



# Municipality of West Elgin

## Revised Agenda

### Council Meeting

Date: October 22 2020, 9:00 a.m.  
Location: Recreation Centre  
135 Queen Street  
Rodney

Due to COVID-19 and physical distancing requirements this meeting is being held in an alternate location to allow the public to attend. Please contact the Clerk's Department if you require an alternate format or accessible communication support or wish to receive the link to the meeting, at 519-785-0560 or by email at [clerk@westelgin.net](mailto:clerk@westelgin.net).

Pages

1. Call to Order

2. Adoption of Agenda

Recommendation:

That West Elgin Council hereby adopts the Agenda as presented.

3. Closed Session

Recommendation:

That West Elgin Council hereby proceeds into Closed Session at \_\_\_\_\_ a.m. under Section 239(2)(b) of the *Municipal Act*, consideration will be given to personal matters about identifiable individual(s) including a municipal or local board employee(s).

4. Report from Closed Session

5. Disclosure of Pecuniary Interest

**6. Public Meeting - to begin at 9:30 a.m.**

Recommendation:

That Council adjourn and proceed into the Court of Revision pursuant to the *Drainage Act* at \_\_\_\_\_ a.m.

**7. Adoption of Minutes**

7

Recommendation:

That the Minutes of the Council meeting on October 8, 2020 and the Courts of Revision for the Crabbe and Yauch Drains from September 24, 2020 be adopted as circulated and printed.

**8. Business Arising from Minutes**

**9. Staff Reports**

**9.1. Planning**

**9.1.1. H. James, Planner - Seaside Waterfronts Inc. Public Meeting Update**

23

Recommendation:

That West Elgin Council hereby receives the report from Heather James regarding the Seaside Waterfronts Inc. public meeting update; and,

That West Elgin Council hereby directs staff to proceed with scheduling the public meeting at the West Elgin Recreation Centre on November 23, 2020 at 7:00 p.m.

**9.2. Operations & Community Services**

**9.2.1. L. Gosnell, Manager of Operations & Community Services - W.L. Community Complex Meeting Room**

26

Recommendation:

That West Elgin Council hereby receives the report from Lee Gosnell, Manager of Operations & Community Services regarding usage of the W.L. Community Complex Meeting Room; and

That West Elgin Council provide direction to staff on how, and by whom, this meeting space should be utilized moving forward.

<b>9.2.1.1.</b>	<b>L. Gosnell, Manager of Operations &amp; Community Services - Bag Limits for Household Waste</b>	<b>29</b>
-----------------	--	-----------

Recommendation:

That West Elgin Council hereby receives the report from Lee Gosnell, Manager of Operations & Community Services; and

That Council approve the lowering of West Elgin's bag limit for household waste from the current six (6) bag limit down to three (3), beginning January 1, 2021.

### **9.3. Clerk's**

<b>9.3.1.</b>	<b>J. Nethercott, Clerk - West Elgin Stock Photos</b>	<b>69</b>
---------------	---	-----------

Recommendation:

That West Elgin Council hereby receives the report from Jana Nethercott, Clerk re: West Elgin Stock Photos; and

That West Elgin Council hereby direct staff to draft a Request for Quotes and to include an amount in the 2021 Budget for these photos.

<b>9.3.2.</b>	<b>J. Nethercott, Clerk - Costs of a Quarterly Newsletter</b>	<b>70</b>
---------------	---	-----------

Recommendation:

That West Elgin Council hereby receives the report from J. Nethercott Clerk, re: Costs of a Quarterly Newsletter for information purposes.

<b>9.3.3.</b>	<b>J. Nethercott, Clerk - Update on Blue Box Transition and Proposed Blue Box Regulation</b>	<b>72</b>
---------------	--	-----------

Recommendation:

That West Elgin Council hereby receives the report from J. Nethercott, Clerk re: Update on Blue Box Transition and Proposed Blue Box Regulation for information purposes.

#### **9.4. Finance/Administration**

##### **9.4.1. M. Badura, CAO/Treasurer - Operating and Capital Budget Review Report as of September 30 2020 127**

**Recommendation:**

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer and That the operating report for the nine months ending September 30, 2020 along with a projected year end surplus position of \$240,000 be received for information.

##### **9.4.2. M. Badura, CAO/Treasurer - IT Security Assessment 160**

**Recommendation:**

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: IT Security Assessment, and

That West Elgin Council hereby approves spending of up to \$15,000 plus HST for the information technology security audit and compliance assessment services; and that the funds be drawn out of the Efficiency Grant funding reserves.

##### **9.4.3. M. Badura, CAO/Treasurer - Human Resources Policy Revision 177**

**Recommendation:**

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: Human Resources Policy Revisions for review and

That West Elgin Council hereby directs staff to bring forward adopting by-laws at the next Council.

#### **10. Committee and Board Report**

##### **10.1. Elgin County Council**

##### **10.1.1. Elgin County Council Highlights - October 13, 2020 188**

##### **10.2. West Lorne Heritage Homes**

##### **10.2.1. September 21, 2020 Minutes 193**

##### **10.3. Councillor Reports from Committees**



## **11. Accounts**

Recommendation:

That the Mayor and Treasurer are hereby authorized to sign Payment Voucher #10A amounting to \$523,318.16 in settlement of General, Road, Water and Arena Accounts (including EFT#3140-3189 Cheque# 25420-25563, online Payments# 534-541 and Payroll PP21).

## **12. Councillor Inquires/Announcements**

### **12.1. Notice of Motion**

### **12.2. Statements/Inquires by Councillors**

### **12.3. Matters of Urgency**

#### **12.3.1. Mayor McPhail - West Elgin Community Health Centre and COVID-19 Testing**

## **13. Correspondence**

**13.1. Ontario Fire Marshall - Staffing Levels and Fire Safety 195**

**13.2. Loyalist Township - Community Groups & Service Clubs 198**

**13.3. Asphodel Norwood - Cannabis Production 200**

**13.4. Township of Blanford-Blenheim - Cannabis Grow Operations 202**

**13.5. Township of North Glengarry - Safe Restart Funding 203**

**13.6. County of Wellington - Aggregate Resource Property Valuation 204**

## **14. By-Laws**

**14.1. By-Law 2020-59 - Final Reading of Crabbe Drain 210**

Recommendation:

That By-Law 2020-59, being a By-law to provide for the Crabbe Drain reconstruction be read for a third and final time.

**14.2. By-Law 2020-60 - Final Reading of Yauch Drain 225**

Recommendation:

That By-Law 2020-60, being a By-law to provide for the Yauch Drain reconstruction and extension be read for a third and final time.

**14.3. By-Law 2020-74 - Animal Control By-law** 241

Recommendation:

That By-law 2020-74, being a by-law to put in place regulations associated with the control, licensing and regulations of animals within the Municipality of West Elgin, be read a first, second and third and final time.

**14.4. By-Law 2020-75 - Appoint CEMC** 258

Recommendation:

That By-law 2020-75, being a by-law to appoint Community Emergency Management Coordinators (CEMC) for the Corporation of the Municipality of West Elgin, be read a first, second and third and final time.

**15. Confirming By-Law** 259

Recommendation:

That By-law 2020-76 being a by-law to confirm the proceedings of the Regular Meeting of Council held on October 22, 2020, be read a first, second, third and final time.

**16. Adjournment**

Recommendation:

That the Council of the Municipality of West Elgin hereby adjourn at \_\_\_\_\_ to meet again at 9:00 a.m. on November 12, 2020 or at the call of the Chair.



# **Municipality of West Elgin**

## **Minutes**

### **Council Meeting**

**October 8, 2020, 9:00 a.m.**

**Recreation Centre**

**135 Queen Street**

**Rodney**

**Present:** Mayor D. McPhail  
Deputy Mayor R. Leatham  
Councillor T. Tellier  
Councillor A. Cammaert  
Councillor B. Rowe

**Staff Present:** M. Badura, CAO/ Treasurer  
J. Nethercott, Clerk  
L. Gosnell, Manager of Operations & Community Services  
H. James, Planner

**Regrets:** J. McArthur, Fire Chief  
J. Morgan-Beunen, CBO

**Due to the COVID-19 Pandemic and physical distancing requirements this meeting was held in an alternate location.**

**1. Call to Order**

Mayor Duncan McPhail called the meeting to order at 9:01 a.m.

**2. Adoption of Agenda**

**Resolution No. 2020-320**

**Moved: Councillor Tellier**

**Seconded: Councillor Cammaert**

That West Elgin Council hereby adopts the Agenda as presented.

**Carried**

**3. Closed Session**

**Resolution No. 2020-321**

**Moved: Councillor Rowe**

**Seconded: Councillor Tellier**

That the Council of the Municipality of West Elgin Council hereby proceeds into Closed Session at 9:02 a.m. under Section 239(2)(b) of the *Municipal Act*, consideration will be given to personal matters about identifiable individual(s) including a municipal or local board employee(s).

**Carried**

**4. Report from Closed Session**

Mayor McPhail reported out at 9:38 a.m., that staff direction was provided regarding personal matters about an identifiable individual(s) including municipal or local board employee(s).

**5. Disclosure of Pecuniary Interest**

No disclosures

**6. Public Meeting - 9:30 a.m.**

**Resolution No. 2020-322**

**Moved: Councillor Cammaert**

**Seconded: Councillor Tellier**

That Council proceed into a Public Meeting pursuant to Section 34 of the *Planning Act* at 9:39 a.m.

**Carried**

**6.1 Purpose of the Public Meeting**

The purpose of the public meeting was read aloud by the Clerk.

**6.2 Staff Report**

**6.2.1 H. James, Planner - Zoning Report 2020 West Elgin Zoning By-law Housekeeping Amendment**

**Resolution No. 2020-323**

**Moved: Deputy Mayor Leatham**

**Seconded: Councillor Tellier**

That West Elgin Council hereby receives the report from Heather James regarding a 2020 housekeeping amendment to the West Elgin Comprehensive Zoning By-law 2015-36, File No. D14 04-2020, for all applicable lands within the municipality; and,

That West Elgin Council consider the By-law to amend the Zoning By-law, subject to the conditions on the By-law, as presented in the By-law portion of the agenda.

**Carried**

**6.3 Public Comments**

One written public comment was received from J. Westalaken.

**6.4 Council Comments**

None.

**6.5 Close Public Meeting**

**Resolution No. 2020-324**

**Moved: Councillor Cammaert**

**Seconded: Councillor Tellier**

That West Elgin Council hereby closes the Public Meeting at 9:50 a.m. and reconvenes the Regular Meeting of Council.

**Carried**

None.

**7. Adoption of Minutes**

**Resolution No. 2020-325**

**Moved: Councillor Rowe**

**Seconded: Councillor Tellier**

That the Minutes of the Council meeting on September 24, 2020 be adopted as circulated and printed.

**Carried**

**8. Business Arising from Minutes**

None.

**9. Staff Reports**

**9.1 Planning**

**9.1.1 H. James, Planner - Severance Report 12098 Blacks Road**

Planner Heather James provided an overview of the report. Councillor Rowe inquired about the truck entrance on the proposed severed parcel is this not a legal entrance? Ms. James will update her information in the report to reflect there is an entrance to the proposed severed parcel.

Councillor Cammaert inquired if there are parcel size limits as part of the Provincial Policy Statements or our Official Plan and if this met them. Ms. James stated for flexibility there are no size limits and this severance meets all of the standards of the PPS.

**9.1.1.1 Delegation - J. Ariens, IBI Group**

Mr. Ariens address Council on behalf of the applicant. Mr. Ariens explained the need for a blanket easement. Currently there are two businesses operating on one piece of land that have co-existed for many years and the severance just allows for both businesses to own property, however as they share clients both require freedom for access to all parts of the current property even once the severance happens. Mr. Ariens explained the community and public will see no changes in the operations of the businesses as a result of this severance.

**Resolution No. 2020-326**

**Moved: Councillor Cammaert**

**Seconded: Deputy Mayor Leatham**

That West Elgin Council hereby receives the report from Heather James regarding the severance application, File No. E 20/20 for 12098 Blacks Road; and,

That West Elgin Council recommend approval to the Land Division Committee of the County of Elgin for the severance application, File No. E 20/20 located at Concession 8, Part of Lot 1, 12098 Blacks Road, provided the following conditions are included:

- a. That a zoning by-law amendment is in force and effect for the subject lands;
- b. That the owner has the necessary review on the private water well;
- c. That the owner has the necessary review and assessment conducted on the existing sewage disposal system to confirm its adequacy and/or necessary replacement to the satisfaction of the Municipality;
- d. That requirements of the Municipal Road Department regarding access and/or drainage have been met;
- e. That drainage reapportionments have occurred;
- f. That taxes have been paid in full;
- g. That two copies of the registered survey have been provided to the Municipality; and,
- h. That the solicitor provides an undertaking that a copy of the registered deed for the severed parcel once the transaction has occurred will be provided to the Municipality

**Carried**

#### **9.1.2 H. James, Planner - Severance Report 26591 Downie Line**

Planner, Heather James presented her report. Councillor Rowe inquired about the previous severance. Ms. James stated that she believes the previous severance was for a retirement lot as was previously allowed under Elgin County's Official Plan.

**Resolution No. 2020-327**

**Moved: Councillor Rowe**

**Seconded: Deputy Mayor Leatham**

That West Elgin Council hereby receives the report from Heather James regarding the severance application, File No. E 34/20 for 26591 Downie Line; and,

That West Elgin Council recommends approval to the Land Division Committee of the County of Elgin for the severance application, File No. E 34/20 located at Concession 7, Part of Lot 24, 26591 Downie Line, provided the following conditions are included:

- a. That a Zoning By-law Amendment is in force and effect for the severed and retained parcels;
- b. That the owner has the necessary review and assessment conducted on the existing sewage disposal system to confirm its adequacy and/or necessary replacement to the satisfaction of the Municipality;
- c. That requirements of the Municipal Road Department regarding access and/or drainage have been met;
- d. That drainage reapportionment has occurred;
- e. That taxes have been paid in full;
- f. That two copies of the registered survey have been provided to the Municipality; and
- g. That the solicitor provides an undertaking that a copy of the registered deed for the severed parcel once the transaction has occurred will be provided to the Municipality

**Carried**

Council Recessed at 10:14 a.m. and reconvened at 10:20 a.m.

## **9.2 Building**

### **9.2.1 J. Morgan-Beunen, CBO - Building Activity Report September 2020**

**Resolution No. 2020-328**

**Moved: Councillor Rowe**

**Seconded: Deputy Mayor Leatham**

That West Elgin Council hereby receives the report from Jackie Morgan-Beunen, CBO re: Building Permit Report for September 2020 for information purposes.

**Carried**



### **9.3 Fire**

#### **9.3.1 J. McArthur, Fire Chief - Training Room Furniture**

CAO/Treasurer Magda Badura presented the report on behalf of the Fire Chief who sent his regrets. Councillor Cammaert inquired if the Fire Department would be purchasing new tables and chairs and Ms. Badura clarified that the Fire Department has the tables and chairs they need, they just need to remove the large office table that does not function for their needs.

**Resolution No. 2020-329**

**Moved: Councillor Tellier**

**Seconded: Deputy Mayor Leatham**

That West Elgin Council has no objections on the current table in the Rodney Training Room being considered surplus and replaced with smaller tables and chairs for a more conducive training room layout and learning environment.

**Carried**

#### **9.3.2 J. McArthur, Fire Chief - Monthly Report – September**

Council received and filed this Fire Monthly report.

### **9.4 Operations & Community Services**

#### **9.4.1 L. Gosnell, Manager of Operations & Community Services - Holiday Festival of Lights**

**Resolution No. 2020-330**

**Moved: Councillor Rowe**

**Seconded: Councillor Cammaert**

That West Elgin Council hereby receives the report from Lee Gosnell, Manager of Operations & Community Services; and

That West Elgin Council approve the creation of a small committee, comprised of municipal staff and West Lorne Optimists members, to deliver a Festival of Lights in replacement of the Rodney and West Lorne Christmas Parades in 2020.

