869.00)	
1-4-9200-2050	NGWD-TELEPHONE	3,200.00	1,627.00	(1,573.00)	
1-4-9200-2051	NGWD-COURIER	1,200.00	131.00	(1,069.00)	
1-4-9200-2056	NGWD-HYDRO	1,100.00	4,446.00	3,346.00	?

1-4-9200-2057	NGWD-WATER/SEWER	200.00	-	(200.00)
1-4-9200-2110	NGWD-TOOLS	1,000.00	540.00	(460.00)
1-4-9200-2114	NGWD-CHEMICALS	2,500.00	-	(2,500.00)
1-4-9200-2116	NGWD-CHLORINE	1,000.00	-	(1,000.00)
1-4-9200-2120	NGWD-OFFICE SUPPLIES	500.00	564.00	64.00
1-4-9200-2125	NGWD-MATERIALS & SUPPLIES	6,000.00	2,231.00	(3,769.00)
1-4-9200-2130	NGWD - COMPUTER SUPPLIES	1,500.00	2,385.00	885.00
1-4-9200-2140	NGWD - PHOTOCOPIER EXPENSES	-	410.00	410.00
1-4-9200-2162	NGWD-NEW WATER METER /REPAIRS	2,500.00	-	(2,500.00)
1-4-9200-2164	NGWD-WATER MAIN REPAIRS	125,000.00	25,096.00	(99,904.00)
1-4-9200-2166	NGWD-FROZEN LINES SERVICES	1,000.00	-	(1,000.00)
1-4-9200-2200	NGWD-ACCOUNTING/AUDIT FEES	1,500.00	-	(1,500.00)
1-4-9200-2201	NGWD-QMS AUDITING	3,500.00	-	(3,500.00)
1-4-9200-2210	NGWD-LEGAL FEES	5,000.00	-	(5,000.00)
1-4-9200-2223	NGWD-CONSULTING FEES	5,000.00	-	(5,000.00)
1-4-9200-2300	NGWD-ADVERTISING	1,000.00	132.00	(868.00)
1-4-9200-2366	NGWD-BUILDING MTCE/SUPPLIES	1,000.00	794.00	(206.00)
1-4-9200-2368	NGWD-EQUIPMENT MTCE	4,500.00	814.00	(3,686.00)
1-4-9200-2370	NGWD-TRUCK LICENCING	1,000.00	-	(1,000.00)
1-4-9200-2399	NGWD-VEHICLE MTCE	2,500.00	1,240.00	(1,260.00)
1-4-9200-2400	NGWD-GAS/OIL/DIESEL	5,000.00	4,707.00	(293.00)
1-4-9200-2410	NGWD-ASSOC. & MEMBERSHIP FEES	500.00	45.00	(455.00)
1-4-9200-2540	NGWD-SAMPLING	1,500.00	-	(1,500.00)
1-4-9200-3010	NGWD-EQUIPMENT RENTAL	250.00	-	(250.00)
1-4-9200-3753	NGWD-METER READING	15,000.00	5,514.00	(9,486.00)
1-4-9200-3782	NGWD-CONTRACTED SERVICE RRCA	12,000.00	486.00	(11,514.00)
1-4-9200-4010	NGWD-CONTRACTS/CONTRACTED SERVICES	10,000.00	780.00	(9,220.00)
1-4-9200-4100	NGWD-GRASS CUTTING	500.00	-	(500.00)
1-4-9200-4114	NGWD - LOCATES	15,000.00	960.00	(14,040.00)
1-4-9200-5010	NGWD-GENERAL EXPENSES	-	31.00	31.00
1-4-9200-5020	NGWD-BAD DEBT EXPENSE	-	48.00	48.00
1-4-9200-5120	NGWD - SNOW REMOVAL	2,500.00	5,449.00	2,949.00
1-4-9200-7912	NGWD-DEFICIT/OPERAQTING REPAY 4 YRS	7,500.00	-	(7,500.00)
1-4-9200-7997	NGWD-EMERENCY PHONE SERVICE	1,500.00	-	(1,500.00)
1-4-9200-7999	NGWD-BOIL WATER ADVISORY	500.00	-	(500.00)
1-4-9300-1010	NGWT-WAGES	139,038.00	105,295.00	(33,743.00)
1-4-9300-1015	NGWT - PART TIME WAGES	-	3,120.00	3,120.00
1-4-9300-1035	NGWT - OVERTIME	40,000.00	19,808.00	(20,192.00)
1-4-9300-1110	NGWT-BENEFITS	41,683.00	37,272.00	(4,411.00)
1-4-9300-1210	NGWT-WSIB CLAIMS PAID	-	2.00	2.00
1-4-9300-1225	NGWT-INSURANCE	23,734.00	23,812.00	78.00
1-4-9300-1505	NGWT-LTD PAYMENTS	40,501.00	20,367.00	(20,134.00)
1-4-9300-2015	NGWT-MUNICIPAL TAXES	8,800.00	6,395.00	(2,405.00)

Explornet Communications

1-4-9300-2020	NGWT-HEALTH & SAFETY	1,200.00	624.00	(576.00)	
1-4-9300-2021	NGWT-WORK BOOTS & CLOTHING	1,200.00	123.00	(1,077.00)	
1-4-9300-2023	NGWT-BILLING OPERATING COSTS	2,500.00	777.00	(1,723.00)	
1-4-9300-2035	NGWT-CONFERENCES & WORKSHOPS	9,000.00	7,295.00	(1,705.00)	
1-4-9300-2037	NGWT-CERTIFICATE RENEWAL	2,000.00	402.00	(1,598.00)	
1-4-9300-2049	NGWT-CELL PHONES	2,500.00	595.00	(1,905.00)	
1-4-9300-2050	NGWT-TELEPHONE	1,000.00	219.00	(781.00)	
1-4-9300-2051	NGWT-COURIER	1,000.00	885.00	(115.00)	
1-4-9300-2055	NGWT-ENBRIDGE	8,000.00	6,119.00	(1,881.00)	
1-4-9300-2056	NGWT-HYDRO	65,000.00	21,283.00	(43,717.00)	
1-4-9300-2110	NGWT-TOOLS	500.00	-	(500.00)	
1-4-9300-2114	NGWT-CHEMICALS	30,000.00	5,249.00	(24,751.00)	
1-4-9300-2115	NGWT-COAGULENT	55,000.00	12,002.00	(42,998.00)	
1-4-9300-2116	NGWT-CHLORINE	30,000.00	4,670.00	(25,330.00)	
1-4-9300-2120	NGWT-OFFICE SUPPLIES	1,000.00	702.00	(298.00)	
1-4-9300-2125	NGWT-MATERIALS & SUPPLIES	10,000.00	3,688.00	(6,312.00)	
1-4-9300-2130	NGWT-COMPUTER SUPPLIES	1,000.00	675.00	(325.00)	
1-4-9300-2140	NGWT - PHOTOCOPIER EXPENSE	-	331.00	331.00	
1-4-9300-2200	NGWT-ACCOUNTING/AUDIT FEES	2,500.00	-	(2,500.00)	
1-4-9300-2201	NGWT-QMS AUDITING	2,400.00	-	(2,400.00)	
1-4-9300-2210	NGWT-LEGAL FEES	5,000.00	-	(5,000.00)	
1-4-9300-2223	NGWT-CONSULTING FEES	5,000.00	-	(5,000.00)	
1-4-9300-2300	NGWT-ADVERTISING	500.00	-	(500.00)	
1-4-9300-2366	NGWT-BUILDING MTCE/SUPPLIES	5,000.00	99.00	(4,901.00)	
1-4-9300-2368	NGWT-EQUIPMENT MTCE	40,000.00	15,717.00	(24,283.00)	
1-4-9300-2400	NGWT-GAS/OIL/DIESEL	500.00	609.00	109.00	
1-4-9300-2410	NGWT-ASSOC. & MEMBERSHIP FEES	1,000.00	459.00	(541.00)	
1-4-9300-2540	NGWT-SAMPLING	19,000.00	8,371.00	(10,629.00)	
1-4-9300-3010	NGWT-EQUIPMENT RENTAL	250.00	-	(250.00)	
1-4-9300-3782	NGWT-CONTRACTED SERVICE RRCA	18,000.00	-	(18,000.00)	
1-4-9300-4010	NGWT-CONTRACTS/CONTRACTED SERVICES	2,500.00	3,636.00	1,136.00	Pest control and flushing
1-4-9300-4013	NGWT-OPERATING MONITORING/ANALYSIS COSTS	1,000.00	-	(1,000.00)	
1-4-9300-4100	NGWT-GRASS CUTTING	500.00	-	(500.00)	
1-4-9300-5020	NGWT-BAD DEBT EXPENSE	-	2,150.00	2,150.00	
1-4-9300-7912	NGWT-DEFICIT/OPERATING REPAY 4 YRS	7,500.00	-	(7,500.00)	
1-4-9300-9000	NGWT-TRANSFER TO RESERVES	91,918.00	-	(91,918.00)	
1-4-9400-1010	NGS - WAGES	185,384.00	60,057.00	(125,327.00)	
1-4-9400-1015	NGS - PART-TIME WAGES	-	2,246.00	2,246.00	
1-4-9400-1035	NGS - OVERTIME	20,000.00	16,829.00	(3,171.00)	
1-4-9400-1110	NGS - BENEFITS	83,366.00	23,550.00	(59,816.00)	
1-4-9400-1210	NGS - WSIB CLAIMS PAID	-	2.00	2.00	
1-4-9400-1225	NGS - INSURANCE	28,768.00	31,749.00	2,981.00	
1-4-9400-1505	NGS - LTD PAYMENTS	124,005.00	41,335.00	(82,670.00)	

1-4-9400-1515	NGS - LTD WETLANDS	26,640.00	6,404.00	(20,236.00)
1-4-9400-2015	NGS - MUNICIPAL TAXES	13,000.00	7,341.00	(5,659.00)
1-4-9400-2020	NGS - HEALTH & SAFETY	3,000.00	172.00	(2,828.00)
1-4-9400-2021	NGS - WORK BOOTS & CLOTHING	2,100.00	772.00	(1,328.00)
1-4-9400-2023	NGS - BILLING OPERATING COSTS	3,200.00	1,258.00	(1,942.00)
1-4-9400-2027	NGS - INSURANCE CLAIMS	10,000.00	-	(10,000.00)
1-4-9400-2035	NGS - CONFERENCE & WORKSHOPS	9,000.00	4,681.00	(4,319.00)
1-4-9400-2037	NGS - LICENSE RENEWAL	500.00	1,945.00	1,445.00
1-4-9400-2038	NGS - CERT OF APPROV & PERMITS	-	3,000.00	3,000.00
1-4-9400-2049	NGS - CELL PHONES	2,500.00	919.00	(1,581.00)
1-4-9400-2050	NGS - TELEPHONE	3,000.00	1,382.00	(1,618.00)
1-4-9400-2051	NGS - COURIER	700.00	138.00	(562.00)
1-4-9400-2056	NGS - HYDRO	90,000.00	27,320.00	(62,680.00)
1-4-9400-2110	NGS - TOOLS	1,000.00	84.00	(916.00)
1-4-9400-2114	NGS - CHEMICALS	5,000.00	4,536.00	(464.00)
1-4-9400-2115	NGS - COAGULENT	20,000.00	19,517.00	(483.00)
1-4-9400-2116	NGS - CHLORINE	45,000.00	16,553.00	(28,447.00)
1-4-9400-2120	NGS - OFFICE SUPPLIES	400.00	15.00	(385.00)
1-4-9400-2125	NGS - MATERIALS/SUPPLIES	7,500.00	4,622.00	(2,878.00)
1-4-9400-2130	NGS - COMPUTER SUPPLIES	1,000.00	900.00	(100.00)
1-4-9400-2140	NGS - PHOTOCOPIER EXPENSE	-	473.00	473.00
1-4-9400-2163	NGS - SEWER LINE REPAIRS	40,000.00	33,605.00	(6,395.00)
1-4-9400-2200	NGS - ACCOUNTING/AUDIT FEES	1,900.00	-	(1,900.00)
1-4-9400-2210	NGS - LEGAL FEES	10,000.00	-	(10,000.00)
1-4-9400-2223	NGS - CONSULTING FEES	20,000.00	7,192.00	(12,808.00)
1-4-9400-2300	NGS-ADVERTISING	500.00	-	(500.00)
1-4-9400-2366	NGS-BUILDING MTCE/SUPPLIES	10,000.00	2,338.00	(7,662.00)
1-4-9400-2368	NGS-EQUIPMENT MTCE	40,000.00	28,328.00	(11,672.00)
1-4-9400-2369	NGS-LAGOON MTCE	5,000.00	-	(5,000.00)
1-4-9400-2370	NGS-TRUCK LICENCING	250.00	-	(250.00)
1-4-9400-2399	NGS-VEHICLE MTCE	3,000.00	251.00	(2,749.00)
1-4-9400-2400	NGS-GAS/DIESEL/OIL	10,000.00	3,046.00	(6,954.00)
1-4-9400-2410	NGS-ASSOC. & MEMBERSHIP FEES	500.00	90.00	(410.00)
1-4-9400-2540	NGS-SAMPLING	20,000.00	10,506.00	(9,494.00)
1-4-9400-3010	NGS-EQUIPMENT RENTAL- EOS RENTAL	250.00	-	(250.00)
1-4-9400-4010	NGS-CONTRACTS/CONTRACTED SERVICES	10,000.00	2,814.00	(7,186.00)
1-4-9400-4016	NGS-SUMP PUMP PROGRAM	20,000.00	-	(20,000.00)
1-4-9400-4100	NGS-GRASS CUTTING	2,000.00	-	(2,000.00)
1-4-9400-4114	NGS - LOCATES	15,000.00	-	(15,000.00)
1-4-9400-5010	NGS-GENERAL EXPENSES	1,000.00	-	(1,000.00)
1-4-9400-5020	NGS-BAD DEBT EXPENSE	-	1,708.00	1,708.00
1-4-9400-5120	NGS - SNOW REMOVAL	4,500.00	4,587.00	87.00
1-4-9400-9000	NGS-TRANSFER TO RESERVES	40,836.00	-	(40,836.00)

13,087,737.00	6,852,469.00	(6,235,268.00)
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VARIANCE REPORT AS OF MAY 31, 2020

CAPITAL						
Account No.	Account Name	CENTRE	20 FINAL BUDGET	20 ACTUAL VALUES	VARIANCE	NOTES
1-5-1200-8000	CAPITAL - ADMINISTRATION	BUDGET	77,500.00	-	(77,500.00)	First line of every section is the total budget Cost centres indicate where they are being spent
1-5-1200-8000	CAPITAL - ADMINISTRATION	COMPUT	-	5,166.00	5,166.00	
1-5-1950-8000	CAPITAL - ECONOMIC DEVELOPMENT	BUDGET	78,500.00	-	(78,500.00)	
1-5-1950-8000	CAPITAL - ECONOMIC DEVELOPMENT	BANNER	-	3,608.00	3,608.00	
1-5-1950-8000	CAPITAL - ECONOMIC DEVELOPMENT	LIGHTS	-	702.00	702.00	
1-5-1950-8000	CAPITAL - ECONOMIC DEVELOPMENT	MARKET	-	5,967.00	5,967.00	
1-5-2000-8000	CAPITAL - FIRE DEPARTMENT		295,000.00	-	(295,000.00)	
1-5-2000-8000	CAPITAL - FIRE DEPARTMENT	BUNKER	-	19,833.00	19,833.00	
1-5-2000-8000	CAPITAL - FIRE DEPARTMENT	COMM	-	119,445.00	119,445.00	
1-5-2000-8000	CAPITAL - FIRE DEPARTMENT	PICKUP	-	48,529.00	48,529.00	
1-5-2000-8000	CAPITAL - FIRE DEPARTMENT	RENOS	-	55,765.00	55,765.00	
1-5-2000-8000	CAPITAL - FIRE DEPARTMENT	TRAIING	-	11,326.00	11,326.00	
1-5-3000-8000	CAPITAL - CORPORATE FLEET	BUDGET	896,395.00	-	(896,395.00)	
1-5-3000-8000	CAPITAL - CORPORATE FLEET	MOWER	-	13,800.00	13,800.00	
1-5-3000-8000	CAPITAL - CORPORATE FLEET	MULCHR	-	61,051.00	61,051.00	
1-5-3000-8000	CAPITAL - CORPORATE FLEET	TAMPER	-	13,788.00	13,788.00	
1-5-3045-8000	CAPITAL - ROADS IN NEED PROGRAM		604,671.00	-	(604,671.00)	
1-5-3046-8000	CAPITAL - HARDTOP MAINTENANCE		774,875.00	-	(774,875.00)	
1-5-3101-8000	CAPITAL - ROADS DEPARTMENT	BUDGET	2,623,711.00	-	(2,623,711.00)	
1-5-3101-8000	CAPITAL - ROADS DEPARTMENT	BR #1	-	18,963.00	18,963.00	
1-5-3101-8000	CAPITAL - ROADS DEPARTMENT	BR #11	-	8,642.00	8,642.00	
1-5-3101-8000	CAPITAL - ROADS DEPARTMENT	BR #26	-	10,289.00	10,289.00	
1-5-3101-8000	CAPITAL - ROADS DEPARTMENT	BR #59	-	10,623.00	10,623.00	
1-5-3101-8000	CAPITAL - ROADS DEPARTMENT	INSPCT	-	(8,340.00)	(8,340.00)	
1-5-4020-8000	CAPITAL - LANDFILL SITES	BUDGET	137,671.00	-	(137,671.00)	
1-5-4030-8000	CAPITAL - RARE PLANT	BUCKET	-	3,900.00	3,900.00	
1-5-4030-8000	CAPITAL - RARE PLANT	BUDGET	25,582.00	-	(25,582.00)	
1-5-7000-8000	CAPITAL - MRA GROUPS		63,500.00	-	(63,500.00)	

1-5-7003-8000	CAPITAL - DALKEITH			2,611.00	2,611.00
1-5-7006-8000	CAPITAL - MRA GLEN ROBERTSON		-	2,951.00	2,951.00
1-5-7100-8000	CAPITAL - MSC	BUDGET	17,000.00	-	(17,000.00)
1-5-7100-8000	CAPITAL - MSC	WATER	-	3,315.00	3,315.00
1-5-7200-8000	CAPITAL - ISLAND PARK	BUDGET	31,500.00	-	(31,500.00)
1-5-7200-8000	CAPITAL - ISLAND PARK	BLECHR	-	5,985.00	5,985.00
1-5-7300-8000	CAPITAL - DOME - INDOOR SPORTS COMPLEX	BUDGET	17,000.00	-	(17,000.00)
1-5-7500-8000	CAPITAL - GSP		106,000.00	-	(106,000.00)
1-5-9200-8000	CAPITAL - NGWD - WATER DISTRIBUTION	BUDGET	270,161.00	-	(270,161.00)
1-5-9200-8000	CAPITAL - NGWD - WATER DISTRIBUTION	FLUSH	-	3,513.00	3,513.00
1-5-9200-8000	CAPITAL - NGWD - WATER DISTRIBUTION	MILLPD	-	1,191.00	1,191.00
1-5-9200-8000	CAPITAL - NGWD - WATER DISTRIBUTION	TOOLS	-	1,186.00	1,186.00
1-5-9300-2223	NWWT - PROJECT ENGINEERING		-	1,343.00	1,343.00
1-5-9300-8000	CAPITAL - NGWT - WATER TREATMENT	BUDGET	102,000.00	-	(102,000.00)
1-5-9400-8000	CAPITAL - NGS - SEWAGE	BUDGET	169,000.00	-	(169,000.00)
1-5-9400-8000	CAPITAL - NGS - SEWAGE	CCTV	-	10,713.00	10,713.00
1-5-9400-8000	CAPITAL - NGS - SEWAGE	CONTR	-	3,103.00	3,103.00
1-5-9400-8000	CAPITAL - NGS - SEWAGE	LINING	-	32,502.00	32,502.00
1-5-9400-8000	CAPITAL - NGS - SEWAGE	TANK	-	5,542.00	5,542.00
1-5-9500-2223	MDS - PROJECT ENGINEERING		-	23,414.00	23,414.00
1-5-9500-4010	MDS - CONTRACTED SERVICES		-	16,369.00	16,369.00
1-5-9550-2223	MWT - PROJECT ENGINEERING		-	36,867.00	36,867.00
1-5-9550-2300	MWT - ADV		-	70.00	70.00
1-5-9550-4010	MWT - CONTRACTED SERVICES		-	35,989.00	35,989.00
1-5-9600-2065	AMTM - PERMITS & APPROVALS		-	2,442.00	2,442.00
1-5-9600-2223	AMTM - PROJECT ENGINEERING		-	19,765.00	19,765.00
1-5-9600-4010	AMTM - CONTRACTED SERVICES		-	131.00	131.00
1-5-9650-2223	BS - PROJECT ENGINEERING		-	25,976.00	25,976.00
1-5-9650-4010	BS - CONTRACTED SERVICES		-	2,997.00	2,997.00
1-5-9700-2080	AWPU - INELIGIBLE COSTS		-	5,118.00	5,118.00
1-5-9700-2223	AWPU - PROJECT ENGINEERING		-	490,770.00	490,770.00
1-5-9700-4010	AWPU - CONTRACTED SERVICES		3,567,883.00	1,476,526.00	(2,091,357.00)
			<u>9,857,949.00</u>	<u>2,613,446.00</u>	<u>(7,244,503.00)</u>

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: June 17, 2020

MOVED BY: Johanne Wensink

SECONDED BY: Jeff Manley

THAT the Committee of the Whole receives Staff Report No. CS-2020-08 Community Services Department Workplan Update.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

Deputy Mayor: Carma Williams

Councillor: Jacques Massie

Councillor: Brenda Noble

Councillor: Jeff Manley

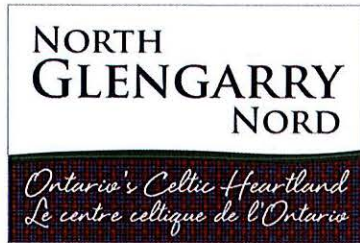
Councillor: Johanne Wensink

Mayor: Jamie MacDonald

YEA

NEA

Section 5 (c)



COMMITTEE OF THE WHOLE

KEY INFORMATION REPORT

Report No: CS-2020-08

June 17, 2020

From: Anne Leduc – Director of Community Services

RE: Community Services Department 2020 Work Plan – June Update

Recommended Motion:

THAT the Committee of the Whole receives Staff Report No. CS-2020-08.

Background / Analysis:

The table enclosed at the end of this report shows the progress on the various projects undertaken by the Community Services Department.

ADMINISTRATION

COVID-19 – Staff has been keeping abreast of the information forwarded by the different ministries and Public Health regarding the reopening of certain municipal installations.

GIS System – Staff worked on the SDG GIS system to identify missing Parks & Recreation information. Staff collaborated with the Counties to remediate missing information.

Glengarry Sports Palace Audit – Staff has submitted the required documentation to Welch LLP and is awaiting the results of the audit. This will be the last separate audit for the Glengarry Sports Palace as this asset was transferred to the Township as of January 1, 2020.

Staffing – There has been a readjustment of staffing hours as additional installations (beach, splash pad) are reopening following on Provincial and Public Health directives. The rotation between the 3 park employees ensures that there is someone working in the park every day during the week during daytime hours.

Recreation administrative staff is back to normal work hours working between municipal facilities and from home.

Removal of Aquatic Vegetation – This process has started and staff will be monitoring the species that are captured and released as well as the vegetation tonnage removed from Mill Pond. A Press Release was prepared and issued to the Glengarry News about this work and a reminder was posted to Facebook.

COMMITTEE AND WORKING GROUP ACTIVITIES

Alexandria Lagoon Working Group

- Participated in the Alexandria Lagoon Working Group on Wednesday.

Arts, Culture and Heritage

- Prepared the Flexible Boundary Mailing
- A review of the Blue Plaques program was done by staff further to the comments received from the AHC members at the May meeting.
- The Community Grants Program was revised further to the May meeting.
- Performed the near final editing and formatting review of the Alexandria Walking Tour and returned changes to designer in preparation for distribution to the Arts, Culture and Heritage Committee.

Community Development Committee

- Prepared Press Release and translation for the Development & Marketing Strategy was issued to the media regarding the upcoming virtual workshops.
- As part of the Development and Marketing Strategy, staff worked with the Committee Members and MDB Insight to prepare a North Glengarry Perceptions Survey. The survey is now live and the link to the Development and Marketing Strategy survey was posted on the Township's website on a page created especially for this project.

EVENTS AND ACTIVITIES

Boys and Girls Club Activities – Several meetings have been held with the B&G Club regarding the Summer Day Camp. Staff has confirmed that Island Park meets the conditions and requirements of Public Health to receive 16 youth. The facility would be dedicated to this activity over the 8 weeks of camp. We are expecting a decision from the B&G Club on the viability of the camp on June 17th given the low numbers that can attend and the lack of subsidies to offset the loss of revenue.

Canada Day Activities – Celebrate Canada has approved the plan to move Canada Day to the Family Day weekend. Activities would occur outside (weather permitting) and would respect all public health and provincial directives in force at that moment.

Ice Rental Reservation Forms – Ice rental reservations have been received from most associations and staff is creating the reservation calendars for the Maxville and Alexandria arena.

Seniors' Grant – The program approved under the Ministry of Seniors' was cancelled due to COVID-19. The Ministry reached out and requested updated on the viability of continuing with projects. After review, it was decided that the funds allocated would be

reimbursed to the Ministry given that it is doubtful that the Township and the Health Agencies could safely conduct a training and exercise program with seniors in the near future. The reimbursement was authorized and funds were returned to the ministry. No costs, other than staff time, were incurred by the municipality or our partners for this project.

Virtual Soccer Skills Workshop - 35 individuals registered for the Virtual North Glengarry Soccer Skills Workshop which started the first week of June. The workshops are held at 3 pm on Tuesdays and Thursdays and run until June 25th.

FACILITIES

Community Centres

- An email has been sent to the Recreation Associations and Dalkeith Plus advising that Community Centres can reopen (following Provincial and Public Health directives).
- Confirmed the annual inspection for the septic system at the Dalkeith Recreation Facility.

Glengarry Sports Palace

- Closed circuit cameras are being installed at the Glengarry Sports Palace.

Island Park

- Closed circuit cameras were installed at this facility.
- Staff has been briefed on opening requirements for the beach and the splash pad at Island Park (signage, etc.).
- Staff installed a highly visible low-level rope along the water to discourage geese from roosting on the cement sidewalk.
- The accessible swing's chains were damaged but the unit was promptly repaired.
- Engineered wood chips were added to bare areas underneath the small play structure at Island Park.
- The Windscreen was installed at the Tennis Courts.
- Staff has identified an issue with the metal halide lights at the Tennis Courts. We are in the process of obtaining a quote for the 2021 Capital Budget to convert this lighting to LED which would be aligned with the Township's Energy Conservation and Demand Management Plan.

Maxville & District Sports Complex

- Repainting of change rooms and lobby should be completed by end of May.
- The propane line feeding the arena has been relocated from the exterior wall of the building to underground after it was damaged in late winter by ice.

Tim Hortons Dome

- Closed circuit cameras were installed at this facility
- The Farley Group were in to assist staff with the changing out of the wood on the Dome's foundation and the repair of the guy-wires that hold the net around the soccer field.

OTHER

Business Reopening Toolkit – Created and translated the Business Reopening Toolkit into French which was launched by the Mayor on June 5th.

Community Improvement Plan

- Staff finalized the CIP contract for KMAC Electric (19506 County Road 43, in Alexandria following approval by Council on June 8, 2020.
- Staff is working with the property owner at 88 St. Paul Street on components of their CIP project.
- Staff has had a virtual meeting with a new industrial tenant and provided information on CIP and the Regional Incentives Program.

Digital Main Street Ontario program – This initiative was created through a partnership between the Government of Canada and the Province of Ontario. Here is a summary of the three programs that they offer:

- The Digital Transformation Grant Program will provide Digital Transformation training and guidance and provide the opportunity for main street businesses to apply for a grant of up to \$2,500.
- ShopHERE is a program that provides independent small businesses and artists with a quick, easy and no-cost way to get selling online right away. Digital Main Street is collaborating with Google, Shopify, Mastercard and Microsoft to build and optimize online stores for small independent businesses and artists in just a matter of days.
- The Future Proof Main Street program delivered in partnership with Communitech and Invest Ottawa helps businesses identify new markets, pivot their business model, and develop and implement a deep digital transformation plan.

Municipalities must be registered for businesses and artists in that municipality to access the Digital Main Street Ontario services. Several municipalities have done so already, including Cornwall, and others in SDG are registering as of now

Farmers Markets

- Staff worked with Maxville Farmers Market on steps towards their re-opening.
- A support letter was supplied to the Eastern Ontario Agri-Food Network to support their application for funding for the Virtual Farmers' Market.

Meetings (virtual or otherwise) – Staff has attended the:

- Tele-Townhall with Minister Lisa MacLeod hosted by the Ontario Chamber of Commerce.
- Virtual Connecting Ontario's Agri-Food Workforce.
- Recovery in the Food Processing Industry Webinar.
- Downtown Revitalization Community of Practice hosted by the Ontario Ministry of Agriculture, Food and Rural Affairs and the Ontario BIA Association.
- Webinar with the Hon. Mary Ng, Minister of Small Business organized by the Ontario Chamber of Commerce.
- Reopening Ontario's Economy Webinar from the Ontario Chamber of Commerce.

- Engaging Customers During Covid-19 webinar from the Regional Tourism Organization 9 (RTO9).
- What's Next? Covid-19 Reopening Guidance for Restaurants, Hotels and Motels webinar from the Regional Tourism Organization 9 (RTO9).
- Virtual Townhall with the Hon. Mélanie Joly organized by the Ontario Chamber of Commerce on Monday.
- Ontario's Tourism and Hospitality Sector - The impact of COVID-19 and what comes next hosted by the Ontario Chamber of Commerce.
- COVID-19 Conference Call with FedDev.
- Mental Health First Aid and The Working Mind webinar organized by the Ontario Recreation Facilities Association.
- Ramping Up as the Curve Flattens webinar from RTO9 on Thursday.

Other Economic Development Activities

- Staff assisted the owner of the Quirky Carrot restaurant as she moved towards the sale of her business.
- Staff consulted with several restaurant owners who are looking at expanding or creating patios.
- Staff worked on a “Bingo” promotion with both the Maxville and Alexandria Chambers of Commerce, which is intended to serve as a buy local campaign. Both Chambers have now decided to incorporate prizes, which are being built into the promotion, which has also been reviewed by Council. Once complete, it will be sent back to Council
- Staff is finalizing the North Glengarry Business Directory.
- The Social Media Policy and Corporate Communications Plan were revised and approved at the June 8th Council Meeting.