**Carried**

#### **9.4.2 L. Gosnell, Manager of Operations & Community Services - September 2020 – Monthly Report**

Councillor Rowe inquired if West Lorne Minor Hockey is moving forward with the season. Mr. Gosnell explained that OMHA had some concerns with the waiver the Municipality required and staff are working with West Lorne Minor Hockey to adjust the waiver for OMHA.

Councillor Rowe inquired about the phragmites removal progress. Mr. Gosnell reported that progress has been made with the assistance of Elgin County, however this will be an ongoing battle.

Mr. Gosnell reported that Robertson Restoration has been in contact with him about the Carin repair in Memorial Park at Port Glasgow, they have been delayed on other projects and are concerned with the cold weather approaching that they will not be able to get the restoration done this year. They have agreed to wrap the monument this fall for protection and to honour the price and complete the work in the Spring.

Mr. Gosnell reported that there have been meetings regarding the reconstruction of Furnival Road in Rodney Project which is projected for 2021. During the design phase it was discovered that a number of properties do not have private drain connections. Elgin County will be responsible for replacing all existing private drain connections during the reconstruction and would like West Elgin's thoughts on what to do about the properties without current connections. Mr. Gosnell stated there would be a cost to this and at this time the exact number of properties is not known. Mr. Gosnell will bring a report forward to Council with an idea of costs in the future for a decision. Mr. Gosnell stated this project's design phase is about 90% complete and Elgin County is anticipating moving forward with tendering in November and hosting public meetings regarding the work in the future.

Council received and filed the Operations and Community Services September 2020 Monthly report.

## **9.5 Clerk's**

### **9.5.1 J. Nethercott, Clerk - Draft Animal Control By-law**

**Resolution No. 2020-331**

**Moved: Deputy Mayor Leatham**

**Seconded: Councillor Rowe**

That West Elgin Council hereby receives the report from J. Nethercott, Clerk re: Draft Animal Control By-law; and

That West Elgin Council provide direction to staff to bring forward the Attached Draft Animal Control By-law at the October 22, 2020 meeting; and

That West Elgin Council hereby approve the Clerk to apply for Set Fines as presented, for the Animal Control by-law, once the by-law is approved.

**Carried**

### **9.5.2 J. Nethercott, Clerk - Appoint Court of Revision – Arvai Drain**

**Resolution No. 2020-332**

**Moved: Councillor Rowe**

**Seconded: Councillor Tellier**

That West Elgin Council hereby receives the report from J. Nethercott, Clerk re: Appoint Court of Revision – Arvai Drain; and

Whereas Courts of Revision have been scheduled on October 22, 2020 at 9:30 a.m. for the Arvai Drain; therefore

Be it resolved that West Elgin Council hereby appoints the all members of Council to the Court of Revision for the Arvai Drain

**Carried**

### **9.5.3 J. Nethercott, Clerk - Appoint Engineer – Request for Drainage Works**

**Resolution No. 2020-333**

**Moved: Councillor Cammaert**

**Seconded: Deputy Mayor Leatham**

That West Elgin Council hereby receives the report from Jana Nethercott, Clerk re: Appoint Drainage Engineer – Request for Drainage Works; and

That West Elgin Council hereby appoints Spriets & Associates to prepare a report for the improvement of the Poole Outlet Drain.

**Carried**

**10. Committee and Board Report**

**10.1 West Elgin Youth Task Team**

**10.1.1 Minutes - September 15, 2020**

**10.2 Councillor Reports**

**11. Accounts**

**Resolution No. 2020-334**

**Moved: Councillor Cammaert**

**Seconded: Deputy Mayor Leatham**

That the Mayor and Treasurer are hereby authorized to sign Payment Voucher #10 amounting to \$1,673,693.47 in settlement of General, Road, Water and Arena Accounts (including EFT#3085-3139 Cheque# 25402-25419, online Payments# 5524-5534 and Payroll PP20).

**Carried**

**12. Councillor Inquires/Announcements**

**12.1 Notice of Motion**

None.

**12.2 Statements/Inquires by Councillors**

Councillor Cammaert stated that the Healthy Communities group collected approximately 3,300 pieces of can goods and \$15,000 in monetary donations. Their next endeavor is a toy drive for the Christmas hampers.

Mayor McPhail asked staff to report back on the costs and logistics of a quarterly newsletter to be mailed to residents.

### **12.3 Matters of Urgency**

None.

## **13. Correspondence**

### **13.1 Ministry of Municipal Affairs & Housing - Phase 2 Safe Restart Funding**

Councillor Rowe inquired if we knew how much of our losses due to COVID-19 will be covered by phase 1 funding and if we would be applying for phase 2. CAO/Treasurer Magda Badura stated that she is still working on the numbers but the application for phase 2 is very comprehensive and many Treasurers do not feel they will be able to apply for the funding by the deadline in two weeks.

### **13.2 Solicitor General - Updates**

## **14. By-laws**

### **14.1 By-Law 2020-72 - Zoning Houskeeping Amendment**

**Resolution No. 2020-335**

**Moved: Councillor Rowe**

**Seconded: Councillor Tellier**

That By-law 2020-72, being a by-law to amend the Municipality of West Elgin Comprehensive Zoning By-Law 2015-36, be read a first, second and third and final time.

**Carried**

## **15. Confirming By-Law**

**Resolution No. 2020-336**

**Moved: Deputy Mayor Leatham**

**Seconded: Councillor Cammaert**

That by-law 2020-73 being, a by-law to confirm the proceedings of the Regular Meeting of Council held on October 8, 2020, be read a first, second and third and final time.

**Carried**

**16. Adjournment**

**Resolution No. 2020-337**

**Moved: Councillor Tellier**

**Seconded: Councillor Rowe**

That the Council of the Municipality of West Elgin hereby adjourn at 11:37 a.m. to meet again at 9:00 a.m. on October 22, 2020 or at the call of the Chair.

**Carried**

---

Duncan McPhail, Mayor

---

Jana Nethercott, Clerk



# **Municipality of West Elgin**

## **Minutes**

### **Court of Revision**

**September 24, 2020, 9:30 a.m.**

**Recreation Centre**

**135 Queen Street**

**Rodney**

**Present:** Angela Cammaert  
Bonnie Rowe  
Richard Leatham  
Taraesa Tellier  
Duncan McPhail

**Staff Present:** Jana Nethercott  
Tom Mohan

**Also Present:** J. Spriet, P.Eng. Spriet & Associates

**Due to the COVID-19 Pandemic and physical distancing requirements this meeting was held in an alternate location.**

#### **1. Call to Order**

Chair Angela Cammaert called the Court of Revision for the Crabbe Drain to order at 10:28 a.m.

#### **2. Disclosure of Pecuniary Interest**

None.

#### **3. Crabbe Drain Appeals**

##### **3.1 Written Appeals**

None received

##### **3.2 Late Appeals**

No public in attendance.

**4. Deliberations**

**5. Decision**

**Moved: Taraesa Tellier**

**Seconded: Richard Leatham**

That the Court of Revision for the Crabbe Drain hereby approves the Engineers Report as presented.

**Carried**

**6. Adjournment**

**Moved: Richard Leatham**

**Seconded: Duncan McPhail**

That the Court of Revision for the Crabbe Drain now closes at 10:30 a.m. and that the Court of Revision now adjourn back to Regular session of West Elgin Council.

**Carried**

---

Angela Cammaert, Chair

---

Jana Nethercott, Clerk





# **Municipality of West Elgin**

## **Minutes**

### **Court of Revision**

**September 24, 2020, 9:30 a.m.**

**Recreation Centre**

**135 Queen Street**

**Rodney**

**Present:** Angela Cammaert  
Bonnie Rowe  
Richard Leatham  
Taraesa Tellier  
Duncan McPhail

**Staff Present:** Jana Nethercott  
Tom Mohan

**Also Present:** J. Spriet, P.Eng. Spriet & Associates

**Due to the COVID-19 Pandemic and physical distancing requirements this meeting was held in an alternate location.**

#### **1. Call to Order**

Jana Nethercott, Clerk called the Court of Revision for the Yauch Municipal Drain to order at 10:26 a.m.

#### **2. Appoint Chair**

**Moved: Duncan McPhail**

**Seconded: Bonnie Rowe**

That Courts of Revision for Yauch & Crabbe Drain hereby appoints Angela Cammaert Chair.

**Carried**

**3. Disclosure of Pecuniary Interest**

None.

**4. Yauch Drain Appeals**

**4.1 Written Appeals**

No written appeals received.

**4.2 Late Appeals**

No public in attendance.

**5. Deliberations**

**6. Decision**

**Moved: Richard Leatham**

**Seconded: Duncan McPhail**

That the Court of Revision for the Yauch Drain hereby approves the Engineers report as presented by J. Spriet.

**Carried**

**7. Adjournment**

**Moved: Taraesa Tellier**

**Seconded: Richard Leatham**

That the Court of Revision for the Yauch Drain now closes at 10:28 a.m.

**Carried**

---

Angela Cammaert, Chair

---

Jana Nethercott, Clerk



## Staff Report

---

**Report To:** Council Meeting  
**From:** Heather James, Planner  
**Date:** 2020-10-22  
**Subject:** Seaside Waterfronts Inc. Public Meeting Update

---

### **Recommendation:**

That West Elgin Council hereby receives the report from Heather James regarding the Seaside Waterfronts Inc. public meeting update; and,

That West Elgin Council hereby directs staff to proceed with scheduling the public meeting at the West Elgin Recreation Centre on November 23, 2020 at 7:00 p.m.

### **Purpose:**

The purpose of this report is to provide Council with an update on scheduling a public meeting for the joint draft plan of subdivision/zoning by-law amendment and Municipal Class Environmental Assessment for Seaside Waterfronts Inc..

### **Background:**

At the August 27, 2020 Council meeting, Gary Blazak, planning consultant for Seaside Waterfronts Inc. submitted a letter to Council requesting for a joint public meeting for the draft plan of subdivision/zoning by-law amendment and Municipal Class Environmental Assessment. Due to the current provincial gathering limits of 50 persons, Council agreed to the public meeting; however they requested that the meeting be in a hybrid format, in-person and virtual, the developer pay for any required equipment, technology, etc. required for the meeting and provide a test run of the meeting with staff prior to scheduling the meeting.

Since the August 27, 2020 Council meeting, Seaside has also hired Caroline Baker, planning consultant as well as Stream Studio ([www.streamstudio.ca](http://www.streamstudio.ca)), both based out of Stratford, Ontario. Stream Studio is a digital event production company that specializes in video broadcast and recording, live stream and virtual events and live event and audio/video production. On October 15, 2020, a test run of the public meeting meeting was held with staff, Stream Studio employees and Ms. Baker. After the test run, West Elgin staff are confident the public meeting can proceed successfully in a hybrid format.

Specifically, the meeting will have three support employees from Stream Studio who will be video recording/livestreaming the meeting to our municipal Zoom account, moderating the meeting between in-person and virtual and one other to provide additional support. A support employee from Stream Studio will be video recording/livestreaming, with the camera panning between council and those presenting. Ms. Baker and Mr. Blazak will also be attendance. Each Councillor will have a wireless microphone that will be connected into a sound system that both those attending in-person and virtual will be able to hear. In-person participants will be able to come up to a microphone at distance of 6 feet away and ask questions that those attending in-person and

virtually can hear. A stationary camera will also be set up and connected into a laptop where those asking questions in-person can be seen by those attending virtually. A screen and projector will be setup in the room so those attending in-person can see reports being presented and any maps and drawings. An order for how the meeting is to be run will be prepared prior to the meeting and will be presented at the meeting.

**Financial Implications:**

None.

**Policies/Legislation:**

None.

**Report Approval Details**

Document Title:	Seaside Waterfronts Inc.docx
Attachments:	
Final Approval Date:	Oct 20, 2020

This report and all of its attachments were approved and signed as outlined below:

Jana Nethercott



## Staff Report

---

**Report To: Council Meeting**

**From: Lee Gosnell, Manager of Operations & Community Services**

**Date: 2020-10-22**

**Subject: W.L. Community Complex Meeting Room**

---

### **Recommendation:**

That West Elgin Council hereby receives the report from Lee Gosnell, Manager of Operations & Community Services regarding usage of the W.L. Community Complex Meeting Room; and

That West Elgin Council provide direction to staff on how, and by whom, this meeting space should be utilized moving forward.

### **Purpose:**

The purpose of this report is to provide staff direction in regards to booking the meeting room located at the West Lorne Community Complex.

### **Background:**

Housed within the West Lorne Community Complex is a large meeting room and kitchen facility. This space has been used, free of charge, by local service clubs and organizations over the past years. There was no rental fee for this facility in West Elgin's fees and charges by-law, and bookings were made through staff at the Employment Services office, which is also located within the Complex. With facilities being made available to the public again, municipal staff have received calls from some traditional users, as well as some non-traditional users. Before agreeing to additional usage, or initiating a new rental fee under the 2021 fees and charges by-law, staff are seeking Council's input on how they feel this particular facility should be utilized.

Upon review of pre-COVID schedules, staff have compiled a listing (shown below) which represents a typical months' schedule at this meeting space.

- Community Living Elgin 2.5hrs
- West Lorne Horticultural Society 6hrs
- West Lorne Optimist Club 4hrs
- Kiwanis Club 8hrs
- Women's Institute 2.5hrs
- Tops Organization 10hrs

Additional users not listed above include the WECHC, Quad County Support Services and various other community groups who utilized the space on a less scheduled basis. Over the second half of 2019, the Complex meeting room was used an average of 40 hours/per month, with no revenue generated. While staff understand the important role all of these groups play within the community, Council also needs to be aware that there are operational costs such as heat, hydro, cleaning,

kitchen supplies, and janitorial items that are required in order to provide this service. There have also been recent inquiries from residents about the possibility of renting this space for private functions.

Considering the above, staff would like direction on two questions –

1. Will this space remain dedicated for use by local service clubs and special interest groups or should it be made available to any person wishing to rent it?
2. Should there be new fees included in the 2021 fees and charges by-law which cover use of this facility?

Operationally, all bookings for this room are now being handled through the municipal office. Users are required to sign a facility rental agreement, provide proof of insurance and agree to all COVID related requirements. There is no rental fee at this time and staff have limited bookings to traditional users. Gathering limits do restrict some groups, and staff do not see these being relaxed in the near term.

### **Financial Implications:**

Based on a \$20.00 per hour rental fee and an average usage of 40 hours per month, this would equate to \$800.00 per month (\$9600 per year) in revenue. This would definitely need to be implemented if Council wishes to expand the facility usage. As for the current 'community group' users, Council has multiple options to look at –

1. Continue to allow facility usage at no charge.
2. Apply a 'per hour' charge consistent with other municipal buildings.
3. Create a new 'meeting charge' for service and special interest groups
4. Allow these users to apply for a reduced rate under the community grant program.

Any decision Council makes which includes a fee for the use of this space will be included in the 2021 fees and charges by-law and will take effect in the new year.

**Report Approval Details**

Document Title:	W.L. Community Complex Meeting Room - 2020-18-Operations Community Services.docx
Attachments:	
Final Approval Date:	Oct 20, 2020

This report and all of its attachments were approved and signed as outlined below:

Jana Nethercott





## Staff Report

---

**Report To:** Council Meeting

**From:** Lee Gosnell, Manager of Operations & Community Services

**Date:** 2020-10-22

**Subject:** Bag Limits for Household Waste

---

### **Recommendation:**

That West Elgin Council hereby receives the report from Lee Gosnell, Manager of Operations & Community Services; and

That Council approve the lowering of West Elgin's bag limit for household waste from the current six (6) bag limit down to three (3), beginning January 1, 2021.

### **Purpose:**

The purpose of this report is to seek West Elgin Council's commitment to waste reduction by reducing the current six (6) bag limit on household waste to three (3).

### **Background:**

In November of 2011, WESA Environmental (now known as BluMetric) presented West Elgin Council with a Waste Recycling Plan. This was completed based on many factors including Council goals, industry best practices and public consultation. While many changes have been made since the preparation of this report, one simple, low cost option has yet to be introduced. At the time, West Elgin was being served by many different contracts, and service levels varied greatly across the municipality. With the recent move to municipal wide curbside collection, a reduction in bag limits is the next logical choice in our waste reduction strategy.

Currently, West Elgin has a six (6) bag limit for household waste. This number is unheard of in these times, with many municipalities operating on a two (2) bag limit or less. Option 3, found on page 14 of the attached WESA report, suggests a reduction to three (3) bags based on 'Waste Recycling Guidebook Options' (CIF, 2010). Residents now have expanded diversion alternatives such as bi-weekly recycling, large item pick, yard waste collection days and access to economical solutions for composting. As the report highlights, municipalities with lower weekly garbage bag limits tend to exhibit higher recovery rates. As part of the Public Information Session on expanding garbage collection West Elgin surveyed residents on if they would be in favour of reducing the bag limit to 3 and 73% of respondents voted in favour of this reduction.

### **Financial Implications:**

Putting aside the tremendous environmental benefits associated with waste reduction, there are also many positive financial implications as well. For starters, any reduction in household waste translates directly to savings, since we pay 'per tonne' for all garbage delivered to Green Lane

Landfill. If diversion rates increase in the form of additional recycling, this will also provide extra revenue through our partnership with the London MRF.

Costs for waste disposal in Ontario continue to grow and show no signs of stopping. The attached WESA report is almost a decade old now, and as stated earlier, many municipalities have limits, which are far lower than the proposed three (3) bag limit. There are many households within the municipality, which only produce 1 – 2 bags of garbage per week (or less). Staff feel this reduction, along with promotion and education will help others learn how to lower their waste generation through increased diversion. This initiative is easily implemented with very little cost and will help West Elgin continue its efforts to becoming a greener community.

**Report Approval Details**

Document Title:	Bag Limits for Household Waste - 2020-19-Operations Community Services.docx
Attachments:	- Final Waste Recycling Strategy Report Nov 2011.pdf
Final Approval Date:	Oct 20, 2020

This report and all of its attachments were approved and signed as outlined below:

Jana Nethercott

**A WASTE RECYCLING PLAN  
FOR  
MUNICIPALITY OF WEST ELGIN**

Prepared for:

**Municipality of West Elgin**

**THE CORPORATION OF THE MUNICIPALITY OF WEST ELGIN**  
22413 Hoskins Line, Box 490  
Rodney, ON N0L 2C0

Prepared with assistance from



WESA Inc.  
171 Victoria Street North  
Kitchener, ON N2H 5C5

Project No. W-B9227-00

November 2011

*Ref: WB9227 West Elgin WRS repf Nov\_2011.docx*

## TABLE OF CONTENTS

1. INTRODUCTION .....	1
2. OVERVIEW OF THE PLANNING PROCESS .....	2
3. STUDY AREA.....	2
4. STATED PROBLEM .....	4
5. GOALS AND OBJECTIVES.....	5
6. CURRENT SOLID WASTE TRENDS, PRACTICES AND SYSTEM AND FUTURE NEEDS.....	5
7. IMPROVEMENT OPTIONS.....	11
8. FUNDING .....	23
9. SELECTED INITIATIVES .....	25
10. IMPLEMENTATION PLAN .....	26
11. CONTINGENCIES.....	29
12. MONITORING AND REPORTING.....	29
13. CONCLUSION.....	31
14. APPENDIX A: WASTE RECYCLING OPTION SCORES .....	32

## 1. INTRODUCTION

This Waste Recycling Strategy (WRS) was initiated by the Municipality of West Elgin, to develop a plan to increase the efficiency and effectiveness of its recycling programs and maximize the amount of blue box material diverted from disposal. Specifically, the purpose of this recycling plan is to strive towards being a 'green' community by diverting more recyclables from landfill and reducing the need for disposal capacity. These efforts could extend landfill life, improve our carbon footprint and reduce our negative impact on the environment.

The Municipality of West Elgin is responsible for managing its residential solid waste. Currently, all residents are offered curbside pickup or drop-off services at the landfill, for both solid and recyclable wastes.

Waste Diversion Ontario requires municipalities to have a Waste Recycling Strategy in place through the Continuous Improvement Fund. The Municipality faces a number of waste management challenges, which this Waste Recycling Strategy will help address:

- **Landfill capacity:** With every bag of solid waste deposited into the landfill capacity is reduced especially when that bag contains recyclables. Landfill capacity in West Elgin is expected to be reached by December 2031 (WESA, 2010). The siting of new landfills or expansion is increasingly met with opposition and can be complicated by urbanization, rendering the practice unviable.
- **Cost Efficiencies:** There may be cost efficiencies experienced with a review of current waste practices and future waste goals. Well designed programs can save money over time. The net annual recycling costs for West Elgin are **above average** (slightly more than **double**) relative to comparable municipalities.
- **Diversion:** The average blue box diversion rate for the Municipality of West Elgin is 14%. That is, 14% of the total solid waste generated is diverted to the blue box program, rather than being disposed of as 'garbage'. The provincial average for a similar municipality is 21.4%.

With the increasing pressures of climate change, the depletion of natural resources and population growth, it is the responsibility of the Municipality and its residents to adopt more sustainable methods of waste management for the long-term.

This Waste Recycling Strategy was developed with support from WESA Inc., using the Continuous Investment Fund's *Guidebook for Creating a Municipal Waste Recycling Strategy*.

## 2. OVERVIEW OF THE PLANNING PROCESS

This Waste Recycling Strategy was prepared through the efforts of the Municipality of West Elgin council, administrative staff, public consultation with residents of the municipality, and WESA Inc. (consulting firm).

The development of this Waste Recycling Strategy involved the following key tasks:

- Compilation of relevant data from the municipality and WDO website, concerning municipal characteristics, current data
- Consultation with municipal contacts to review key objectives and components of the WRS
- Consultation with Council to discuss goals, options
- Preparation of draft report
- Review of draft report by Municipality staff
- Consultation with public on selected initiatives, WRS basics
- Preparation and distribution of finalized WRS.

The next steps in this process include efforts towards the assigned tasks for each Initiative.

To ensure the public and local stakeholders were able to participate in the preparation of this Waste Recycling Strategy, a public open house was held, where the basics of this report were presented. For more details on our public consultation process, see Section 4.

## 3. STUDY AREA

The study area for this Waste Recycling Plan is the Municipality of West Elgin, which includes the Former Village of Rodney and the Former Village of West Lorne. The population served by the landfill is approximately 5,223, which is estimated to increase to approximately 6,000 during the summer months.

This Waste Recycling Plan will address the following sectors:

- Residential
- Small business
- Institutional (schools, library, etc.)

The Municipality of West Elgin currently owns and uses the West Elgin Landfill site under the Ministry of the Environment (MOE) Amended Provisional Certificate of Approval (C of A) for Waste Disposal Site No. A051101 dated December 21st, 2005 (MOE, 2005). The site is licensed for disposal of domestic and commercial waste.

The landfill site is privately operated and maintained by a company under contract from the Municipality. The site is located on Lot B, Concession 7 former Township of Aldborough, West Elgin Municipality, County of Elgin (Figure 1).

The landfill services the entire Municipality of West Elgin. Although some parts of the municipality are serviced under a waste contract, where waste is disposed of outside of the municipality, all of the residents may drive their waste to the landfill if desired. The disposal arrangements are further described in section 6 of this report.

The West Elgin Landfill site has been in operation since 1971. A Provisional Certificate of Approval (A051101) was first issued in 1971 and reissued in 1972, 1973, 1974, and 1976. On July 16th, 1980 the MOE reissued a Provisional Certificate of Approval (C of A) to the Village of Rodney. The MOE issued an amendment to the C of A on December 21st, 2005.

Landfill operating hours are from 8am to 5pm on Wednesday and Friday, and 9am to 4 pm on Saturday. From December to March the operating hours change to 10am to 5pm on Wednesday and Friday, and 9am to 4 pm on Saturday.

Waste disposal records are kept at the local municipal offices. The Municipality of West Elgin maintains a record of daily site operations, a record of complaints, a record of site inspections, and a record of unacceptable waste as per Conditions 25 through 28 of the C of A, at the local municipal offices.

#### Public Consultation Process

The public consultation process followed in the development of this Waste Recycling Strategy consisted of an Open House, held on September 21, 2011. The Open House was decided by Council as the most informative and effective way to update the public on the planning activities and to obtain public feedback. Topics for the Open House included:

- Introducing the project to the public
- Municipality of West Elgin's current waste management situation (e.g., stated problem, current generation rates, etc)



- Objectives for the WRS
- Possible options to reach those objectives

Stakeholder groups included in this consultation included the public, local businesses, and municipal staff.

The response from the public and stakeholders included:

- A willingness to sort additional recyclable materials in order to divert them from landfill
- Additional flexibility in landfill operating hours
- Communicate other options for sources of diversion to homeowners, (ie agencies that take used furniture and clothing)

#### **4. STATED PROBLEM**

Management of municipal solid waste, including the diversion of blue box materials, is a key responsibility for all municipal governments in Ontario. The factors that encourage or hinder municipal blue box recycling endeavors can vary greatly and depends on a municipality's size, geographic location and population.

The key drivers that led to the development of this Waste Recycling Strategy include:

- WDO requirements, as WDO requires all municipalities have a WRS in place,
- Shrinking disposal capacity, since a successful WRS can help to extend the lifetime of the landfill,
- Contracts, as the large BFI contract to remove waste from some parts of the municipality will expire in March 2012. Many small contractors are also involved in the waste handling aspects.
- Costs, as contracts to collect and dispose of wastes and recyclables are numerous and vary greatly in scope and cost, and will require increased funding in the future, and
- Public image, as a successful WRS can enhance the Municipality's 'green' image.

Restrictions may include the following:

- Availability of local markets for many of the recyclable materials, due to costs and geographical restrictions,

- The challenge of participation of rural residents, whose responsibility of transporting their own solid and recyclable wastes to the landfill, or paying a contractor to do so, can discourage involvement,
- Inertia – the tendency for people to avoid change – at the resident, administrative or policy-setting level, and
- Additional costs associated with construction, transportation, hiring of additional staff and promotional material.

## 5. GOALS AND OBJECTIVES

This Waste Recycling Strategy has identified a number of goals and objectives for the Municipality of West Elgin. These are presented below.

Waste Recycling Goals and Objectives	
Goals	Objectives
To extend the life of the West Elgin Landfill	Add 5 years to the lifespan of the landfill by increasing blue box diversion.
To improve the capture rate of blue box recyclables	Capture 20% of municipal solid waste through the blue box program (an increase of 6% from 14%)
To improve cost-effectiveness of recycling in West Elgin	Reduce recycling costs per tonne by 20%
To increase participation in the recycling program	Increase participation in the recycling program by 20%

These were developed in consultation with Council. Goals were discussed in a general workshop meeting, and potential options to meet these goals were brainstormed. Several overall initiatives were selected by Council, as a result.

The waste recycling goals will help West Elgin to improve the environmental sustainability of the municipality, by extending the life of the landfill and thus reducing our environmental impact.

## 6. CURRENT SOLID WASTE TRENDS, PRACTICES AND SYSTEM AND FUTURE NEEDS

The following sections describe the current program in place at the Municipality of West Elgin.

### Community Characteristics

In 2009, the Municipality of West Elgin had a population of 5,223. The municipality is home to 2,451 total households or dwellings. Of these, 120 are multi-family households. There are also an additional 639 seasonal dwellings, which are generally occupied during the months of June, July and August.

### Current Waste Generation and Diversion

The Municipality of West Elgin generated approximately 1,054 tonnes of residential solid waste, an amount of annual waste generated that is typical to the size, culture and activities of the municipality. Of this, 147 tonnes, or 14.0%, is diverted through the blue box program.

Currently, the most common material recycled is newspaper, while the least is aluminum (cans, containers, foil).

The table below summarizes the current waste generation and blue box diversion rates.

Residential Solid Waste Generated and Diverted through Blue Box		
Residential Waste Stream/Blue Box Material	Tonnes	Percent of Total Waste
Total waste generated	1,054	-
Papers (ONP, OMG, OCC, OBB and fine papers)	69	6.6%
Metals (aluminum, steel, mixed metal)	10	0.9%
Plastics (containers, film, tubs and lids)	47	4.4%
Glass	21	2.0%
Total Blue Box material currently diverted	147	14.0%

As the table below indicates, the Municipality of West Elgin's current diversion rate is **below average** for its WDO municipal grouping, and compared to the average of all Ontario municipalities.

Average Blue Box Diversion Rate (year)	
Municipality of West Elgin	14.0%
Municipal Grouping: Rural collection - south	21.37%
Overall Municipal Average: Ontario	21.38%

Currently, the collected streams are limited, relative to other municipalities. According to Municipal staff, many residents comment on the limited streams that can be placed in the blue box. For instance, allowable paper fibre does not include boxboard (cereal, detergent, cracker and tissue boxes), catalogues, magazines, phonebooks, egg cartons and fine paper. Also, plastics collection does not include the full suite of plastics; it is restricted to #1, #2, and #4 only.

#### Potential Waste Diversion

To estimate the Municipality of West Elgin's current waste composition, the composition was estimated using the approximations from the CIF Waste Recycling Strategy Guidebook, as actual audit data from West Elgin was not available. The most suited audit data selected was that from Blue Mountains (rural collection, south). This was preferred since it had both curbside and depot collection.

Using the sample data, the total amount of waste generated can be used to indicate the typical total amount of recyclable materials also generated. Thus, using the Town of Blue Mountains 'sample' data for waste composition, West Elgin's annual generation of 1,054 tonnes in total indicates that 559 tonnes of blue box materials are likely generated. Assuming a capture rate of 70%, typical for a rural collection municipality in southern Ontario, a potential annual total of 391 tonnes of blue box recyclable materials is available for capture. In reality, West Elgin captured 147 tonnes in 2009, leaving potentially 244 additional tonnes that is realistically still available for diversion. Estimates of blue box material available for diversion are listed in the table below.

Current and Potential Diversion			
Material	Total Available in Waste Stream (assuming 70% capture) (tonnes/year)	Currently Recycled (tonnes/year)	Potential Increase (tonnes/year)
Papers (ONP, OMG, OCC, OBB and fine papers)	221	69	+152
Metals (aluminum, steel, mixed metal)	22	10	+12
Plastics (containers, film, tubs and lids)	59	47	+12
Glass	89	21	+67
<i>Total</i>	391	147	+244

Diverting the blue box material remaining in Municipality of West Elgin's waste stream could raise its waste diversion rate from 14.0% to 24.7%, bringing the diversion rate above the municipal average.