Website and Social Media

- Updated the Property Taxes webpage to highlight payment methods during COVID-19 and posted information to Facebook.
- Created a new Development & Marketing Strategy section.
- Posted information to Facebook.
- Updated website as needed.

COMMENTS




This report is presented for information purposes only.

	Community Services Tasks	Deliverable	Involvement	2020				2021	Progress
				Q1	Q2	Q3	Q4		
Strat Plan	Maximize the use of recreation facilities by identifying opportunities and gaps in current usage of facility times.	Ongoing	Rec Dept						
	Provide training to all departments on excellence in customer service.	Ongoing	All Departments						
	Marketing and Development Plan	Ongoing	AL						Fall 2020
	Communications plan	Completed	TK, AL, SH						Approved by Council
Capital Projects	EcDev - Interpretive Panels	Ongoing	TK						On hold - Impacted by COVID-19
	Dome - Membrane repairs	Completed	JD						Completed
	EcDev - Remembrance Day Banners	Ongoing	TK						
	Glen Robertson Playground Equipment	Completed	AL						Completed
	KingGpk - Electrical Panel	Ongoing	JD						On hold - Impacted by COVID-19
	Millsq - Architectural Design	Ongoing	AL						On hold - Impacted by COVID-19
	MSC - Water lateral Connection	Completed	AL, JA						Completed
Other	Admin - Business & Community Awards Gala	Cancelled	AL, MD						Cancelled - Impacted by COVID-19
	Admin - Grants - Celebrate Canada - Application 2020	Ongoing	AL						Date moved to Family Day Weekend
	Admin - Grants - Seniors	Cancelled	AL						Reimbursement of funds to Ministry
	Admin - Main Street Revitalization Grant	Completed	AL						Report filed May 5th.
	Admin - Recreation Policies and Procedures	Ongoing	AL, JA, JD, RW						
	Admin - Social Media Policy	Completed	SH, TA, AL						Approved by Council
	Admin - Staff Regulatory Training	Ongoing	AL, JA, JD, RW						

Dome - Programming - 2019/2020 Women's Volleyball		AL, MD, JD, SD					Impacted by COVID-19
Dome - Programming - 2020 Flag Football		SD, JD					Impacted by COVID-19
Dome - Programming - 2020 Winter Boys & Girls Club		AL					On hold - Impacted by COVID-19
Dome - Programming - 2020 Youth Floor Hockey		JA, SD					On hold - Impacted by COVID-19
Dome - Programming - Competitive Soccer League		SD, JD					On hold - Impacted by COVID-19
Dome - Programming - Golf		SD, JD					On hold - Impacted by COVID-19
Dome - Programming - Nordic Track for Seniors		AL, JD					On hold - Impacted by COVID-19
Dome - Programming - Running Prog 2020 Winter Session		AL, JD					On hold - Impacted by COVID-19
Dome - Programming - Sportball		SD					On hold - Impacted by COVID-19
Dome - Programming - Virtual Soccer Skills Workshop	Ongoing	SD					
Dome, GSP, MSC, IP - Programming - 2020 Family Day	Completed	Rec Dept					
Dome, GSP, MSC, IP - Programming - 2020 March Break		Rec Dept					Cancelled - Impacted by COVID-19
EcDev - Arts, Culture & Heritage Committee Support	Ongoing	AL, TK					
EcDev - COVID-19 Response - Facebook Postings & Website updates	Ongoing	AL, TK					Sharing of information on Facebook & Website
EcDev - COVID-19 Response - Business Support	Ongoing	AL, TK					Working with Maxville & Alexandria Chambers to support local businesses

							Working with various ministries & SDG EcDev to ensure that needs of business owners are heard at various government levels and shared back with owners
EcDev - COVID-19 Response - Employer Support	Ongoing	AL, TK					
EcDev - COVID-19 Response - Ministry of Tourism, Culture and Heritage	Ongoing	AL, TK					Coordinating with Ministry to support organizations in North Glengarry that have received funding under the grant (reporting requirements & additional funding)
EcDev - Blue Plaques Program Review	Ongoing	AL, TK					
EcDev - Community Grants Review	Ongoing	AL, TK					To be presented to Council
EcDev - Community Improvement Plan Public Consultation and Review	Ongoing	AL, TK					Late Summer 2020
EcDev - Community Grants	Ongoing	AL, TK					Adjustments to events impacted by COVID-19
EcDev - Glengarry Routes Tour	Ongoing	TK					September 19th
EcDev - NG Community Grants Café	Ongoing	AL, TK					February 20th
EcDev - NG Tourism Grants Café (September)	Ongoing	AL, TK					September 22nd
EcDev - Regional Incentives Program	Ongoing	TK					
EcDev - Teeny Tiny Summit (June)		AL, TK					On hold - Impacted by COVID-19
GSP - Audit	Ongoing	AL, MD					May/June
GSP - Programming - 4 on 4		MD, SD, RW					Cancelled - Impacted by COVID-19

GSP - Programming - Little Sens-type Programming		AL, MD	Preparation					On hold - Impacted by COVID-19
GSP - Programming - Yoga 2020 Winter Session		MD, SD	Execution					Waiting for Public Health Directives
GSP - Programming - Youth Broomball		MD, SD, RW	Preparation					Waiting for Public Health Directives
GSP, MSC - Refrigeration Plant Certification TSSA	Com	AL, RW, JA	Execution	Complete				Certificat obtained
IP - Aquatic Vegetation Removal Permit	Completed	AL	Complete					Permit obtained - to start no later than June 15th
IP - Geese Mitigation Program Permit	Completed	AL	Complete					Permit obtained and report filed
IP - Programming - 2020 Swimming Lessons	Completed	SD	Complete					Report to Council April 14, 2020
IP - Programming - 2020 Winter Boys & Girls Club		AL	Execution					May require adjustments - Impacted by COVID-19
IP - Programming - Summer Camp Boys & Girls Club		AL, SD, MD	Execution	Execution				Working with B&G Club on offering program
MSC - Community Kitchen Program		AL, TK, SD	Execution					On hold - Impacted by COVID-19
MSC - Programming - Floor Hockey		MD, SD	Execution					On hold - Impacted by COVID-19
MSC - Glengarry Sports Hall of Fame		JA	Preparation					
MSC - Programming - Kilt Skate 2021	Ongoing	AL, TK & Others	Complete				Execution	South Glengarry March 1, 2020

Preparation 
Execution 
Complete 

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: June 17, 2020

MOVED BY: Brenda Noble

SECONDED BY: Carma Williams

THAT the Council of the Township of North Glengarry receives Staff Report No. BP-2020-16 – the Director of Building, By-law & Planning 2020 Work Plan.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

Deputy Mayor: Carma Williams
Councillor: Jacques Massie
Councillor: Brenda Noble
Councillor: Jeff Manley
Councillor: Johanne Wensink
Mayor: Jamie MacDonald

YEA	NEA
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Section 5 (d)



STAFF REPORT TO COMMITTEE OF THE WHOLE
Report No: BP-2020-19

June 17, 2020

From: Jacob Rheume – Chief Building Official / Director of Building, By-law & Planning

RE: 2020 Work Plan

Recommended Motion:

THAT the Council of the Township of North Glengarry receives Staff Report No. BP-2020-19 – the Director of Building, By-law & Planning 2020 Work Plan.

Background / Analysis:

The Building, By- Law & Planning Department is presenting the Council of the Township of North Glengarry with their work plan update for 2020.

BUILDING

Maxville Water Project

The CBO and the Technician from Water Works, a licensed plumber started to do some scheduled inspections for turning on the municipal water, about 40 are supplied by municipal water at this time. During this COVID-19 crisis, the Township has suspended all inspections on water meter and installation inside any dwelling units. About 20 to 30 properties now have water but have not been inspected at this time. When their meter installation gets inspected, the Township does a reading of the meter and provides the information to the Water and Sewer Collector, so the Township can back charge the owners. We have received 5 applications for water connection since COVID-19. When the Emergency Order is lifted by the Province, we will evaluate how to do the inspections safely for both the homeowner and us.

Building Permit Application & Tracking Software

The Department is working alongside IT to create newer software for Building Permit Applications & tracking system being linked with Zoning and to assess all cost to make right decisions for future. The Township's decision to transfer VADIM data to the United Counties will limit the options available to the Department for the software. The new IT/GIS technician

will help greatly with this matter. We are currently looking into a software called CGIS already used by 3 Townships in SDG.

Review of Sign By-law

The sign By-law will be reviewed in 2020. Location, size, temporary or permanent, fees, will be some if the reviewed items.

Review of Civic Number By-law

The Civic Numbering By-law is was presented to Council on April 27, 2020 and was passed. The application for a civic number is now in effect and we can now start charging as per the new By-law.

Building Permits

The Building Department is currently processing and reviewing application, issuing permits and inspecting properties in a normal manner. The province has lifted all restrictions for construction. We are currently at a very similar permit issuance pace as the previous years so COVID-19 did not affect North Glengarry, as far as construction goes, which is also the case with neighbouring Townships in Eastern Ontario.

Office Desks

The renovation at the Township office has started. The existing main reception desk is now completely moved upstairs. The flooring company is scheduled to start during the week of June 15-19, and then the new desk should be installed shortly after. The waiting area is larger than what shown to Council at the last meeting, the desk is installed farther back which gives more room. We will have to evaluate how we accommodate the social distancing in the waiting area once the renovation is completed. There will be some minor touch-ups to be done but the general construction of the desk will be completed. We will need, prior to opening, the protective glass for both desks.

Restaurant Patios

As you all know, last week the Ontario Government announced that it has moved into Phase 2 using a regional approach for the reopening of businesses in the province. One of the new measures permits licensed establishments to create a patio adjacent to their premise or increase the size of their patio to welcome patrons on-site. Owners or operators of restaurants and bars in North Glengarry are required to contact the Township's Building Department at 613-525-1116 to verify that they meet all provincial, public health and municipal directives to prior to opening to the public. We are requiring the restaurant owners or operators to provide us with a plan showing all safety measures, access, existing, lighting, fencing, PPE, social distancing, occupancy, any structural component, encroachment, etc. to ensure public's safety.

BY-LAW ENFORCEMENT

Review of Garage Sale By-law

The sign By-law will be reviewed in 2020. The location, free weekends, setbacks, articles to be sold, will be some if the reviewed items.

Ongoing Complaints

The By-law is also working on several files to achieve compliance with municipal By-laws in a timely manner and to avoid any additional costs.

The By-law Enforcement had been very busy during the COVID-19 crisis to comply with all Provincial and Federal implementations regarding many restrictions/recommendations such as limiting distances and gatherings of people. He has also been disinfecting the main office daily to ensure our safety. He is also patrolling all municipal properties to ensure everything is safe and compliant. He is our main link between us and the OPP, trying to get as many people as possible to comply with the “stay home” orders. The By-law Enforcement Officer has placed an order and received some PPE for the Township, which will be required for many things moving forward.

PLANNING

Draft Zoning By-law Review (2020)

The zoning information has been updated until 2019 with the latest zoning by-law amendments and minor variances. The information is available online to the public through the SDG Counties Mapping tool. The Planning department also created a dedicated planning page on the Township of North Glengarry website, it can be accessed by clicking “Planning, Development and Zoning.” On the bottom left hand corner of the Township website main page. The GIS technician has completed the draft 2020 zoning schedules in PDF form, this will be an attachment to the new zoning by-law for public reference. The next steps in the zoning by-law review include conducting site verifications to ensure compliance with zoning compared to actual on the ground uses.

Cannabis Related Development Zoning By-law

The Planning Department is working on the revised housekeeping zoning by-law and Staff Report to address Planning Committee’s comments from the June 8 committee meeting.

Clear Cutting By-law

The Planning Department will be moving forward through the online public consultation process, as agreed during the June 8th Council Meeting.

LPAT Official Plan Appeal

The appeal is ongoing. The process has been further delayed by COVID 19. The SDG Counties received the review of an independent agricultural consultant regarding the proposed revisions to the Agricultural and Rural designations in the Official Plan.

Ongoing Zoning By-law Amendments, Consent Applications, Minor Variances

The Planning Department is working on several files with applicants that will be forwarded to Council in due time. Pre-consultation meetings are still conducted via phone for safety reasons.

Inventory of vacant lands in Alexandria and Maxville

The GIS Technician is working on a list of vacant lands that may have potential for development in Alexandria and Maxville. This will include a list of lands with a map highlighting the properties.

Planning Meetings, Committee of Adjustment Meetings, Public Meetings

To provide more timely information to the public, the public and planning information packages will be available to the public by 4pm the Wednesday before the scheduled meeting. However, this means that occasionally there will be additions or changes to the information that is posted online, since agency comments tend to be submitted at the last moment in certain cases.

Alternatives:

None.

Financial Implications:

No financial implications to the Township

Attachments & Relevant Legislation:

None.

Others consulted:

Todd McDonell, *By-law Enforcement Officer*

Kasia Olszewska, *Planner*

Signed by Sarah Huskinson – CAO/Clerk

	Building, Planning, By-Law Department Tasks	Deliverable	Involvement	2020				2021	Progress
				Q1	Q2	Q3	Q4		
Strat Plan	Create a list of all municipally owned land and properties. Evaluate each of the properties for municipal use vs land sale or development. Present the report and recommendations to Council for approval.	Approved by Council	KO	Preparation	Preparation	Preparation			
	Create a Tree Canopy by-law and permitting system.	Approved by Council	KO, JR, SH	Preparation	Execution	Execution			
	Develop a plan to attract development across all demographics in Maxville and Alexandria following the completion of the infrastructure projects.	Approved by Council	KO	Preparation	Preparation	Preparation			
	Complete a development charges feasibility study.	Approved by Council	JR	Preparation	Preparation	Preparation			
	Review current by-laws for enforcement.	Approved by Council	JR, TM	Preparation	Execution	Execution			
	Provide training to all departments on excellence in customer service.	Approved by Council	JR, TM, KO, CL	Preparation	Preparation	Preparation			
Policies	Draft Zoning By-law Review (2017)	Approved by Council	KO, JR	Execution	Execution	Execution	Execution		
	Cannabis use - Zoning By-law Amendment	Approved by Council	KO	Preparation	Execution	Execution	Complete		
	Review of Civic Number By-law	Approved by Council	JR	Preparation	Complete				
	Creation of Animal Control By-law (SDG)	Approved by Council	TM, JR	Execution	Complete				
	Review of Garage Sale By-law	Approved by Council	TK, JR		Preparation	Execution	Complete		
	Review of Sign By-law	Approved by Council	JR		Preparation	Execution	Complete		
	Creation of Tree Canopy By-law	Approved by Council	KO, JR, SH	Execution	Execution	Execution	Complete		
Other	Main Street Renewal Project	Ongoing Planning/ Public Works/ SDG project	KO, RM, TK	Preparation	Execution	Execution	Execution		
	Town Core & Rural Cycling Project	Ongoing Planning/ Ec. Dev./ SDG project	KO, TK	Preparation	Execution	Execution	Execution		
	Ongoing ZBA, MV	Ongoing Planning	KO	Execution	Execution	Execution	Execution		
	Ongoing Consent Applications	Ongoing Planning	KO	Execution	Execution	Execution	Execution		
	Ongoing OP Appeal (SDG)	Ongoing Planning/ Township and SDG Appeal	KO	Execution	Execution	Execution	Execution		
	Building Permit Application & Tracking Software	IT building a new software for building permits and zoning references and tracking	RE, JR	Execution	Execution	Execution	Complete		
	Dog tags tracking	By-law Officer to overlook the entered date	TM, CL	Execution	Complete				
	By-law/Complaint Software	Easier and simpler tracking software for complaints	TM, CL	Execution	Execution	Execution	Complete		
	Review Dog Catcher Duties	Current contract to expire	TM, JR	Execution	Complete				
	Ongoing By-law Complaints	Ongoing By-law	TM	Execution	Execution	Execution	Execution		
	Ongoing Building Permit Applications	Ongoing Building	JR	Execution	Execution	Execution	Execution		
	Maxville Water Connections	Ongoing Building	JR	Execution	Execution	Execution	Execution	Complete	

Preparation 
Execution 
Complete 

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: June 17, 2020

MOVED BY: Jeff Manley

SECONDED BY: Carma Williams

That Committee of the Whole receive Report – PW – 06-2020, Winter Maintenance Agreement – United Counties of Stormont, Dundas and Glengarry; and further

That Committee of the Whole recommends to Council to accept and approve the Winter Maintenance Agreement and authorize the Mayor and CAO/Clerk to sign on behalf of the Township of North Glengarry; and further

That Committee of the Whole recommends to Council to authorize the CAO to make minor amendments as they relate to the winter maintenance of the section of County Road 43 between County Road 46 and County Road 34.

Carried

Defeated

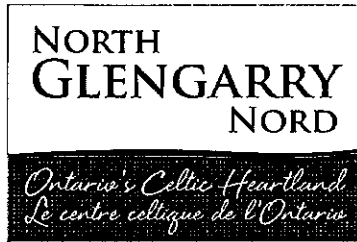
Deferred

MAYOR / DEPUTY MAYOR

Deputy Mayor: Carma Williams
Councillor: Jacques Massie
Councillor: Brenda Noble
Councillor: Jeff Manley
Councillor: Johanne Wensink
Mayor: Jamie MacDonald

YEA	NEA
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_____	_____
_____	_____
_____	_____

Section 5 (e)



Report – PW-06-2020

STAFF REPORT TO COMMITTEE OF THE WHOLE

Date: June 17, 2020

From: Doug Sitland, Director of Public Works

RE: Winter Maintenance Agreement – United Counties of Stormont, Dundas and Glengarry

Recommended Motion:

That Committee of the Whole receive Report – PW – 06-2020, Winter Maintenance Agreement – United Counties of Stormont, Dundas and Glengarry; and further

That Committee of the Whole recommends to Council to accept and approve the Winter Maintenance Agreement and authorize the Mayor and CAO/Clerk to sign on behalf of the Township of North Glengarry; and further

That Committee of the Whole recommends to Council to authorize the CAO to make minor amendments as they relate to the winter maintenance of the section of County Road 43 between County Road 46 and County Road 34.

Background / Analysis:

The United Counties of Stormont, Dundas and Glengarry (the "County" or "SDG") has presented the Township of North Glengarry (the "Township" of "NG") with an agreement to provide certain winter maintenance activities on certain County Roads within the geographical boundary of the Township. The agreement references the following County road sections that would be maintained by the Township:

- County Road 30 from County Road 43 to Skye Road
- County Road 43 from County Road 46 to County Road 34
- County Road 46 from County Road 43 to County Road 34

The maintenance to be performed by the Township is limited to:

- Routine Winter Patrol
- Plowing
- Application of Anti-Icing Materials

Drainage, deficiencies like signage and washouts and road surface repair (including potholes) would remain the responsibility of the County and that the Township would report deficiencies as a result of the Routine Winter Patrol.

The maintenance activities are to be performed pursuant to the most current version of Ontario Regulation 239/02, the Minimum Maintenance Standards.

The period to perform winter maintenance is from the third Monday of November through to the third Monday of April. The agreement proposes a fixed fee, indexed at the CPI, payable at December 31 and April 30 to cover labour and equipment. The cost of materials is pro-rated based on total lane kilometers.

The agreement requires that the Township have insurance and that the County be named as third party insured as follows:

- Municipal General Liability Insurance \$25,000,000 per occurrence
- Automobile Liability Insurance limit of \$25,000,000
- Environmental Impairment Liability \$2,500,000 per occurrence

While this Agreement is a “renewal” of a previous agreement, Township staff indicated that they do not maintain County Road 43 from County Road 46 to County Road 34.

Alternatives:

The Township undertaking these winter maintenance activities allows the County to optimize their resources and provide maintenance services that meet the MMS and provide for a Level of Service common across the County.

The Agreement provides compensation to the Municipality. While maintaining the County Road segments is incremental work, it does not require the municipality to hire additional plow operators.

County Road 30 has historically been a source of complaint for the Township. As the County has committed resources to meet the Minimum Maintenance Standards on all of its roads, they have incremental capacity, including a “second shift” for plow operations. As such, the County has the capacity to address relatively minor winter control issues outside of a normal 8 hours workday. In other words, the County has the capacity to provide a higher level of service.

The Insurance requirements outlined in the Agreement have been reviewed by our Insurance Broker and are appropriate.

The term of the Agreement is for five (5) years, ending April 2025, but may be terminated by either party during the period of May to August by giving 30 days written notice.

The County is currently reviewing the winter maintenance of the short section of County Road 43 from County Road 46 to County Road 34. The County plows have to go over this section of road as they loop between other County roads in the area. As this is a high volume road section, the Township would prefer that the County maintain it. Upon ultimate resolution as to who is going to winter maintain this section, the Agreement

would be amended to reflect reality. Accordingly, Council Could approve of the Agreement now and authorize the CAO to make those minor amendments if required.

Financial Implications:

The County would compensate the Township on an annual basis for labour and equipment, indexed at CPI for the 12 month period May to May. The County also compensates for winter materials (salt and grit) on a pro-rated basis based on lane-kilometers. While the Level of Service on a County Road is higher (typically higher application rate for salt or grit) as the Township does not hire additional staff or equipment, there is minimal incremental cost.

Others consulted:

Ben de Hann, Director Transportation and Planning, SDG
Carolyn Corkery, Halpenny Insurance Brokers
Sarah Huskinson, CAO
Kimberley Goyette, Director of Finance/Treasurer
Michel Cuerrier, Manager of Transportation

Attachments:

Draft Agreement to be executed

Signed by Sarah Huskinson - CAO/Clerk

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: June 17, 2020

MOVED BY: Jeff Manley

SECONDED BY: Brenda Noble

That Report PW-07-2020, Update to Winter Maintenance Policy be received for information; and further

That Council authorize staff to proceed with updates to the Winter Maintenance Policy as generally outlined in the report.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

YEA

NEA

Deputy Mayor: Carma Williams

Councillor: Jacques Massie

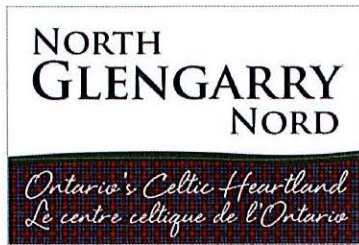
Councillor: Brenda Noble

Councillor: Jeff Manley

Councillor: Johanne Wensink

Mayor: Jamie MacDonald

Section 5 (f)



Report – PW-07-2020

STAFF REPORT TO COMMITTEE OF THE WHOLE

Date: June 17, 2020

From: Doug Sitland, Director of Public Works

RE: Update to Winter Maintenance Policy

Recommended Motion:

That Report PW-07-2020, Update to Winter Maintenance Policy be received for information; and further

That Council authorize staff to proceed with updates to the Winter Maintenance Policy as generally outlined in the report.

Background / Analysis:

In February of 2015, Council of the day approved of the Winter Maintenance Policy (attached). The intent of the Policy was to establish the level of service for winter maintenance activities that ratepayers can expect.

The Policy contains references to Ontario Regulation 239/02, typically referred to as the Minimum Maintenance Standards (MMS). It is important to note that the MMS have been updated and consolidated as of May 3, 2018. The policy describes Levels of Service (LOS) that generally exceed (are better) response times set forth in the MMS. So from a very high level, our LOS exceeds the MMS, but the MMS is not meant to define a LOS, but rather a methodology that governs how to deploy resources for events such as winter control activities. The MMS are also a statutory defence against claims related to maintenance of roads and sidewalks. So while a policy may contain an objective such as to have a arterial road “centre bare” within 12 hours of a snow event, the MMS define the methodology by which the snow event is monitored, the time at which resources are deployed to address the snow event, the on-going monitoring of the snow event and the entire road network, etc..

The intent of the review of the Policy is not so much as to change the current LOS (assuming that Council is generally satisfied with the current practices and the LOS delivered), but rather to integrate the MMS and to move forward with changes in practices that will prove that Township follows the MMS and that they can be used to document how the Township deploys resources.

A common misconception is that the MMS are for “big cities” and that small rural communities can’t afford to meet the MMS. But as described above, our Policy has an

objective to have an arterial road “centre bare” within 12 hours of snow event, whereas the MMS requires that municipalities do the following:

- Classify their roads based upon traffic volume and posted speed
- To patrol all roads at a frequency based upon their classification
- To provide a winter patrol on a representative number of roads
- To monitor the weather depending upon the time of year
- To document all of the above
- To deploy resources to address snow accumulation on a road depending upon its' classification
- Etc.

In other words, our Policy says arterial roads shall be “centre bare” within 12 hours of a snow event, whereas the MMS says that for a Class 3 roadway, we shall deploy resources to address snow within 12 hours of becoming aware of the accumulation of 8 cm of snow. The MMS makes no reference to how or what the intended outcome is, but does require that municipalities document how they classified the road, how they patrolled, how they winter patrolled, how they monitored the weather and how they determined there was 8 cm of snow.

The existing policy does rightly recognize that every winter event is different and there are circumstances beyond our control which may impact the LOS provided, such as mechanical breakdown and employee sick leave. The MMS only requires the deployment of resources after a certain amount of time and so unless every plow had suffered mechanical breakdown and every employee was off, the municipality can prove it is in compliance with the MMS.

The MMS also recognizes that significant weather events do occur and that the capacity of any road authority may be overwhelmed. In such an event, a municipality may declare a significant weather event and for the purposes of the regulation, despite what the actual condition of the road is, it shall be deemed to be “in a state of repair” until a certain time after the weather event.

In all, the MMS refers to the following:

- Classification of roads
- Patrolling (including Winter Patrol)
- Weather Monitoring
- Snow Accumulation
- Significant Weather Events
- Snow Accumulation in Bike Lanes
- Ice Formation on Roadways
- Potholes
- Shoulder Drop-Offs
- Cracks
- Debris
- Signs
- Traffic Control Signals Systems
- Traffic Control Signals Sub-systems
- Bridge Deck Spalls

- Roadway Surface Discontinuities
- Sidewalk Surface Discontinuities
- Encroachments Adjacent to Sidewalks
- Snow Accumulation on Sidewalks
- Ice Formation on Sidewalks
- Winter Sidewalk Patrol
- Closure of a Roadway

For the most part, currently the Township undertakes all of these activities where applicable (for example, the Township does not own/operate any traffic control systems within the meaning of the Regulation). Accordingly, adopting the MMS does not mean additional human resources. The one exception is Winter Patrol

For Winter Patrol, the Forepersons and the Transportation Manager share in "winter patrol" responsibilities, by monitoring road conditions prior to an anticipated weather event on an overtime basis. While this arrangement works most of the time, it may compromise the individual with respect to the CVOR Hours of Service requirements/limitations. To address this, staff are recommending 2 contract employees for the winter control season that would provide planned and regular winter patrol covering all 7 days of the week.

A large part of the MMS is documenting information. While individual employees generally keep a daily diary, the information often does not meet the requirements of documentation with respect to the Regulation and furthermore, the information is not available Corporately. While the Township does use Access E11, this application is not intended to be used to meet the requirements of the MMS. To this end, additional Information Management Systems may be required.

The Township currently employs some tools and technology in undertaking maintenance. However some of these tools or technology are only partially functional. For example, the Township has a GPS system to track the location of vehicles, but only selected vehicles have the GPS monitor installed and the system does not provide reliable data such as "plow up or down" for certain key pieces of equipment. To this end, the Township needs to review its existing Information Management Systems to make sure they are optimized and provide the required data.

Another issue or example to consider is the MMS requirement for signs. Currently the Township maintains, repairs and replaces signs when we are notified by the public. There is no regular inspection program and the Township does not have an inventory or location data (Asset Management issue as well). The MMS require that signs be tested annually to determine they meet the retro-reflectivity requirements of the Ontario Traffic Manual. While there are various methods available to determine retro-reflectivity, a common method is to utilize a "retro-reflectometer". To this end, additional Tools may be required to measure or undertake activities required by the MMS.

The intent to update the Policy is to remove the selective references to the MMS and make it clear that the Township undertakes activities in accordance with the MMS. Intended levels of service will remain the same, assuming Council is satisfied with them.

Alternatives:

The MMS describe a methodology and practices that when properly implemented and documented, provide a Statutory Defense against claims related to certain maintenance activities. The MMS are not meant to define a LOS. In most cases, indeed our current LOS would exceed certain methodologies or practices contained in the MMS (for example the time to mobilize resources in a snow event). It is not a requirement that the Township undertake activities in accordance with the MMS, but in that event, the MMS would not be a Statutory Defense in a claim.

Should Council wish to update the Winter Maintenance Policy, staff will bring an update to a future meeting of Council for approval.

Financial Implications:

To provide for seven day winter patrol activities for the duration of the winter season, 2 part time employees would be required. This equates to an expense of roughly \$60,000. The winter season is from mid-November to mid-April and the additional part-time employees are not included in the 2020 operating budget.

Various improvements to existing and acquiring new Information Management Systems would be required. The cost associated with this is difficult to estimate, but a 3 year budget of \$20,000 could be set aside. There is no budget for 2020, although a substantial Reserve Fund exists for Modernization

Others consulted:

Sarah Huskinson, CAO
Kimberley Goyette, Director of Finance/Treasurer
Michel Cuerrier, Manager of Transportation
Zoe Bougie, Administrative Assistant

Attachments:

Ontario Regulation 239/02 – The Minimum Maintenance Standard

Township of North Glengarry Winter Maintenance Policy, Feb 2015

Signed by Sarah Huskinson - CAO/Clerk

Township of North Glengarry Winter Maintenance Policy



*Township of North Glengarry
Public Works Department
February 2015*



The Township of North Glengarry has created a Winter Maintenance Policy in order to establish level of service standards for the Township's municipal infrastructure.

This document shall act as a guide for the Public Works Department and also to inform the residents of the standards they can expect to see regarding winter maintenance.

Winter maintenance is overseen by the Roads Manager under the umbrella of the Public Works Department.