#### Existing Programs and Services

Currently, the Municipality of West Elgin has the following waste collection practices in place:

Current Waste Collection Practices			
Area	Garbage pickup	Recycling pickup	Destination
Rodney	<ul style="list-style-type: none"> <li>- Weekly, curbside</li> <li>- Clear bags only</li> <li>- Private contractor removal (Aubertin Disposal - Ron)</li> </ul>	<ul style="list-style-type: none"> <li>- Monthly, curbside</li> <li>- Each stream on different days</li> <li>- Plastics #1,#2 only</li> <li>- Paper, cardboard, metal food and beverage, glass jars, aluminum pie plates &amp; foil (each stream separated)</li> <li>- Private contractor removal (Jack Falkins)</li> <li>- No blueboxes provided by Municipality</li> </ul>	<ul style="list-style-type: none"> <li>- West Elgin Landfill</li> <li>- Recycling then taken offsite by private contractor (Sam Kirschner Excavating)</li> </ul>
West Lorne	<ul style="list-style-type: none"> <li>- Weekly, curbside</li> <li>- BFI contract</li> </ul>	<ul style="list-style-type: none"> <li>- Bi-weekly, curbside</li> <li>- Plastics #1,#2 only</li> <li>- Paper, cardboard, metal food and beverage, glass jars, aluminum pie plates &amp; foil (each stream separated)</li> <li>- BFI contract</li> </ul>	BFI transfer and landfill (outside of municipality)
Rural / Seasonal	<ul style="list-style-type: none"> <li>- Weekly</li> <li>- Residents directly pay private contractor (Tom Towers) OR</li> <li>- Can drop off at landfill directly</li> <li>- Seasonal trailer park removal by private contractor (Jack Falkins)</li> </ul>	<ul style="list-style-type: none"> <li>- Monthly</li> <li>- Residents directly pay private contractor (Tom Towers) OR</li> <li>- Can drop off at landfill directly</li> <li>- Seasonal trailer park removal by private contractor (Jack Falkins)</li> <li>- No blueboxes provided by Municipality</li> </ul>	<ul style="list-style-type: none"> <li>- West Elgin Landfill</li> <li>- Recycling then taken offsite by private contractor (Sam Kirschner Excavating)</li> </ul>

The Municipality of West Elgin has the following positive policies and programs already in place to manage residential solid waste:

- ✓ All garbage to West Elgin Landfill (Rodney and rural residents) must be in clear garbage bags only, no more than 40lbs. per bag
- ✓ Collection in Rodney has a 'Tag and Leave Policy' for coloured garbage bags and bags containing recycled materials

- ✓ All blue box materials must be rinsed with labels removed, and separated into the following segregated streams: newspaper, glass, cardboard, cans/metal, plastics
- ✓ Landfill tipping fees apply to large items
- ✓ A household hazardous waste program is shared with the Municipality of Dutton/Dunwich.

Collection of regular waste is provided to the 42% of municipal residents, using contracted services for curbside pickup of waste and recycling, either under BFI contract or through use of a private contractor hauling the waste to the West Elgin landfill. The remaining 58% of households (rural) are responsible for dropping off their waste and recycling directly to the landfill, or these residents can directly pay a private contractor who will transport their waste and recycling to the West Elgin landfill (fees handled privately, not through the municipality).

Collection and disposal of solid waste and recyclables from West Lorne is handled under a curbside pickup contract with the municipality, which includes disposal/recycling of the collected materials through the contracted authority (BFI), outside of the municipality (Toronto). This contract expires in March of 2012.

At the landfill, a daytime contractor (Sam Kirschener Excavating) is assigned to check and sort all solid waste as it is received, although residents are accustomed to fully separating the waste before drop-off. Recycling drop-off areas are not segregated to one area of the landfill; multiple vehicle stops must be made.

Diverted material from the landfill separation activities is transported to unknown vendors by a private contractor. Weights from these transactions are used as weight data for recycling for the Municipality of West Elgin, as no weigh scale is available.

Disposal and recycling services are paid for primarily through the tax base. Some tipping fees apply for large landfill items, and for replacement of blue boxes.

Upcoming important collection-related milestones that may affect how collection services are administered include:

- The expiry of the BFI collection contract for West Lorne
- A new council
- New relationships that may be developed with neighbouring municipalities

### Costs

In 2009, the gross annual recycling cost for the Municipality of West Elgin bluebox materials (including administration, not including revenue) is compared to the average of all sixty-nine similar southern Ontario municipalities (rural collection), as presented below. As the table below shows, the gross annual recycling cost for West Elgin bluebox materials are above average.

Recycling Costs Comparison (per tonne per year)	
Gross recycling cost for Municipality of West Elgin (including administrative costs)	\$864
Average gross recycling cost for all 69 Rural Collection – South municipalities	\$538
Average gross recycling cost for all municipalities in Ontario	\$327

### Actual Weight Data Only

Since the annual garbage weights are based on estimated bag weights from previous audits, rather than actual weighscale data, a specific analysis of the waste removal from West Lorne was conducted, as this data is all specifically measured under the BFI contract. From this review, the following data is presented:

	Municipality of West Elgin	Average Ontario municipality
Total waste including bluebox (tonne/year)	557	N/A
Total bluebox recycled (tonne/year)	59	4,010
% diversion	10.5%	21.4%
Gross total recycling cost (\$/tonne)	\$411	\$327

Although the breakdown of costs (processing vs. collection) was not available from BFI data, the above summary shows that:

- the actual recycling costs per tone area slightly greater than the provincial average, and
- the actual % diversion is approximately half of the provincial average.

### Anticipated Future Waste Management Needs

Solid waste generated in the Municipality of West Elgin is expected to increase slightly over the next planning period. The Table below depicts the expected growth rates for solid waste generation and blue box material recovery (based on projected population growth rates).

Anticipated Future Solid Waste Generation Rates and Available Blue Box Material			
	Current Year	{Current Year + 5}	{Current Year + 10}
Population	5,223	5,355	5,629
Total Waste (tonnes)	1,054	1,081	1,136
Blue Box Material Available (tonnes)	391	401	422

## 7. IMPROVEMENT OPTIONS

The Municipality of West Elgin Council reviewed a number of options for consideration in its Waste Recycling Strategy. The options were then scored based on a series of criteria, which included:

- % Waste Diverted
- Proven Results
- Economic Feasibility
- Accessibility to Public, and
- Ease of implementation

The following options were presented to Council on March 3, 2011 for review.\

- OPTION 1: PERFORMANCE MEASURES: WASTE AND RECYCLING AUDIT
- OPTION 2: MULTI-MUNICIPAL APPROACH
- OPTION 3: WEEKLY BAG LIMIT
- OPTION 4: COLLECTION OPTIMIZATION: INCREASED RECYCLING COLLECTION FREQUENCY AND STREAMLINE COLLECTION DAYS
- OPTION 5: ENHANCEMENT OF RECYCLING DEPOT AT LANDFILL
- OPTION 6: CONTRACT REVIEW
- OPTION 7: PUBLIC EDUCATION AND COMMUNICATION
- OPTION 8: MANDATORY RECYCLING BY-LAW
- OPTION 9: ADD RECYCLING STREAMS



Details for each option are provided below, based on suggestions and discussions in ‘*Waste Recycling Guidebook Options*’ (CIF, 2010). It is possible that funding and capital requirements may be enhanced from government funding options, described later in this section.

#### OPTION 1: PERFORMANCE MEASURES: WASTE AND RECYCLING AUDIT

Description	Benefits
<p>Before beginning any improvements, it is always wise to start with an accurate assessment of current practices.</p> <p>A technical waste audit, based on exact masses of garbage and recyclable wastestreams, is crucial in establishing a firm benchmark.</p> <p>Targets should be measurable wherever possible – without waste WEIGHTS, what is measured or measurable?</p>	<ul style="list-style-type: none"><li>• Quantitative benchmark</li><li>• Data can be translated to the legislated landfill reporting requirements (currently some of the waste reporting here is also based on outdated estimates).</li></ul>

#### Considerations:

Waste audits determine the composition of waste being generated, can measure the effectiveness of existing programs and can identify opportunities for improvements in the waste management program.

Waste audit tools are available, and can be performed by municipal staff, volunteers or consultants.

If a weigh scale is desired for this project and for longterm use, it should be noted that funding may be available, as described later in this section of the report. There are liabilities related to the Certificate of Approval for the landfill, and the waste program for the Municipality, related to estimation of weights. More accurate data would reduce liabilities associated with the significant error that arises from estimating weights. In addition, reliance on the invoice weights from the end vendors selling processing services to the West Elgin subcontractor is a dependency that can be avoided. Firsthand data is always preferred.

## OPTION 2: MULTI-MUNICIPAL APPROACH

Description	Benefits
<p>Cooperating with surrounding municipalities can take many forms.</p> <p>It will involve substantial up-front effort, but could lead to significant savings.</p> <p>Waste Diversion Ontario statistics show that recycling costs are steeply reduced when the quantity of materials handled exceeds a <u>10,000 tonnes per year</u> threshold.</p>	<ul style="list-style-type: none"><li>• Reduced costs through efficiencies of scale (sharing of fixed costs)</li><li>• Reduced costs through material market pricing advantages</li><li>• Attracting more bidders at contract time, leading to more competitive pricing</li><li>• Optimized funding</li><li>• Higher capture rates as a result of standardized programs and the ability to support broader promotion and education programs</li></ul>

### Considerations:

- The West Lorne BFI contract will expire in March of 2012.
- West Elgin is currently sharing hazardous waste collection days with the Municipality of Dutton/Dunwich. With a new council, perhaps a fresh approach to these types of sharing opportunities may be further explored.

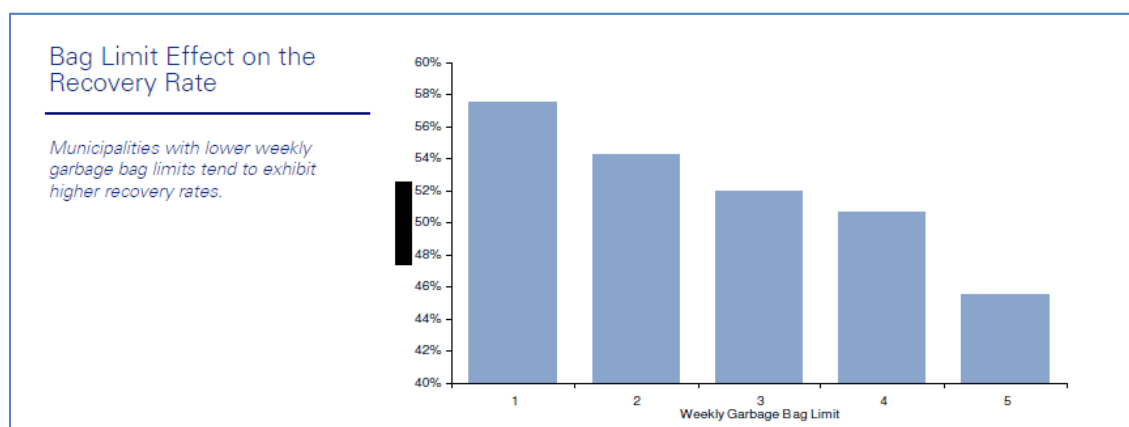
Municipalities can be reluctant to cooperate formally. Cooperation can take many different forms, and a less comprehensive method might be tested before attempting a formal amalgamated contract. Some examples of types of cooperation include:

- coordinating expiry dates of contracts so that bidders see that there are multiple contracts up for grabs in one given area
- sharing costs for joint promotion and education or tender development services
- joint purchasing of blue boxes
- cooperative marketing
- putting out a cooperative tender, with contractors giving prices for each municipality, but also offering a discount if they are awarded all municipalities jointly (with or without route rationalization), and
- setting up a formal multi-municipal recycling board.

### OPTION 3: WEEKLY BAG LIMIT

Description	Benefits
<p>Want to cause permanent shift in behavior; encourage residents to become more conscious of amount of type of waste being generated. This incentive sends a clear message to residents that it is no longer acceptable to produce unlimited amounts of garbage.</p> <p>Reducing solid waste services (e.g. bag limit) while supporting the residents with diversion alternatives (weekly or bi-weekly Blue Box pickup, rather than monthly) has been found to improve recovery of Blue Box materials.</p> <p>Bag limits are a common practice of limiting the number of garbage bags that will be accepted for collection. Often, this practice is employed with a 'user pay' system, where bags in excess of the limits are assigned a cost. Bag limits are a simple and effective means of encouraging residents to become more conscious of the amount and type of waste generated.</p> <p>A suggested garbage bag limit from the '<i>Waste Recycling Guidebook Options</i>' (CIF, 2010) is THREE bags per week.</p>	<ul style="list-style-type: none"> <li>• Bag limits can be introduced with little to no costs. Even partial bag limits involving a 'user pay' system can be effectively implemented at low cost to the municipality.</li> <li>• The 'user pay' system can generate small revenues</li> <li>• Increased landfill capacity through diversion</li> </ul>

Figure 1 - From *Blue Box Program Enhancement Report*, KPMG, July 2007



**Considerations:**

It must be noted that bag limit programs are only effective when accompanied by diversion alternatives for the residents. In the case of West Elgin, increasing recycling pickup frequency will be a critical option to be implemented in parallel with this initiative (see Option 3).

Strict bag limits can be established where any bags in excess of the limit are left at the curb by the collection crew, or not accepted at the depot. Partial bag limits allow residents to purchase tags for excess bags. Because of the requirement that rural residents drop off solid waste directly to the landfill, a system will need to be enforced to ensure bag limits are reserved by address. A hybrid of these two limits can also be created – where a bag limit is imposed but a set of ‘free’ tags are distributed for a period of time.

Through proper planning, minor concerns can be anticipated and mitigated. With respect to litter and illegal dumping, experience shows that implementation issues may arise. Diminished quality of recyclables, for example, may result from placement of over-the-limit garbage in recycling bins by residents in order to avoid garbage penalties. Roadside garbage dumping may take place in isolated cases. However, these issues can be addressed by stepping up enforcement in the early post-implementation stages and developing targeted educational campaigns.

In most communities, where a recycling curbside program is in place, the average householder sets out three bags or less of garbage per week, and only has excess garbage a few times a year, typically after the holiday season and spring cleanup. These special times can be effectively accommodated with ‘amnesty days’.

#### OPTION 4: COLLECTION OPTIMIZATION: INCREASED RECYCLING COLLECTION FREQUENCY and STREAMLINE COLLECTION DAYS

Description	Benefits
<p>Goal is to cause permanent shift in behavior through non-monetary levers.</p> <p>Collection frequency can affect diversion rates and the cost of a collection program and can be used in conjunction with a weekly “bag limit”.</p> <p>In terms of diverted waste, programs in Ontario have demonstrated that weekly recyclable collection teamed with bi-weekly solid waste collection are the most efficient.</p> <p>Bi-weekly recyclables collection <u>where resident have sufficient storage</u> have proven to be the most cost-effective.</p> <p>The Village of Rodney has blue box collection days for specific streams the 3<sup>rd</sup> Tuesday of the month, the last Saturday of the month, the 3<sup>rd</sup> Wednesday of the month, plus garbage every Wednesday.</p> <p>The black and white schedule handout for West Lorne can be confusing to a resident.</p>	<ul style="list-style-type: none"> <li>• Reduce collection costs</li> <li>• Encourages recycling</li> <li>• Increased landfill capacity through diversion</li> <li>• Reduced discouragement of residents due to extended storage challenges (odour, capacity, cleanliness)</li> </ul> <p>Streamlining collection days to be predictable, simple and consistent can greatly increase participation.</p>

#### Considerations:

A weekly solid waste pick up is already in place which may facilitate the integration of an adapted waste collection system. This would require support from a communication and outreach program.

Distribution of additional blue boxes is usually encouraged with changes in frequency or addition of streams (currently blueboxes are only distributed to West Lorne). This requires an initial capital outlay. Collection crews may experience ergonomic benefits from additional blue boxes in circulation, as ‘home-made’ curbside containers may be minimized. It should be noted that bluebox distribution is currently for West Lorne only.

It should be noted that municipalities that collect recyclables less frequently than garbage tend to exhibit lower recovery rates, as compared to municipalities where collection frequency of garbage and recyclables is equal, according to the *Blue Box Program Enhancement and Best Practices Assessment Project* (KPMG, 2007).

Streamlining can be an option that is integrated into Option 6, Contract Review. If planned correctly, new contracts may be able to allow aligned collection days.

Planning the recycling program so that it is a welcome service to the residents, rather than a cumbersome chore with complicated schedules, is the goal.