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1.0 GENERAL OBJECTIVES



The Township's winter maintenance policy is driven by the following key objectives;

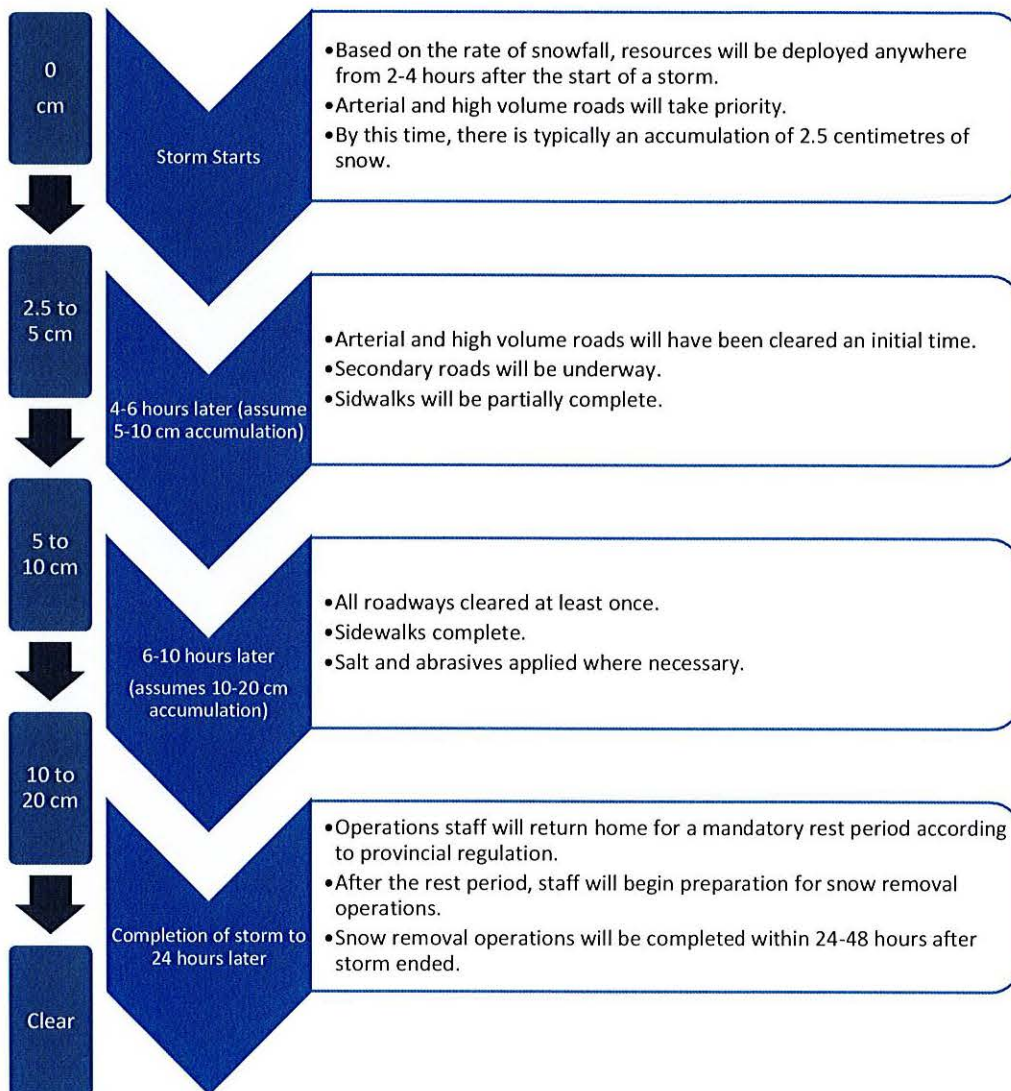
- a) To reduce the hazards of icy road conditions to motorists, maintain safe possible routes for buses, emergency vehicles, as well as commercial and passenger vehicles;*
- b) To maintain safe visibility for the operation of motor vehicles at driveways and intersections as well as to allow access to sidewalks from those exiting from parked vehicles and to provide space for ploughing snow.*
- c) To ensure a standard of care that is consistent, while being cost effective and efficient.*

2.0 WHAT TO EXPECT DURING A STORM

Below highlights the typical winter storm event. It is important to note that staffing availability affects the effectiveness of this plan. Sickness occurs from time to time and their legal ability to work consecutive hours may affect the deployment of resources.

Snow in excess of 20 cm brings about different challenges that will essentially alter the snow removal effort. This is intended to be a "typical" winter storm event.

Snow flurries resulting in accumulation of 2-3cm may not be cleared dependent on temperature, weather conditions etc. On a sunny day, snow will typically melt; therefore the deployment of equipment and resources is not required or economical.



Snow removal operations may be delayed under various circumstances. These are highlighted under the snow removal section of the policy.

3.0 SALT AND ABRASIVES

The Township uses 3 different products to combat snow and ice.

Abrasives (Stone Dust)

- Application during cold weather with temperatures colder than -12 degrees Celsius.
- Applied as base product for treating class 3, 4 and 5 roads.
- Applied on sidewalks to provide traction

Clear Salt

- Application favourable during warmer than -12 degrees Celsius temperatures.
- Incorporated anywhere from 10% to 20% as a mixture with abrasives and applied on class 3, 4 and 5 roads. The mixture varies based on the weather conditions.
- Applied independently on sidewalks in warmer temperatures, mixed with abrasives in colder temperatures.

Treated Salt

- Typically used in colder temperatures on sidewalks, although can be used on roads. Works best with bituminous surfaces.
- Will work to a lower temperature than clear salt, but not 100% effective.
- Brine is already created as the salt is mixed with melting agents and organic compounds.

These products are applied at the direction of the roads manager and the roads forepersons. Their experience and knowledge permit them to choose the appropriate material for the weather situation.

Treated salt costs about 10-15% more than clear salt, therefore it is used when necessary. However, the application rate is about 2/3 that of clear salt to achieve the same effectiveness, so there is some benefits to using treated salt.

4.0 ROADS

For winter maintenance purposes, the roads have been grouped in to classes based on the Ontario Minimum Maintenance Standards. These standards are used to prioritize how frequently roads are plowed, how ice is controlled and how snow is removed.

High priority roads and most arterial roads receive more attention.

The following table identifies the road classes and the requirements set forth. They are based on the minimum maintenance standards set forth by the Province of Ontario through regulation 239/02.

The Township or North Glengarry primarily has class 3, 4 and 5 roads. Class 1 and 2 roads have been included for comparison purposes.

Excerpts from Ontario Regulation 239/02 (Minimum Maintenance Standards);

Ontario Classification of Highways

Average Annual Daily Traffic (number of motor vehicles)	Posted or Statutory Speed Limit (kilometres per hour)						
	91 - 100	81 - 90	71 - 80	61 - 70	51 - 60	41 - 50	1 - 40
15,000 or more	1	1	1	2	2	2	2
12,000 - 14,999	1	1	1	2	2	3	3
10,000 - 11,999	1	1	2	2	3	3	3
8,000 - 9,999	1	1	2	3	3	3	3
6,000 - 7,999	1	2	2	3	3	3	3
5,000 - 5,999	1	2	2	3	3	3	3
4,000 - 4,999	1	2	3	3	3	3	4
3,000 - 3,999	1	2	3	3	3	4	4
2,000 - 2,999	1	2	3	3	4	4	4
1,000 - 1,999	1	3	3	3	4	4	5
500 - 999	1	3	4	4	4	4	5
200 - 499	1	3	4	4	5	5	5
50 - 199	1	3	4	5	5	5	5
0 - 49	1	3	6	6	6	6	6

Snow Accumulation Deployment of Resources

Class of Highway	Depth	Time
1	2.5 cm	4 hours
2	5 cm	6 hours
3	8 cm	12 hours
4	8 cm	16 hours
5	10 cm	24 hours

Ice Formation Prevention and Icy Roadways Treatment Applied

Class of Highway	Time
1	3 hours
2	4 hours
3	8 hours
4	12 hours
5	16 hours

Road Classification Chart

Road Maintenance Class	Road Type	Minimum depth of Snow Accumulation for Deployment of Resources (Depth as per MMSMH)	Time to clear Snow From the End of Snow Accumulation or Time to Treat Icy Conditions (Time as per MMSMH)	Treatment standard		
				Bare pavement	Centre bare	Snow-packed
1	High priority roads	(2.5 cm)	(Snow - 4h) (Ice - 3h)	X		
2	Most arterials	(5 cm)	(Snow - 6h) (Ice - 4h)	X		
3	Most major roadways (rural asphalt/surface treatment)	5 cm (8 cm)	MMS (Snow - 12h) (Ice - 8h)		X	
			North Glengarry Snow - 10h Ice - 6h			
4	Most minor roadways (rural gravel)	5 cm (8 cm)	MMS (Snow - 16h) (Ice - 12h)			X
			North Glengarry Snow - 12h Ice - 10h			
5	Residential roads and lanes (Urban asphalt)	7 cm (10 cm)	MMS (Snow - 24h) (Ice - 16h)		X	X
			North Glengarry Snow - 10h Ice - 8h			

Road Class Maintenance

Class 3:

The Township of North Glengarry's objective is to maintain these roads as a high priority. Class 3 roads will consist of arterial roads typically with a bituminous surface. Although, a bituminous surface road may not alone be considered a Class 3, traffic data will have to support this classification.

Class 3 roads will be maintained to a centre bare standard. This means that after the road has been cleared of snow and the storm has expired, there will be a centre bare lane on the roadway such that opposing vehicles will have access to bare pavement to drive on.

The centre bare approach allows for treatment with salt or a salt/abrasive mixture. The goal is for the treatment to work its way outwards as the salt generates brine that will assist in the melting of the snow or snow pack remaining on the road. The abrasives will allow for friction and grip to ensure safety of the motorists.

In temperatures that is lower than -12 degrees, salt does not have the same effect on ice and snow, therefore the mixture of salt to abrasives ratio may be reduced to permit more abrasives on the roadway.

Class 4:

The Township of North Glengarry's objective is to maintain these roads as a secondary priority. Although, efficiencies may dictate their order in snow clearing operations based on the route the operator is following. These roads are typically gravel roads. Although gravel may not alone determine the class, traffic data will have to support this classification.

Class 4 roads will be maintained to a snow packed state. The majority of the snow if

removed and the road will be covered with a hard packed snow.

It is far too difficult and costly to reduce the hard pack to a gravel state. Therefore abrasives and salt will be applied to provide friction and grip to ensure the safety of the motorists.

In temperature that is lower than -12 degrees, salt does not have the same effect on ice and snow, therefore the mixture of salt to abrasives ratio may be reduced to permit more abrasives on the roadway.

Class 5:

The Township of North Glengarry's objective is to maintain these roads as both primary and secondary priority. These roads are typically urban roads with bituminous surfaces. Some roads consist of locations that the public frequents such as schools, churches, post office and other locations that may dictate the priority of the roadway.

Class 5 roads will be maintained to a snow packed state, with intersections receiving extra attention.

The treatment for class 5 roads will be primarily salt, although a salt/abrasive mixture may be required. The treatment at the intersections will consist of higher material usage, which will result in them clearing more quickly and assist the motorists to stop where required.

In temperature that is lower than -12 degrees, salt does not have the same effect on ice and snow, therefore the mixture of salt to abrasives ration may be reduced to permit more abrasives on the roadway.

5.0 SIDEWALKS

Sidewalks are not covered under the Ontario Minimum Maintenance Standards. Each individual municipality is responsible for the maintenance of safety of their own sidewalks. One of the reasons that sidewalks are not covered under regulation 239/02 is that maintenance of sidewalks has proven extremely difficult.

Sidewalk clearing will begin within 2-4 hours when 2.5 centimetres has accumulated on the sidewalks. The sidewalks will be treated or cleared from within 12 hours of the end of the snow event.

The Township of North Glengarry will maintain sidewalks according to the conditions. To achieve a standard of bare concrete for sidewalks is almost impossible, not to mention expensive. Freeze/Thaw conditions impact sidewalks significantly. The melt created in the daytime hours will freeze overnight in a sharp drop in temperature, therefore abrasives are required.

The Township's minimum standard for sidewalk maintenance is to ensure that excess snow accumulation is removed from the sidewalks and at a minimum, leaving them snow packed.

Treatment of the sidewalks will consist of a mixture of salt and abrasives in cold temperatures (lower than -12) in order to provide traction on the sidewalks. In warmer temperatures (above -12), straight salt will be applied to melt the snow and ice.

Township staff will endeavor to make sensitive areas such as the downtown core, schools, churches, post offices and etc. a priority. These areas may require multiple passes and applications.

Examples of the standard are shown below;

Warmer than -12 degrees;



- *An obvious melted pathway down the centre of the sidewalk.*
- *Excess snow removed.*
- *Snowpack remains on the sidewalk.*

Colder than -12 degrees;



- *Obvious snow pack on the sidewalk.*
- *Excess snow removed.*
- *Abrasive treatment on the snow pack for traction.*

6.0 SNOW REMOVAL OPERATIONS

Snow removal in itself is a costly activity to the Township. For each time that snow is removed from the streets, it costs the Township about \$10,000 - \$15,000. As such, staff tries to coordinate snow removal to be as efficient as possible.

Despite the Township's intentions, snow removal may not occur based on the following exceptions;

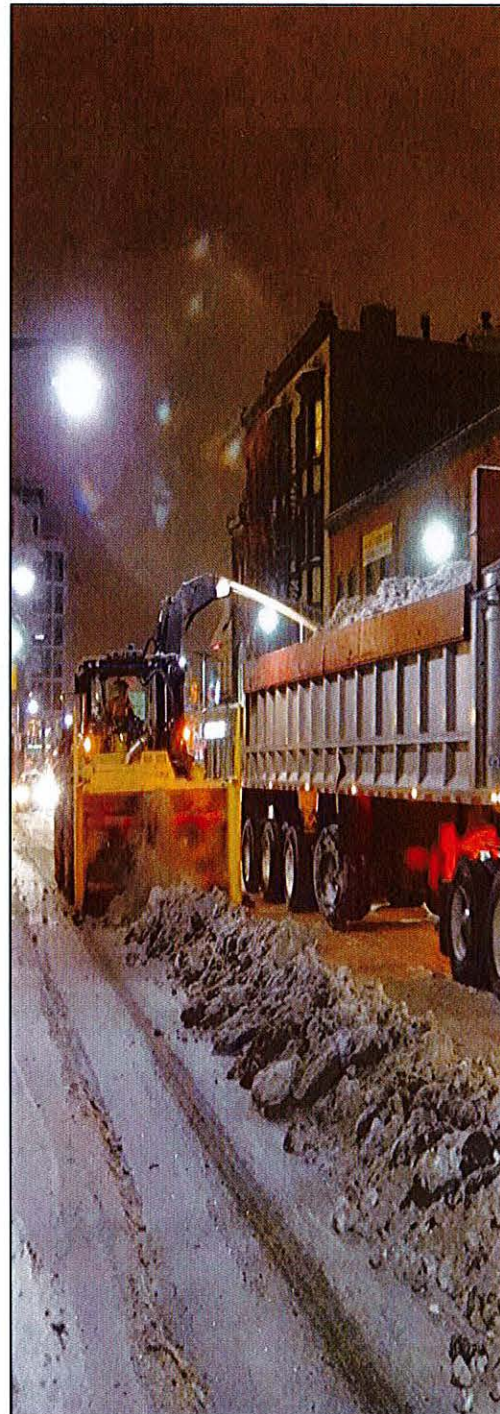
- 1) *Lack of staff*
- 2) *Unusual Snow Storm/Snow accumulation*
- 3) *Equipment breakdowns and malfunctions*
- 4) *Other unforeseen situations that impact the ability to remove snow*

When, where and how is snow removed?

- *Snow will be removed in Alexandria and Maxville on the main/priority streets upon every 10cm of accumulation. This includes the County Roads and other localized high traffic areas deemed priority by the Public Works Department.*
- *When consecutive snow events or storms are forecasted, snow removal will be delayed to accommodate removal of the snow from both storms.*
- *The lower volume side streets will only be removed when the banks start to affect sightlines or the banks reduce the roadway to 5m, this will be at the discretion of the roads manager.*
- *Snow removal shall take place overnight in most cases. The typical start time for snow removal operations is 1:00am and continues throughout until the snow is removed. This operation must be completed at night and this is the reason for the Township's winter parking by-law. Excess noise will occur and is*

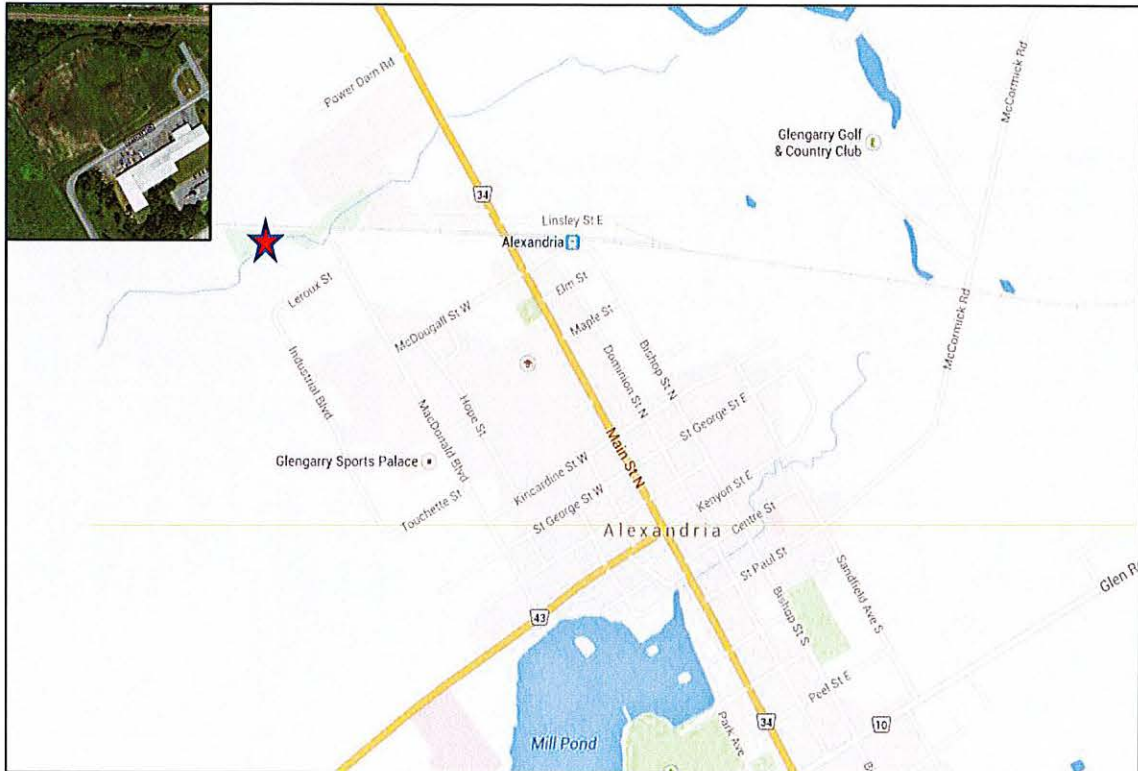
unavoidable due to the equipment resources required.

- *Snow removal is accomplished through the use of the Township loader, snow blower, graders, plow trucks and the contracting of approximately 8 tri-axle trucks. Traffic control is performed by Township staff.*



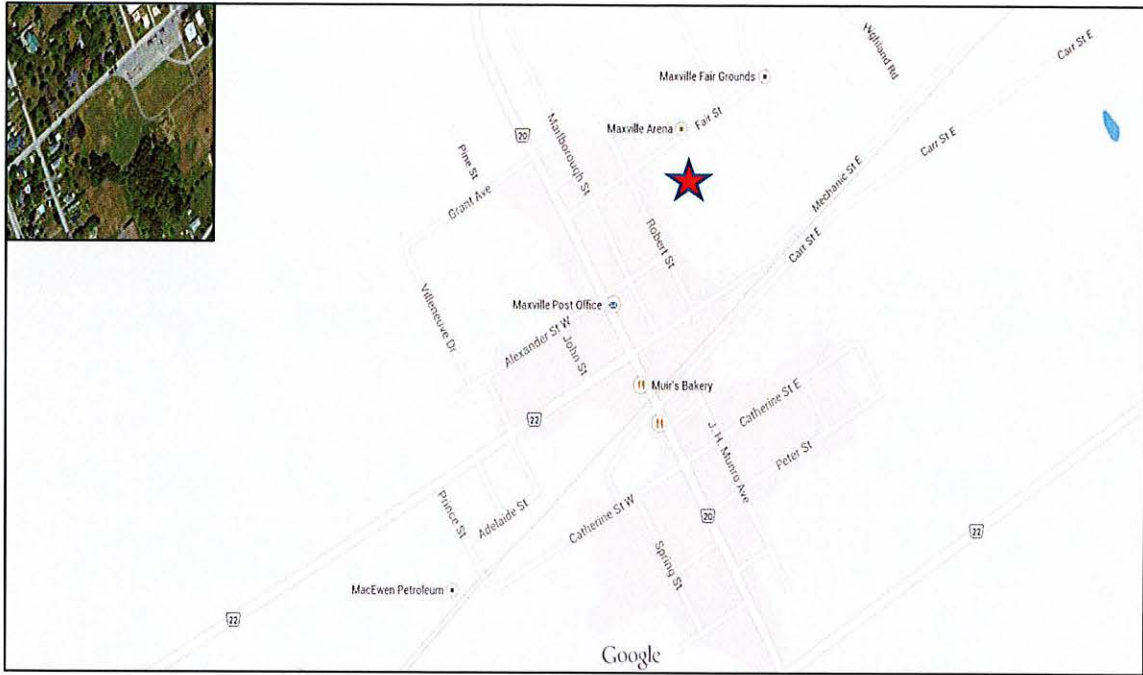
7.0 SNOW DISPOSAL FACILITIES

Alexandria – Leroux St. Snow Dump



The Township transports snow to a parcel of property on Leroux St. at the north end of Alexandria, west of MacDonal Blvd. Snow is stockpiled by both Township trucks and contracted services. If in such case that the Leroux Snow Dump is full, the Alexandria Landfill Site shall act as a contingency.

Maxville – Fair St. Snow Dump



The Township transports snow to a parcel of property on Fair St. in the west side of Maxville near the arena parking lot. Snow is stockpiled primarily by the Township trucks and equipment.

8.0 LAWS AND BY-LAWS

By-law #13-2014

The Township of North Glengarry's Traffic and Parking By-law states the following;

"3.11 WINTER PARKING

- 1) No person shall park, or stand a vehicle or permit a vehicle to remain parked on any highway or in a municipal parking lot between the hours of 01:00a.m. to 7:00 a.m. from November 15th to April 15th of the following year, both dates inclusive.
- 2) No person shall park, or stand a vehicle or permit a vehicle to remain parked on any highway at any time when the highway is specially marked with signs indicating snow removal or when such person has received verbal or written notice from a Municipal Employee of the Corporation.
- 3) This section shall be enforced by the Municipal Law Enforcement Officer and/or the Public Works Manager or his/her designate."

Failure to comply with the by-law could result in the following fines;

<i>Colum 1 Short Form Wording</i>	<i>Colum 2 Provision Creating or Defining Offense</i>	<i>Colum 3 Voluntary Payment within 15 days</i>	<i>Colum 4 Set Fines</i>
<i>Parked Winter prohibited hours</i>	<i>Section 3.11(1)</i>	<i>\$40.00</i>	<i>\$60.00</i>
<i>Parked - snow removal</i>	<i>Section 3.11(2)</i>	<i>\$40.00</i>	<i>\$60.00</i>

A person failing to comply with this section of the by-law will be fined and possibly towed to ensure that the safety of the streets can be restored through plowing or snow removal operations.

Highway Traffic Act

The Province of Ontario's Highway Traffic Act states;

"Deposit of snow on roadway

181. No person shall deposit snow or ice on a roadway without permission in writing so to do from the Ministry or the road authority responsible for the maintenance of the road. R.S.O. 1990, c. H.8, s. 181."

Residents may not place snow on municipal sidewalks or roadways. Each resident is responsible for his or her own snow to be retained on his or her own property.

9.0 FREQUENTLY ASKED QUESTIONS

Q: Why are overnight parking restrictions in effect?

A: Parking restrictions ensure that Township staff can perform winter operations efficiently and effectively. This is important to ensure safe roads and the flow of emergency services in the time of need.

Q: Can the Township do anything to prevent plowing snow in my driveway?

A: This is a common complaint in every municipality that is affected by the winter. There have been multiple strategies and options reviewed by a variety of cities and municipalities in the past. Unfortunately, none of them work or they prove too costly. There is little that the Township can do to prevent this occurrence. It is best to remove the snow from your driveway early and often to prevent ice buildup in the snow bank.

Q: Why does the Township plow the sidewalks and then the snow plow comes by and fills them in?

A: The Township is responsible for the maintenance of the sidewalks on county roads and the United Counties of Stormont, Dundas and Glengarry is responsible for the road surface. In a perfect world, this could be coordinated, but in reality neither the Township, nor the County know when they are going to initiate winter operations. Ultimately there is no easy solution, but, sidewalks typically require multiple passes anyway, so it is not a large hindrance.

Q: Why are sidewalk so icy?

A: The Township's service level and budget allocation for winter control on sidewalks is to maintain them to a snow-packed condition, and sidewalk plows/blowers are not capable of clearing snow and ice from sidewalks to the extent that bare concrete is exposed in all conditions. Snow and ice often bonds to the concrete during extreme temperatures, and ice can also form on snow packed sidewalks during thaw/freezing cycles. Other factors, such as overgrown sod on the edge of the sidewalk or a buildup of residual ice and snow under wheel tracks, can cause the edge of the plow or blower to ride above the surface of the sidewalk. All affected areas are treated with abrasives for traction.

Q: Why is a sidewalk plow sanding the sidewalk today when rain and warm temperatures are in the forecast?

A: This is done when fluctuating temperatures are causing melting snow/ice that freezes as the temperature drops, resulting in slippery conditions on the sidewalks. City sidewalk plows sand these areas in the interest of public safety to prevent slip and falls. The sanding process involves travelling the entire route to identify areas that require sanding; although the plow may not have been applying sand when you saw it, there may have been conditions elsewhere along the route that required sanding.

Q: Why can the Township not provide 24/7 service on the roadways?

A: Due to Provincial regulations there are a maximum number of hours that plow drivers can be on duty. Further, all drivers are typically required in at the same time on all routes to provide a consistently high level of service across the Township during snowfall. Therefore, more staff would need to be hired for an additional shift if the Township were to provide 24/7 service on all routes, resulting in increased costs that would likely have an impact on ratepayers.

10.0 MATTERS AFFECTING SERVICE DELIVERY

This winter maintenance policy has been prepared based on regular periodic winter events and accounts for standard conditions. Circumstances not necessarily covered in this policy are;

- Equipment breakdown or manpower shortage*
- Equipment disabled in the snow*
- Weather so severe as to cause crews to be called in from the streets*
- Equipment rendered inadequate by the depth of snow and drifts*
- Crew breaks, breaks required for refueling, refilling of abrasive materials, changing of blades*
- Unforeseen conditions and emergencies*

Municipal Act, 2001
Loi de 2001 sur les municipalités

ONTARIO REGULATION 239/02
MINIMUM MAINTENANCE STANDARDS FOR MUNICIPAL HIGHWAYS

Consolidation Period: From May 3, 2018 to the [e-Laws currency date](#).

Last amendment: 366/18.

Legislative History: 288/03, 613/06, 23/10, 47/13, 366/18.

This Regulation is made in English only.

Definitions

1. (1) In this Regulation,

“bicycle facility” means the on-road and in-boulevard cycling facilities listed in Book 18 of the Ontario Traffic Manual;

“bicycle lane” means,

- (a) a portion of a roadway that has been designated by pavement markings or signage for the preferential or exclusive use of cyclists, or
- (b) a portion of a roadway that has been designated for the exclusive use of cyclists by signage and a physical or marked buffer;

“cm” means centimetres;

“day” means a 24-hour period;

“encroachment” means anything that is placed, installed, constructed or planted within the highway that was not placed, installed, constructed or planted by the municipality;

“ice” means all kinds of ice, however formed;

“motor vehicle” has the same meaning as in subsection 1 (1) of the *Highway Traffic Act*, except that it does not include a motor assisted bicycle;

“non-paved surface” means a surface that is not a paved surface;

“Ontario Traffic Manual” means the Ontario Traffic Manual published by the Ministry of Transportation, as amended from time to time;

“paved surface” means a surface with a wearing layer or layers of asphalt, concrete or asphalt emulsion;

“pothole” means a hole in the surface of a roadway caused by any means, including wear or subsidence of the road surface or subsurface;

“roadway” has the same meaning as in subsection 1 (1) of the *Highway Traffic Act*;

“shoulder” means the portion of a highway that provides lateral support to the roadway and that may accommodate stopped motor vehicles and emergency use;

“sidewalk” means the part of the highway specifically set aside or commonly understood to be for pedestrian use, typically consisting of a paved surface but does not include crosswalks, medians, boulevards, shoulders or any part of the sidewalk where cleared snow has been deposited;

“significant weather event” means an approaching or occurring weather hazard with the potential to pose a significant danger to users of the highways within a municipality;

“snow accumulation” means the natural accumulation of any of the following that, alone or together, covers more than half a lane width of a roadway:

1. Newly-fallen snow.
2. Wind-blown snow.
3. Slush;

“substantial probability” means a significant likelihood considerably in excess of 51 per cent;

“surface” means the top of a sidewalk, roadway or shoulder;

“utility” includes any air, gas, water, electricity, cable, fiber-optic, telecommunication or traffic control system or subsystem, fire hydrants, sanitary sewers, storm sewers, property bars and survey monuments;

“utility appurtenance” includes maintenance holes and hole covers, water shut-off covers and boxes, valves, fittings, vaults, braces, pipes, pedestals, and any other structures or items that form part of or are an accessory part of any utility;

“weather” means air temperature, wind and precipitation.

“weather hazard” means the weather hazards determined by Environment Canada as meeting the criteria for the issuance of an alert under its Public Weather Alerting Program. O. Reg. 239/02, s. 1 (1); O. Reg. 23/10, s. 1 (1); O. Reg. 47/13, s. 1; O. Reg. 366/18, s. 1 (1, 2).

(2) For the purposes of this Regulation, every highway or part of a highway under the jurisdiction of a municipality in Ontario is classified in the Table to this section as a Class 1, Class 2, Class 3, Class 4, Class 5 or Class 6 highway, based on the speed limit applicable to it and the average daily traffic on it. O. Reg. 239/02, s. 1 (2); O. Reg. 366/18, s. 1 (3).

(3) For the purposes of subsection (2) and the Table to this section, the average daily traffic on a highway or part of a highway under municipal jurisdiction shall be determined,

(a) by counting and averaging the daily two-way traffic on the highway or part of the highway; or

(b) by estimating the average daily two-way traffic on the highway or part of the highway. O. Reg. 239/02, s. 1 (3); O. Reg. 23/10, s. 1 (2); O. Reg. 366/18, s. 1 (3).

(4) For the purposes of this Regulation, unless otherwise indicated in a provision of this Regulation, a municipality is deemed to be aware of a fact if, in the absence of actual knowledge of the fact, circumstances are such that the municipality ought reasonably to be aware of the fact. O. Reg. 366/18, s. 1 (4).

TABLE
CLASSIFICATION OF HIGHWAYS

Column 1 Average Daily Traffic (number of motor vehicles)	Column 2 91 - 100 km/h speed limit	Column 3 81 - 90 km/h speed limit	Column 4 71 - 80 km/h speed limit	Column 5 61 - 70 km/h speed limit	Column 6 51 - 60 km/h speed limit	Column 7 41 - 50 km/h speed limit	Column 8 1 - 40 km/h speed limit
53,000 or more	1	1	1	1	1	1	1
23,000 - 52,999	1	1	1	2	2	2	2
15,000 - 22,999	1	1	2	2	2	3	3
12,000 - 14,999	1	1	2	2	2	3	3
10,000 - 11,999	1	1	2	2	3	3	3
8,000 - 9,999	1	1	2	3	3	3	3
6,000 - 7,999	1	2	2	3	3	4	4
5,000 - 5,999	1	2	2	3	3	4	4
4,000 - 4,999	1	2	3	3	3	4	4
3,000 - 3,999	1	2	3	3	3	4	4
2,000 - 2,999	1	2	3	3	4	5	5
1,000 - 1,999	1	3	3	3	4	5	5
500 - 999	1	3	4	4	4	5	5
200 - 499	1	3	4	4	5	5	6
50 - 199	1	3	4	5	5	6	6
0 - 49	1	3	6	6	6	6	6

O. Reg. 366/18, s. 1 (5).

Application

2. (1) This Regulation sets out the minimum standards of repair for highways under municipal jurisdiction for the purpose of clause 44 (3) (c) of the Act. O. Reg. 288/03, s. 1.

(2) REVOKED: O. Reg. 23/10, s. 2.

(3) This Regulation does not apply to Class 6 highways. O. Reg. 239/02, s. 2 (3).

Purpose

2.1 The purpose of this Regulation is to clarify the scope of the statutory defence available to a municipality under clause 44 (3) (c) of the Act by establishing maintenance standards which are non-prescriptive as to the methods or materials to be used in complying with the standards but instead describe a desired outcome. O. Reg. 366/18, s. 2.

MAINTENANCE STANDARDS

Patrolling

3. (1) The standard for the frequency of patrolling of highways to check for conditions described in this Regulation is set out in the Table to this section. O. Reg. 23/10, s. 3 (1); O. Reg. 366/18, s. 3 (2).

(2) If it is determined by the municipality that the weather monitoring referred to in section 3.1 indicates that there is a substantial probability of snow accumulation on roadways, ice formation on roadways or icy roadways, the standard for patrolling highways is, in addition to that set out in subsection (1), to patrol highways that the municipality selects as representative of its highways, at intervals deemed necessary by the municipality, to check for such conditions. O. Reg. 47/13, s. 2; O. Reg. 366/18, s. 3 (2).

(3) Patrolling a highway consists of observing the highway, either by driving on or by electronically monitoring the highway, and may be performed by persons responsible for patrolling highways or by persons responsible for or performing highway maintenance activities. O. Reg. 23/10, s. 3 (1).

(4) This section does not apply in respect of the conditions described in section 10, subsections 11 (0.1) and 12 (1) and section 16.1, 16.2, 16.3 or 16.4. O. Reg. 23/10, s. 3 (1); O. Reg. 366/18, s. 3 (3).

TABLE
PATROLLING FREQUENCY

Class of Highway	Patrolling Frequency
1	3 times every 7 days
2	2 times every 7 days
3	once every 7 days
4	once every 14 days
5	once every 30 days

O. Reg. 239/02, s. 3, Table; O. Reg. 23/10, s. 3 (2).

Weather monitoring

3.1 (1) From October 1 to April 30, the standard is to monitor the weather, both current and forecast to occur in the next 24 hours, once every shift or three times per calendar day, whichever is more frequent, at intervals determined by the municipality. O. Reg. 47/13, s. 3; O. Reg. 366/18, s. 4.

(2) From May 1 to September 30, the standard is to monitor the weather, both current and forecast to occur in the next 24 hours, once per calendar day. O. Reg. 47/13, s. 3; O. Reg. 366/18, s. 4.

Snow accumulation, roadways

4. (1) Subject to section 4.1, the standard for addressing snow accumulation on roadways is,

(a) after becoming aware of the fact that the snow accumulation on a roadway is greater than the depth set out in the Table to this section, to deploy resources as soon as practicable to address the snow accumulation; and

(b) after the snow accumulation has ended, to address the snow accumulation so as to reduce the snow to a depth less than or equal to the depth set out in the Table within the time set out in the Table,

(i) to provide a minimum lane width of the lesser of three metres for each lane or the actual lane width, or

(ii) on a Class 4 or Class 5 highway with two lanes, to provide a total width of at least five metres. O. Reg. 47/13, s. 4; O. Reg. 366/18, s. 5 (1).

(2) If the depth of snow accumulation on a roadway is less than or equal to the depth set out in the Table to this section, the roadway is deemed to be in a state of repair with respect to snow accumulation. O. Reg. 47/13, s. 4.

(3) For the purposes of this section, the depth of snow accumulation on a roadway and, if applicable, lane width under clause (1) (b), may be determined in accordance with subsection (4) by a municipal employee, agent or contractor, whose duties or responsibilities include one or more of the following:

1. Patrolling highways.

2. Performing highway maintenance activities.

3. Supervising staff who perform activities described in paragraph 1 or 2. O. Reg. 47/13, s. 4; O. Reg. 366/18, s. 5 (2).

(4) The depth of snow accumulation on a roadway and lane width may be determined by,

(a) performing an actual measurement;

- (b) monitoring the weather; or
- (c) performing a visual estimate. O. Reg. 47/13, s. 4; O. Reg. 366/18, s. 5 (3).
- (5) For the purposes of this section, addressing snow accumulation on a roadway includes,
 - (a) plowing the roadway;
 - (b) salting the roadway;
 - (c) applying abrasive materials to the roadway;
 - (d) applying other chemical or organic agents to the roadway;
 - (e) any combination of the methods described in clauses (a) to (d). O. Reg. 366/18, s. 5 (4).
- (6) This section does not apply to that portion of the roadway,
 - (a) designated for parking;
 - (b) consisting of a bicycle lane or other bicycle facility; or
 - (d) used by a municipality for snow storage. O. Reg. 366/18, s. 5 (4).

TABLE
SNOW ACCUMULATION - ROADWAYS

Class of Highway	Depth	Time
1	2.5 cm	4 hours
2	5 cm	6 hours
3	8 cm	12 hours
4	8 cm	16 hours
5	10 cm	24 hours

O. Reg. 47/13, s. 4; O. Reg. 366/18, s. 5 (5).

Snow accumulation on roadways, significant weather event

4.1 (1) If a municipality declares a significant weather event relating to snow accumulation, the standard for addressing snow accumulation on roadways until the declaration of the end of the significant weather event is,

- (a) to monitor the weather in accordance with section 3.1; and
- (b) if deemed practicable by the municipality, to deploy resources to address snow accumulation on roadways, starting from the time that the municipality deems appropriate to do so. O. Reg. 366/18, s. 7.

(2) If the municipality complies with subsection (1), all roadways within the municipality are deemed to be in a state of repair with respect to snow accumulation until the applicable time in the Table to section 4 expires following the declaration of the end of the significant weather event by the municipality. O. Reg. 366/18, s. 7.

(3) Following the end of the weather hazard in respect of which a significant weather event was declared by a municipality under subsection (1), the municipality shall,

- (a) declare the end of the significant weather event when the municipality determines it is appropriate to do so; and
- (b) address snow accumulation on roadways in accordance with section 4. O. Reg. 366/18, s. 7.

Snow accumulation, bicycle lanes

4.2 (1) Subject to section 4.3, the standard for addressing snow accumulation on bicycle lanes is,

- (a) after becoming aware of the fact that the snow accumulation on a bicycle lane is greater than the depth set out in the Table to this section, to deploy resources as soon as practicable to address the snow accumulation; and
- (b) after the snow accumulation has ended, to address the snow accumulation so as to reduce the snow to a depth less than or equal to the depth set out in the Table to this section to provide a minimum bicycle lane width of the lesser of 1 metre or the actual bicycle lane width. O. Reg. 366/18, s. 7.

(2) If the depth of snow accumulation on a bicycle lane is less than or equal to the depth set out in the Table to this section, the bicycle lane is deemed to be in a state of repair in respect of snow accumulation. O. Reg. 366/18, s. 7.

(3) For the purposes of this section, the depth of snow accumulation on a bicycle lane and, if applicable, lane width under clause (1) (b), may be determined in the same manner as set out in subsection 4 (4) and by the persons mentioned in subsection 4 (3), with necessary modifications. O. Reg. 366/18, s. 7.

- (4) For the purposes of this section, addressing snow accumulation on a bicycle lane includes,
- (a) plowing the bicycle lane;
 - (b) salting the bicycle lane;
 - (c) applying abrasive materials to the bicycle lane;
 - (d) applying other chemical or organic agents to the bicycle lane;
 - (e) sweeping the bicycle lane; or
 - (f) any combination of the methods described in clauses (a) to (e). O. Reg. 366/18, s. 7.

TABLE
SNOW ACCUMULATION – BICYCLE LANES

Column 1 Class of Highway or Adjacent Highway	Column 2 Depth	Column 3 Time
1	2.5 cm	8 hours
2	5 cm	12 hours
3	8 cm	24 hours
4	8 cm	24 hours
5	10 cm	24 hours

O. Reg. 366/18, s. 7.

Snow accumulation on bicycle lanes, significant weather event

4.3 (1) If a municipality declares a significant weather event relating to snow accumulation, the standard for addressing snow accumulation on bicycle lanes until the declaration of the end of the significant weather event is,

- (a) to monitor the weather in accordance with section 3.1; and
- (b) if deemed practicable by the municipality, to deploy resources to address snow accumulation on bicycle lanes, starting from the time that the municipality deems appropriate to do so. O. Reg. 366/18, s. 7.

(2) If the municipality complies with subsection (1), all bicycle lanes within the municipality are deemed to be in a state of repair with respect to snow accumulation until the applicable time in the Table to section 4.2 expires following the declaration of the end of the significant weather event by the municipality. O. Reg. 366/18, s. 7.

(3) Following the end of the weather hazard in respect of which a significant weather event was declared by a municipality under subsection (1), the municipality shall,

- (a) declare the end of the significant weather event when the municipality determines it is appropriate to do so; and
- (b) address snow accumulation on bicycle lanes in accordance with section 4.2. O. Reg. 366/18, s. 7.

Ice formation on roadways and icy roadways

5. (1) The standard for the prevention of ice formation on roadways is doing the following in the 24-hour period preceding an alleged formation of ice on a roadway:

- 1. Monitor the weather in accordance with section 3.1.
- 2. Patrol in accordance with section 3.
- 3. If the municipality determines, as a result of its activities under paragraph 1 or 2, that there is a substantial probability of ice forming on a roadway, treat the roadway, if practicable, to prevent ice formation within the time set out in Table 1 to this section, starting from the time that the municipality determines is the appropriate time to deploy resources for that purpose. O. Reg. 366/18, s. 8.

(2) If the municipality meets the standard set out in subsection (1) and, despite such compliance, ice forms on a roadway, the roadway is deemed to be in a state of repair until the applicable time set out in Table 2 to this section expires after the municipality becomes aware of the fact that the roadway is icy. O. Reg. 366/18, s. 8.

(3) Subject to section 5.1, the standard for treating icy roadways is to treat the icy roadway within the time set out in Table 2 to this section, and an icy roadway is deemed to be in a state of repair until the applicable time set out in Table 2 to this section expires after the municipality becomes aware of the fact that a roadway is icy. O. Reg. 366/18, s. 8.

(4) For the purposes of this section, treating a roadway means applying material to the roadway, including but not limited to, salt, sand or any combination of salt and sand. O. Reg. 366/18, s. 8.

(5) For greater certainty, this section applies in respect of ice formation on bicycle lanes on a roadway, but does not apply to other types of bicycle facilities. O. Reg. 366/18, s. 8.

TABLE 1
ICE FORMATION PREVENTION

Class of Highway	Time
1	6 hours
2	8 hours
3	16 hours
4	24 hours
5	24 hours

O. Reg. 366/18, s. 8.

TABLE 2
TREATMENT OF ICY ROADWAYS

Class of Highway	Time
1	3 hours
2	4 hours
3	8 hours
4	12 hours
5	16 hours

O. Reg. 366/18, s. 8.

Icy roadways, significant weather event

5.1 (1) If a municipality declares a significant weather event relating to ice, the standard for treating icy roadways until the declaration of the end of the significant weather event is,

- (a) to monitor the weather in accordance with section 3.1; and
- (b) if deemed practicable by the municipality, to deploy resources to treat icy roadways, starting from the time that the municipality deems appropriate to do so. O. Reg. 366/18, s. 8.

(2) If the municipality complies with subsection (1), all roadways within the municipality are deemed to be in a state of repair with respect to any ice which forms or may be present until the applicable time in Table 2 to section 5 expires after the declaration of the end of the significant weather event by the municipality. O. Reg. 366/18, s. 8.

(3) Following the end of the weather hazard in respect of which a significant weather event was declared by a municipality under subsection (1), the municipality shall,

- (a) declare the end of the significant weather event when the municipality determines it is appropriate to do so; and
- (b) treat icy roadways in accordance with section 5. O. Reg. 366/18, s. 8.

Potholes

6. (1) If a pothole exceeds both the surface area and depth set out in Table 1, 2 or 3 to this section, as the case may be, the standard is to repair the pothole within the time set out in Table 1, 2 or 3, as appropriate, after becoming aware of the fact. O. Reg. 239/02, s. 6 (1); O. Reg. 366/18, s. 8 (1).

(1.1) For the purposes of this section, the surface area and depth of a pothole may be determined in accordance with subsections (1.2) and (1.3), as applicable, by a municipal employee, agent or contractor whose duties or responsibilities include one or more of the following:

- 1. Patrolling highways.
- 2. Performing highway maintenance activities.
- 3. Supervising staff who perform activities described in paragraph 1 or 2. O. Reg. 366/18, s. 8 (2).

(1.2) The depth and surface area of a pothole may be determined by,

- (a) performing an actual measurement; or
- (b) performing a visual estimate. O. Reg. 366/18, s. 8 (2).

(1.3) For the purposes of this section, the surface area of a pothole does not include any area that is merely depressed and not yet broken fully through the surface of the roadway. O. Reg. 366/18, s. 8 (2).

(2) A pothole is deemed to be in a state of repair if its surface area or depth is less than or equal to that set out in Table 1, 2 or 3, as appropriate. O. Reg. 239/02, s. 6 (2); O. Reg. 47/13, s. 6.

TABLE 1
POTHOLES ON PAVED SURFACE OF ROADWAY

Class of Highway	Surface Area	Depth	Time
1	600 cm ²	8 cm	4 days
2	800 cm ²	8 cm	4 days
3	1000 cm ²	8 cm	7 days
4	1000 cm ²	8 cm	14 days
5	1000 cm ²	8 cm	30 days

O. Reg. 239/02, s. 6, Table 1.

TABLE 2
POTHOLES ON NON-PAVED SURFACE OF ROADWAY

Class of Highway	Surface Area	Depth	Time
3	1500 cm ²	8 cm	7 days
4	1500 cm ²	10 cm	14 days
5	1500 cm ²	12 cm	30 days

O. Reg. 239/02, s. 6, Table 2.

TABLE 3
POTHOLES ON PAVED OR NON-PAVED SURFACE OF SHOULDER

Class of Highway	Surface Area	Depth	Time
1	1500 cm ²	8 cm	7 days
2	1500 cm ²	8 cm	7 days
3	1500 cm ²	8 cm	14 days
4	1500 cm ²	10 cm	30 days
5	1500 cm ²	12 cm	60 days

O. Reg. 239/02, s. 6, Table 3.

Shoulder drop-offs

7. (1) If a shoulder drop-off is deeper than 8 cm, for a continuous distance of 20 metres or more, the standard is to repair the shoulder drop-off within the time set out in the Table to this section after becoming aware of the fact. O. Reg. 366/18, s. 9 (1).

(2) A shoulder drop-off is deemed to be in a state of repair if its depth is less than 8 cm. O. Reg. 366/18, s. 9 (1).

(3) In this section,

“shoulder drop-off” means the vertical differential, where the paved surface of the roadway is higher than the surface of the shoulder, between the paved surface of the roadway and the paved or non-paved surface of the shoulder. O. Reg. 239/02, s. 7 (3).

TABLE
SHOULDER DROP-OFFS

Class of Highway	Time
1	4 days
2	4 days
3	7 days
4	14 days
5	30 days

O. Reg. 366/18, s. 9 (2).

Cracks

8. (1) If a crack on the paved surface of a roadway is greater than 5 cm wide and 5 cm deep for a continuous distance of three metres or more, the standard is to repair the crack within the time set out in the Table to this section after becoming aware of the fact. O. Reg. 366/18, s. 10 (1).

(2) A crack is deemed to be in a state of repair if its width or depth is less than or equal to 5 cm. O. Reg. 366/18, s. 10 (1).

TABLE
CRACKS

Column 1 Class of Highway	Column 2 Time
1	30 days
2	30 days
3	60 days
4	180 days
5	180 days

O. Reg. 366/18, s. 10 (2).

Debris

9. (1) If there is debris on a roadway, the standard is to deploy resources, as soon as practicable after becoming aware of the fact, to remove the debris. O. Reg. 239/02, s. 9 (1); O. Reg. 366/18, s. 11.

(2) In this section,

“debris” means any material (except snow, slush or ice) or object on a roadway,

(a) that is not an integral part of the roadway or has not been intentionally placed on the roadway by a municipality, and

(b) that is reasonably likely to cause damage to a motor vehicle or to injure a person in a motor vehicle. O. Reg. 239/02, s. 9 (2); O. Reg. 47/13, s. 9.

Luminaires

10. (0.1) REVOKED: O. Reg. 366/18, s. 12.

(1) The standard for the frequency of inspecting all luminaires to check to see that they are functioning is once per calendar year, with each inspection taking place not more than 16 months from the previous inspection. O. Reg. 366/18, s. 12.

(2) For conventional illumination, if three or more consecutive luminaires on the same side of a highway are not functioning, the standard is to repair the luminaires within the time set out in the Table to this section after becoming aware of the fact. O. Reg. 366/18, s. 12.

(3) For conventional illumination and high mast illumination, if 30 per cent or more of the luminaires on any kilometre of highway are not functioning, the standard is to repair the luminaires within the time set out in the Table to this section after becoming aware of the fact. O. Reg. 366/18, s. 12.

(4) Despite subsection (2), for high mast illumination, if all of the luminaires on consecutive poles on the same side of a highway are not functioning, the standard is to deploy resources as soon as practicable after becoming aware of the fact to repair the luminaires. O. Reg. 366/18, s. 12.

(5) Despite subsections (1), (2) and (3), for conventional illumination and high mast illumination, if more than 50 per cent of the luminaires on any kilometre of a Class 1 highway with a speed limit of 90 kilometres per hour or more are not functioning, the standard is to deploy resources as soon as practicable after becoming aware of the fact to repair the luminaires. O. Reg. 366/18, s. 12.

(6) Luminaires are deemed to be in a state of repair,

(a) for the purpose of subsection (2), if the number of non-functioning consecutive luminaires on the same side of a highway does not exceed two;

(b) for the purpose of subsection (3), if more than 70 per cent of luminaires on any kilometre of highway are functioning;

(c) for the purpose of subsection (4), if one or more of the luminaires on consecutive poles on the same side of a highway are functioning;

(d) for the purpose of subsection (5), if more than 50 per cent of luminaires on any kilometre of highway are functioning. O. Reg. 366/18, s. 12.

(7) In this section,

“conventional illumination” means lighting, other than high mast illumination, where there are one or more luminaires per pole;

“high mast illumination” means lighting where there are three or more luminaires per pole and the height of the pole exceeds 20 metres;

“luminaire” means a complete lighting unit consisting of,

(a) a lamp, and

(b) parts designed to distribute the light, to position or protect the lamp and to connect the lamp to the power supply.
O. Reg. 239/02, s. 10 (7).

TABLE
LUMINAIRES

Class of Highway	Time
1	7 days
2	7 days
3	14 days
4	14 days
5	14 days

O. Reg. 239/02, s. 10, Table.

Signs

11. (0.1) The standard for the frequency of inspecting signs of a type listed in subsection (2) to check to see that they meet the retro-reflectivity requirements of the Ontario Traffic Manual is once per calendar year, with each inspection taking place not more than 16 months from the previous inspection. O. Reg. 23/10, s. 7 (1); O. Reg. 47/13, s. 11 (1); O. Reg. 366/18, s. 13.

(0.2) A sign that has been inspected in accordance with subsection (0.1) is deemed to be in a state of repair with respect to the retro-reflectivity requirements of the Ontario Traffic Manual until the next inspection in accordance with that subsection, provided that the municipality does not acquire actual knowledge that the sign has ceased to meet these requirements. O. Reg. 47/13, s. 11 (2).

(1) If any sign of a type listed in subsection (2) is illegible, improperly oriented, obscured or missing, the standard is to deploy resources as soon as practicable after becoming aware of the fact to repair or replace the sign. O. Reg. 239/02, s. 11 (1); O. Reg. 23/10, s. 7 (2); O. Reg. 366/18, s. 13.

(2) This section applies to the following types of signs:

1. Checkerboard.
2. Curve sign with advisory speed tab.
3. Do not enter.
- 3.1 Load Restricted Bridge.
- 3.2 Low Bridge.
- 3.3 Low Bridge Ahead.
4. One Way.
5. School Zone Speed Limit.
6. Stop.
7. Stop Ahead.
8. Stop Ahead, New.
9. Traffic Signal Ahead, New.
10. Two-Way Traffic Ahead.
11. Wrong Way.
12. Yield.
13. Yield Ahead.

14. Yield Ahead, New. O. Reg. 239/02, s. 11 (2); O. Reg. 23/10, s. 7 (3).

Regulatory or warning signs

12. (1) The standard for the frequency of inspecting regulatory signs or warning signs to check to see that they meet the retro-reflectivity requirements of the Ontario Traffic Manual is once per calendar year, with each inspection taking place not more than 16 months from the previous inspection. O. Reg. 23/10, s. 8; O. Reg. 47/13, s. 12 (1); O. Reg. 366/18, s. 13.

(1.1) A regulatory sign or warning sign that has been inspected in accordance with subsection (1) is deemed to be in a state of repair with respect to the retro-reflectivity requirements of the Ontario Traffic Manual until the next inspection in accordance with that subsection, provided that the municipality does not acquire actual knowledge that the sign has ceased to meet these requirements. O. Reg. 47/13, s. 12 (2).

(2) If a regulatory sign or warning sign is illegible, improperly oriented, obscured or missing, the standard is to repair or replace the sign within the time set out in the Table to this section after becoming aware of the fact. O. Reg. 23/10, s. 8; O. Reg. 366/18, s. 13.

(3) In this section,

“regulatory sign” and “warning sign” have the same meanings as in the Ontario Traffic Manual, except that they do not include a sign listed in subsection 11 (2) of this Regulation. O. Reg. 23/10, s. 8.

TABLE
REGULATORY AND WARNING SIGNS

Class of Highway	Time
1	7 days
2	14 days
3	21 days
4	30 days
5	30 days

O. Reg. 239/02, s. 12, Table.

Traffic control signal systems

13. (1) If a traffic control signal system is defective in any way described in subsection (2), the standard is to deploy resources as soon as practicable after becoming aware of the defect to repair the defect or replace the defective component of the traffic control signal system. O. Reg. 239/02, s. 13 (1); O. Reg. 366/18, s. 13.

(2) This section applies if a traffic control signal system is defective in any of the following ways:

1. One or more displays show conflicting signal indications.
2. The angle of a traffic control signal or pedestrian control indication has been changed in such a way that the traffic or pedestrian facing it does not have clear visibility of the information conveyed or that it conveys confusing information to traffic or pedestrians facing other directions.
3. A phase required to allow a pedestrian or vehicle to safely travel through an intersection fails to occur.
4. There are phase or cycle timing errors interfering with the ability of a pedestrian or vehicle to safely travel through an intersection.
5. There is a power failure in the traffic control signal system.
6. The traffic control signal system cabinet has been displaced from its proper position.
7. There is a failure of any of the traffic control signal support structures.
8. A signal lamp or a pedestrian control indication is not functioning.
9. Signals are flashing when flashing mode is not a part of the normal signal operation. O. Reg. 239/02, s. 13 (2).

(3) Despite subsection (1) and paragraph 8 of subsection (2), if the posted speed of all approaches to the intersection or location of the non-functioning signal lamp or pedestrian control indication is less than 80 kilometres per hour and the signal that is not functioning is a green or a pedestrian “walk” signal, the standard is to repair or replace the defective component by the end of the next business day. O. Reg. 239/02, s. 13 (3); O. Reg. 366/18, s. 13.

(4) In this section and section 14,

“cycle” means a complete sequence of traffic control indications at a location;

“display” means the illuminated and non-illuminated signals facing the traffic;

“indication” has the same meaning as in the *Highway Traffic Act*;

“phase” means a part of a cycle from the time where one or more traffic directions receive a green indication to the time where one or more different traffic directions receive a green indication;

“power failure” means a reduction in power or a loss in power preventing the traffic control signal system from operating as intended;

“traffic control signal” has the same meaning as in the *Highway Traffic Act*;

“traffic control signal system” has the same meaning as in the *Highway Traffic Act*. O. Reg. 239/02, s. 13 (4).

Traffic control signal system sub-systems

14. (1) The standard is to inspect, test and maintain the following traffic control signal system sub-systems once per calendar year, with each inspection taking place not more than 16 months from the previous inspection:

1. The display sub-system, consisting of traffic signal and pedestrian crossing heads, physical support structures and support cables.
2. The traffic control sub-system, including the traffic control signal cabinet and internal devices such as timer, detection devices and associated hardware, but excluding conflict monitors.
3. The external detection sub-system, consisting of detection sensors for all vehicles, including emergency and railway vehicles and pedestrian push- buttons. O. Reg. 239/02, s. 14 (1); O. Reg. 47/13, s. 13 (1); O. Reg. 366/18, s. 13.

(1.1) A traffic control signal system sub-system that has been inspected, tested and maintained in accordance with subsection (1) is deemed to be in a state of repair until the next inspection in accordance with that subsection, provided that the municipality does not acquire actual knowledge that the traffic control signal system sub-system has ceased to be in a state of repair. O. Reg. 47/13, s. 13 (2).

(2) The standard is to inspect, test and maintain conflict monitors every five to seven months and at least twice per calendar year. O. Reg. 239/02, s. 14 (2); O. Reg. 47/13, s. 13 (3); O. Reg. 366/18, s. 13.

(2.1) A conflict monitor that has been inspected, tested and maintained in accordance with subsection (2) is deemed to be in a state of repair until the next inspection in accordance with that subsection, provided that the municipality does not acquire actual knowledge that the conflict monitor has ceased to be in a state of repair. O. Reg. 47/13, s. 13 (4).

(3) In this section,

“conflict monitor” means a device that continually checks for conflicting signal indications and responds to a conflict by emitting a signal. O. Reg. 239/02, s. 14 (3).

Bridge deck spalls

15. (1) If a bridge deck spall exceeds both the surface area and depth set out in the Table to this section, the standard is to repair the bridge deck spall within the time set out in the Table after becoming aware of the fact. O. Reg. 239/02, s. 15 (1); O. Reg. 366/18, s. 13.

(2) A bridge deck spall is deemed to be in a state of repair if its surface area or depth is less than or equal to that set out in the Table. O. Reg. 239/02, s. 15 (2); O. Reg. 47/13, s. 14.

(3) In this section,

“bridge deck spall” means a cavity left by one or more fragments detaching from the paved surface of the roadway or shoulder of a bridge. O. Reg. 239/02, s. 15 (3).

TABLE
BRIDGE DECK SPALLS

Class of Highway	Surface Area	Depth	Time
1	600 cm ²	8 cm	4 days
2	800 cm ²	8 cm	4 days
3	1,000 cm ²	8 cm	7 days
4	1,000 cm ²	8 cm	7 days
5	1,000 cm ²	8 cm	7 days

O. Reg. 239/02, s. 15, Table.

Roadway surface discontinuities

16. (1) If a surface discontinuity on a roadway, other than a surface discontinuity on a bridge deck, exceeds the height set out in the Table to this section, the standard is to repair the surface discontinuity within the time set out in the Table after becoming aware of the fact. O. Reg. 23/10, s. 9; O. Reg. 366/18, s. 13.

(1.1) A surface discontinuity on a roadway, other than a surface discontinuity on a bridge deck, is deemed to be in a state of repair if its height is less than or equal to the height set out in the Table to this section. O. Reg. 47/13, s. 15.

(2) If a surface discontinuity on a bridge deck exceeds five centimetres, the standard is to deploy resources as soon as practicable after becoming aware of the fact to repair the surface discontinuity on the bridge deck. O. Reg. 23/10, s. 9; O. Reg. 366/18, s. 13.

(2.1) A surface discontinuity on a bridge deck is deemed to be in a state of repair if its height is less than or equal to five centimetres. O. Reg. 47/13, s. 15.

(3) In this section,

“surface discontinuity” means a vertical discontinuity creating a step formation at joints or cracks in the paved surface of the roadway, including bridge deck joints, expansion joints and approach slabs to a bridge. O. Reg. 23/10, s. 9.

TABLE
SURFACE DISCONTINUITIES

Class of Highway	Height	Time
1	5 cm	2 days
2	5 cm	2 days
3	5 cm	7 days
4	5 cm	21 days
5	5 cm	21 days

O. Reg. 239/02, s. 16, Table.

Sidewalk surface discontinuities

16.1 (1) The standard for the frequency of inspecting sidewalks to check for surface discontinuity is once per calendar year, with each inspection taking place not more than 16 months from the previous inspection. O. Reg. 23/10, s. 10; O. Reg. 47/13, s. 16 (1); O. Reg. 366/18, s. 13.