Collection frequency and programming should always be planned around finding the best way to collect the most amount of material using the least amount of time and resources. Collection must be convenient for the operator and for the residents, and must be supported by a communication and outreach program, including clear and effective calendars for residents.

#### OPTION 5: ENHANCEMENT OF RECYCLING DEPOT AT LANDFILL

Description	Benefits
Recycling depots provide an inexpensive means for municipalities to divert recyclable materials from disposal. Enhancements to recycling depots may include (but are not limited to): <ul style="list-style-type: none"><li>• Enhancing the conditions at the landfill depot (e.g., landscaping, general cleanliness, maintenance);</li><li>• Incorporating friendly, easy-to-read signage;</li><li>• Providing additional part-time staff to address seasonal fluctuations and visiting traffic.</li></ul>	<ul style="list-style-type: none"><li>• Increased landfill capacity through diversion</li></ul>

#### Considerations:

Currently, multiple vehicle stops must be made when dropping off blue box materials at the landfill. The goal would be a 'one-stop' drop-off, where the 'trunk of the car is opened just once'.

A review is recommended to consider the following depot characteristics:

- Situated in a safe and accessible location
- Convenient to use, ensuring smooth traffic flow

- Designed to limit the potential for contamination and illegal dumping by
  - employing trained and knowledgeable personnel
  - transferring/removing materials with adequate frequency
- Attractive and well-maintained
- Appropriate signage with clear instructions to resident
- Adequate promotion and education to enhance awareness of residents
- Robust record-keeping processes
- Optimized container design and transportation system

#### OPTION 6: CONTRACT REVIEW

Description	Benefits
<p>Collection must be efficient, which means getting more for less – picking up more recyclables with fewer trucks, fewer staff, less time. With multiple contracts and contractors overlapping in services, there may be efficiency opportunities while still providing jobs within the community.</p> <p>The 2009 municipal average processing cost for bluebox materials is \$102/tonne, while West Elgin's is \$699/tonne.</p>	<ul style="list-style-type: none"><li>• Decreased collection and processing costs</li><li>• Increased understanding and control of collection and processing costs</li></ul>

#### Considerations:

It is essential to review all current contracts related to the collection and processing of bluebox materials and garbage at West Elgin. There may be potential for improvement in:

- Material Recycling Facility (MRF) costs and availability, to ensure the most viable processing options are being selected (a review of new available services and of existing contract costs may be worthwhile)
- Sharing/amalgamating collection strategies to improve costs, and as such renewing collection contracts (e.g. Could a more competitive cost for single day collection by a multiple-vehicle contractor be achieved, rather than multiple days by several single-vehicle contractors?)

Information and tools available to municipalities on recycling companies is vast. For information purposes, following is an abbreviated list of material recycling facilities (MRFs) used by local large municipalities. Investigation into processing of viable streams at these or other MRFs is an option.

	Paper	Aluminum	Steel	Glass	Plastics
Essex-Windsor	Canada Fibres, Paper Fibres, Continental Paper, Abitibi, Recycle America	Alcan, Anheuser-Busch	Zalev Brothers	Glass Recyclers	Canada Plastic, ReMM, The Peltz Group
City of London	Halton Recycling, Norampac, Atlantic	Halton Recycling, Alcan	Halton Recycling, Mida Metal	Halton Recycling, NexCycle	Halton Recycling, Entropex
City of Sarnia	Recycle America	AMRC	Poscor	Canadian Waste	Canadian Waste

Bluewater Recycling Association and the City of London have or will have considerable new processing capacity available.



## OPTION 7: PUBLIC / STAFF EDUCATION AND COMMUNICATIONS

Description	Benefits
<p>An integrated waste management system requires support through a communication and outreach strategy. Residents and businesses need to be informed on what options are available to them and a municipality needs an opportunity to assess barriers to participation.</p> <p>The strategy should not be limited to promotional material through brochures and online information. It ought to establish a dialogue and include face-to-face engagement, community events and even the use of waste awareness champions to educate members of the community.</p> <p>A monitoring and evaluation component is an essential part of the strategy to measure performance and respond to resident feedback for example.</p> <p>A well-trained staff can lead to greater cost and time efficiencies and improved customer service. Knowledgeable staff (including both front line staff and managerial staff) have a greater understanding of their municipal programs and can perform their responsibilities more effectively. There are a number of low-cost training options available.</p>	<ul style="list-style-type: none"><li>• Increase community participation in the waste management program</li><li>• Enhance diversion and recyclables recovery rates</li><li>• Lower residue rates at processing facilities resulting in higher recovery and reduced costs</li><li>• Reduction in contaminated loads sent to landfill</li><li>• Establish new recycling behaviors</li><li>• Reinforcement of the positive benefits of recycling and waste reduction at local and global levels</li><li>• Encourage and facilitate dialogue between local government and members of the public</li><li>• Promote community spirit</li></ul>

### Considerations:

Funding may be available.

A key step is to identify barriers to public participation and public perception of current waste management program and diversion options through public consultation.

The communication strategy should be prepared based on findings from public consultation, include target audience and key messages.

Training of key staff within the waste program will also be an integral part of this program.

Public education and promotion programs are crucial for ensuring the success of local recycling programs. Well-designed and implemented education and promotion programs can have impacts throughout the municipal recycling program, including participation, collection, processing, and marketing of materials. Furthermore, having a P&E plan contributes toward the amount of WDO funding a municipality receives as identified in best practice section of the WDO municipal datacall.

Stewardship Ontario has prepared a Recycling Program Promotion and Education Workbook and other materials, which are available on Stewardship Ontario's Recyclers' Knowledge Network (<http://vubiz.com/stewardship/Welcome.asp>).

The CIF holds periodic Ontario Recycler Workshops that discuss recycling program updates ([www.wdo.ca/cif/orw.html](http://www.wdo.ca/cif/orw.html)). The MWA, Waste Diversion Ontario (WDO), the association of Municipalities of Ontario (AMO), Stewardship Ontario and the Solid Waste Association of Ontario (SWANA) can also be sources of information guides, workshops, or training on recycling or solid waste management.

## OPTION 8: MANDATORY RECYCLING BY-LAW

Description	Benefits
<p>Want to cause permanent shift in behavior; encourage residents to become more conscious of amount of type of waste being generated. This incentive sends a clear message to residents that it is no longer acceptable to produce unlimited amounts of garbage.</p> <p>This option involves the institution of a by-law that directs households to use the recycling program for recyclable material. This can be enforced at the curb, and disposal service can be withdrawn when users continually place recyclables in the garbage. This approach is commonly used to direct property owners of multi-family residences.</p>	<ul style="list-style-type: none"><li>• Reduce collection costs</li><li>• Encourages recycling</li><li>• Increased landfill capacity through diversion</li></ul>

### Considerations:

A weekly solid waste pick up is already in place which may facilitate the integration of an adapted waste collection system. This would require support from a communication and outreach program.

Distribution of additional blue boxes is usually encouraged with changes in frequency or addition of streams (currently, distribution of blue boxes include West Lorne only). This requires an initial capital outlay. Collection crews may experience ergonomic benefits from additional blue boxes in circulation, as ‘home-made’ curbside containers may be minimized. It should be noted that bluebox distribution is currently for West Lorne only.

When instituting bans or bag limits, recycling collectors must be diligent with respect to quality control – it is possible that non-recyclables will be placed in the blue box as a reaction to reduced garbage capacity.

## OPTION 9: ADD RECYCLING STREAMS

Description	Benefits
Residents have voiced concern about the limited streams that can be recycled.  Currently, paper fibre accounts for approximately 41% of total blue box materials collected. The average municipal percentage is 76%.	Increasing some of the basic recycling streams can greatly affect diversion rate, without adding significant cost (thus reducing recycling cost/tonne)

### Considerations:

A weekly solid waste pick up is already in place which may facilitate the integration of an adapted waste collection system. This would require support from a communication and outreach program.

Distribution of additional blue boxes is usually encouraged with changes in frequency or addition of streams (currently, distribution of blue boxes include West Lorne only). This requires an initial capital outlay. Collection crews may experience ergonomic benefits from additional blue boxes in circulation, as ‘home-made’ curbside containers may be minimized.

Target should be the inclusion of boxboard (cereal, detergent, crack and tissue boxes), catalogues, magazines, phonebooks, egg cartons and fine paper, subject to MRF restrictions. This option is thus intimately tied to Option 6 – Contract Review.

## 8. FUNDING

Several programs are in effect that may be available for the Municipality of West Elgin. Further funding details are available through associated websites.

### CIF / WDO

The CIF welcomes project applications from Ontario recycling programs. Either municipalities or their long-term contractors can apply. Over two hundred projects have been approved according to MIPC’s approved strategic areas. The CIF website shows a listing of projects underway or completed, including reports as they become available, and remaining funding available.

### FEDERATION OF CANADIAN MUNICIPALITIES (FCM) “GREEN MUNICIPAL FUND”

FCM offers financial assistance under the Green Municipal Fund for “municipal studies” and “capital projects” related to waste diversion.

A capital project involves the retrofitting, construction, replacement, expansion, soil remediation or removal, or purchase and installation of fixed assets or infrastructure that will improve environmental performance in municipal brownfields, energy, transportation, waste, or water, or some combination of these sectors.

The environmental objective for projects undertaken in the waste sector is to reduce waste sent to landfill.

Eligible capital projects must demonstrate the potential to achieve a total diversion rate of at least 50%. Examples include; reuse programs or centres, recycling programs or centres.

FCM offers below-market loans, usually in combination with grants, to implement capital projects. Funding is provided for up to 80% of eligible project costs. The loan maximum is \$10 million, and the grant amount is set at up to 20% of the loan to a maximum of \$1 million.

### MUNICIPAL STUDIES

*Feasibility Study* - A feasibility study is an assessment of the technical and financial feasibility, as well as the environmental, social, and economic impacts of a potential municipal environmental project. A municipal environmental project is a project that responds to a municipal need and contributes to cleaner air, water, and/or soil, and/or reduces greenhouse gas emissions. A feasibility study typically includes an assessment of the requirements and outcomes of a specific project using verifiable evaluation processes, leading to a recommended course of action.

*Field Test* - A field test is an evaluation of the small-scale installation of a potential municipal environmental project under the conditions in which it will operate. A field test evaluates the technical and financial feasibility, as well as the environmental, social, and economic impacts of a new system or technology, using verifiable evaluation processes, to determine the implications of full-scale implementation. The field test is not a demonstration project and the field test equipment and technology should (generally) be reversible. Recycling is an eligible initiative for focus.

FCM offers grants, which cover up to 50% of eligible costs to a maximum of \$350,000, for feasibility studies and field tests.

## 9. SELECTED INITIATIVES

A summary of the options reviewed and their scoring are provided in Appendix A. Council selected the options that were considered to be high ranking and a robust start to the recycling strategy.

The most viable Waste Recycling Strategy options were organized into Priority Initiatives. Since further investigation is required, especially related to operational costs once more details are explored, some priority initiatives may shift to future initiatives, based upon this investigation. The estimated cost for implementing the priority initiatives is estimated to be \$1,400 to \$7,000, plus staff time. A review of these initiatives and their steps for implementation are reviewed on the following pages.

Priority Initiatives		
Initiatives	Implementation Costs	Operation Costs
1. Performance Measures: Waste Audit Complete a waste audit – a quantitative audit of garbage and recyclables generated by the Municipality, to provide a solid, comparative benchmark.	\$1,000 - \$5,000 (depending on level of involvement of staff/students/volunteers/consultant)	None, unless weigh scale is desired
2. Contract Review: Plan a review of all procured services for collection and processing.	Staff time	Staff time, could result in significantly decreased costs
3. a) Optimization in Collections: Streamline Collection Days	Staff time, public notification costs (\$200 - \$1000)	Variable, potential CIF funding for blue box
3. b) Optimization in Collections: Increasing Recycling Collection Frequency	Staff time, public notification costs (\$200 - \$2000), plus bluebox distribution costs	Variable, potential CIF funding for blue box
<b><i>Estimated Total Cost (Priority Initiatives)</i></b>	Staff time, plus \$1,400 - \$8,000	Variable

## 10. IMPLEMENTATION PLAN

### Initiative #1: Performance Measures: Waste Audit

Before beginning any improvements, it is always wise to start with an accurate assessment of current practices. A technical waste audit, based on exact masses of garbage and recyclable wastestreams, is crucial in establishing a firm benchmark. Data can be translated to the legislated landfill reporting requirements (currently some of the waste reporting here is also based on outdated estimates).

Waste audits determine the composition of waste being generated, can measure the effectiveness of existing programs and can identify opportunities for improvements in the waste management program. Waste audit tools are available, and can be performed by municipal staff, volunteers or consultants.

If a weigh scale is desired for this project and for longterm use, it should be noted that funding may be available. There are liabilities related to the Certificate of Approval for the landfill, and the waste program for the Municipality, related to estimation of weights. More accurate data would reduce liabilities associated with the significant error that arises from estimating weights. In addition, reliance on the invoice weights from the end vendors selling processing services to the West Elgin subcontractor is a dependency that can be avoided. Firsthand data is always preferred.

### **Implementation Plan - Waste Audit**

The following steps make up the waste audit implementation plan:

- Determine scope of audit (landfill, West Lorne/BFI, rural)
- Investigate funding options
- Explore available resources (volunteers, students, staff)
- Seek consultant quotations
- Consult available resources for methodology
- Conduct or contract waste audit
- Review results
- Update strategies or other reports as required

The Waste audit implementation plan will be completed by December 2012.

Initiative #2: Contract Review

Collection must be efficient, which means getting more for less – picking up more recyclables with fewer trucks, fewer staff, less time. With multiple contracts and contractors overlapping in services, there may be efficiency opportunities while still providing jobs within the community.

The municipality's average collection and processing costs for recyclables far surpass the average of all Ontario municipalities.

Review of contracts may include review of costs and contracts related to processing, such as those with cardboard or plastics recycling facilities.

**Implementation Plan - Contract Management**

The following steps make up the contract management implementation plan:

- Summarize costs and details on current procured services for all aspects of waste management
- Investigate opportunities for improvement
- Investigate funding options
- Develop a clear definition of services and performance requirements (can be done in conjunction with initiative #3)
- For new contracts or contracts coming due, use a efficient, effective procurement process (quotation/tender/RFP) to encourage multiple proponents
- Develop a pre-defined (transparent & fair) bid evaluation process
- Secure contracts as desired

The Contract Management Implementation Plan will be completed by March 2013.

Initiative #3: Optimization in Collections: Increasing Recycling Collection Frequency and Streamlining of Collection Days

The goal of this initiative is to cause permanent shift in behavior through non-monetary levers.

Collection frequency can affect diversion rates and the cost of a collection program. Bi-weekly recyclables collection where residents have sufficient storage have proven to be the most cost-effective. Planning the recycling program so that it is a welcome service to the residents, rather than a cumbersome chore with complicated schedules, is the goal.



Collection frequency and programming should always be planned around finding the best way to collect the most amount of material using the least amount of time and resources. Collection must be convenient for the operator and for the residents, and must be supported by a communication and outreach program, including clear and effective calendars for residents.

Benefits may include:

- Reduced collection costs
- Encouragement of recycling
- Increased landfill capacity through diversion
- Reduced discouragement of residents due to extended storage challenges (odour, capacity, cleanliness)

Distribution of additional blue boxes is usually encouraged with changes in frequency or addition of streams. This requires an initial capital outlay. Collection crews may experience ergonomic benefits from additional blue boxes in circulation, as 'home-made' curbside containers may be minimized.

### **Implementation Plan - Increased Recycling Collection Frequency / Streamlining Collection Days**

The following steps make up the increased recycling collection frequency/streamlining collection days implementation plan.