(1.1) A sidewalk that has been inspected in accordance with subsection (1) is deemed to be in a state of repair with respect to any surface discontinuity until the next inspection in accordance with that subsection, provided that the municipality does not acquire actual knowledge of the presence of a surface discontinuity in excess of two centimetres. O. Reg. 47/13, s. 16 (2).

(2) If a surface discontinuity on or within a sidewalk exceeds two centimetres, the standard is to treat the surface discontinuity within 14 days after acquiring actual knowledge of the fact. O. Reg. 366/18, s. 14.

(2.1) REVOKED: O. Reg. 366/18, s. 14.

(3) A surface discontinuity on or within a sidewalk is deemed to be in a state of repair if it is less than or equal to two centimetres. O. Reg. 366/18, s. 14.

(4) For the purpose of subsection (2), treating a surface discontinuity on or within a sidewalk means taking reasonable measures to protect users of the sidewalk from the discontinuity, including making permanent or temporary repairs, alerting users’ attention to the discontinuity or preventing access to the area of discontinuity. O. Reg. 366/18, s. 14.

(5) In this section,

“surface discontinuity” means a vertical discontinuity creating a step formation at any joint or crack in the surface of the sidewalk or any vertical height difference between a utility appurtenance found on or within the sidewalk and the surface of the sidewalk. O. Reg. 366/18, s. 14.

Encroachments, area adjacent to sidewalk

16.2 (1) The standard for the frequency of inspecting an area adjacent to a sidewalk to check for encroachments is once per calendar year, with each inspection taking place not more than 16 months from the previous inspection. O. Reg. 366/18, s. 15.

(2) The area adjacent to a sidewalk that has been inspected in accordance with subsection (1) is deemed to be in a state of repair in respect of any encroachment present. O. Reg. 366/18, s. 15.

(3) For greater certainty, the area adjacent to a sidewalk begins at the outer edges of a sidewalk and ends at the lesser of the limit of the highway, the back edge of a curb if there is a curb and a maximum of 45 cm. O. Reg. 366/18, s. 15.

(4) The area adjacent to a sidewalk is deemed to be in a state of repair in respect of any encroachment present unless the encroachment is determined by a municipality to be highly unusual given its character and location or to constitute a significant hazard to pedestrians. O. Reg. 366/18, s. 15.

(5) If a municipality determines that an encroachment is highly unusual given its character and location or constitutes a significant hazard to pedestrians, the standard is to treat the encroachment within 28 days after making such a determination, and the encroachment is deemed in a state of repair for 28 days from the time of the determination by the municipality. O. Reg. 366/18, s. 15.

(6) For the purpose of subsection (4), treating an encroachment means taking reasonable measures to protect users, including making permanent or temporary repairs, alerting users' attention to the encroachment or preventing access to the area of the encroachment. O. Reg. 366/18, s. 15.

Snow accumulation on sidewalks

16.3 (1) Subject to section 16.4, the standard for addressing snow accumulation on a sidewalk after the snow accumulation has ended is,

- a) to reduce the snow to a depth less than or equal to 8 centimetres within 48 hours; and
- b) to provide a minimum sidewalk width of 1 metre. O. Reg. 366/18, s. 15.

(2) If the depth of snow accumulation on a sidewalk is less than or equal to 8 centimetres, the sidewalk is deemed to be in a state of repair in respect of snow accumulation. O. Reg. 366/18, s. 15.

(3) If the depth of snow accumulation on a sidewalk exceeds 8 centimetres while the snow continues to accumulate, the sidewalk is deemed to be in a state of repair with respect to snow accumulation, until 48 hours after the snow accumulation ends. O. Reg. 366/18, s. 15.

(4) For the purposes of this section, the depth of snow accumulation on a sidewalk may be determined in the same manner as set out in subsection 4 (4) and by the persons mentioned in subsection 4 (3) with necessary modifications. O. Reg. 366/18, s. 15.

(5) For the purposes of this section, addressing snow accumulation on a sidewalk includes,

- (a) plowing the sidewalk;
- (b) salting the sidewalk;
- (c) applying abrasive materials to the sidewalk;
- (d) applying other chemical or organic agents to the sidewalk; or
- (e) any combination of the methods described in clauses (a) to (d). O. Reg. 366/18, s. 15.

Snow accumulation on sidewalks, significant weather event

16.4 (1) If a municipality declares a significant weather event relating to snow accumulation, the standard for addressing snow accumulation on sidewalks until the declaration of the end of the significant weather event is,

- (a) to monitor the weather in accordance with section 3.1; and
- (b) if deemed practicable by the municipality, to deploy resources to address snow accumulation on sidewalks starting from the time that the municipality deems appropriate to do so. O. Reg. 366/18, s. 15.

(2) If the municipality complies with subsection (1), all sidewalks within the municipality are deemed to be in a state of repair with respect to any snow present until 48 hours following the declaration of the end of the significant weather event by the municipality. O. Reg. 366/18, s. 15.

(3) Following the end of the weather hazard in respect of which a significant weather event was declared by a municipality under subsection (1), the municipality shall,

- (a) declare the end of the significant weather event when the municipality determines it is appropriate to do so; and
- (b) address snow accumulation on sidewalks in accordance with section 16.3. O. Reg. 366/18, s. 15.

Ice formation on sidewalks and icy sidewalks

16.5 (1) Subject to section 16.6, the standard for the prevention of ice formation on sidewalks is to,

- (a) monitor the weather in accordance with section 3.1 in the 24-hour period preceding an alleged formation of ice on a sidewalk; and
- (b) treat the sidewalk if practicable to prevent ice formation or improve traction within 48 hours if the municipality determines that there is a substantial probability of ice forming on a sidewalk, starting from the time that the municipality determines is the appropriate time to deploy resources for that purpose. O. Reg. 366/18, s. 15.

(2) If ice forms on a sidewalk even though the municipality meets the standard set out in subsection (1), the sidewalk is deemed to be in a state of repair in respect of ice until 48 hours after the municipality first becomes aware of the fact that the sidewalk is icy. O. Reg. 366/18, s. 15.

(3) The standard for treating icy sidewalks after the municipality becomes aware of the fact that a sidewalk is icy is to treat the icy sidewalk within 48 hours, and an icy sidewalk is deemed to be in a state of repair for 48 hours after it has been treated. O. Reg. 366/18, s. 15.

(4) For the purposes of this section, treating a sidewalk means applying materials including salt, sand or any combination of salt and sand to the sidewalk. O. Reg. 366/18, s. 15.

Icy sidewalks, significant weather event

16.6 (1) If a municipality declares a significant weather event relating to ice, the standard for addressing ice formation or ice on sidewalks until the declaration of the end of the significant weather event is,

- (a) to monitor the weather in accordance with section 3.1; and
- (b) if deemed practicable by the municipality, to deploy resources to treat the sidewalks to prevent ice formation or improve traction, or treat the icy sidewalks, starting from the time that the municipality deems appropriate to do so. O. Reg. 366/18, s. 15.

(2) If the municipality complies with subsection (1), all sidewalks within the municipality are deemed to be in a state of repair with respect to any ice which forms or is present until 48 hours after the declaration of the end of the significant weather event by the municipality. O. Reg. 366/18, s. 15.

(3) Following the end of the weather hazard in respect of which a significant weather event was declared by a municipality under subsection (1), the municipality shall,

- (a) declare the end of the significant weather event when the municipality determines it is appropriate to do so; and
- (b) address the prevention of ice formation on sidewalks or treat icy sidewalks in accordance with section 16.5. O. Reg. 366/18, s. 15.

Winter sidewalk patrol

16.7 (1) If it is determined by the municipality that the weather monitoring referred to in section 3.1 indicates that there is a substantial probability of snow accumulation on sidewalks in excess of 8 cm, ice formation on sidewalks or icy sidewalks, the standard for patrolling sidewalks is to patrol sidewalks that the municipality selects as representative of its sidewalks at intervals deemed necessary by the municipality. O. Reg. 366/18, s. 15.

(2) Patrolling a sidewalk consists of visually observing the sidewalk, either by driving by the sidewalk on the adjacent roadway or by driving or walking on the sidewalk or by electronically monitoring the sidewalk, and may be performed by persons responsible for patrolling roadways or sidewalks or by persons responsible for or performing roadway or sidewalk maintenance activities. O. Reg. 366/18, s. 15.

Closure of a highway

16.8 (1) When a municipality closes a highway or part of a highway pursuant to its powers under the Act, the highway is deemed to be in a state of repair in respect of all conditions described in this Regulation from the time of the closure until the highway is re-opened by the municipality. O. Reg. 366/18, s. 15.

- (2) For the purposes of subsection (1), a highway or part of a highway is closed on the earlier of,
- (a) when a municipality passes a by-law to close the highway or part of the highway; and
 - (b) when a municipality has taken such steps as it determines necessary to temporarily close the highway or part of a highway. O. Reg. 366/18, s. 15.

Declaration of significant weather event

16.9. A municipality declaring the beginning of a significant weather event or declaring the end of a significant weather event under this Regulation shall do so in one or more of the following ways:

1. By posting a notice on the municipality's website.
2. By making an announcement on a social media platform, such as Facebook or Twitter.
3. By sending a press release or similar communication to internet, newspaper, radio or television media.
4. By notification through the municipality's police service.
5. By any other notification method required in a by-law of the municipality. O. Reg. 366/18, s. 15.

REVIEW OF REGULATION

Review

17. (1) The Minister of Transportation shall conduct a review of this Regulation and Ontario Regulation 612/06 (Minimum Maintenance Standards for Highways in the City of Toronto) made under the *City of Toronto Act, 2006* every five years. O. Reg. 613/06, s. 2.

(2) Despite subsection (1), the first review after the completion of the review started before the end of 2007 shall be started five years after the day Ontario Regulation 23/10 is filed. O. Reg. 23/10, s. 11.

18. OMITTED (PROVIDES FOR COMING INTO FORCE OF PROVISIONS OF THIS REGULATION). O. Reg. 239/02, s. 18.

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**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: June 17, 2020

MOVED BY: Johanne Wensink _____

SECONDED BY: Carma Williams

That Report PW-08-2020, Concession Road 6 Construction be received for information; and further

That Council authorize staff to proceed with the Reconstruction of Concession Road 6 over a 2 year period, being Option 3, Phase 2 in 2020 and Phase 3 at a point in the future to be decided by Council as part of future Budget deliberations.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

YEA

NEA

Deputy Mayor: Carma Williams

Councillor: Jacques Massie

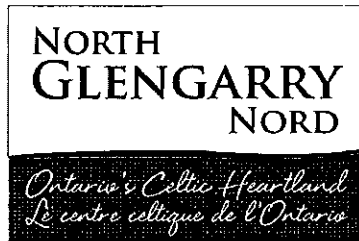
Councillor: Brenda Noble

Councillor: Jeff Manley

Councillor: Johanne Wensink

Mayor: Jamie MacDonald

Section 5 (g)



Report – PW-08-2020

STAFF REPORT TO COMMITTEE OF THE WHOLE

Date: June 17, 2020

From: Doug Sitland, Director of Public Works

RE: Concession Road 6 Construction

Recommended Motion:

That Report PW-08-2020, Concession Road 6 Construction be received for information; and further

That Council authorize staff to proceed with the Reconstruction of Concession Road 6 over a 2 year period, being Option 3, Phase 2 in 2020 and Phase 3 at a point in the future to be decided by Council as part of future Budget deliberations.

Background / Analysis:

As part of the 2020 budget, Council allocated \$401 K for Hard Top Maintenance on Concession Road 6. The road has been improved from County Road 34 westerly to municipal address 19963 for a total of approximately 2700m. That project involved a pulverize of existing and paving of 1 lift of asphalt. The remainder of the road from municipal address 19963 to Dornie Road (1700 m - referred to as Phase 2) and from Dornie Road to County Road 30 (4600 m - referred to as Phase 3), the road surface is exhibiting cracking and rutting indicative of base (granular) failure.

The purpose of this report is to provide life-cycle options and cost estimates for Council to consider.

There are three basic options to consider as follows:

1. Pad and Pave - The existing asphalt would be kept, asphalt padding would be added to "fill in" ruts and other defects and a single lift of asphalt would be added. The benefit of this is a hardened base for the new road which would slightly improve the life of the asphalt. It is estimated that the life of this treatment would be approximately 10 years until the road returns to its current condition (cracked and rutted). Furthermore, the road will experience "reflective" cracking which will lead to premature pot holing. Estimates for this approach are:

	Phase 2	Phase 3
Mobilization, etc	5000	5000
Padding	26000	70400
Single Lift	130000	352000
10% Contingency	16100	42740
Total	\$177,100	\$470,140

An allowance for culverts to improve drainage could be added, but as the asphalt base treatment will be different from existing conditions, there is a high probability of differential heaving over the life of the road (similar to the new road cuts associated with the Water Line project). In addition, this will result in the finished grade of the road coming up. Staff have not conducted a survey, but it is expected that driveway tie ins can be accommodated with minor grading.

2. Pulverize and Pave – The existing asphalt would be pulverized and incorporated into the existing road base. The road would be graded and paved with a single lift of asphalt. The benefit of this approach is a marginally improved base for the new road. It is estimated that the life of this treatment would be approximately 8 years until the road returns to its existing condition (cracked and rutted). However an added benefit is that this treatment, over time and several cycles, may improve the road base, meaning future rutting and cracking will not be as severe. Estimates for this approach are:

	Phase 2	Phase 3
Mobilization, etc.	5000	5000
Pulverize	42500	115000
Single Lift	130000	352000
10% Contingency	17750	47200
Total	\$195,250	\$519,200

Similar to option 1, an allowance for culverts could be made and the finished grade of the road will come up.

3. Reconstruction – The existing asphalt and granulars would be removed and replaced with geotextile, 405 mm Granular B, 150 mm of Granular A and a single lift of asphalt. This is a permanent solution and the asphalt would have an 18 year life. At this point in time, typical lifecycle treatments could occur, including mid-life maintenance, micro-surfacing, cold in place recycling, etc. The road base would be stable and have a life of in excess of 50 years.

	Phase 2	Phase 3
Mobilization, etc.	15000	15000
Removals	22000	60000
Geotextile	43000	117000
Granular B	221000	597000
Granular A	74000	200000
Compaction	30000	80000
Asphalt	130000	352000
10% Contingency	53500	142100
Total	\$588,500	\$1,563,100

While Option 3 has a higher initial capital cost, it is a permanent solution which addresses the base failure problem. As such, Option 3 has the **lowest lifecycle cost** and it is the staff recommended solution.

Phase 2 would proceed in 2020 and Phase 3 would be proposed for 2021 for discussion by Council during the 2021 Budget deliberations.

Alternatives:

Assuming Council concurs that Option 3 is the recommended solution, it is proposed that this work be tendered in two phases, with Phase 2 being the section from municipal address 19963 to Dornie Road in 2020 and from Dornie Road to County Road 30 in 2021.

Financial Implications:

The 2020 budget of \$401 K is insufficient to complete the road under any of the three options, but there an option available to Council is as follows:

Dominion Bridge Structure 59 – \$315 K - As previously reported, the replacement cost for this structure is approximately \$815 K. Council previously decided to defer this project until at least 2021. This project could be deferred even longer and staff would recommend a simple asphalt overlay to improve rideability at a nominal cost. This project is funded from the Gas Tax. Combined with the approved budget, this would be sufficient to complete Option 3 Phase 2 in 2020 or Options 1 and 2 for both Phases.

Others consulted:

Sarah Huskinson, CAO
Kimberley Goyette, Director of Finance/Treasurer
Michel Cuerrier, Manager of Transportation

Attachments:

N/A

Signed by Sarah Huskinson - CAO/Clerk

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: June 17, 2019

MOVED BY: Brenda Noble

SECONDED BY: Jeff Manley

That Report PW-09-2020, Various Roads in Need be received for information; and further

That Council authorize staff to proceed with the Reconstruction (including culverts) Front Street East from East Boundary Road to approximately 300 m west at an estimated cost of \$110 K, Remove and Replace Asphalt on River Road from East Boundary Road to the Bridge (approximately 2000 m) at an estimated cost of \$160 K, Geotechnical Investigations at a number of locations across the Township at an estimated cost of \$40 K and Isolated Overlays to address severe potholing at an estimated cost of \$20 K..

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

YEA

NEA

Deputy Mayor: Carma Williams

Councillor: Jacques Massie

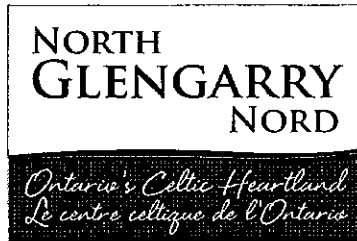
Councillor: Brenda Noble

Councillor: Jeff Manley

Councillor: Johanne Wensink

Mayor: Jamie MacDonald

Section 5 (h)



Report – PW-09-2020

STAFF REPORT TO COMMITTEE OF THE WHOLE

Date: June 17, 2020

From: Doug Sitland, Director of Public Works

RE: Various Roads in Need

Recommended Motion:

That Report PW-09-2020, Various Roads in Need be received for information; and further

That Council authorize staff to proceed with the Reconstruction (including culverts) Front Street East from East Boundary Road to approximately 300 m west at an estimated cost of \$110 K, Remove and Replace Asphalt on River Road from East Boundary Road to the Bridge (approximately 2000 m) at an estimated cost of \$160 K, Geotechnical Investigations at a number of locations across the Township at an estimated cost of \$40 K and Isolated Overlays to address severe potholing at an estimated cost of \$20 K..

Background / Analysis:

As part of the 2020 budget, Council allocated \$333 K for Various Roads in Need. After discussion with the Transportation Manager, staff are recommending the following.

Front Street East – Front Street East from East Boundary Road is suffering from severe potholing and surface discontinuities. A few years ago, Front Street East was reconstructed associated with a Water/Sewer project. This will improve the road section and reduce annual operating costs. The project would be a full reconstruction. Removals, placement of granulars and culvert work would be completed using in-house labour and equipment. These "costs" are not included in the estimate of \$110 K.

River Road – This section of road is in very poor condition. In addition, River Road is hard surfaced for only a portion of its length. Along the gravel portion of the road, improvements could not be made (especially at the corner) due to disagreements with the adjacent private property owner. Staff now believe that a reasonable agreement with the property owner can be made and that the gravel portion of River Road can be reconstructed in 2021. A net result will be a completed hard surface of River Road, eliminating the requirement for the Grader to attend to this road section. This will also reduce the mobilization costs for the paving contractor as Front Street East and River Road are contiguous.

Geotechnical Investigations – A Strategic Plan objective is to investigate the costs and benefits of different road types. In addition for 2019 and 2020, two Work Plan objectives are to look at the conversion of gravel roads and conduct/update the Roads Needs Study. Geotechnical Investigations are part of all three of these objectives and will serve to inform Council. Furthermore, it is proposed to conduct site specific investigations on Concession Road 6 to confirm the reconstruction strategy (see Report PW-08-2020), on Concession Road 8 to confirm existing conditions (near term candidate for conversion to a hard top surface) and on Lochinvar Road to confirm existing conditions (near term candidate for reconstruction).

Isolated Overlays – Across the municipality there are areas of localized severe potholing. An isolate small overlay may help to reduce the occurrence of the pot holing. It should be noted that this is not a permanent solution to the problem and only serves to reduce short term maintenance costs.

Alternatives:

Council may wish to identify their own priorities. Furthermore, in 2020, a new/updated Roads Needs Study is intended to be completed. Together with Strategic Plan and Work Plan objectives, it is anticipated that Council may be able to identify a multi-year plan for road works across the Municipality.

Financial Implications:

The 2020 budget of for Various Roads in Need is \$333 K. The identified works are estimated to cost \$330 K leaving a small surplus. Depending upon actual costs for the first three priorities, the scope of overlays will be increased or decreased.

Others consulted:

Sarah Huskinson, CAO
Michel Cuerrier, Manager of Transportation
Zoe Bougie, Administrative Assistant

Attachments:

N/A

Signed by Sarah Huskinson - CAO/Clerk

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: June 17, 2019

MOVED BY: Brenda Noble

SECONDED BY: Jeff Manley

That Report PW-10-2020, Transition of the Blue Box to Full Producer Responsibility be received; and further

That Council provide a resolution that indicates that the Township of North Glengarry elects to have 2024 as its' ideal transition date for Transition of the Blue Box to Full Producer Responsibility; and further

That the aforementioned resolution be forwarded to the Association of Municipalities of Ontario indicating the transition date of 2024 is for informational purposes only, and in no way is legally binding. The Township will retain its right to amend as proposed transition date as additional information becomes available.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

YEA

NEA

Deputy Mayor: Carma Williams

Councillor: Jacques Massie

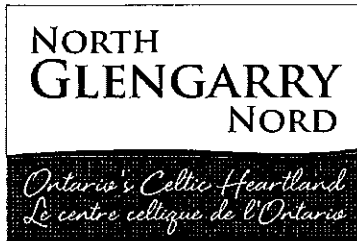
Councillor: Brenda Noble

Councillor: Jeff Manley

Councillor: Johanne Wensink

Mayor: Jamie MacDonald

Section 5 (i)



Report – PW-10-2020

STAFF REPORT TO COMMITTEE OF THE WHOLE

Date: June 17, 2020

From: Doug Sitland, Director of Public Works

RE: Transition of the Blue Box to Full Producer Responsibility

Recommended Motion:

That Report PW-10-2020, Transition of the Blue Box to Full Producer Responsibility be received; and further

That Council provide a resolution that indicates that the Township of North Glengarry elects to have 2024 as its' ideal transition date for Transition of the Blue Box to Full Producer Responsibility; and further

That the aforementioned resolution be forwarded to the Association of Municipalities of Ontario indicating the transition date of 2024 is for informational purposes only, and in no way is legally binding. The Township will retain its right to amend as proposed transition date as additional information becomes available.

Background / Analysis:

For some time, municipalities across Ontario have been advocating for producers to have full (fiscal and operational) for end of life management of packaging and paper products. Producers are best positioned to reduce waste and increase the resources that are recovered and re-incorporated into the economy. A single system, run by the producers, will enable a consistent Province wide system that makes recycling easier and more accessible.

In August of 2019, The Minister of the Environment, Conservation and Parks (MECP) announced that municipal blue box programs will be transitioned to full producer responsibility over a three year period, based upon recommendations from the Special Advisor's report entitled "Renewing the Blue Box: Final Report on the Blue Box Mediation Process" (relevant information from the MECP website attached for information).

The municipal transition is proposed to occur between the beginning of 2023 and the end of 2025. The MECP wants to ensure that the transitioned Blue Box system is affordable for producers, workable for the waste processing sector, and effective and accessible for residents.

As Council is aware, there is a County wide (County plus all local municipalities) study on-going to look at Regional Waste Management issues and opportunities/options (refer to Information Report PW-11-2020). As each local municipality has their own local circumstances as it relates to collection and processing of Blue Box materials, all local municipalities have agreed to establish 2024 as the transition date. This will afford all local municipalities (and the County) time to consider the recommendations and options from the study. In addition, the City of Cornwall has already indicated their transition date is 2024 and as the City may be part of Regional solutions, it is important to consider their circumstances.

As for the Township of North Glengarry, own local circumstances likely provide the greatest flexibility. Our collection contract expires July 2020. The Collection Contractor has indicated his willingness to extend with only Cost of Living Allowance (COLA) increases. Our processing facility is owned and operated by the Township and thus there are no restrictions for transition.

Alternatives:

The final Blue Box regulation has not yet been approved by the Province. A draft policy is to be posted on the Environmental Registry sometime in the summer of 2020. The selected transition dates of municipalities is expected to form a schedule to this policy.

While Council may have different thought or ideas as to a transition date, the resolution to be provided will indicate that the selected date is for informational purposes and that the Township retains the right to change the transition date.

Financial Implications:

If the Township decided not to transition in 2023 (the earliest option available), the Blue Box grant provided by the Resource Productivity and Recovery Authority will continue to be available. This grant pays for 50% of the eligible costs for collection and processing.

Others consulted:

Sarah Huskinson, CAO
Linda Andrushkoff, RARE Manager
SDG and Local Municipalities Waste Officials

Attachments:

N/A

Signed by Sarah Huskinson - CAO/Clerk

: COVID-19: Get the [latest updates](#) or take a [self-assessment](#).



Renewing the Blue Box: Final report on the blue box mediation process

The Special Advisor on Recycling and Plastic Waste report outlines recommendations for transitioning the management of Ontario's Blue Box Program to producers of plastic and other packaging. The report, written by advisor David Lindsay, includes results from consultations with municipal and industry stakeholders and offers ways to improve recycling and increase the number of products that can be recycled, while making sure the program continues to be accessible and convenient.

Letter of transmittal

Minister Yurek:

In a mandate letter I received from Minister Phillips on June 8, 2019 (Appendix A) I was asked to provide the government with advice and recommendations by July 20, 2019 on how to improve recycling through the Blue Box Program and better manage plastic pollution.

This report is a product of a series of meetings I had the honour to facilitate between representatives of the municipal sector and the producer sector over a period of six weeks during the months of June and July 2019.

This report is designed to assist you in developing a path forward. This public policy journey will require careful implementation over a reasonable timeline to ensure continuity of service for residents and effective and efficient delivery of sound economic and environmental outcomes.

I was not able to meet with all those who asked but did receive valuable input from a broad range of stakeholders. Some of that input is reflected in the body of this report but ministry staff have a complete record of the submissions received and I know they will draw upon that input as they work with you to develop the next steps in this process.

This is a very complex issue and I thank all those who participated in this process for helping to identify areas of consensus and areas which will require further work. I particularly want to thank the staff of the Resource Policy Recovery Branch who helped gather the background information, worked tirelessly to help prepare the meeting materials and put in the extra effort to deliver this report on time.

This report, and the six-week mediation process that preceded it, is only one small step in a complex process which will require the co-operation and input of literally hundreds of municipalities, Indigenous communities, producers, haulers and processors. But, based on the participation of those involved in this process, and others with whom I spoke, I believe there is a strong momentum and genuine will to succeed.

While engaged in these consultations I was also pleased to hear the commitment and interest of family, friends and work colleagues when they learned of my involvement in this project. Many people told me stories of going on trips to some states south of the border and being surprised that there is not an option to recycle waste. They spoke with pride about the Ontario blue box. I also heard from other Ontarians that the Europeans have strong targets for waste diversion that could be considered in Ontario. The culture of wanting to do good for the environment is strong in Ontario and this sense of pride and commitment to the Ontario Blue Box program by all citizens will be important for the ongoing success of our recycling efforts.

We have a unique opportunity to help rebuild the blue box. Citizens value the blue box program and want to do their part to reduce waste. Producers embrace responsibility for the packaging they produce. Municipalities are ready to transition blue box programs. People of goodwill are ready to take the next steps. I hope you find this report helpful.

Thank you for the opportunity to make a contribution.

David Lindsay
July 20, 2019

Executive summary

The people of Ontario are committed to doing their part to keep our communities clean and protect our environment and wildlife. They recognize that we create too much waste and don't recycle enough. They want products and packaging that result in less waste, and they want to do their part in diverting waste from landfill. They believe that every time they put something in the blue box, they are reducing litter and waste and improving the environment.

However, with the rapidly evolving mix of printed paper and packaging, the materials that go into the blue box have changed. The economics of blue box recycling are more challenging than ever before. As a result, Ontario's recycling rates have been stalled for 15 years and up to 30 percent of what is put into the blue box can sometimes be sent to landfill. Ontario's blue box system needs creative and sustainable solutions if it is to continue to have Ontarians' confidence and pride as a world-leading recycling system.

Making producers responsible for the waste generated from their products and packaging is a key commitment of this government's Made-in-Ontario Environment Plan (<https://www.ontario.ca/page/made-in-ontario-environment-plan>). Municipalities and producers agree that producers are best suited to find innovative and cost-effective ways to divert the printed paper and packaging they use.

New regulations are needed to move the blue box program to producer responsibility, however, some outstanding issues need to be addressed before the province can set the stage for an effective transition.

This mediation process was established to help the municipalities and producers see past prior disputes and re-focus on solutions for a successful transition to producer responsibility.

Seven key issues were identified for discussion by the parties:

- A measured timeframe for transition
- Ensuring a common collection system
- Transitioning municipal assets
- Standardizing what's in the blue box
- Determining eligible sources for blue box materials
- Setting effective diversion targets
- Promoting increased diversion from landfill

Parties were able to achieve consensus in many areas, and some topics will need more time than was available to reach agreement. Based on the consensus achieved, and on the conversations and perspectives shared by all participants in this mediation process, I am providing the province with recommendations that will help inform a planned, successful transition to producer-run recycling services for Ontarians.

Transitioning the blue box program will be a multi-stage process that will involve many opportunities for stakeholder and public input. This mediation process is only the first step to identify and develop a common understanding of key operational issues that need to be addressed to provide a clear path forward for transition. After this mediation process, the province will need to consider the advice given and chart a path for blue box transition that will include further public consultation.

A measured timeframe for transition

A clear and consistent timeline is needed to make it easier for all parties to effectively manage change.

Recommendations

- Transition should occur over a six-year period according to the following approximate timelines (i.e., from 2019 through 2025):
 - Before the end of 2019: Minister issues transition direction to Stewardship Ontario outlining the timeline for transition.
 - Over a one to one-and-a-half-year period (e.g., 2019-2020): Government consults on, and finalizes, regulations that specify how the blue box will move to producer responsibility.
 - Over a two-year period (e.g., 2021-2022): Producers prepare to assume responsibility for the blue box and engage all parties, including municipalities and service providers.
 - Over a three-year period (e.g., 2023-2025): Phased transfer of responsibility from municipalities to producers that transitions a similar amount of waste over each year.
- The province should provide transition direction and begin gathering the necessary information as early as possible to help all parties plan for the new producer responsibility framework.
- The province should issue a consultation document to provide additional information and clarification when consulting on the draft regulations.
- To provide the certainty needed to kick-start planning for transition, the timeline should provide early notification of the government's plan for producer responsibility, expedited development of producer responsibility regulations, and sufficient time for municipalities and producers to prepare.

Ensuring a common collection system

The province has been clear that transitioning the blue box to full producer responsibility must not negatively impact the recycling services that the people of Ontario use every day.

Recommendations

- Regulations should maintain blue box collection as an essential part of any collection system, but also allow producers the flexibility to collect some packaging through other methods.