- With current procurement information from initiative #2, review current collection costs
- Investigate costs for increased frequency
- Investigate costs for streamlining of collection days
- Investigate costs for distribution of additional blueboxes
- Investigate funding options
- Select improved collection strategy / secure contracts
- Print new public information material
- Inform public of changes through open house
- Distribute blueboxes as required/budgeted

The timing for the completion of this implementation plan will be determined upon completion of the waste audit.

## 11. CONTINGENCIES

The priority initiatives may be impacted if municipal funding is not available. Possible contingencies for lack of funding include:

- Implementing user fees
- Exploring and applying for other funding sources
- Delaying 'lower-priority' initiatives, or
- Increasing a proportion of municipal budget to solid waste management.

If lack of available staff becomes a challenge in implementing the initiatives, summer or co-op student hiring may be an option to help with planning (may be available funding).

Priority initiatives may shift to future initiatives if lack of funding or unwieldy increases to the taxpayer become evident.

## 12. MONITORING AND REPORTING

The monitoring and reporting of Municipality of West Elgin's recycling program is considered a Blue Box program fundamental best practice and will be a key component of this Waste Recycling Strategy. Once implementation of the strategy begins, the performance of the Waste Recycling System will be monitored and measured against the baseline established for the current system. Once the results are measured, they will be reported to Council and the public.

The approach for monitoring Municipality of West Elgin's waste recycling program is outlined in the table below.

Recycling System Monitoring		
Monitoring Topic	Monitoring Tool	Frequency
Total waste generated (by type and by weight)	Monitoring of bag count at landfill	Each load
	Measuring of recyclables through MRF invoices	Each invoice
	Measuring of garbage and recyclables through BFI contract	Each invoice
	Measuring of typical waste and recyclable content through waste audit	Once , may be repeated in 5 years
Diversion rates achieved (by type and by weight)	Formula: (Blue box materials + other diversion) ÷ Total waste generated * 100%	Annually
Customer satisfaction and opportunities for improvement	Customer survey (e.g. website survey)	Every 2 to 4 years
	Tracking calls/complaints received to the municipal office	Ongoing
Planning activities	Describe what initiatives have been fully or partially implemented, what will be done in the future	Annually
Review of Recycling Plan	A periodic review of the Recycling Plan to monitor and report on progress, to ensure that the selected initiatives are being implemented, and to move forward with continuous improvement	Every 3 to 5 years

### 13. CONCLUSION

The Municipality of West Elgin currently has a relatively low bluebox waste diversion rate (14% of total waste, compared to a provincial average of 21.4% ), and pays a relatively high cost to operate its bluebox program (\$1068/tonne, compared to the average of \$538/tonne for all southern Ontario rural collection municipalities).

The following objectives for the waste recycling strategy were established:

- To extend the life of the West Elgin Landfill;
- To improve the capture rate of blue box recyclables;
- To improve cost-effectiveness of recycling in West Elgin; and
- To increase participation in the recycling program.

After careful consideration of 9 options, Council selected three key priority initiatives to investigate and implement, in order to meet these objectives.

1. **Performance Measures:** Complete a waste audit – a quantitative audit of garbage and recyclables generated by the Municipality, to provide a solid, comparative benchmark.
2. **Contract Review:** Plan a review of all procured services for collection and processing.
3. **Optimization in Collections:** Streamline Collection Days and Increase Recycling Collection Frequency

Implementation plans, contingencies and other supporting information is included in the body of this report.

#### 14. APPENDIX A: WASTE RECYCLING OPTION SCORES

(See descriptions of criteria below)

Option	Description of Options/Best Practices	Approximate Cost		Criteria (Score out of 5)					Total Criteria Score
		Implementation (including Infrastructure)	Operation	% Waste Diverted	Proven Results	Economically Feasible	Accessible to Public	Ease of implementation	
<b>Promotion and Outreach</b>									
Option 8	<b>Public Education and Promotion Program</b>	\$1000 and up	\$200 - \$2000	2	3	4	5	4	18
	Promo materials, public sessions, local paper notices, website improvements								
	<i>Comments: This should be combined with another option, a change initiative, rather than just more promo material</i>								
Option 8	<b>Training of Key Program Staff</b>	staff time	funding may be available, travel costs may be covered	1	2	5	3	4	15
	<i>Comments: This should be combined with another option, a change initiative, rather than just more promo material or training</i>								

Option	Description of Options/Best Practices	Approximate Cost		Criteria (Score out of 5)					Total Criteria Score
		Implementation (including Infrastructure)	Operation	% Waste Diverted	Proven Results	Economically Feasible	Accessible to Public	Ease of implementation	
<b>Collection</b>									
Option 3	<b>Bag Limits</b>	\$200, P&E costs	P&E costs	4	4	4	5	3	20
	Restriction to 3 bags / week, tags								
	May affect contract/BFI costs								
Option 5	<b>Enhancement of Recycling Depots</b>	\$2,000	none	1	2	4	5	3	15
	Revision of layout, containers, signage								
Option 10	<b>Addition of Recycling Streams</b>	staff time, P&E costs	variable - depends on contracts and MRF requirements	3	3	3	5	2	16
	Broaden fibre collection to result in increased capture								
Option 4	<b>Collection Optimization: Increased Recycling Collection Frequency to Bi-weekly / Streamline Collection Days</b> Contract negotiations, capacity considerations, blue box requirements	variable, potential CIF funding for blue box	variable - depends on contracts and MRF requirements	4	4	3	5	2	18
<b>Partnerships</b>									
Option 2	<b>Multi-Municipal Collection of Recyclables</b>	staff time	could result in decreased costs	2	2	2	3	2	11

Option	Description of Options/Best Practices	Approximate Cost		Criteria (Score out of 5)					Total Criteria Score
		Implementation (including Infrastructure)	Operation	% Waste Diverted	Proven Results	Economically Feasible	Accessible to Public	Ease of implementation	
Additional Research									
Option 1	Waste Audit / Measuring Tools	up to \$3,000 (capital costs may be involved - weigh scale)	None, unless weigh scale is desired	0	5	5	4	5	19
Administration									
Option 6	Contract Review	staff time	could result in significantly decreased costs	1	5	5	3	3	17
Other Options									
Option 9	Mandatory Recycling Bylaw	staff time, P&E costs	staff time, P&E costs	3	3	3	3	1	13

- % Waste Diverted – This refers to how much waste an option may potentially help to divert. Some options may divert more waste than others, while other options may not directly divert waste but instead support other programs or initiatives that do.
- Proven Results – Some options are considered tried and true, while others may be newer and less tested.
- Reliable Market/End Use – Markets should be available for materials collected by municipalities for recycling. This criterion considers if a market is available for the recyclable materials in question or if a suitable end use exists.
- Economically Feasible – This refers to whether an option is economically feasible for the municipality considering it. Municipalities will need to weigh the cost of the option against their ability to afford it and the resulting benefit.
- Accessible to Public – This considers if the option will be easy or difficult for the public to access or use. This will depend in large part on how the option interfaces with the target audience.
- Ease of Implementation – Some options are less costly and easier logistically and politically to implement than others. This criterion considers the level of cost and effort involved in implementing the option.





## Staff Report

---

**Report To:** Council Meeting  
**From:** Jana Nethercott, Clerk  
**Date:** 2020-10-22  
**Subject:** West Elgin Stock Photos

---

### **Recommendation:**

That West Elgin Council hereby receives the report from Jana Nethercott, Clerk re: West Elgin Stock Photos; and

That West Elgin Council hereby direct staff to draft a Request for Quotes and to include an amount in the 2021 Budget for these photos.

### **Purpose:**

The purpose of this report to Council is to inquire about Council's desire to hire a photographer to take some stock images of the Municipality to have for our website and other promotional material.

### **Background:**

When the new website was developed, the plan was to obtain photos of the municipality to enhance the visual experience of the website. We did run a contest and received some wonderful photo submissions. However, it was discovered that many of these photos did not have a high enough pixel count to be resized for use on the website.

As the Municipality is now able to produce higher quality promotional material in house, along with use of social media and the website to promote West Elgin, it makes sense to have some stock photos of various events and locations within the Municipality to assist with branding and promoting the Municipality.

Staff are interested in hiring a photographer to take photos of various events and locations within the municipality at various times of the year as staff do not have the appropriate equipment, time or expertise to take these photos. A request for quotes would be generated with a list of suggested photos. Photographers would be required to submit a portfolio as well as a quote for the cost of these photos and this would be brought to Council for their consideration prior to entering into a contract.

### **Financial Implications:**

A set amount would need to be allocated in the 2021 Budget for this cost if Council is interested in obtaining these photos.



## Staff Report

---

**Report To:** Council Meeting  
**From:** Jana Nethercott, Clerk  
**Date:** 2020-10-22  
**Subject:** Costs of a Quarterly Newsletter

---

### **Recommendation:**

That West Elgin Council hereby receives the report from J. Nethercott Clerk, re: Costs of a Quarterly Newsletter for information purposes.

### **Purpose:**

The purpose of this report is to provide Council with information and costs of producing a Quarterly Newsletter for West Elgin Residents

### **Background:**

At the Regular Council meeting on October 8, 2020 Council requested a report back on the option of producing and mailing out a Quarterly Newsletter, similar to what Southwest Middlesex has produced. Staff reached out to Southwest Middlesex Economic Development & Communications Officer to inquire about the costs and staff time it took to produce their quarterly newsletter.

**Staff Time:** SWM has a part time position of Economic Development & Communications Officer and it is their responsibility to produce this document, after the other municipal staff provide the content. It is estimated this staff member spent 2 full days between the inputting of content provided, printing and preparing flyer for distribution.

**Production:** SWM uses Canva to produce this flyer, which West Elgin also uses currently, this program carries an annual fee of \$155.88. SWM's first newsletter was printed in-house using their printer on ledger size paper (11x17) and consisted of 3 pieces of paper printed on both sides and stapled in the booklet format. Below is a breakdown of the cost of one flyer:

Cost per page	
Paper	\$ 0.05
Colour Print	\$ 0.06
Mail	\$ 0.17
Total per page	\$ 0.28
Average Flyer is three pages	\$ 0.84

West Elgin currently has approximately 2600 households.

Under the current organizational structure of West Elgin, staff are operating with reduced staffing levels compared to a year ago and are working at peak capacity on a number of legislatively required projects such as Asset Management and AODA Compliance. Communication with our residents is very important and staff and Council have been working continuously to improve this through the implementation of a new website with the ability to subscribe to information, the use of social media and Council Highlights. As Southwest Middlesex has only sent out 1 of these quarterly newsletters, staff are suggesting that West Elgin wait and see how these are received in Southwest Middlesex before following suit.

**Financial Implications:**

Projected cost of \$8,736.00 annually to print and mail out a 3 page flyer quarterly at the current costs. This does not include staff time or a portion of the program cost since we currently subscribe to Canva.



## Staff Report

---

**Report To: Council Meeting**

**From: Jana Nethercott, Clerk**

**Date: 2020-10-22**

**Subject: Update on Blue Box Transition and Proposed Blue Box Regulation**

---

### **Recommendation:**

That West Elgin Council hereby receives the report from J. Nethercott, Clerk re: Update on Blue Box Transition and Proposed Blue Box Regulation for information purposes.

### **Purpose:**

This report is to provide an update to Council with regards to the newly released draft of the Proposed Blue Box Regulation and Proposed Blue Box Transition periods.

### **Background:**

On October 19, 2020 the Ministry of the Environment released the proposed regulations under the *Resource Recovery and Circular Economy Act, 2016*. These proposed regulations were released in draft format for public consultation until December 3, 2020. These regulations change the responsibility of the Blue Box program from Municipalities to full producer responsibility and set out the transition dates by Municipality.

The proposed regulation makes producers responsible for providing collection services to local communities, managing blue box materials, and establishing targets to increase diversion rates, tackle plastic waste and protecting the environment.

The proposed regulation identifies responsible producers for the scope of blue box materials that must be diverted and enable them to contract with producer responsibility organizations (PROs) to meet their regulatory requirements.

The proposed regulation would include printed paper, packaging, and non-alcoholic beverage containers, and expand collection requirements to include additional materials commonly put in blue boxes by residents:

- Unprinted paper;
- Single-use packaging-like products, such as foils, wraps, trays, boxes, bags; and
- Single-use items relating to food and beverage products such as straws, cutlery, plates, stir sticks.

The proposed regulation would maintain the accessibility and performance of existing deposit-return programs for alcohol beverage containers.

The proposed regulation would maintain or expand blue box services, including in communities with less than 5,000 residents. Producers would take responsibility for local Blue Box programs between 2023 and 2025 according to the proposed “Blue Box Transition Schedule” referenced in the proposed regulation. Producers would be fully responsible for all requirements, including expanding collection to communities outside the Far North that currently do not have blue box services, by 2026.

The proposed regulation also outlines a number of requirements that producers of Blue Box program will need to meet, including:

- Reporting on the amounts of blue box materials supplied and diverted each year
- Establishing collection systems, providing one convenient and accessible Common Collection System (CCS) for blue box materials in Ontario including small municipalities, unorganized territories and reserves and ensure no disruption
- Achieving management requirements for blue box materials, including diversion targets
- Providing promotion and education materials to increase consumer knowledge and awareness
- Registering with and reporting to the Resource Productivity and Recovery Authority
- Other requirements, including record keeping and third-party audits

#### What does this mean for West Elgin?

From what staff have read and understand this mean that curbside collection of Blue Box materials in West Elgin will continue even after our transition date. This new regulation gives the PRO's the ability to create the rules of a common collection system, which means at this time we do not know if this means the PRO's are going to pay Municipalities to keep on collecting recyclables or if they will contract out their own curbside collection companies, regardless West Elgin residents will not lose the curbside collection.

#### **Financial Implications:**

Financially West Elgin will see cost savings once we transition. In June West Elgin Council passed a resolution requesting a January 1, 2023 transition date to align ourselves with the other Municipalities that belong to the Municipal Recovery Facility in London and according to the draft Blue Box Transition Complementary Document provided by the Ministry of the Environment, West Elgin is listed in the 2023 London Area transition. This does not mean we will transition on January 1, 2023 as the Ministry will be working with each transition group to determine the best calendar day for transitioning. RPRA (Resource Productivity and Recovery Authority) has confirmed that funding through the Stewardship Ontario Data Call that staff submit each year will continue until transition has occurred. As this funding is one year behind, if West Elgin transitions in 2023, we will receive funds in the calendar year 2023 as it is for the 2022 year. Conversely if we transition part way through the year of 2023 West Elgin will receive pro-rated funds for that time once the data call has been completed in 2024.