- Taken together, the blue box and other methods will create a common collection system that will give producers access to the materials they need to recycle and will ensure that the people of Ontario have uninterrupted service across the province during the transition period.
- The regulation-making process will determine how this collection system is to be established. The complexity of doing so should not be underestimated, which is why I recommend that the first step must be to collect and analyse the information on the existing blue box and recycling system in Ontario. This information could include:
 - Programs and collection methods operated by municipalities.
 - Populations serviced by blue box programs.
 - Expiry of municipal collection contracts and lifespan of waste facilities.
 - Municipal readiness to transition.
 - Location of waste transfer, sorting and processing facilities.
 - The volumes and flows of collected printed paper and packaging.
- The province should consider retaining expert advice to analyse the collected information and provide a recommendation on how best to proceed with transitioning services. This information will inform regulation development and facilitate producer preparation.

Transitioning municipal assets

Municipalities have made significant investments in facilities and equipment to collect, sort, transfer and process blue box materials. As producers develop an efficient province-wide collection system, some municipal infrastructure may no longer be needed. The certainty on timing and the ability for municipalities to fairly bid in a competitive process on future services for producers was key to achieving consensus on how to deal with transitioning municipal assets.

Recommendations

- Parties agreed that if producers are given full responsibility and accountability, they must have control to decide which assets will be used in a future collection and management system. Producers should not be forced to use, or pay for, municipal assets they do not need.
- Parties agreed that municipalities must be able to bid fairly on future services for producers, and municipalities may decide whether, and how, their existing assets may be part of their bids.

Standardizing what's in the blue box

It should be easier for Ontarians to understand what's recyclable and what's not. A common collection system should have a standard list of materials.

Recommendations

- Regulations should make producers responsible for all printed paper and packaging they put into the market by setting clear goals for diversion from landfill, but they should provide flexibility for producers to identify the best way to achieve these goals.
- Regulations should establish a standard list of blue box materials that must be collected through blue boxes across Ontario, and also allow producers to use other methods to meet or supplement diversion requirements.
- Regulations should establish a transparent process that will allow producers to change which materials are collected in the blue box versus other methods.
- Producers should be encouraged to use other methods to divert materials that cannot be recycled by the blue box or that might contaminate collected materials.

Determining eligible sources for blue box materials

Ontarians generally associate blue boxes with curbside or depot collection, but in most communities the blue box program extends to multi-residential buildings, some businesses, and sometimes parks and other public spaces. Transition must consider whether and when it makes sense for producers to be responsible for blue box services beyond curbside or depot collection.

Recommendations

- Producers should provide blue box collection wherever it was provided by municipalities or Indigenous communities as of a specified date, and going forward they will provide blue box service for new residential developments.
- After completing transition, producers should gradually expand collection in multi-residential buildings, as well as parks and public spaces where municipalities provide waste collection.
- Blue box services should not be expanded to industrial, commercial and institutional establishments as these facilities already have their own waste servicing arrangements and existing contracts for diversion. In addition, recycling in these facilities is covered by a different regulatory framework at this time.
- It is important that Ontarians have similar opportunities to recycle whether they are at home, work or out in public. The province should review and modernize the regulatory framework for industrial, commercial and institutional facilities to

improve overall diversion rates in Ontario and to better align the kinds of materials recycled in this sector with the materials that are recycled through the blue box.

Setting effective diversion targets

Regulated and enforceable targets are necessary to set a level playing-field and ensure that the blue box system strives to achieve meaningful environmental outcomes.

Recommendations

- A single, overall blue box target is neither workable nor effective. The province should consult to identify specific targets for different types of printed paper and packaging material.
- The categories should be specific enough that they can be used to identify materials that have low diversion rates, so that action can be taken to improve diversion.
- The province should set targets that will drive diversion and challenge the ingenuity of Ontario's industry to innovate and find new efficiencies and cost-savings.
- Targets should progressively increase over time to ensure that Ontario's recycling services continue to innovate and evolve.

Promoting increased diversion from landfill

What goes in the blue box should be reused or recycled – and not go to landfill. A producer-run blue box system must motivate producers to maximize reuse and recycling, while leaving room for innovative ways to divert emerging and problematic materials from landfill.

Recommendations

- Reduce, reuse, recycle should count as diversion. That is, processes that continue to make materials available as a resource for new products or packaging should be considered diversion.
- Incineration and energy-from-waste should not count as diversion.
- Don't lose sight of the first R – reduction. Where feasible, producer responsibility regulations should recognize and reward producers for reducing waste and improving their environmental performance.

Thinking bigger than the blue box

The transition of the blue box to producer responsibility is an opportunity for additional actions to increase waste diversion, reduce litter, and build a recycling economy in

Ontario.

Recommendations

- Co-ordinated, province-wide promotion and education is critical to build upon our blue box culture, reduce litter, and make waste reduction a part of everyday life.
- Ontario should take strong action to reduce plastic pollution and be a voice for decisive, focused, and co-ordinated action at both the national and international level. All parties must not lose sight of the fact that packaging is only one part of our plastics problem.
- The province should ensure that all ministries work together to develop a collaborative plan for Ontario to become a leading jurisdiction for innovation and economic growth in the recycling industry.

1. Introduction

The people of Ontario are concerned about waste.

Ontarians take great pride in their natural environment and are dismayed when they find litter and plastic waste polluting our parks and waterways.

Residents want to create less waste and see the waste they do create recycled into new products. But the goods they use every day often can't be reused, are confusing to recycle, or end up in the environment or a landfill. Ontarians want to take meaningful action to keep plastic and litter out of our environment, and they want those responsible for the products and packaging to take real steps to help them do this. They believe that recycling should be convenient, accessible, and understandable. I think they're right.

The people of Ontario are not alone. Global momentum is building as governments, businesses, and citizens look to reduce waste, increase diversion, and improve how we recycle.

Major multi-national corporations have adopted strong commitments to make their products more recyclable and make the use of plastics more sustainable. Governments around the world are looking at ways to drive permanent shifts in behavior that make recycling systems self-sustaining and our economies more competitive.

Producer responsibility is an essential tool for changing waste into a resource that can be reused and recycled into new and valuable products.

Making producers responsible for the waste generated from their products and packaging is a key commitment of this government's Made-in-Ontario Environment Plan.

When producers – the companies that design, create, and market products and packaging – are responsible for diverting the waste from their goods, they have incentives to redesign their products, make them easier to recycle, and use more recyclable materials. Producers can reintegrate these wastes into new products from reliable streams of recovered materials.

Ontario is home to the world's first curbside recycling systems. The blue box program began in Kitchener in 1981 and over the last 38 years the program has become a source of pride for Ontarians. Municipalities and Indigenous communities across Ontario deliver the blue box services, funding 50 percent of the program costs. Producers fund the other half.

All parties agree that it is time to transition the blue box to producer responsibility. This way, producers can build on our history of curbside recycling to make services more efficient, return materials back into the economy, and reach our common goals to reduce waste and increase recycling. Municipalities and Indigenous communities will continue to have access to recycling programs that help residents send less to landfill.

New regulations are needed to move the blue box program to producer responsibility, however, some outstanding issues need to be addressed before the province can set the stage for an effective transition.

I was retained by the province to act as an impartial mediator to foster discussion and help producers, municipalities and other stakeholders move closer to or reach agreement on key issues. I was also tasked with providing advice on how these issues may be best addressed to ensure our recycling system is more consistent, reliable and cost-effective for Ontarians. This report contains my findings and recommendations on both the blue box mediation and broader improvements to recycling in Ontario.

Over the course of these discussions it became clear that improving the blue box program is bigger than landing the next steps for the transition to producer responsibility. It is an economic opportunity for our province. All participants agreed that the waste generated here in Ontario has the makings of an important economic resource. When we do it right, the transition of the blue box program will support innovation, job growth, and a strong recycling economy in Ontario.

The people of our province want to do their part in finding solutions to some of our most pressing environmental concerns, including the issue of plastic litter and waste, and they believe that optimizing the blue box program is a part of the solution.

They believe that every time they put something in the blue box they are reducing litter and waste and improving the environment. I think these expectations are reasonable and

commendable. Ontario's government, municipalities and industry are committed to doing more with waste and demonstrating leadership in recycling.

We must recognize the complexity of transitioning the blue box to producer responsibility.

Municipalities, producers and residents all want to make sure that this transition not only maintains continuous blue box service, but also sets up the system to create better recycling outcomes and divert more materials from landfill.

2. Where Ontario is now – background on the blue box

I was proud to learn that the blue box is an Ontario innovation. Throughout the mediation process, I was impressed at the ingenuity and commitment of municipalities and businesses in pioneering recycling in Ontario.

Ontario's municipalities set up the world's first curbside recycling systems, beginning in Kitchener in 1981. This sparked demand for curbside recycling across the province and other municipalities followed suit. In 1994, the province issued Ontario Regulation 101/94 (<https://www.ontario.ca/laws/regulation/940101>), which requires municipalities with a population of at least 5,000 to operate blue box services.

Curbside collection in Ontario

Ontario Regulation 101/94 under the *Environmental Protection Act* (<https://www.ontario.ca/laws/statute/90e19>) sets out requirements for municipalities to establish and operate curbside blue box programs to collect five standard materials including newspapers, glass bottles/jars, steel cans, aluminium cans, plastic PET bottles as well as a minimum of two other materials e.g., boxboard, cardboard, fine paper, plastic film, rigid plastic). In 2017 the Blue Box Program recovered 61.3 percent of blue box materials.

Financial support was formalized through the *Waste Diversion Act, 2002*, which required producers of printed paper and packaging managed by the blue box to fund up to 50 percent of municipal net operating costs. This arrangement, operationalized by the Blue Box Program Plan, remains in effect to this day under the *Waste Diversion Transition Act*,

2016 (<https://www.ontario.ca/laws/statute/16w12>). The producers' funding obligation for 2019 is \$126.4 million.

At the mediation table, I heard strong agreement that the time is right for the blue box to evolve. Participants agreed that recycling has changed since these systems began in the early 1980s. The blue box needs to be modernized to address today's demands and challenges, and to set the stage for this province to benefit from the resources in our waste.

Our diversion rates have stalled

The people of Ontario expect the blue box program to keep printed paper and packaging out of their communities and environment.

Ontario's blue box program used to be a world leader. But blue box diversion rates have stalled around 60 percent for more than a decade. That's a system-wide number averaged across all materials collected. For some hard-to-recycle materials, the diversion rate can be less than 10 percent of what was supplied into Ontario; for these materials, a lot of this packaging is ending up in our landfills or our environment.

Printed paper and packaging materials have evolved

Ontario Regulation 101/94 – the regulation that sets the minimum collection list – hasn't changed since 1994, but the materials we want to divert every day have evolved. For many items, glass or steel containers have been replaced by plastics. And as packaging has evolved, much of it has become harder to recycle by traditional methods.

From collection to contaminant: Materials that cause problems for blue box systems

Black Plastic: Many recycling systems cannot sort and remove black plastics.

Plastic Films: Films, wraps, and bags can disrupt recycling equipment and are costly to recycle.

Laminates: Packaging made up of multiple layers of different materials is difficult to recycle.

Polystyrene: Foam-based food packaging is often too lightweight and too soiled for cost-effective recycling.

The economics of recycling have changed

Selling collected materials was supposed to cover the costs of recycling. Changes in markets for collected materials, however, make this a challenge. Whereas newspaper was once the mainstay of blue boxes across the province, the digital revolution has vastly reduced the volumes and markets for newspaper in North America. Plastic films are expensive to recycle and revenues do not cover costs. Adjusting for inflation, the average cost of recycling a tonne of blue box materials increased by 50 percent from 2003 to 2017.

Today, materials are sent across the world for processing. This means that municipalities are affected by the ups and downs of economic events well beyond their borders.

Some countries are restricting the import of recyclables. China banned 24 materials from being imported for recycling, effective January 1, 2018. As China represents the largest end-market for the world's scrap materials, this ban has created cost pressures for blue box programs as municipalities have limited options for processing their collected materials. As part of the ban, China also announced a new 0.5 percent contamination rate standard for materials which it will accept. Contamination rate refers to the percentage of non-grade or resin-specific materials that are contained in the bale or container of materials.

When foreign jurisdictions restrict imports of collected materials or require higher-quality materials, as was recently done in China, municipalities can be left with materials they can't sell. One oily pizza box can make a bale of paper too contaminated to recycle. If Ontario is going to continue to run the blue box system, it needs to be cleaned up so that the materials it collects can go back into our economy.

Price Drop: Impact of import restrictions on prices for recyclables

Price Changes for Blue Box Materials
2017-2019

Material	Price Change
Plastic film	-62%
Newspaper	-53%
Corrugated cardboard	-52%
Aluminum cans	-21%

The people of Ontario want to do more

Building confidence in recycling is about building a better blue box. Participants in the mediation recognized that the people of Ontario want to recycle as wide a range of printed paper and packaging as possible – not only the materials they grew up recycling but also the ones they generate today. But in some cases, up to 30 percent of what’s collected in some blue boxes can be sent to landfill.

Citizens are confused as to why they can’t use the blue box to recycle the same materials in different communities. Residents want to know that what goes in the blue box gets recycled. They want their recycling efforts to have environmental benefits and economic value. We need to clean up the blue box so that the people of Ontario can be confident that when they recycle they are diverting waste from landfill.

Consistency is key: Managing a take-out coffee cup in Ontario

Municipality	Paper Cup	Plastic Lid
Hamilton	Green bin	Garbage
Burlington	Green bin	Blue box
Mississauga	Garbage	Garbage
Toronto	Garbage	Blue box (black plastic not accepted)
Markham	Blue box	Garbage

Both municipalities and producers recognize the opportunity to create new markets for recyclables here in Ontario. By collecting higher quality materials – with less contamination – we can make recyclables more valuable. As collected materials become worth more, recyclers will invest in the infrastructure needed to recycle more right here in Ontario.

3. Where Ontario wants to go – producer responsibility

Producer responsibility

Making producers responsible for diverting waste is based on the idea that the companies that design, create, and market products and packaging are in the best position to divert these materials when they become waste. By diverting products and packaging, producers keep materials in the economy to be used in new products or processes – rather than landfill.

Ontario has the legislation needed to make producer responsibility a reality. Both municipalities and producers support the province's policy direction to transition the blue box to producer responsibility under the *Resource Recovery and Circular Economy Act, 2016* (<https://www.ontario.ca/laws/statute/16r12>). This act allows for the province to revitalize the blue box by creating regulations that specify how producers must manage the printed paper and packaging they sell or distribute in Ontario.

Producers can help people keep waste out of their environment and their landfills

Most residents want to recycle more and send less to landfill. When producers are responsible for diverting their products and packaging, residents benefit from more opportunities to recycle. Producer responsibility will make producers legally responsible for providing consistent, convenient, and accessible recycling options for the residents that use their products and packaging.

The people of Ontario understand that they have a big role to play in diverting the right materials and keeping recycling streams clean. Producer responsibility would harmonize what can be recycled across different communities, so producers can have consistent, reliable, and clean streams of recyclable materials. A more co-ordinated and integrated province wide system will allow for better education and awareness, so Ontarians can more easily understand what materials to put in the blue box.

Municipalities recognize that producers can control costs and deliver good services

Municipalities want to see more waste diverted from landfill. They recognize, however, that costs are increasing, and they have no control over the materials that end up in the blue box. Municipalities support shifting responsibility to those that can control how packaging is designed and maintain the consistent, high-quality services their citizens have come to expect.

Producers see more responsibility as a strategic economic shift

Producers accept that taking on more responsibility means they will pay more to recycle their printed paper and packaging. Producers support this shift, however, because it gives them full control, from design and production all the way through to collection and recycling.

Producers are willing to take on new responsibilities and costs because this full control is part of a long-term strategy that allows them to innovate, compete, and reduce costs. They

want producer responsibility applied broadly and fairly, to create a level playing-field where innovators are rewarded for their efficiencies and free-riders are penalized for not following the rules.

Making producers responsible for blue box materials can help drive changes in packaging design, use and recycling. When producers are responsible for collection, sorting, and diversion, they have the financial incentive to make their products as efficient to manage as possible.

This can result in producers designing packaging that uses fewer problem materials, that is easier to recycle, and that contains more recyclable content – because when packaging is easier to recycle, it saves them money. Taking control of how their products and packaging are managed when they become waste can drive them to make collection and processing more efficient.

Improving product design: producers facilitating recycling

In the past, the composition of different resin types contained in Unilever's deodorant sticks prevented them from being recycled. The company worked with the Association of Plastic Recyclers to modify the packaging for its deodorant sticks in order to make them recyclable. By adjusting the proportion of polypropylene to other plastic resins, deodorant sticks can now be recycled in Canadian recycling programs.

Producer responsibility will help producers meet their national and international commitments

The mediation sessions revealed that many producers have adopted international commitments to reduce problem plastics, increase plastic recycling, and use more recycled plastics in new products.

Producers and businesses associations, such as Unilever, PepsiCo, Nestlé, Procter and Gamble, and the Food and Consumer Products of Canada have endorsed the Ellen MacArthur Foundation's New Plastics Economy Initiative that sets broad goals for reducing plastic waste and increasing recycling. Many also have their own strategies, such as Walmart Canada's Charter on Plastics and Loblaw's commitments to achieve national diversion rates of 80 percent at corporate stores and 95 percent at distribution centres by 2030.

The blue box program reaches 95 percent of Ontario's households. This coverage is a competitive advantage for companies that need to recover their printed paper and packaging waste and makes Ontario an attractive place to meet their diversion needs.

Global momentum: the new plastics economy initiative

The Ellen MacArthur Foundation launched the New Plastics Economy Global Commitment in 2018 to create "a new normal" for plastic packaging. The targets, to be reviewed every 18 months, include:

- Eliminating problematic or unnecessary plastic packaging and moving from single-use to reusable packaging models.
- Innovating to ensure 100 percent of plastic packaging can be easily and safely reused, recycled, or composted by 2025.
- Circulating the plastic produced, by significantly increasing the amounts of plastics reused or recycled and made into new packaging or product.

4. Mediation process

Producers and municipalities have a long history of working together to deliver and fund blue box services. While participants recognized that this relationship has its ups and downs, there is strong consensus from all sides about the need to move the blue box program to producer responsibility and to do so in a timely manner – it is time for change.

Unfortunately, annual disputes over blue box costs led to tensions between producers and municipalities that stood in the way of moving to producer responsibility. In the past, this made it difficult to resolve some of the key issues about when and how to transition the blue box.

This mediation process was established to help the parties see past their disputes and re-focus toward solutions for a successful transition to producer responsibility. In the brief consultation, I asked municipal and producer representatives to help us address seven broad questions and reach consensus on as many subjects as possible. [1] Their participation and ongoing engagement will help ensure that transferring responsibility for blue box recycling from municipalities to producers is as smooth as possible.

At the same time, it was equally important that the consultation process be transparent and clear to all. At the onset of this process, I hosted an open webinar for all interested stakeholders to attend and learn about the scope of the mediation and the seven questions

that would be discussed. Additionally, although it was not possible to accommodate everyone around the mediation table, I was pleased to meet with individual municipalities, producers, haulers, processors, and other stakeholders, to ask for their perspectives and advice. I welcomed and invited written submissions from any stakeholders that wished to provide feedback and suggestions. Their input has been invaluable in helping to frame the discussions at the mediation table and to inform my final recommendations.

As I facilitated the mediation sessions, it was apparent that producers and municipalities have made significant progress in finding common ground on transition. By and large, producers and municipalities are not far off and share more items of agreement than disagreement. Mediation was required to build consensus on a few outstanding issues needed to start the process of writing the regulations that will be the next big step in moving towards producer responsibility.

Key issues addressed by mediation

Transition concern	Desired outcomes
A measured timeframe for transition	A clear and consistent timeline is needed to make it easier for all parties to effectively manage change. The transition process must provide for sufficient time and certainty for producers to prepare for their new responsibilities and for municipalities to transfer their recycling services to producers.
Ensuring a common collection system	The province has been clear that transitioning the blue box must not negatively impact the recycling services that the people of Ontario use every day. Municipalities and producers require certainty to ensure the transition avoids a patchwork of services, and that it creates an efficient and effective province-wide collection system.
Transitioning municipal assets	Municipalities have made significant investments in facilities and equipment to collect, sort, transfer and process blue box materials. The transition process must allow producers to make decisions on whether they will use some of these assets to deliver efficient services while allowing municipalities time to repurpose them or develop other strategies that minimize impacts on municipal budgets.
Standardizing what's in the blue box	It should be easier for Ontarians to understand what's recyclable and what's not. Blue boxes across the province should collect a more consistent set of materials to make recycling easier for citizens, make more efficient for processors, and more cost-effective for producers.

Transition concern	Desired outcomes
Determining eligible sources for blue box materials	We generally associate blue boxes with curbside or depot collection, but in most communities the blue box program extends to multi-residential buildings, some businesses, and sometimes parks and other public spaces. Transition must consider whether and when it makes sense for producers to be responsible for blue box services beyond curbside or depot collection. In a new producer-led system, producers may also identify innovative ways to collect materials.
Setting effective diversion targets	Regulated and enforceable targets are necessary to set a level playing-field and ensure the blue box achieves meaningful environmental outcomes. Targets must be measurable and achievable, striking a balance between the need to reflect existing diversion rates while driving real improvements.
Promoting increased diversion from landfill	What goes in the blue box should get recycled – and not go to landfill. A producer-run blue box system must motivate producers to maximize reduction, reuse and recycling, while leaving room for innovative ways to divert emerging and problematic materials from landfill.

This intensive six-week process is only one step in a complex transition. To paraphrase the words of Winston Churchill, I would advise that this report should not be viewed as the beginning of the end. It is not even the end of the beginning. It is the beginning of the beginning.

Transitioning the blue box program will be a multi-stage process that will involve many opportunities for stakeholder and public input. This mediation process is only the first step to identify and develop a common understanding of key operational issues that need to be addressed to provide a clear path for transition. After this mediation process, the province will consider the advice given and chart a path for blue box transition that will include further public consultation.

Although my role as Special Advisor ends with the submission of this report, there will be many more opportunities for conversations to inform future decision-making. The transition will rely on stakeholder contributions at every stage to ensure its success.

The challenge in this transition will be for the province to provide enough clarity and certainty of direction through regulations that will allow the municipalities and the producers to make informed decisions, but the process cannot be so prescriptive that it precludes flexibility and opportunity for innovation. We cannot make the blue box recycling program better if we don't make room for process change and continuous improvement.

5. Mediation results

The mediation process identified a number of considerations and issues, some of which were touched upon in my mandate letter and others which were identified in submissions, through individual meetings, or during the course of the mediated sessions. The results of this consultation process are outlined in the following pages of this report.

For each of the seven mediation topics, this section identifies the considerations discussed, areas where the parties agreed, and areas where consensus was not achieved. My recommendations are presented in section 6.

5.1 A measured timeframe for transition

A clear and consistent timeline is needed to make it easier for all parties to effectively manage change.

The transition process must provide for sufficient time and certainty for producers to prepare for their new responsibilities and for municipalities to transfer their recycling services to producers.

A measured and orderly transition will help ensure a balance between the need for comprehensive planning and sufficient progress so that Ontario's producer responsibility approach has a solid foundation for an effective, competitive future.

Considerations

Transition is about producers taking operational control of delivering blue box services, and municipalities ending or transferring existing contractual relationships.

Transition should be done in a way that does not disrupt blue box services. All parties need sufficient time to understand their regulatory obligations and their options for establishing contracts in an orderly manner.

Transition should strike a balance to mitigate costs for all parties. A gradual handover of blue box operations to producers over a number of years, while at the same time steadily eliminating the existing shared funding program, can help producers better manage the take-up of these new costs.

Areas of consensus

The first major step would be Ministerial direction that sets out clear transition dates, and the beginning of the regulation development process.

This regulation-development period would begin when the Minister issues direction to Stewardship Ontario and the Resource Productivity and Recovery Authority signaling when municipalities can start transferring responsibility to producers and when responsibility from all municipalities should be fully transferred. To achieve this transfer of responsibility two concurrent actions must occur:

- Stewardship Ontario must develop a plan to gradually eliminate the shared funding program for blue box materials under the *Waste Diversion Transition Act, 2016* (<https://www.ontario.ca/laws/statute/16w12>).
- The province must put in place producer responsibility regulations for the blue box materials under the *Resource Recovery and Circular Economy Act, 2016* (<https://www.ontario.ca/laws/statute/16r12>).

The Minister has full discretion when to issue direction to Stewardship Ontario and the Resource Productivity and Recovery Authority.

After the Minister has issued direction and set clear timelines, the regulation development process can begin. Parties would like to see finalized regulations by late 2020/early 2021. Although approval of final regulations is a government decision and is subject to several factors, parties agree that regulation-development should aim for completion by the end of 2020.

Parties agree on actions that would be required to prepare to transition after finalizing the regulations; some actions may be concurrent with others:

- Producers and service providers must register with the Resource Productivity and Recovery Authority.
- Municipal Councils need to review the final blue box regulations and indicate they will be ready to transition.
- There is a need to align municipalities' transition timing with the goals of having approximately one-third of the total blue box tonnage transition each transition year.
- Although municipalities will identify when they prefer to transition, there are many factors to consider. What is crucial is providing certainty of timing.
- Municipalities that did not get allocated to their preferred transition year will need to reconsider and re-plan their transition for the year they are allocated.
- Producers will establish contracts to assume responsibility and:
 - allow municipalities to bid to provide collection services;
 - where not working with municipalities, arrange for collection services; and
 - arrange for post-collection services (producers may or may not work with municipalities for material management services).

Parties agree that transition to the new producer responsibility framework should be staggered over three years, with approximately one-third of total blue box tonnage to transition in each of the three years. Parties agreed that determining which municipalities would transition in each 'third' would be a complex task and would require further consideration. Parties agreed that municipalities that have transitioned would no longer be bound by mandatory blue box program requirements under Ontario Regulation 101/94 under the *Environmental Protection Act* (<https://www.ontario.ca/laws/statute/90e19>) that requires them to run curbside recycling programs. As producers take over municipal programs they would have full responsibility for blue box materials under the *Resource Recovery and Circular Economy Act, 2016* (<https://www.ontario.ca/laws/statute/16r12>).

Areas without consensus

Parties did not agree on the time required to prepare for transition, i.e., after finalizing the regulations but before producers begin to take responsibility. Perspectives ranged from one to three years. Several key concerns prevented consensus on this point:

- There were differing opinions on how much preparatory work could overlap with regulatory development. It was noted that conversations would continue between producers and municipalities to assist producers' preparations, but it was not known how concrete those conversations could be until details of the regulations were finalized and all parties understood the framework they would be operating in.
- Similarly, there were differing expectations over the degree that producers would utilize existing municipal assets after transition, and the extent to which producers would need time to establish and contract new capacity.

Although the parties agreed that approximately one-third of Ontario's total blue box tonnage would transition in each year, parties did not agree on what criteria would be used to select the municipalities that would transition in each year. Municipalities could be selected based on clusters of geographic proximity, cost-effectiveness of operational logistics, readiness for transition e.g., expiry of waste management contracts, or municipal ability to end those contracts early), or other factors. The criteria used must result in transition groupings that are cost-effective and efficient to run.

5.2 Ensuring a common collection system

The province has been clear that transitioning the blue box must not negatively impact the recycling services that the people of Ontario use every day.

Both municipalities and producers require certainty in the collection requirements that the regulations may set. Municipalities want to ensure there will be continuity of service for residents and how to communicate these expectations to residents; producers need

certainty on their obligations in order to establish the collection system and provide the required service. This will help create an efficient and effective province-wide collection system.

Considerations

Producer responsibility should result in a convenient and effective collection system for collecting materials for recycling. This system would include a combination of the existing blue box collection and other collection methods, depending on future regulations.

Regulations need to allow for competitive procurement of collection services so that producers can find the most efficient way to organize the collection system. Regulations must also contain sufficient requirements so that accessibility for residents is maintained. The ability for municipalities and others to compete to offer collection and processing services is key to achieving a cost-effective system; this competition should occur in the context of regulated requirements that result in a common level of collection services for Ontarians.

Regulations need to ensure that residents who currently receive municipal blue box services will continue to receive collection services once transition occurs. It must be clear who will provide collection services and who procures the service for each municipality. The regulations would identify basic collection requirements across the province and outcomes that must be met.

To meet their regulatory obligations, it is anticipated that producers will contract with producer responsibility organizations that will contract out services and fulfill producer regulatory obligations. There may be one or more producer responsibility organizations.

As noted earlier, a staggered transition, based on producers accepting responsibility for collecting a proportional quantity of waste each year, reduces risk of service disruption by spreading the procurements over more time. Consolidating municipalities into collection clusters could improve efficiency and reduce costs -- clusters could be geographically based, arranged by municipal readiness or a combination of other factors.

Areas of consensus

Parties agreed that a common collection system can result from clear regulatory requirements.

Mediation participants recognize that Ontario's producer responsibility framework enables more than one producer responsibility organization to exist for printed paper and

packaging.

There was concern around the table that the entrance of more than one producer responsibility organization could make transition complicated. Producers expressed concern that having too many moving parts during the transition phase could increase the complexity of taking on blue box services. Regulations would need to specify the outcomes – a common collection system – and the producer responsibility organizations would need to work together to achieve that goal without duplication or gaps in service.

There was extensive discussion how duplication or gaps would be avoided; all parties agreed this was a complicated issue that required further time to identify a clear path forward.

Areas without consensus

While mediation participants agreed that blue box collection should be a common system, there was less certainty about what rules are needed to make it happen. Participants did not agree which clearly regulated outcomes would be required to allow stakeholders to self-organize, or whether there would need to be more prescriptive regulated roles during the transition.

Some participants strongly believe in allowing producers to self-organize with appropriate regulatory direction and incentives to deliver on outcomes.

Some participants thought that a more directive approach would be needed. Without a body to direct collection or oversee the system, transitioning from a municipally-run blue box system to a cohesive and accessible producer-run system could be a challenge. The parties discussed whether, to facilitate this challenge, government should mandate a single producer responsibility organization for the duration of the transition period.

5.3 Transitioning municipal assets

Municipalities have made significant investments in facilities and equipment to collect, sort, transfer and process blue box materials.

As producers develop an efficient province-wide collection system, some municipal infrastructure may no longer be needed.

The transition process must allow producers to make the decisions they need to deliver an efficient service while promoting strategies that minimize stranded collection and recycling infrastructure.

Effectively dealing with stranded assets is critical to ensuring a competitive and efficient market for diversion services that helps producers meet their obligations at the lowest cost and positions Ontario to be a North American leader in collection and recycling.

Considerations

Producers need choice in how they meet their obligations – they may choose to use some existing municipal facilities, while others may be unsuitable or unnecessary for producers to use in a larger, more regionalized recycling system.

Transition should be undertaken in manner that mitigates municipal stranded assets since the remaining value of assets declines each year. For example, timing can help mitigate lost value for municipal assets, as wear and tear and general use over time means that the remaining value of these assets decline each year.

Allowing municipalities to continue existing contracts or establish collection or management contracts on behalf of producers (if producers want) can reduce the risk of stranded assets.

Areas of consensus

Parties agreed that if producers are given full responsibility and accountability, they must have control to decide which assets will be used in a future collection and management system for blue box materials.

Producers should be free to optimally design the future system, and should not be forced to use, or pay for, municipal assets they do not need.

Parties agreed that municipalities must be able to bid fairly on future collection or processing services for producers, and municipalities may decide whether, and how, their existing assets may be part of their bids.

A predictable and measured transition will provide clarity to both producers and municipalities. Clear timelines will help parties determine which assets may be needed or useful and will help mitigate the risk of stranded assets.

5.4 Standardizing what's in the blue box

It should be easier for Ontarians to understand what's recyclable and what's not. Ontarians are given a different list of recyclable materials almost everywhere: at home, in the office, in schools, shopping malls, parks, and public spaces.

Recycling across the province should be made consistent with a standard list of blue box materials that can be collected. This would make recycling easier for Ontarians, more efficient for processors, and more cost-effective for producers.

Consistent, high-quality, high-volume streams get top dollar and attract recyclers. Standardizing what's collected in the blue box can make Ontario's waste streams more valuable and recyclers more efficient. This can foster economic opportunities and make Ontario a global leader in recycling.

Considerations

Residents expect a standardized list that is easy to understand and that maintains or expands upon the materials they already recycle today.

Collecting the same materials across the province can reduce contamination, improve sorting and support end-markets. Processors need sufficient and reliable volumes of specific waste materials to make investments in recycling technology cost-effective. Standardizing blue box materials helps them anticipate waste flows and plan for investments.

Areas of consensus

There should be a broad list defining all the printed paper and packaging materials that producers put into the Ontario market for which they should have responsibility. This list will likely be defined in regulations.

The regulations will identify which materials on the list must be accepted for collection in blue boxes at home, regardless of whether they currently receive their blue box services curbside, in a multi-residential building, or at a depot. This standard list of blue box materials would be the same across Ontario so residents in every community that has blue box services would be able to recycle the same material.

The standard list of blue box materials would likely exclude packaging materials that cannot be cost-effectively recycled through the blue box without potentially contaminating other collected materials. For these excluded materials, and to provide flexibility for producers, there should be the option for materials to be included in other collection channels. The regulations should not be too prescriptive or constrain producers in determining how to fulfil their obligations. For example, producers may set up a take-back system for their material instead of, or in addition to, participating in the blue box system.

It is expected that the standard list of blue box materials should be adaptive as products, markets and technology change. Materials that currently may not be effectively managed under blue box may be considered in the future as collection and processing methods improve. The following principles should be considered when establishing the review process:

- Regulations should set criteria for timing, and basis of mandatory reviews, instead of leaving it open and undetermined.
- The standard list of blue box materials should be reviewed on a regular, frequent, and transparent basis.
- Outcomes and decisions of the review should be clearly communicated to residents, governments and stakeholders.
- Responsibility for undertaking the review should be clearly assigned; producer input should be a significant driver of the review process.

The following are potential criteria that may be used when determining whether to change the standard list of blue box materials:

- Clarity and ease of understanding for residents
- Increasing the total amount of material recycled
- Ease of recyclability for processors
- Cost to manage
- Availability of alternate recovery options
- Reducing litter

Notwithstanding the standard list of blue box materials, producers should have the opportunity for pilot projects to trial new collection and management approaches for other materials.

Areas without consensus

Although parties agreed that producers should have significant input and the freedom to innovate in reviewing the standard list of blue box materials and how those materials are managed, parties did not reach agreement on how the review process would be defined or what level of input or oversight there should be from other bodies. Producers want control over deciding what materials are collected via blue box, as part of their rationale for being made responsible for these materials. Municipalities expressed a desire for some third-party oversight in list decisions.

Getting it back: alternate collection methods

In Ontario, Nespresso provides a red bag to allow customers to return used coffee capsules. Red bags can be returned via Canada Post.

5.5 Determining eligible sources for blue box materials

We generally associate blue boxes with curbside or depot collection, but in most communities the blue box program extends to multi-residential buildings, some businesses, and sometimes parks and other public spaces.

Transition must consider whether and when it makes sense for producers to be responsible for blue box services beyond curbside or depot collection. In a new producer-led system, producers may also identify innovative ways to collect materials.

Considerations

Many blue box materials are also generated by residents in privately-serviced residential buildings, municipal parks, public spaces, offices, and other sources.

Expanding sources eligible for blue box collection could help improve diversion rates but also could result in an increase in program costs.

Areas of consensus

During the three-year staggered transition period, as producers assume responsibility from municipalities, producers would be required to provide blue box services to every place that received municipal blue box services prior to transition.

For clarity – this means there would be no expansion of blue box services during the three-year staggered transition period.

Once the three-year staggered transition is complete, blue box collection should gradually expand in multi-residential buildings, parks, and additional public spaces. This would expand access to recycling as well as provide producers with more freedom to optimize their blue box system and achieve economies of scale.

Parties agreed that further discussions are needed to identify the right approach to implement producer responsibility for collection from these areas, to make sure efforts target the right materials for collection and limit the contamination of recyclables.

Offices, institutions and other commercial sectors should not be included in a producer responsibility framework.

Recycling in industrial, commercial and institutional facilities is governed by Ontario's 3Rs Regulations under the *Environmental Protection Act* (<https://www.ontario.ca/laws/statute/90e19>). Ontario Regulations 102/94, 103/94, and 104/94 require facilities to identify the amount and types of waste they generate, develop plans to reduce waste (and sometimes packaging), separate certain wastes at source and make reasonable effort to ensure that separated wastes are sent for reuse or recycling. In these sectors, waste generators - facility owners and operators - are responsible for source separating.

Generator responsibility in the 3Rs Regulations could be an effective way to ensure recycling and diversion from these sectors; those regulations should be reviewed to ensure they align with and support the materials being diverted under the producer responsibility framework.

Areas without consensus

Parties have not landed on a timeframe for expanding producer responsibility to blue box materials from other sources.

From bottle to bottle: Ontario's recycling industry

Keeping collected materials in Ontario creates jobs and adds value to our economy. Ice River Springs, one of the largest water bottling companies in North America, has 5 facilities in Ontario employing 400 staff. The company currently purchases approximately 85 percent of all polyethylene terephthalate (PET) captured through the blue box program in Ontario and can take even more. Ice River Springs turns material that was once discarded as waste into a renewed plastic bottle, manufactured using 100 percent post-consumer recycled content, which can be recycled repeatedly. Their in-house recycling system can maximize recovery rates and contributes to the development of recycled content products.

5.6 Setting effective diversion targets

Regulated and enforceable targets are necessary to set a level playing-field and ensure that the blue box achieves meaningful outcomes. Targets must be measurable, achievable, and inspirational, striking a balance between the need to reflect existing diversion rates while driving real improvements.

Considerations

Targets should incent changes in packaging to improve recyclability and help address the broad problem of plastic waste and litter.

Some materials (e.g., multi-layer packaging, some plastics) are more difficult to recover. Targets should drive achievable and meaningful environmental outcomes for problematic, hard-to-recycle materials, and push producers to improve recycling of, or make changes to, packaging materials over time.

Areas of consensus

A single overall target for all blue box materials was not seen as desirable or workable in an individual producer responsibility framework. There need to be material-specific targets to drive environmental outcomes, and these targets should progressively increase over time while continuing to pose an achievable challenge.

Regulations will need to define how targets are measured and what material classes should be used.

Areas without consensus

Parties did not reach consensus on how to define or set the targets, or which specific materials or material classes should have targets.

Parties suggested a variety of different ways to measure targets to show meaningful diversion. Weight is the most straightforward way of measuring diversion but may not necessarily be the ideal metric in the future. Defining the outcomes by emissions or energy may be viable metrics. Parties did not agree on a particular metric or combination of metrics.

Other jurisdictions worldwide have already implemented, or committed to, high material-specific diversion targets.

British Columbia: Overall target of 78% by 2022

Materials	Target [2]	Year
Paper	90%	2020
Plastic	50%	2025
Rigid Plastic	55%	2022

Materials	Target [2]	Year
Flexible Plastic	20%	2022
Metal	67%	2020
Glass	75%	2020

European Union

Materials	2025 Target	2030 Target
Paper/Cardboard	75%	85%
Ferrous Metals	70%	80%
Glass	70%	75%
Aluminum	50%	60%
Plastic	50%	55%
Wood	25%	30%

5.7 Promoting increased diversion from landfill

What goes in the blue box should stay in the recycling stream – and not go to landfill. A producer-run blue box system must motivate producers to maximize reduction, reuse and recycling, while leaving room for innovative ways to divert emerging and problematic materials from landfill.

Getting the most recycling from materials collected in Ontario not only helps us reduce landfilling, but also sets the foundation for a cost-effective and efficient recycling industry that drives continual improvement.

Considerations

Ontario's limited landfill capacity and the impact of waste and litter on the environment is driving a need for innovative waste and recycling solutions.

Some chemical recycling or thermal treatment technologies provide a commodity that can be used in other products or packaging. These technologies should be viewed as recycling, as opposed to other approaches which use waste to create energy.

Once recycling has been maximized, including chemical recycling, there may be a role for energy recovery using thermal treatment technologies.

Reduction, reuse, and recycling should remain priorities over energy recovery.

Public acceptance of many energy recovery technologies and facilities is a challenge and requires a robust and transparent framework and standards to build trust.

Allowing waste to be used to create energy may be perceived as a reduced incentive to recycle – there may need to be limits placed on what materials, or how much, can be managed in this way.

Areas of consensus

Regulations should make reduction, reuse, and recycling the only activities that count towards diversion.

Regulations should use the principle of "keeping the molecule in play". "Keeping the molecule in play" is about extending the life and use of materials as long as possible. Technologies and processes that "keep the molecule in play" to create new products should be recognized as diversion.

Incineration and energy-from-waste should not count as diversion because these technologies involve the destruction of the molecule.

All parties acknowledged that energy recovery will have a role to play in reducing the amount of waste that is sent to landfill after all efforts have been made to achieve reduction, reuse, and recycling.

Targeting the first two Rs: Reduction and Reuse

Loblaw has announced that it will bring Loop to Canada as a pilot in 2020. Loop, a program from Terracycle, partners with retailers and brands to create sustainable, reusable packaging for products in order to reduce packaging waste. The products are delivered in unique, reusable packaging and once they have been used, are returned to Loop for reuse.

6. Mediation recommendations

After a six-week mediation, the message was clear – all participants want to begin the transition process. Producers and municipalities agreed that moving the blue box to producer responsibility is an opportunity to improve recycling, reduce waste going to landfill, and put waste materials back into the economy for productive use.

Through transition, Ontario has the chance to harness the innovation and knowledge of the private sector to create a recycling system that delivers uninterrupted services for residents, more efficient collection and management of materials, and more valuable end products that add value to our economy.

The discussions around the table convinced me of both the need for immediate action and the importance of the task at hand. Producers will be responsible for delivering blue box services across Ontario. More than 240 municipal and Indigenous blue box services need to move to producer responsibility. More than 1,200 producers need to organize and prepare for their obligations. This is a complex process that needs time, a clear path forward, and multiple opportunities for consultation and engagement.

I am confident the province can move quickly to set the wheels in motion and create a process that allows all stakeholders to work together for a successful transition. My recommendations on this path forward are outlined in the sections below.

6.1 A measured timeframe for transition

Clear direction from the province will help producers and municipalities plan for producer responsibility.

I recommend that transition occur over a six-year timeline that includes early notification of the government's plan for producer responsibility, expedited development of producer responsibility regulations, and sufficient time for municipalities and producers to set up the contracts they will need for an orderly transfer of responsibility. This will help provide the certainty needed to kick-start planning for transition.

Phase 1: Minister issues transition direction

Ontario should take clear steps to inform stakeholders of its plans for producer responsibility before the end of 2019.

The Minister should signal Ontario's intent to begin the blue box transition process by instructing Stewardship Ontario to develop a plan to eliminate the shared funding program and begin planning for producer responsibility. The Minister's transition direction can identify key transition principles as well as timelines for the transition process.

This direction will help give producers the certainty they need to start planning for producer responsibility and individual municipalities and Indigenous communities the signal to begin identifying when they would prefer to transition.

Phase 2: Government finalizes regulations

All parties agreed that the province should begin the regulation-drafting process as quickly as possible upon the issuance of the Minister's direction to Stewardship Ontario. Plain language explanations and a clear articulation of government objectives should be included at every stage of the process. The province should issue draft regulations within a year of the Minister's direction. The finalization of the regulations should be complete by early 2021 if not sooner.

During the mediation process it was made clear to me that producers and municipalities need as much information as early as possible to make their decisions. It is imperative the province set legal requirements early so participants have maximum time to consider their roles in the new system.

Regulations are required to set the rules for producer responsibility. These regulations will finalize the nuts and bolts of the producer responsibility system, including materials for collection, collection and recycling targets, environmental outcomes, service standards, and timelines. The province will need to consult widely, both as the regulations are being written and once drafts have been released.

I recognize this timeline is both ambitious and aggressive. It is imperative that the common collection system is established as soon as possible to ensure a smooth transition without service disruption.

Having the regulations complete as early as possible will help municipalities and producers manage complexity and expectations. I have faith in the capability and creativity of our public service to meet these timelines.

Phase 3: Producers prepare for producer responsibility

After regulations are finalized, producers and municipalities should have two years to prepare for when producers first assume responsibility from municipalities by the start of 2023.

This is a very busy phase for producers. They need to decide how to organize themselves and administer responsibility. One or more producer responsibility organizations will have to incorporate and hire staff. Procurement also must occur, to run bid processes and award contracts to municipalities and other service providers. Decisions will need to be made to determine which party undertakes procurement and how all the parties interact. Waste transfer and processing networks need to be created and there may need to be investments in collection infrastructure to make sure producers are ready for producer responsibility.

I recognize that preparing for producer responsibility is a complex process and appreciate calls for more time. With producers preferring three years and municipalities wanting one, this was the only stage where producers and municipalities disagreed on timing. But if the province issues early transition direction, puts regulations in place by 2021, and collects the right information to inform the process, parties should be ready to act decisively to make transition a reality. Some elements of preparation may even begin in 2020.

Producers and municipalities have been discussing the transition for many years. Municipalities and producers will need to continue to work collaboratively for this transition to be successful. My experience as blue box mediator has shown me that Ontario's municipalities and producers have significant common ground and are willing to work together in a spirit of openness and goodwill. I am confident this can continue as transition proceeds.

I also am confident in the flexibility and adaptability of our private sector to learn from experiences implementing producer responsibility in other jurisdictions, such as British Columbia, and prepare for their obligations. I expect producers and municipalities would start preliminary conversations as soon as the Minister issues transition direction in late 2019.

Phase 4: Municipalities transfer responsibility

Municipalities should transition to producer responsibility over a three-year period, by 2025, transferring approximately one-third of Ontario's blue box tonnage each year. Municipalities should hand over their responsibilities in groups to reduce disruption and ensure service continuity.

Municipalities should be grouped to facilitate the creation of a common collection system across the province. These groupings should be determined by criteria set out in regulation, informed by further data and analysis as identified in 6.2 below.

Recommendations

- Transition should occur over a six-year period according to the following approximate timelines (i.e., from 2019 through 2025):
 - Before the end of 2019: Minister issues transition direction to Stewardship Ontario outlining the timeline for transition.
 - Over a one to one-and-a-half-year period (e.g., 2019-2020): Government consults on, and finalizes, regulations that specify how the blue box will move to producer responsibility.
 - Over a two-year period (e.g., 2021-2022): Producers prepare to assume responsibility for the blue box and engage all parties, including municipalities

and service providers.

- Over a three-year period (e.g., 2023-2025): Phased transfer of responsibility from municipalities to producers that transitions a similar amount of waste over each year.
- The province should provide transition direction and begin gathering the necessary information as early as possible to help all parties plan for the new producer responsibility framework.
- The province should issue a consultation document to provide additional information and clarification when consulting on the draft regulations.
- To provide the certainty needed to kick-start planning for transition, the timeline should provide early notification of the government's plan for producer responsibility, expedited development of producer responsibility regulations, and sufficient time for municipalities and producers to prepare.

6.2 Ensuring a common collection system

During the mediation, I found that participants were committed to the goal of providing continuous services for residents and fair access to recyclables for producers.

Producers understand that the people of Ontario have come to rely on the blue box and view it as an important service. The transition process must ensure there is no fragmentation or gaps in service as producers take control. All communities must be transitioned fairly, regardless of their size, location, or density, with the result being convenient and accessible services for residents.

Municipalities understand that Ontario has a long history of competition for waste collection. Many blue box services are currently delivered by the private sector. Producer responsibility must build on this market. The transition process must ensure that producers of all sizes can get the recyclables they need to meet their targets.

Producer responsibility regulations should establish a common collection system across the province. This system should include a single blue box collection in each community, with supplementary collection channels or methods developed by producers to collect additional materials.

While both producers and municipalities understood the benefits of establishing a common collection system during the transition period, there was less certainty about what rules are needed to make it happen. Many participants felt that clear rules and strong enforcement could create the legal environment that would ensure a common blue box collection system during transition.

The province will need to make regulations that create the conditions for a common collection system that works in the public interest. This means regulating performance

standards, so producers make blue box services convenient and accessible for the people of Ontario, including specifying the type and frequency of service.

These regulations will also need to make blue box services fair for producers. Much like all energy generators use the same wires to get power to consumers, all producers will need access to the blue box to get the materials they need to meet their targets. Where this common blue box collection system is different from the electricity system is that the producers are paying. Producer responsibility is about producer say and producer control. A clear regulatory framework will be necessary to protect the public good of having a common collection system while providing sufficient flexibility and control to respect producers' business needs.

We know that producer responsibility regulations will need to set strong collection and recycling outcomes that drive producers to collect high volumes of material from all corners of the province.

What else is needed is less clear. Regulations could set outcomes relating to providing open access to the blue box collection systems. We may need to consider consolidation and economies of scale during the transition phase. There may be a need to establish outcomes for collaboration, to make sure we don't have multiple producer responsibility organizations operating separate collection services.

The first step in creating the right rules is having the right information. Markets work best when all participants have access to the information they need to make informed choices. Improved data is necessary to help producers plan for blue box services, including ensuring full coverage of services across the province. With transparent information and access to data, most producers believe that they will be better placed to foster competitive markets and fair contracts for collection services.

An orderly and measured transition must consider how much waste we generate and where we generate it to balance costs throughout the process. Knowing when municipal collection contracts expire and where printed paper and packaging go for recycling will help plan for continuity of service. Ontario must allow for time to gather and assess the state and location of waste facilities to make smart decisions on what is needed. Only then can the province know what type of rules are needed to ensure continuous service and access. This information is necessary to decide how municipalities should be grouped for transition and the factors that need to be regulated in a new market for recycling in Ontario.

Information on current blue box operations should be consolidated and made publicly available. The province should also consider retaining experts to provide advice on how best to make blue box a shared public service for recycling printed paper and packaging in Ontario.

The province needs information on how the blue box is working right now to assess the rules needed for an orderly transition.

Producers need transparent and accessible information to make informed investments and business decisions.

These are complex decisions and this six-week mediation process did not allow me to arrive at a recommendation for a best approach. But I do think that when both province and producers have access to the same information they can both make informed decisions on the best way to move forward.

Once this information is assessed, the province will be in a better position to know what type of rules are needed and how to plan transition.

Recommendations

- Regulations should maintain blue box collection as an essential part of any collection system, but also allow producers the flexibility to collect some packaging through other methods.
- Taken together, the blue box and other methods will create a common collection system that will give producers access to the materials they need to recycle and will ensure that the people of Ontario have uninterrupted service across the province during the transition period.
- The regulation-making process will determine how this collection system is to be established. The complexity of doing so should not be underestimated, which is why I recommend that the first step must be to collect and analyse the information on the existing blue box and recycling system in Ontario. This information could include:
 - Programs and collection methods operated by municipalities.
 - Populations serviced by blue box programs.
 - Expiry of municipal collection contracts and lifespan of waste facilities.
 - Municipal readiness to transition.
 - Location of waste transfer, sorting and processing facilities.
 - The volumes and flows of collected printed paper and packaging.
- The province should consider retaining expert advice to analyse the collected information and provide a recommendation on how best to proceed with transitioning services. This information will inform regulation- development and facilitate producer preparation.

6.3 Transitioning municipal assets

While I understand that this issue has raised some tensions and concerns in the past, it was less contentious at the mediation table. The clarity on timing of transition will allow

municipalities to make informed decisions which will further reduce this concern.

The parties were in broad agreement on this issue. I recommend that the Minister give considerable weight to this consensus. The certainty on timing and the ability for municipalities to fairly bid in a competitive process on future services for producers was key to achieving consensus on how to deal with transitioning municipal assets.

Recommendations

- Parties agreed that if producers are given full responsibility and accountability, they must have control to decide which assets will be used in a future collection and management system. Producers should not be forced to use, or pay for, municipal assets they do not need.
- Parties agreed that municipalities must be able to bid fairly on future services for producers, and municipalities may decide whether, and how, their existing assets may be part of their bids.

6.4 Standardizing what's in the blue box

Mediation participants agreed that producers should be responsible for the printed paper and packaging they put into Ontario, with flexibility to decide the best way to collect and recycle that material. A common collection system should have a standard list of blue box materials and the flexibility to collect materials through other channels or methods.

This standard list of blue box materials will help ensure that what goes in the blue box can be recycled. The blue box system should be able to produce an uncontaminated, high-quality, high-value stream of recyclables that can find markets and be used in new products, keeping materials in the economy as long as possible. Recycling the same materials everywhere will help build a consistent stream.

Ontario's blue box list should also be adaptable. Producers and municipalities agreed the list should be open to evolution. The standard list of blue box materials should not prevent producers from finding new or innovative ways to fulfil their obligations. Producers should be allowed to decide the best way to get the recyclables they need to meet their targets. Producers should be allowed to use other channels or methods to collect their printed paper and packaging, where appropriate. Producers should also be able to evolve and change the standard list of blue box materials to reflect changes in packaging and new methods of collection.

Any process that has the potential to change what goes in the blue box must be transparent, accessible, and have oversight. A list of materials set in regulations might not

provide the requisite flexibility; I recommend that the regulations establish a flexible, transparent, and predictable listing and review process.

Recommendations

- Regulations should make producers responsible for all printed paper and packaging they put into the market by setting clear goals for diversion from landfill, but they should provide flexibility for producers to identify the best way to achieve these goals.
- Regulations should establish a standard list of blue box materials that must be collected through blue boxes across Ontario, and also allow producers to use other methods to meet or supplement diversion requirements.
- Regulations should establish a transparent process that will allow producers to change which materials are collected in the blue box versus other methods.
- Producers should be encouraged to use other methods to divert materials that cannot be recycled by the blue box or that might contaminate collected materials.

6.5 Determining eligible sources for blue box materials

Municipalities and producers agreed that all communities that have blue box services must continue to have access to recycling during and after transition. This includes Indigenous communities that operate blue box systems. Multi-unit residential buildings, parks, and public spaces that currently receive blue box service should also be included. It was also understood that as new residences are built, these homes will be included in the producer responsibility system.

Over time, the system should gradually expand to more multi-residential buildings, and to parks and public spaces where municipalities collect waste, to increase diversion and take advantage of efficiencies and economies of scale. Ontario needs to have a larger conversation about where and how to improve recycling, particularly in public spaces. Further data is needed to make sure public space diversion targets the right materials and results in viable recycling streams.

Recycling outside the home is important to the people of Ontario. Ontarians get frustrated when offices, shopping malls, or institutions recycle in different ways from what they experience in their homes.

The industrial, commercial and institutional sectors have their own regulations and arrangements for diversion. In these sectors, the 3Rs Regulations make facility owners and operators responsible for source separating wastes. But diversion rates are low, and municipalities and producers agreed that the current rules, which are more than 20 years old, need to be updated.

Ontario has committed to review the 3Rs Regulations and develop a recycling framework that applies low-burden, outcomes-based rules fairly across these sectors.

Changes to the regulations for recycling in the industrial, commercial and institutional sectors should build on existing waste diversion and recycling practices in order to increase recycling rates. The types of industrial, commercial, and institutional facilities vary widely across the different sectors, making a one-size-fits-all approach to recycling unsuitable. The province needs to engage these sectors to develop recycling rules that target the right establishments and materials.

A key objective in updating these rules should be that Ontario citizens see a better alignment between the materials they recycle at home and the materials collected at work, in commercial locations, and at institutions.

Recommendations

- Producers should provide blue box collection wherever it was provided by municipalities or Indigenous communities as of a specified date, and going forward they will provide blue box service for new residential developments.
- After completing transition, producers should gradually expand collection in multi-residential buildings, as well as parks and public spaces where municipalities provide waste collection.
- Blue box services should not be expanded to industrial, commercial and institutional establishments as these facilities already have their own waste servicing arrangements and existing contracts for diversion. In addition, recycling in these facilities is covered by a different regulatory framework at this time.
- It is important that Ontarians have similar opportunities to recycle whether they are at home, work or out in public. The province should review and modernize the regulatory framework for industrial, commercial and institutional facilities to improve overall diversion rates in Ontario and to better align the kinds of materials recycled in this sector with the materials that are recycled through the blue box.

6.6 Setting effective diversion targets

An effective common collection system needs access to large volumes of high-quality materials.

Regulated targets drive high recycling rates and can help create a recycling economy in Ontario. Targets for collection and recycling are important to making sure producer responsibility results in usable materials that can be used in new products and packaging. Regulated targets create competition for innovative and cost-effective collection and processing methods, unleashing the creativity of the private sector.

Ontario's producer responsibility rules need to work in harmony with those in other jurisdictions. This way producers should have a level playing-field and Ontarians can aspire to be a world-class recycling economy. Where possible, producer responsibility rules should include or reward the use of recyclable and recycled materials in packaging to promote recycling.

Leading jurisdictions in Europe and North America have committed to high-level targets and timelines for specific-material types. As I noted earlier in my report, major multinationals have made commitments to sustainability, many of which involve targets for the recyclability of products and packaging. If Ontario is to achieve the best possible diversion outcomes, it should recognize and leverage these commitments in its target-setting.

Our efforts need to be focused. Targets need to reflect the diversity of materials in the blue box system and the differences in how they are managed. For example, a target that includes all plastic packaging would rely on the highly recyclable PET bottles and ignores the low current diversion rates for plastic film or polystyrene. Detailed material-specific targets will help spark action on the materials that need it most.

In determining how targets will be measured (e.g., weight, emissions, or otherwise), the province should consider metrics that will be relevant for years to come and tightly linked to the environmental and economic outcomes that the blue box system will deliver.

Recommendations

- A single, overall blue box target is neither workable nor effective. The province should consult to identify specific targets for different types of printed paper and packaging material.
- The categories should be specific enough that they can be used to identify materials that have low diversion rates, so that action can be taken to improve diversion.
- The province should set targets that will drive diversion and challenge the ingenuity of Ontario's industry to innovate and find new efficiencies and cost-savings.
- Targets should progressively increase over time to ensure that Ontario's recycling services continue to innovate and evolve.

6.7 Promoting increased diversion from landfill

Ontario has a strong history with reducing, reusing, and recycling. Municipalities and producers remain committed to the 3Rs as one of the core principles for producer responsibility.

Participants agreed that the province should make waste reduction a priority. Producers want to be recognized for the work they've done to reduce waste. And municipalities have often led the way in promoting waste reduction to the people of Ontario.

The province should explore options that get the best environmental results. In some cases, reuse may be more energy-efficient and offer greater cost savings compared to recycling and remanufacture. The regulations should consider ways to recognize producers that have innovated to implement reusable packaging, and to incent others to make similar design choices.

Regulations should be responsive to new advances in recycling technology. The province should use the principle of "keeping the molecule in play" when considering which recycling technologies should count as diversion. "Keeping the molecule in play" is about extending the life and use of materials as long as possible. Technologies and processes that go beyond traditional recycling methods to turn materials into new products should be encouraged.

Technologies that involve the destruction of the molecule to create energy-from-waste should not count as diversion. However, there may be a role for this as part of the solution for diverting the amount of waste that is sent to landfills where reduction, reuse, and recycling efforts have been exhausted.

Recommendations

- Reduce, reuse, recycle should count as diversion. That is, processes that continue to make materials available as a resource for new products or packaging should be considered diversion.
- Incineration and energy-from-waste should not count as diversion.
- Don't lose sight of the first R – reduction. Where feasible, producer responsibility regulations should recognize and reward producers for reducing waste and improving their environmental performance.

7. Thinking bigger than the blue box

The blue box helped create a culture of recycling in Ontario. We can build on this to do more to reduce waste, make recycling easier and reduce plastics and litter in our communities.

A responsive, effective and efficient curbside recycling system has the potential to drive investment in new technologies and make Ontario a leader in the recycling industry.

Mediation participants agreed – this transition, if done right, presents a unique opportunity to help clean up our communities, foster innovation, create good jobs and grow our recycling economy at home, in Ontario.

Blue box is only one part of improving recycling in Ontario.

Everyone around the mediation table agreed that Ontario needs to divert more waste from industrial, commercial and institutional facilities. And with diversion rates in our businesses and institutions reported at 17 percent, I agree.

As I identified earlier in my report, these sectors have their own recycling rules, in the 3Rs Regulations. They also have their own networks for recycling waste. Some participants suggested that these factors make applying producer responsibility in these sectors a challenge, however, they all agreed that modernizing the rules for recycling in these sectors is of utmost importance. As noted earlier, these regulations should better align with the materials that go in the blue box to ensure a co-ordinated approach to recycling in Ontario.

Improving recycling is about helping people do the right thing.

Residents have a strong role to play in making the best use of waste materials. Co-ordinated, province-wide promotion and education is critical to build and strengthen upon our blue box culture and make waste reduction a part of everyday life.

It is important that residents put paper and packaging in the right place when they generate waste. As we all know, that doesn't always happen. Governments, producers, and the waste sector all play a part, and so do individuals. We need concerted efforts to change this behaviour.

Residents have a role to play in rebuilding the blue box. When we recycle the right way, we increase diversion, reduce litter, and keep recycling streams clean. Strong producer responsibility targets will help drive producers to maximize diversion and help the public do the right thing. A standardized list of materials will reduce confusion and contamination.