**Caution:**

*This consultation draft is intended to facilitate dialogue concerning its contents. Should the decision be made to proceed with the proposal, the content, structure, form and wording of the consultation draft are subject to change, and to editing and correction by the Office of Legislative Counsel. This draft is confidential and not to be shared.*

**CONSULTATION DRAFT**

**[Bilingual]**

**ONTARIO REGULATION**

to be made under the

**RESOURCE RECOVERY AND CIRCULAR ECONOMY ACT**

**BLUE BOX**

**Part I**

**INTERPRETATION**

**Definitions**

1. In this Regulation,

“annual allocation table” means the annual allocation table created in accordance with Part III;  
**(French)**

“alcoholic beverage container” means,

- (a) a regulated container within the meaning of Ontario Regulation 13/07 (Ontario Deposit Return Program) made under the *Liquor Control Act*, and
- (b) any packaging that is provided exclusively for the use of a container described in clause (a); **(French)**

“blue box material” has the meaning provided for in section 2; **(French)**

“blue box packaging” means,

- (a) primary packaging, convenience packaging, or transport packaging that is provided with a product,
- (b) ancillary products that are provided with or attached to another product to facilitate that use of the product, and
- (c) products such as disposable straws, cutlery or plates that are supplied with a food or beverage product, that facilitate the consumption of that food or beverage product,

and that are ordinarily disposed of after a single use, whether or not they could be reused; **(French)**

“blue box receptacle” means a container, bin, cart, bag or other receptacle that holds blue box material, and from which blue box material is collected; **(French)**

“Blue Box Transition Schedule” means the document entitled “Blue Box Transition Schedule” dated [XX], as amended from time to time, and available on the Registry; **(French)**

“compostable materials” means materials that are designed to be managed at end of life through composting, anaerobic digestion, or other processes that result in decomposition by bacteria or other living organisms; **(French)**

“consumer”, in respect of blue box material means,

- (a) an individual who obtains blue box material, other than a non-alcoholic beverage container, for personal, family or household purposes and does not include a person who obtains blue box material for business purposes; and
- (b) a person who is the end user of the beverage contained in a non-alcoholic beverage containers and includes a person who uses the beverage for personal, family, household, or business purposes; **(French)**

“eligible community” means,

- (a) a local municipality or local services board that is not located in the Far North, or
- (b) a reserve,
  - (i) that is not located in the Far North, and
  - (ii) **that has registered with the Authority in accordance with section 48; (French)**

“eligible source” means any residence, facility, or public space; **(French)**

“facility” means,

- (a) a building that contains more than one dwelling unit but that is not a residence,
- (b) a long-term care home licensed under the *Long-Term Care Homes Act, 2007*,
- (c) a retirement home licensed under the *Retirement Homes Act, 2010*, or
- (d) a public school or private school under the *Education Act*; **(French)**

“Far North” has the same meaning as in the *Far North Act, 2010*; **(French)**

“flexible plastic” means any product or packaging made primarily from un moulded plastic, such as plastic bags, films, wraps, pouches, or laminates; **(French)**

“franchise” has the same meaning as in the *Arthur Wishart Act (Franchise Disclosure)*, 2000; **(French)**

“franchisor” has the same meaning as in the *Arthur Wishart Act (Franchise Disclosure)*, 2000; **(French)**

“local municipality” has the same meaning as in the *Municipal Act, 2001*; **(French)**

“management requirement” means the minimum amount of blue box material, determined under section 34, that a producer is required to manage; **(French)**

“marketplace facilitator” means a person who,

- (a) contracts with marketplace sellers to facilitate the supply of the marketplace seller’s products by,
  - (i) owning or operating an online marketplace or forum in which the marketplace seller’s products are listed or advertised for supply, or
  - (ii) transmitting or otherwise communicating the offer or acceptance between the marketplace seller and a buyer, and
- (b) provides for the physical distribution of a marketplace seller’s products to the consumer, such as by the storage, preparation, or shipping of products;

“marketplace seller” means a person who contracts with a marketplace facilitator to supply its products; **(French)**

“material category” means the following categories of blue box material, determined in accordance with the Verification and Audit Procedure:

1. Glass.
2. Flexible plastic.
3. Rigid plastic.
4. Metal.
5. Paper.
6. Compostable material.

**7. Non-alcoholic beverage containers; (French)**

“municipality” has the same meaning as in the *Municipal Act, 2001*; **(French)**

“non-alcoholic beverage container” means a container that is not an alcoholic beverage container and that is,



- (a) marketed to contain a beverage product,
- (b) made from metal, glass, paper, or rigid plastic, or any combination of these materials, and
- (c) sealed by its manufacturer; **(French)**

“packaging-like product” means any product such as aluminum foil, metal trays, plastic film, plastic wrap, wrapping paper, paper bags, plastic bags, cardboard boxes, and envelopes that,

- (a) is used for the containment, protection, handling, delivery, presentation or transportation of products, and
- (b) is ordinarily disposed of after a single use, whether or not it could be reused; **(French)**

“paper” includes printed and unprinted paper, such as newspapers, magazines, promotional materials, directories, catalogues, and paper used for copying, writing, or any other general use, other than,

- (a) hard or soft cover books,
- (b) hardcover periodicals, and
- (c) any paper that, at the time it is supplied to a blue box consumer, is blue box packaging or a packaging-like product; **(French)**

“permanent establishment” has the meaning,

- (a) assigned by subsection 400 (2) of the *Income Tax Regulations* (Canada), in the case of a corporation, or
- (b) assigned by subsection 2600 (2) of the *Income Tax Regulations* (Canada), in the case of an individual; **(French)**

“processor” means a person who processes, for the purpose of resource recovery, blue box material that was supplied to a consumer in Ontario; **(French)**

“producer” means the producer determined in accordance with Part II; **(French)**

“producer’s blue box supply” means blue box material supplied to consumers in Ontario as required to be reported in the previous year pursuant to section 45; **(French)**

“producer responsibility organization” means a person retained by a producer for the purposes of carrying out one or more of the following producer responsibilities relating to blue box material but does not include a processor retained solely for the purposes of processing blue box material:

1. Arranging for the establishment or operation of a collection or management system.

2. Establishing or operating a collection or management system.

**3. Preparing and submitting reports; (French)**

“public space” means any land in any park, playground, or any outdoor area which is owned by, or made available by, a municipality, and that is located in a business improvement area designated under the *Municipal Act, 2001* or by a by-law made under the *City of Toronto Act, 2006*; **(French)**

“reserve” means a reserve within the meaning of the *Indian Act* (Canada); **(French)**

“residence” means,

- (a) a single-unit residential dwelling, including a seasonal residential dwelling, in an eligible community, or
- (b) a building that contains more than one dwelling unit but receives garbage collection at the same frequency as single-unit residential dwellings in an eligible community; **(French)**

“resident in Canada” means having a permanent establishment in Canada; **(French)**

“resident in Ontario” means having a permanent establishment in Ontario; **(French)**

“retailer” means a business that supplies to consumers; **(French)**

“rigid plastic” means product and packaging made primarily from moulded plastic, such as food and product containers; **(French)**

“supplemental collection system” means a collection system in which blue box material supplied to consumers in Ontario is collected, other than a collection system established and operated under Part IV or Part V; **(French)**

“supply” means the provision of a product in any manner and includes sale, transfer, barter, exchange, distribution, rental, lease, gift or disposition; **(French)**

“Verification and Audit Procedure” means the document entitled “Verification and Audit Procedure” published by the Authority and dated [XX], as amended from time to time, and available on the Registry. **(French)**

**Blue box material**

2. (1) Subject to subsection (2), “blue box material” means material that is primarily made from paper, glass, metal, flexible plastic, rigid plastic or compostable material that is,

- (a) blue box packaging,
- (b) paper, or
- (c) a packaging-like product.

(2) “ Blue box material” does not include the following materials:

1. A material included in another designated class under section 60 of the Act as a material other than blue box material.
2. A pharmaceutical or sharp in respect of which there are collection or disposal obligations prescribed under Ontario Regulation 298/12 (Collection of Pharmaceuticals and Sharps - Responsibilities of Producers) made under the *Environmental Protection Act*.
3. A material included in the Municipal Hazardous or Special Waste Program, if that program is in operation under the *Waste Diversion Transition Act, 2016*.
4. A product designed for the containment of waste.
5. A health, hygiene or safety product that, by virtue of its anticipated use, become unsafe or unsanitary to recycle.
6. Blue box packaging that cannot be easily separated from hazardous waste within the meaning of Regulation 347 of the *Revised Regulations of Ontario 1990* (General - Waste Management) made under the *Environmental Protection Act*.
7. An alcoholic beverage container.
8. Blue box packaging, paper or a packaging-like product for which Brewers Retail Inc. or the Liquor Control Board of Ontario would be the producer if it were not for this paragraph.

(3) For the purposes of Parts III, IV V, VI, VIII and Part IX, blue box packaging, paper or packaging-like product that would, but for this subsection, be blue box material in the material category that is compostable material is not blue box material.

### **Designated material**

3. For the purposes of section 60 of the Act, blue box material is a designated class of material.

## **PART II**

### **DETERMINATION OF THE PRODUCER**

#### **Producer, blue box packaging**

4. (1) Where blue box packaging for a product is supplied in Ontario to a consumer, the producer of that blue box packaging shall be determined in accordance with the following rules:

1. For the portion of the blue box packaging of a product that was added by a brand holder of the product, the producer is,

- i. the brand holder of the product, if the brand holder is resident in Canada,
  - ii. if there is no person described in subparagraph i, the importer of the product, if the importer is resident in Ontario, or
  - iii. if there is no person described in subparagraph i or ii, the retailer who supplied the product to the consumer.
2. For the portion of the blue box packaging of a product that was added by a person who imported the product into Ontario, the producer is,
  - i. the person who imported the product into Ontario, if that person is resident in Ontario, or
  - ii. if there is no person described in subparagraph i, the retailer who supplied the product to the consumer.
3. For any portion of the blue box packaging not described in paragraph 1 or 2, the producer is the retailer who supplied the product to the consumer.

(2) For the purposes of determining the producer in accordance with subsection (1), the following rules apply:

1. If there are two brand holders resident in Canada, the producer is the brand holder who is most closely connected to the production of the product.
2. Packaging added to a product includes packaging added at any stage of the production, distribution and supply of the product.
3. A person adds blue box packaging to a product if the person,
  - i. makes the blue box packaging available for use by another person who adds the packaging to the product,
  - ii. causes another person to add the blue box packaging to a product, or
  - iii. inserts a product into the blue box packaging or otherwise combines the product and the blue box packaging

### **Producer, paper and packaging-like products**

5. (1) Where paper or packaging-like products are supplied in Ontario to a consumer, the person who is the producer of the paper or packaging-like products shall be determined in accordance with the following rules:

1. The producer is the brand holder of the paper or packaging-like product, if the brand holder is resident in Canada.
2. If there is no person described in paragraph 1, the producer is the importer of the paper or packaging-like product, if the importer is resident in Ontario.

3. If there is no person described in paragraph 1 or 2, the producer is the retailer who supplied the paper or packaging-like product to the consumer.

(2) For the purposes of determining the producer in accordance with subsection (1), if there is more than one brand holder resident in Canada, the producer is the brand holder most closely connected to the production of the paper or packaging-like product.

## **Franchises**

6. Where a producer determined in accordance with section 4 or 5 is a business operated wholly or in part as a franchise, the producer is the franchisor, if that franchisor is resident in Canada.

## **Marketplace sellers**

7. If a marketplace seller is a producer under subparagraph 1 iii or 2 ii of subsection 4 (1), paragraph 3 of subsection 4 (1), or paragraph 3 of subsection 5 (1), the marketplace facilitator that contracts with the marketplace seller shall be deemed to be the producer under those provisions, if the marketplace facilitator is resident in Canada.

## **Part III**

### **ANNUAL ALLOCATION TABLE**

## **Criteria for rule creators**

8. (1) Persons who meet the criteria in subsection (2) and who register with the Authority in respect of this provision before July 31, 2021 shall create the rules that govern the creation of the annual allocation table in accordance with this Part.

(2) For the purposes of subsection (1), the person must either,

- (a) be a producer of an amount of blue box material supplied to consumers in Ontario that is equal to or greater than the amount published by the Authority in accordance with subsection (4), and have not entered into an agreement with a producer responsibility organization for which they are required to register in accordance with section 41, or
- (b) be a producer responsibility organization that has,
  - (i) entered into agreements that are required to be registered under section 41 with persons that combined are producers for an amount of blue box material supplied to consumers in Ontario that is equal to or greater than the amount published by the Authority in accordance with subsection (4), and
  - (ii) agreed to establish and operate a collection system that meets those producers' collection obligations under this Regulation.

(3) The Authority shall determine an amount that is 10 per cent of the total tonnage of blue box material supplied to consumers in Ontario by all producers, as reported by producers under section 40, as of April 2, 2021.

(4) The Authority shall publish the amount in subsection (3) on the Registry on or before April 8, 2021.

## **Creation of rules**

9. The rules for the creation of the annual allocation table must,

- (a) identify the person or persons that will create the annual allocation table each year, or identify a procedure for identifying this person or persons;
- (b) set out how producers will be allocated residences, facilities or public spaces in the annual allocation table each year, including how the following factors will contribute to this allocation:
  - (i) ensuring that the estimated weight of blue box material that a producer is responsible for collecting from eligible sources is proportionate to the weight of blue box material supplied by the producer in the previous year,
  - (ii) the relative cost of establishing and operating collection systems in different regions of Ontario and in communities with different population levels,
  - (iii) the relative cost of providing curbside or depot collection for residences,
  - (iv) the relative cost of providing collection services for different kinds of facilities and public spaces,
  - (v) a person's registration of an alternative collection system for some of the material categories of the blue box material for which the person is a producer,
  - (vi) the producer responsibility organization that has agreed to establish and operate a collection system for the producer,
  - (vii) the producer's establishment and operation of a collection system for a residence, public space or facility in previous years,
  - (viii) how residences, public spaces and facilities will be allocated between producers during the 2023-2025 transition period;
- (c) subject to clause (d), ensure that every person who is a producer of blue box material in a year is assigned responsibility for one or more residences, public spaces or facilities in the annual allocation table in the following year;
- (d) ensure a person is not included in the annual allocation table for a given year if, in the previous year,

- (i) the person has registered the establishment and operation of an alternative collection system for every material category for which the person is a producer of an amount of blue box material in Ontario supplied to a consumer that exceeds the minimum amount set out in section 37 for the relevant material category, or
  - (ii) the amount of blue box material supplied to consumers in Ontario for which the person was a producer is less than the minimum amounts set out in section 37 for every material category;
- (e) ensure that every residence, public space and facility in a community is assigned a producer that is responsible for the collection of their blue box material,
- (f) ensure that the annual allocation table for a year is submitted to the Authority by July 1 of the preceding year, so that the Authority can post it on the Registry,
- (g) provide for any circumstances in which in year adjustments must be made to the annual allocation table and the procedures for these adjustments, including when they would be effective; and
- (h) include procedures for the amendment of the rules for the creation of the annual allocation table, including the required approval from the persons specified in subsection 11 (2).

### **Conditions for application**

**10.** The rules for the creation of the annual allocation table, if they are made by the persons specified in section 8, apply only if,

- (a) they are submitted to the Registry; and
- (b) every person who registered with the Authority under section 8 registers their agreement with the rules.

### **Amendment**

**11. (1)** Rules made in accordance with section 9 may be amended at any time by the persons specified in subsection (2), in accordance with the amendment procedures made under clause 9 (h).

(2) The persons who may amend the rules are,

- (a) any producer responsibility organization who registered with the Authority to provide collection services in accordance with paragraph 3 of subsection 41 (3); and
- (b) persons who are producers of an amount of blue box material in a material category that exceeds the minimum amounts set out in section 37 for that material category in the previous reporting period and who do not have a contract with a producer responsibility organization for collection services.

(3) Unless the persons referred to in subsection (2) specify a later date, amendments to the rules for the creation of the annual allocation table made by the persons referred to in subsection (2) apply when the amendments to the rules are published on the Registry.

### **Where Minister creates rules**

**12.** (1) If the persons referred to in section 8 have not made the rules for the annual allocation table, the Minister may make the rules for the creation of the annual allocation table.

(2) If the Minister is of the view that the rules for the creation of the annual allocation table must apply by a certain date in order for collection under Part V to commence on January 1, 2023 and for the first annual allocation table to be submitted by the date in subsection 13 (2), and the persons referred to in section 8 have not made the rules apply by that date, the Minister shall make the rules for the creation of the annual allocation table.

(3) The Minister may make the rules for the creation of the annual allocation table and substitute them for some or all of the rules made by the persons referred to in section 8 and that apply in accordance with section 10.

(4) If the Minister creates the rules for the creation of the annual allocation table under subsection (1), (2) or (3),

- (a) the persons referred to in section 8 may not amend the rules for the creation of the annual allocation table that the Minister made, and
- (b) the Minister may amend the rules for the creation of the annual allocation table that the Minister made at any time.