The promotion and education required as part of producer responsibility will raise awareness of where and how we can recycle. These are important steps. But it won't be successful if residents don't do their part. We must all work together to achieve success.

When it comes to litter, we need to change behaviour before and after we generate waste

Understanding why and where litter occurs is fundamental to keeping our communities clean. Municipalities have extensive experience in tackling litter; many have audits and studies that can help us better understand litter behaviour. The province should continue to work with the beverage industry to learn from their litter and public space recycling initiatives and pilot best practices in public spaces and parks.

The province's commitment for a province-wide litter clean-up day is another building block. The producers and municipalities around the mediation table expressed their support for these initiatives. I encourage the province to partner with producers and businesses to promote clean-up days to maximum effect, and co-ordinate with municipalities to build on their existing clean-up efforts.

Recycling on the go: improving diversion in public spaces

Manitoba's producer-funded Recycle Everywhere Program promotes beverage container recycling away from home. More than 60,000 recycling bins have been installed on streets, in parks, community centers, arenas and other public buildings around the province. The program has increased Manitoba's beverage container recovery rate from 42 percent to 70 percent from 2010 to 2016. Coupled with a strong public education campaign, some communities have seen litter reductions as high as 87 percent since the start of the program.

Ontario has a unique opportunity to show leadership on plastics

We've all seen the reports of plastic in our oceans and harming our marine life. Up to 8 million tonnes of plastic enters the world's oceans annually. Closer to home more than 80 percent of litter collected during volunteer shoreline cleanups is plastic waste. An estimated 10,000 tonnes of plastic debris enter the Great Lakes each year.

Governments around the world have recognized the need to act. The European Union has issued a directive that sets a target of recycling 90 percent of all plastic beverage containers by 2029. They intend to mandate the use of more recyclable materials in plastic packaging and ban single-use products where alternatives exist. In 2018, G8 countries agreed to a challenge to address marine plastic pollution by managing plastics more sustainably throughout the whole life-cycle.

Here in Canada, the federal government announced its intent to potentially ban harmful single-use plastics as early as 2021. The Canadian Council of Ministers of the Environment recently released Phase One of their Canada-wide Action Plan on Zero

Plastic Waste. This first phase focuses on the design, use, collection, and recycling of plastics along with the development of markets for the recycled products.

I urge the province to take strong action to reduce plastic pollution and to be a voice for decisive, focused, and co-ordinated action at both the national and international level, working co-operatively with the federal government and other Canadian jurisdictions. It is critical that residents and businesses are not faced with competing initiatives that create a confusing patchwork quilt of requirements and commitments.

Improving the recycling of plastic packaging isn't the only answer to our plastics problem, but it is certainly one of the most important solutions. Ontario's blue box program reaches the most people and manages the most materials of any curbside program in Canada. Transitioning the blue box to producer responsibility is not only a chance for Ontario to get things right – it is also a chance to lead the way on recycling in Canada and abroad.

Action on plastics must be comprehensive. We must recognize that packaging is only one part of the plastic problem. Packaging accounts for 47 percent of plastic waste in Canada and is one of the most frequently recycled plastic materials. In fact, plastic packaging makes up 88 percent of the recycled plastic resin that was used to make new products in 2016. This shows that recycling is critical to keeping plastics out of our environment. With the right steps toward producer responsibility, we can recycle even more.

Single-use plastics include a wide variety of items, uses, and materials. Action on single-use plastics must be surgical to ensure these measures target the right product with the right requirements. Studies will help us understand where, when, and how these products are used, and that their alternatives are widely available and beneficial for our environment. The province, where possible, should act as a broker to link our university researchers with producers, the plastics industry, and recyclers to help get innovative and sustainable solutions to problem plastics into the market.

Rethinking recycling: chemical recycling

GreenMantra Technologies of Brantford, Ontario uses a chemical reaction to transform recycled materials, such as certain complex plastics, into higher value polymers. This process drives economic value by opening new applications and additional outlets for waste plastics where conventional recycling cannot provide an adequate solution.

Ontario can reap the economic benefits of being a top recycler – if we have a co-ordinated provincial strategy

Ontario's residential waste collection systems manage literally hundreds of thousands of tonnes of waste. Our first objective should be to reduce that overall amount of waste; our second objective should be to reuse as much as possible; our third objective should be to recycle. It is at this third step – recycling – that we should think of this as mining resources out of the waste stream. Improving diversion from landfill and the efficiency of collection systems over time will create a volume of recyclable material that will be an input into the creation of new products, jobs and economies in Ontario.

One of the things that surprised me was how much blue box plastic is recycled right here in Ontario. Under the right conditions, waste can truly be a resource. Ontario's waste sector has the experience in collecting, managing and processing recyclables.

Feedback from the mediation sessions indicated that Ontario's waste management sector wants to invest in processing facilities and that producers are ready to help support those investments. Ontario can capitalize on the restrictions on the import of recyclables in Asia to become a leading processor for the Great Lakes region. It is imperative that Ontario establish the right conditions to capitalize on producer responsibility for the benefit of our economy.

Building a recycling economy is broader than just producer responsibility. It is through the reclaimed and reused material that we can create increased economic opportunity. Investment in research and innovation to create the jobs from the recycled materials should be an interministerial responsibility. Garbage and recycling are not just an environmental issue – they are also economic opportunities. The province should ensure that ministries collaborate across government to develop a plan for how we as Ontarians might maximize the economic benefits of being a leading recycling jurisdiction.

Recycling at home: keeping materials in the Ontario economy

More than 99 percent of the plastics collected by the city of Toronto are sold to recyclers right here in Ontario, going to facilities in Shelburne, Sarnia, and Toronto. Steel and glass collected by Toronto's recycling programs are processed in Hamilton and Guelph, respectively. This is a prime example of recycling creating jobs and adding value to Ontario's economy.

Recommendations

- Co-ordinated, province-wide promotion and education is critical to build upon our blue box culture, reduce litter, and make waste reduction a part of everyday life.
- Ontario should take strong action to reduce plastic pollution and be a voice for decisive, focused, and co-ordinated action at both the national and international level. All parties must not lose sight of the fact that packaging is only one part of our plastics problem.
- The province should ensure that all ministries work together to develop a collaborative plan for Ontario to become a leading jurisdiction for innovation and economic growth in the recycling industry.

Conclusion

In closing my report, I want to recognize those that helped me get here. The commitment of Ontario's businesses and municipalities for a transitioned blue box program has been impressive and is highly commendable. Every person that attended the mediation sessions came willing to engage, question, answer, and discuss. The sessions were both collegial and thoughtful. I have enjoyed facilitating sessions and becoming immersed in the complex but fascinating world of waste management over a very intense six weeks.

I know I am not alone when I say that Ontario is on the cusp of a once-in-a-generation opportunity to improve our environment and build our economy. I know this, because this was frequently expressed by the participants in the sessions.

All participants agree that Ontario needs to make producers responsible for diverting their products and packaging. Municipalities are willing to transfer their recycling programs to producers. Some of the world's largest companies are willing to take on the full cost of recycling to help us better control costs and improve products. This is all happening in the midst of a global focus on reducing waste and improving recycling. This is a unique opportunity for Ontario. The conditions are right to rebuild the blue box into a recycling system that will help us reduce waste, protect our environment, and contribute to our economy not only for us, but also for our children.

At every stage of the mediation, I heard that transitioning to producer responsibility is bigger than the blue box.

The people of Ontario expect pristine waterways and wilderness, so wildlife can thrive. They expect parks to be free of litter and garbage. Pride and respect for our natural environment is a part of the fabric of living in Ontario.

It's my opinion, however, that the people of Ontario want more than clean communities. They want a society that recycles more and needs fewer landfills. They want an economy that rewards competitors for avoiding waste and using waste materials to create new

products. They want every opportunity to reduce waste; and where waste is unavoidable, they want products and packaging that are designed to be easier and cheaper to recycle.

I think these expectations are fair and they are within our grasp.

Moving the blue box to producer responsibility is a first step in an important path that will help rebuild the blue box, protect our environment, and build our economy. Landfills bury resources in the ground. Recycling returns them to productive use. I truly believe that, with the right steps to optimize our recycling systems, Ontario can become a leader in recycling. Ontario can be an attractive place for the recycling industry to invest, create jobs and compete nationally and internationally.

Transitioning the blue box is a complex endeavour. The next steps will require considerable additional effort on the part of all participants. Given the commitment I have seen demonstrated by all participants during this process, I am convinced that Ontario's blue box services and the broader waste management system will continue to improve and respond to changing technology and increasing demand by consumers for responsible packaging, enhanced recycling and waste diversion.

Appendix A – Mandate letter

Ministry of the Environment, Conservation and Parks

Office of the Minister

777 Bay Street, 5th Floor

Toronto, ON M7A 2J3

June 7, 2019

Dear Mr. Lindsay,

I would like to express my appreciation to you for agreeing to volunteer as a Special Advisor on Recycling and Plastic Waste to help the people of Ontario and their government tackle the serious problem of plastic pollution, a key commitment in the Made-in-Ontario Environment Plan.

Ontario families take pride in doing their part for the environment. Ontarians are national leaders in reducing greenhouse gas emissions, and our own city of Kitchener was the birthplace of the world's first Blue Box program. Knowing this, I was disappointed to learn that, while Ontario families do their part by diligently sorting their recycling, government and industry are failing them.

Today, Ontario's recycling rates have been stalled for 15 years and up to 30% of what is put into blue boxes is sent to landfill. Some of Ontario's plastic litter and waste is being shipped across the ocean to the Philippines and Malaysia. Meanwhile, plastic and other litter is increasingly plaguing our parks, highways, rivers and lakes.

This is unacceptable—both industry and government must do better.

It is for these reasons I look forward to you providing advice on how to improve recycling through the Blue Box Program and better manage plastic pollution.

In addition, I ask that your work be guided by the following public policy objectives:

- Standardization across the province of what can be recycled in offices, parks, public spaces and homes;
- Improve diversion rates and increase what materials can be recycled;
- Reduce litter and waste in communities and parks;
- Improve Ontario's Blue Box program by requiring producers to pay for the recycling of the products they produce, through achieving producer responsibility; and
- Maintain or improve frequency of blue box collection.

When increasing diversion in the residential sector, consider how these policies can also enable diversion in the institutional, commercial and industrial sector.

Your work will consist of two roles: a mediation role where you, as an impartial mediator, will foster discussion and help producers, municipalities and other stakeholders to move closer to or reach agreement on key issues; and an advisory role, where you will provide me with advice on how these issues may be best addressed to ensure Ontario's recycling system is more consistent, reliable and cost-effective for Ontarians.

To assist you in this work, I have also requested a jurisdictional review on how leading jurisdictions are employing innovative technologies to improve recycling efficiency and diversion rates for you to consider.

The current Blue Box Program has been in place since the 1980s and had great early, world-renowned success in recovering residential printed paper and packaging for recycling. In recent years, however, waste diversion rates have stalled in Ontario and been surpassed in other provinces. Meanwhile the costs to operate the program are rising.

While many countries used to take our recycled material, they are increasingly shutting their doors. In 2018, China launched "National Sword," a policy which bans the importation of many recycled plastics and other materials – including from Ontario. This has resulted in increased recycling costs, increased material being sent to landfill, and more plastic litter and waste in our communities.

Mandating producer responsibility will obligate producers across Ontario to pay for and manage their materials. It will also enable a single common list of what can be recycled across the province. This system is a cost-effective and accountable way to promote innovation and to make sure Ontarians' recycling efforts are more effective, resulting in increased recycling and diversion rates.

At the conclusion of your work, please provide me with a report that outlines where the parties reached agreement and your recommendation on how to address any outstanding issues by July 20, 2019.

Thank you again for volunteering your time to help government and industry live up to the expectations of Ontarians when it comes to plastic pollution and recycling.

Regards,

Rod Phillips
Minister

Appendix B – Mediation participants and process

Over June and July 2019, I held consultations with stakeholders from municipal and industry sectors that will be most affected by transitioning the Blue Box Program to producer responsibility, including:

- Association of Municipalities of Ontario
- Canadian Beverage Association
- Canadian Federation of Independent Business
- Canadian Newspaper Association
- City of Toronto
- Food & Consumer Products of Canada
- Loblaw
- Magazines Canada
- Proctor & Gamble
- Regional Public Works Commissioners of Ontario
- Retail Council of Canada
- Unilever Canada
- Walmart

Meeting Date	Session
Wednesday, June 19	Mediation session to discuss a measured timeframe for transition and transitioning blue box assets.

Meeting Date	Session
Thursday, June 20	Public webinar to describe the mediation process, timelines, key issues to be discussed, and the process to provide submissions to the mediation process.
Monday, June 24	Mediation session to discuss standardizing the list of materials and determining eligible sources of blue box materials.
Wednesday, July 3	Mediation session to discuss setting effective diversion targets and promoting increased diversion from landfill.
Tuesday, July 9	Mediation session to discuss ensuring a common collection system.
Wednesday, July 17	Mediation session to provide a summary of mediation findings and discuss next steps.

The mediation also received 37 written submissions.

Updated: August 6, 2019

Published: August 6, 2019

Footnotes

- [1] ^Please see Appendix B for a list of mediation participants and an overview of mediation sessions.
- [2] ^Recycle BC's 2018 P&PP EPR Plan commits to propose a new target for each category two years after maintaining the existing target.

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: June 17, 2019

MOVED BY: Brenda Noble

SECONDED BY: Jeff Manley

That Report PW-11-2020, Regional Waste Management Study be received for information only.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

YEA

NEA

Deputy Mayor: Carma Williams

Councillor: Jacques Massie

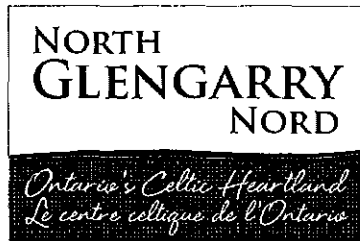
Councillor: Brenda Noble

Councillor: Jeff Manley

Councillor: Johanne Wensink

Mayor: Jamie MacDonald

Section 5 (j)



Report – PW-11-2020

STAFF REPORT TO COMMITTEE OF THE WHOLE

Date: June 17, 2020

From: Doug Sitland, Director of Public Works

RE: Regional Waste Management Study

Recommended Motion:

That Report PW-11-2020, Regional Waste Management Study be received for information only.

Background / Analysis:

In February of 2020, the United Counties of Stormont, Dundas and Glengarry (the County or SDG) formed a committee to look at the feasibility of regionalizing waste management. Primarily led by the individual local municipalities, due to decreasing landfill capacity, increase in costs, existing contractual issue and demand for services from residents, there is a perceived need and potential opportunity to run efficient and consistent waste management services across the County.

A Request for Proposal (RFP) for consulting services to complete a detailed analysis of waste management practices across the County was issued and awarded by County Council on April 30, 2020. The selected consultant is DFA Infrastructure a ta contract price of \$124,530 plus HST. The goal of the study is to provide recommendations to all parties on opportunities to achieve cost, operational and service efficiencies through process change, best practices and greater collaboration amongst partners.

The project and milestones will be governed by a steering committee consisting of County staff and select municipal staff. The Township of North Glengarry is on the steering committee. The project (recommendations and opportunities) is scheduled to be completed early in the first quarter of 2021.

Some of the guiding principles include:

- Support Transition to Full Producer Responsibility and Future Recycling Role – The opportunity should position local municipalities, SDG and the City of Cornwall for transitioning to full producer responsibility including consistency in levels of service and reduced recycling contamination.
- Future Recycling Role – The opportunity should facilitate the future role (s) that the local municipalities, SDG and the City of Cornwall may wish to have in recycling following the transition to full producer responsibility.

- Recycling Processing – This would leverage the current agreements that some local municipalities have with the City of Cornwall and consider whether or not the North Glengarry Material Recovery Facility (MRF – RARE) should have a role.
- Efficiencies – The opportunity should create efficiencies on a regional basis with consideration of a “regional” level of service.
- Cost Reduction – The opportunity should lead to cost reductions to the extent possible for each solid waste program component. It is recognized that an increase in a level of service typically results in an increased cost.
- Disposal Capacity – The opportunity should facilitate maximizing the existing remaining landfill capacity and minimize costs for securing new capacity. Cornwall will be included.
- Landfill Disposal – The opportunity would review of the role of the County in managing landfill sites and seeking new capacity in Partnership with the City of Cornwall, including access to private disposal capacity.
- Management Capacity – The opportunity should provide a robust management structure and adequate staff and resource capacity sufficient to manage the respective solid waste programs and services in a sustainable way
- SDG as agent for other solid waste components – The opportunity would be to review any opportunity for the County to be an agent in other solid waste programming areas such as public education and outreach
- Transfer of Jurisdiction for Solid Waste Site- This opportunity would review the transfer of all solid waste responsibilities (closed landfills for example) to the County
- Inter-Municipal Opportunities – This opportunity would examine to potential for some local municipalities to partner to achieve some or all of the principles.

Currently the project is in the “information gathering stage”. In North Glengarry’s case, we are in the process o gathering the requested information and have had the first “one on one” meeting with the Consultant to explore and document our specific circumstances.

Updates will be provided to Council as required.

Alternatives:

The recommendations will not be available until the first quarter of 2020. As always, there will be nothing binding on individual municipalities.

The contract for waste collection services in North Glengarry is set to expire July 31, 2020. A report will be forthcoming from staff to extend the contract on a year by year basis at the same level of service with COLA increases.

The agreement for disposal at the GFL landfill site in Moose Creek expires in 2021. The Township will seek to secure disposal rights as part of an interim arrangement pending implementation of any of the recommendations from the study.

Financial Implications:

The Township has agreed to provide funding of \$10 K for this initiative and it is included in the 2020 budget. The local municipalities funding commitment is \$10 K each with the County covering the remainder.

Others consulted:

Sarah Huskinson, CAO
SDG and Local Municipalities Waste Officials

Attachments:

N/A

Signed by Sarah Huskinson - CAO/Clerk

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: June 17, 2019

MOVED BY: Brenda Noble

SECONDED BY: Jeff Manley

THAT the Council of the Township of North Glengarry receives Staff Report No. PW-2020-12– the Director of Public Works 2020 Work Plan.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

YEA

NEA

Deputy Mayor: Carma Williams

Councillor: Jacques Massie

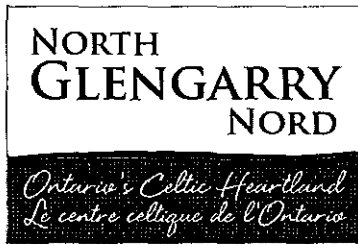
Councillor: Brenda Noble

Councillor: Jeff Manley

Councillor: Johanne Wensink

Mayor: Jamie MacDonald

Section 5 (k)



Report – PW- 12

STAFF REPORT TO COMMITTEE OF THE WHOLE

Date: June 17, 2020

From: Doug Sitland, Director of Public Works

RE: Public Works - Work Plan Update – June 2020

Recommended Motion:

That Report – PW - 12, Public Works – Work Plan Update – June 2020 be received for information only.

Background / Analysis:

COVID – 19

All staff have returned to the work place, five days a week. Outside staff are still working alone. When a task requires more than one person, they wear appropriate PPE. Individuals are assigned to a particular truck. Across the County, some municipalities have elected to install plexi-glass barriers in trucks. To date, North Glengarry has not taken that step.

Roads and Fleet

Gravel application is essentially complete for 2020 and Calcium is almost complete.

Weed spraying is complete and every rural road was treated in 2020. In addition, all guide rails were sprayed.

The razor attachment for the excavator has been received and has been used in several locations. The razor is an “aggressive” tool, but thus far no complaints have been received.

Water and Sewer

Operations are proceeding as normal. Regulatory monitoring and reporting is on-going.

Road patches associated with winter work have almost been completed.

A service break on Main Street Alexandria over a weekend required a short term traffic disruption, but the repair was completed in short order and the patch (sidewalk and road) has been completed.

Drainage

The Drainage Superintendent, Manson Barton, has submitted his resignation effective June 30, 2020. In the interim, Zoe Bougie will take on more administrative and technical responsibilities and through a By-Law to be presented at the next regular Council Meeting, Dean MacDonald will be designated a Drainage Superintendent for the Township. Mr. Barton will continue to offer some services as a Consultant.

RARE and Waste Collection

Waste Collection operations have returned to normal with the typical bag limit for road side collection.

North Dundas has formally requested if North Glengarry would be willing to accept recyclables at the RARE facility. A report for decision of Council will be forthcoming at the next Council Meeting.

Capital

The Alexandria Water Treatment Plant remains on schedule. Siding is near complete and work on the basins is on-going. A new flocculation tank is in service. Another filter has been taken out of service for upgrading.

Initial work for the watermain relining project under Mill Pond is underway. Staff will be visiting a site in Kingston to observe a similar project. Not only will this provide valuable insight to our project, it may count towards training credit.

The Creek Road Bridge will go to tender shortly with construction to be completed by the fall. The Dominion Street Bridge has been deferred to at least 2021.

Report on Road construction projects has been prepared and construction activities are scheduled to start soon.

Work with respect to RARE and Work Plan Initiatives with respect to waste collection and RARE are on hold. The Regional Waste Management Study is underway and is expected to be complete around January 2021.

Minor deficiencies associated with the Maxville project remain outstanding.

Alternatives:

N/A

Financial Implications:

N/A

Others consulted:




Internal Departmental Staff

Attachments:

Work Plan Update

Signed by Sarah Huskinson - CAO/Clerk

	Public Works Department Tasks	Deliverable	Involvement	2020				2021	Progress
				Q1	Q2	Q3	Q4		
Strat Plan	Provide safe potable water to the residents of Maxville.	Water quality monitoring	PW/WW	Complete	Complete			Project essentially complete. Seasonal Deficiencies and minor items remain. Connections on-going	
	Upgrade the wastewater treatment system in the Town of Alexandria	Plant upgrade	PW/WW/ENG.	Preparation	Preparation			Contingent on Funding, Tender document complete. MECP inspection and report to be addressed.	
	Cost benefit analysis of road types for each Twp. road.	Report	PW	Preparation	Preparation			Initial Report to be presented in July 2020	
	Develop a plan in collaboration with the County to redesign specific roads for diverting heavy truck traffic.	Engineer Report	PW	Preparation	Preparation			Ongoing study. PIC scheduled for March 25, 2020 delayed due to COVID-19. County arranging to move forward with "virtual" PIC	
	Cost benefit analysis for the RARE plant.	Report	PW	Preparation	Preparation			County has initiated a study relating to Waste Management. This Strategic Plan item is deferred pending County wide initiative estimated to be complete in Q1 - 2021	
	Review the curbside collection program for the feasibility and costs savings by collecting the garbage internally or contracting the services to a private company	Report	PW	Preparation	Preparation			County has initiated a study relating to Waste Management. This Strategic Plan item is deferred pending County wide initiative estimated to be complete in Q1 - 2021 The existing Collection Contract expires July 31, 2020 and staff will be proposing to extend at least until July 21, 2021.	
	Investigate ways to increase the waste diversion rate.	Report	PW/RARE	Preparation	Preparation			County has initiated a study relating to Waste Management. This Strategic Plan item is deferred pending County wide initiative estimated to be complete in Q1 - 2021	
Pump needs study		EVB/water dept.	Preparation	Preparation			Part of the master service plan		
Pump Flow testing		EVB/water dept.	Preparation	Preparation			Part of the master service plan		
Valve and Hydrant replacement	Updated maintenance logbook	all water staff	Preparation	Preparation			On-going		
Polymer and Coagulant pump		all water staff	Preparation	Preparation			Forms part of the Alexandria water treatment plant upgrades		
Forcemain air relief valve		all water staff	Preparation	Preparation					
Sewage pumps		all water staff	Preparation	Preparation			Work not complete and no completion date set at this time		
Sewage pumping station roofs		all water staff	Preparation	Preparation					
Alexandria water treatment plant upgrade		EVB/WW/Const.	Preparation	Preparation			Contract awarded to Bourgon Construction, Completion 2020		
Bishop St. Bridge	Deck Cond Survey/Rehab	PW/Eng/Const.	Preparation	Preparation			Report from Engineer received		
Concession 8 Bridge	Deck Cond Survey/Rehab	PW/Eng/Const.	Preparation	Preparation			Report from Engineer received		
Dominion St. South Bridge	Major Rehab	PW/Eng/Const.	Preparation	Preparation			Replacement of the structure is recommend solution. Project deferred until at least 2021		
Sidewalk Repair/Replacement	New Sidewalks	PW/Const.	Preparation	Preparation			Sandfield Sidewalk, Spring 2020		
Skye Road (Phase 1)	Road Section Rehabilitation		Preparation	Preparation			± 3.2 km road section rehabilitation (pavement to be completed in Spring 2020, road base is soft)		
Creek Road Bridge - RFP Bridge Design	Engineering Services		Preparation	Preparation			Design on-going. Tender June 2020		
GPS System Upgrade			Preparation	Preparation			To be reviewed - No budget identified for 2020		
RARE - South Wall and Dock Repairs	Asset Management	RARE	Preparation	Preparation			On hold - Operation Review		
RARE - New Gate	Regulatory	RARE	Preparation	Preparation			On hold - Operation Review		
2020 Capital Program		All Staff	Preparation	Preparation			Projects proceeding except as has already been reported to Council		
Fleet Management Plan - Township	Internal document	PW/Other Depts.	Preparation	Preparation			2020 Review		
Legal matter - slip and fall		PW/CAO	Preparation	Preparation			Ongoing		
Update Winter Maintenance Policy	Regulatory	PW	Preparation	Preparation			Initial report provided June 2020		
Bridge Inspections	Internal Document	PW/Eng.	Preparation	Preparation			2019 Report received. Inspections to be arranged for 2020		
Alexandria Landfill Closure	External document	PW/Eng.	Preparation	Preparation			Jp2g Engineering study/report		
Gravel Road Convesion Candidates	Internal document	PW	Preparation	Preparation			Geotechnical work in summer 2020. Initial report to come forward in July 2020		
Road Needs Study Update	Internal document	PW	Preparation	Preparation			2020 Review		
Municipal Drain Report ARDA	External document	Drainage Eng.	Preparation	Preparation			Ongoing, Lascelles Eng.		
Monitoring Well Development/Install	Monitoring reports	PW/Eng.	Preparation	Preparation			Jp2g Consultants Inc. to install monitoring wells on newly purchase property (CAZ) Glen Robertson		

Preparation 
Execution 
Complete 

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: June 17, 2019

MOVED BY: Brenda Noble

SECONDED BY: Jeff Manley

That the North Glengarry Council receives Staff Report No. FD 2020-06 the Fire Chief's 2020 Work Plan update.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

YEA

NEA

Deputy Mayor: Carma Williams

Councillor: Jacques Massie

Councillor: Brenda Noble

Councillor: Jeff Manley

Councillor: Johanne Wensink

Mayor: Jamie MacDonald

Section 5 (I)



STAFF REPORT TO COUNCIL Report No: FD 2020-06

June 17, 2020

From: Matthew Roy - Fire Chief

RE: 2020 Work Plan

Recommended Motion:

That the North Glengarry Council receives Staff Report No. FD 2020-06 the Fire Chief's 2020 Work Plan update.

Background / Analysis:

Last Work Plan update: April 2020

COMMUNICATION

Phase 3 of the project paging system and equipment is currently on hold due to the current situation and delivery of equipment from Italy. Currently anticipating delay until September.

TRAINING FACILITY

The training facility project was on hold and were now reassessing outstanding tasks which can be completed within the current environment.

STATION RENOVATIONS

Renovation at Station 1 – Alexandria have been completed which included new office spaces, meeting room and bathroom. Station 3 – Maxville all new interior and exterior lighting have updated.

AID AGREEMENTS, F.D. REVIEW, BY-LAW REVIEW

Currently conducting a review of all by-laws specifically:

Establishing a fire department – under review to new OFM standard.

FIRE PERMITS – OPEN AIR BURN PERMITS

Our new fire permit system has been successful since implementation on Jan 1, 2020. We have issued the following number of permits:

Agricultural – 78
Brush – 267
Recreational – 732

COVID-19 – UPDATE

Cornwall, SD&G Paramedic tiered agreement remains unchanged since March 14, 2020, in order to minimize first responder exposures. Our training program has resumed on June 8, with enhanced protocols to ensure the safety of our members. Our new SCBA face piece have arrived where each member will be issued their own mask which will significantly reduce exposure and contamination. Safety Bulletins continue to be issued to update protocols for incident response, fire prevention, training.

Alternatives:

None.

Financial Implications:

Attachments & Relevant Legislation:

Others Consulted:

Signed by Sarah Huskinson, CAO/Clerk

Fire Department Tasks		Deliverable	Involvement	2020				2021	Progress
				Q1	Q2	Q3	Q4		
Strat Plan									
Capital Projects	Bunker Gear	Project approved by Council	MR	Complete					Completed
	Training Facility	Project approved by Council	MR	Preparation		Complete			
	Firewells	Project approved by Council	MR	Preparation	Execution	Execution	Complete		Deferred 2021
	Station Renovations	Project approved by Council	MR	Preparation	Execution	Complete			
	Fleet - Pumper/Tanker	Project approved by Council	MR	Preparation	Complete				Completed
	Fleet - SUV/Pick up	Project approved by Council	MR	Preparation	Complete				Completed
Other	Policies and Procedures	Requires updating	MR	Execution	Execution	Execution	Complete		New SOP created, ongoing
	Record Management System	2018 Capital project	MR	Complete					Completed
	Review By-laws establishing fire department		MR	Execution	Execution	Complete			
	Communication Project	2019 Capital Project	MR	Preparation	Preparation	Complete			Phase 3 - Outstanding
	Fire Permits	Updating	MR						
	COVID-19 - Update	Updating	MR	Execution	Execution				

Preparation 
Execution 
Complete 

Section 6

UNFINISHED

BUSINESS

Section 7

OTHER BUSINESS

SECTION 8

MATTERS ARISING

FROM STANDING

COMMITTEES

SECTION 9

NOTICE OF MOTION

SECTION 10

ADJOURNMENT

**CORPORATION OF
THE
TOWNSHIP OF NORTH GLENGARRY**

RESOLUTION # _____

DATE: June 17, 2020

MOVED BY: Johanne Wensink

SECONDED BY: Brenda Noble

There being no further business to discuss, the meeting was adjourned at _____.

Carried

Defeated

Deferred

MAYOR / DEPUTY MAYOR

Deputy Mayor: Carma Williams
Councillor: Jacques Massie
Councillor: Brenda Noble
Councillor: Jeff Manley
Councillor: Johanne Wensink
Mayor: Jamie MacDonald

YEA	NEA
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Section 10