(5) Unless the Minister specifies a later date, the rules for the creation of the annual allocation table made by the Minister apply when the rules are published on the Registry.

(6) Unless the Minister specifies a later date, amendments to the rules for the creation of the annual allocation table made by the Minister apply when the amendments to the rules are published on the Registry

### **Annual application**

**13.** (1) Where rules are in place for the creation of the annual allocation table, an annual allocation table shall be created every year in accordance with those rules.

(2) The first annual allocation table must be submitted to the Registry by March 31, 2022.

(3) Each subsequent annual allocation table must be submitted to the Registry each year by March 31 of the applicable year.

(4) Amendments to an annual allocation table must be submitted to the Registry promptly.

### **Publication, rules**

**14.** (1) The Authority shall make any rules made under this Part available on the Registry.



(2) The Authority shall make amendments to rules available on the Registry promptly.

### **Publication, annual allocation table**

**15.** (1) Every year, the Authority shall make the annual allocation table available on the Registry.

(2) If amendments to an annual allocation table are submitted on the Registry, the Authority shall make the amended annual allocation table available on the Registry.

## **Part IV**

### **COLLECTION UNDER ANNUAL ALLOCATION TABLE**

#### **Joint and several liability**

**16.** A producer responsibility organization that is required to register for collection services in accordance with section 41 in respect of a producer is jointly and severally liable for the following collection requirements in this Regulation with that producer:

1. Section 17.
2. Section 18.
3. Section 19.
4. Section 20.
5. Section 21.
6. Section 22.
7. Section 23.
8. Section 24.
9. Section 25.

#### **Duty to collect**

**17.** Every producer who has been assigned collection responsibilities for residences, public spaces and facilities in the annual allocation table shall establish and operate a collection system for those residences, public spaces and facilities in accordance with this Part.

#### **Curbside collection**

**18.** A producer shall provide curbside collection of blue box material to the residences that are assigned to the producer under the annual allocation table that receive curbside garbage collection from a municipality, local services board or reserve.

## **Depot or curbside collection**

**19.** A producer may provide either depot or curbside collection of blue box material to residences assigned to the producer under the annual allocation table that are not required to be provided curbside collection under section 18.

## **Obligations for curbside collection**

**20.** A producer who provides curbside collection shall,

- (a) collect blue box material at least every other week;
- (b) collect in a single day all blue box material set out for curbside collection at an eligible source; and
- (c) provide blue box receptacles for the storage of blue box material until it is collected, including,
  - (i) ensuring that each residence has a blue box receptable before the day on which the producer commences collecting from that residence, and
  - (ii) providing at least one replacement blue box receptable each year, to any residence, upon request of a person residing at the residence, provided within one week of the request.

## **Obligations for depot collection**

**21.** A producer who provides depot collection in a municipality, local services board or reserve shall,

- (a) provide at least as many depots for the collection of blue box material as there are depots for household garbage in that municipality, local services board or reserve;
- (b) ensure the depots for the collection of blue box material have operating hours that are at least as accessible as the hours for depots for household garbage in that municipality, local services board or reserve;
- (c) collect the blue box material from the depot before the blue box receptacles at the depot are full; and
- (d) provide blue box receptacles for the storage of blue box material until it is collected, including,
  - (i) ensuring that each depot has a blue box receptable before the day on which the producer commences operating the depot, and
  - (ii) providing at least one replacement blue box receptable each year, upon request by an operator of a depot, within one week of the request.

## **Facilities**

**22.** A producer shall collect blue box material from every facility that is assigned to the producer in the annual allocation table.

### **Obligations for facilities**

**23.** A producer who collects blue box materials from facilities shall,

- (a) provide blue box receptacles as required for the storage of blue box material at the facility until it is collected, including,
  - (i) ensuring that each facility has the number of blue box receptacles it requires for the collection of blue box material before the day on which the producer commences collecting from the facility, and
  - (ii) providing any replacement blue box receptacles requested by the owner or operator of the facility, within one week of the request;
- (b) provide receptacles that are appropriate for the facility; and
- (c) collect blue box material from the eligible facility before the blue box collection receptacles are full.

### **Collection for public spaces**

**24.** A producer shall collect blue box material from every public space that is assigned to the producer in the annual allocation table, but only where an eligible community provides garbage collection at the public space.

### **Obligations for public spaces**

**25.** A producer who collects blue box materials from public spaces shall,

- (a) ensure that blue box receptacles for the storage of blue box material are placed next to every receptacle for garbage at the public space;
- (b) provide for the collection of blue box material which is in a blue box receptacle located next to a receptacle for garbage;
- (c) provide blue box receptacles for the storage of blue box material until it is collected, including,
  - (i) ensuring that each public space has a receptacle before the day on which the producer commences collecting from the public space,
  - (ii) providing any replacement receptacles requested by the eligible community, within one week of the request, and
  - (iii) providing receptacles that are appropriate for the public space;

- (d) collect blue box material from the public space before the blue box receptacles are full; and
- (e) where the public space is a park or playground,
  - (i) collect blue box material throughout the year, and
  - (ii) locate receptacles at entry or exit points, and other areas where persons congregate

## **Reserves**

**26.** A producer is not required to provide collection services in respect of eligible sources in an eligible community that is a reserve, until that reserve has registered its acceptance of the offer of collection services in accordance with section 49.

## **Part V**

### **ALTERNATIVE COLLECTION SYSTEM**

#### **Producers and alternative collection system**

**27.** This Part applies with respect to producers who register the establishment and operation of an alternative collection system for one or more material categories for which they are a producer of an amount of blue box material in a material category that exceeds the minimum amounts set out in section 37 for the relevant material category.

#### **Registration**

**28.** On or after January 1, 2023, a producer may register its establishment and operation of an alternative collection system for a material category in accordance with section 40, if, immediately before registration,

- (a) the alternative collection system enabled the producer to collect the blue box material that it supplied to consumers in Ontario;
- (b) the alternative collection system would enable the producer to meet its management obligations under Part VI for a material category using only blue box material described in clause (a); and
- (c) any collection sites such as depots or return-to-retail locations included in the alternative collection system were,
  - (i) located in every eligible community where the blue box material in respect of which it is a producer is supplied,
  - (ii) operated year-round, and
  - (iii) open during normal business hours.

## **Depot requirements**

**29.** A producer who has registered an alternative collection system for a material category that includes collection sites such as depots or return-to-retail locations, shall, during every year that the registration applies, ensure that the collection sites are,

- (a) located in every eligible community where the blue box material in respect of which the person is a producer is supplied;
- (b) operated year-round; and
- (c) open during normal business hours.

## **Revocation of registration**

**30.** A producer's registration of an alternative collection system for a material category is revoked if, twice in a three-year period, the producer does not meet its management obligation under Part VI for that material category using only blue box material collected through the alternative collection system for which it is registered.

## **Multiple producers**

**31.** For greater certainty, more than one producer may share in the establishment and operation of an alternative collection system.

# **PART VI**

## **MANAGEMENT**

### **Producer obligation**

**32.** Every producer shall establish and operate a system for managing blue box material in accordance with this Part.

### **Accounting and reporting**

**33.** Each year, beginning in 2026, the producer shall account for, and report on, a weight of recovered resources for each material category that equals or exceeds the producer's management requirement for that material category.

### **How blue box material managed**

**34. (1)** . The producer shall determine its management requirement for a material category using the formula,

Management Requirement = (A- B) x C x D

Where,

“A” is the weight of a producer’s blue box supply for a material category, in tonnes, reported in the previous year under section 45;

“B” is the weight of recycled content in the producer’s blue box supply for a material category, reported in the previous year under section 45, subject to the requirements in section 35, in tonnes;

“C” is the recovery percentage for the previous year for a material category, set out in the Table to section 37, in a percentage;

“D” is the redistribution factor for the previous year, calculated and published on the Registry by the Authority in accordance with section 38.

(2) Despite subsection (1), a producer does not have a management requirement for a material category for a year if the weight of a producer’s blue box supply for a material category, in tonnes, reported in the previous year under section 45 is less than the minimum amount for that material category set out in the Table to section 37.

## **Recovered resources**

**35.** (1) A producer may only account for, and report on, recovered resources in accordance with this section.

(2) A producer may only report recovered resources that satisfy subsection (3), and

- (a) that the producer recovered, if the producer is a registered processor, or
- (b) that a registered processor, other than the producer, recovered, if that registered processor either,
  - (i) reported the recovered resources on the Registry in the name of the producer, or
  - (ii) reported the recovered resource on the Registry in the name of a producer responsibility organization that entered into an agreement with the producer and which the producer responsibility organization then allocated between the producers who have contracts with the producer responsibility organization.

(3) The requirements referred to in subsection (2) are the following:

- 1. The recovered resources must be,
  - i. marketed for re-use for their original purpose or function, or
  - ii. marketed for use in new products or packaging.

2. The weight of the recovered resources may only be counted one time by the producer and must not be counted by more than one producer.
3. The recovered resources must be recovered from blue box materials supplied to consumers in Ontario.
4. The recovered resources must have been processed within three months of the registered processor who reported the recovered resources receiving the Blue Box material from which they were recovered.

(4) Recovered resources that meet any of the following conditions shall not be accounted for, or reported on, in respect of a producer's management requirement for a material category:

1. The recovered resources are supplied for use in a product that is land cover, unless the land cover is,
  - i. aggregate and the recovered resources in the aggregate do not account for more than 15 per cent of the producer's management requirement for any material category, or
  - ii. a product that supports soil health or crop growth that is,
    - A. created through the combination of the recovered resources with organic matter, and
    - B. the recovered resources used for the product are recovered from paper.
2. The recovered resources are supplied for use in a product that is fuel or a fuel supplement.
3. The recovered resources are supplied to an incinerator for use in incineration.
4. The recovered resources are land filled or land disposed by the processor, producer or the producer responsibility organization.

### **Weight requirements**

**36.** The requirements for calculating the weight of recycled content referred to in section 34 are as follows:

1. The weight of a producer's recycled content for a material category may not exceed 50 percent of the weight of the producer's blue box supply in a material category.
2. Only recycled content derived from blue box materials managed in accordance with this Regulation during the previous year may be counted.
3. The weight of recycled content must be verified in accordance with the Verification and Audit Procedure.

## Minimum requirements

**37.** The minimum amount and recovery percentages for the purposes of section 34 are set out in the following Table:

TABLE

Recoverable Material	Minimum (in tonnes)	Recovery percentage 2026 -2029 (expressed as a percentage)	Recovery percentage 2030 onwards (expressed as a percentage)
Paper	9	90	90
Rigid Plastic	2	55	60
Flexible Plastic	2	30	40
Glass	1	75	85
Metal	1	67	75
Non-Alcoholic Beverage Containers	1	75	80

## Redistribution factor

**38.** (1) The Authority shall calculate the redistribution factor for each material category using the formula,

$$E / (E-F)$$

Where

“E” is the sum of all producers’ blue box supply reported in the previous year for a material category, in tonnes; and

“F” is the sum of the recycled content of all producers’ blue box supply reported in the previous year for that material category, in tonnes.

(2) The Authority shall publish on the Registry its calculation of the redistribution factor for every material category by June 1 of the year the information was reported.

## PART VII

### REGISTRATION, REPORTING, AUDITING, AND RECORD KEEPING

## Verification and Audit Procedure

**39.** A person who is required to register or report under this Part shall do so in accordance with the Verification and Audit Procedure.



## Registration, producers

**40.** (1) Every person who is a producer of blue box material supplied to consumers in Ontario on or before April 1, 2021 shall register with the Authority, through the Registry, by submitting the information set out in subsection (3) on or before that date.

(2) If a person becomes a producer of blue box material supplied to consumers in Ontario after April 1, 2021, that person shall register with the Authority, through the Registry, by submitting the information set out in subsection (3), within 30 days of first becoming a producer.

(3) The information referred to in subsections (1) and (2) is the following:

1. The producer's name and contact information and any unique identifier assigned by the Registrar.
2. The name, contact information and any unique identifier assigned by the Registrar of any producer responsibility organizations retained by the producer, as well as,
  - i. a list of collection services provided by the producer responsibility organization under Part IV,
  - ii. a list of promotion and education services provided by the producer responsibility organization under Part VIII, and
  - iii. a list of any other services provided by the producer responsibility organization to the producer.
3. The name and contact information of an employee of the producer who has authority to bind the producer and who is responsible for ensuring the registration is complete and up to date.
4. If the producer is operating an alternative collection system that satisfies Part V in respect of any material category of blue box material, a description of the alternative collection system, including reference to each material category of blue box material collected in the alternative collection system.
5. If the producer is operating a supplemental collection system, a description of the supplemental collection system.
6. The material categories contained in the producer's blue box material.
7. For producers to whom subsection (1) applies,
  - i. the weight of the producer's blue box material supplied to consumers in Ontario in the previous year,
  - ii. the weight of each material category in the producer's blue box material supplied to consumers in Ontario in the previous year, and

- iii. the weight, if any, of recycled content contained in each material category in the producer's blue box material supplied to consumers in Ontario in the previous year.

### **Registration, producer responsibility organizations**

**41.** (1) A producer responsibility organization that has been retained by a producer on or before June 15, 2021 shall register with the Authority, through the Registry, by submitting the information set out in subsection (3) on or before July 1, 2021.

(2) A producer responsibility organization that is first retained by a producer after June 15, 2021, shall register with the Authority, through the Registry, by submitting the information set out in subsection (3) within 30 days of being retained.

(3) The information referred to in subsections (1) and (2) is the following:

1. The producer responsibility organization's name, contact information and any unique identifier assigned by the Registrar.
2. The name, contact information and any unique identifier assigned by the Registrar each producer who has retained the producer responsibility organization.
3. A list of all collection services under Part IV.
4. A list of services the producer responsibility organization is retained to provide for each producer,
  - i. in respect of Part V,
  - ii. in respect of Part VIII, and
  - iii. in respect of any other Part.
5. The material categories of blue box material in respect of which the producer responsibility organization provides services for each producer.
6. The name and contact information of an employee of the producer responsibility organization who has authority to bind the corporation or entity and who is responsible for ensuring the registration is complete and up to date.

(4) The producer responsibility organization shall submit updated information within 15 days of any change to the information required under this section.

### **Registration, rule creators**

**42.** (1) Every person who registers in respect of section 8 shall submit information demonstrating its compliance with the criteria set out in subsection 8 (2) on or before July 31, 2021.

(2) For greater certainty, a person who has registered in accordance this section may de-register prior to the rules being submitted in accordance with section 9.

### **Registration, blue box processors**

**43.** (1) Every person who registers in respect of section 44 shall submit the information demonstrating its compliance with the criteria set out in subsection 44 (2).

(2) For greater certainty, a person who has registered in accordance with this section may de-register at any time.

### **Information, blue box processors**

**44.** (1) Every processor shall register with the Authority, through the Registry, by submitting the information set out in subsection (2),

- (a) on or before April 1, 2022, if the processor processed blue box material supplied to consumers in Ontario before January 1, 2021, or
- (b) on or before January 31 of the calendar year immediately following the year in which the processor first processed blue box material supplied to consumers in Ontario, if the processor was not required to register under clause (a).

(2) The information referred to in subsection (1) is the following:

- 1. The name and contact information and any unique identifier assigned by the Registrar of the processor.
- 2. The name and contact information of an employee of the processor who has authority to bind the processor, and who is responsible for ensuring the registration is complete and up to date.
- 3. Each material category of blue box material supplied to consumers in Ontario the person processes, the location of each site where the person receives and processes this material and the types of recovered resources that result from the processing.
- 4. The producers and producer responsibility organizations that have contracts with the processor to process blue box materials supplied to consumers in Ontario.

(3) The processor shall submit updated information within 15 days of any change to the information required under this section.

### **Annual report, producers**

**45.** (1) On or before April 30 of each year, beginning in 2024, every producer who is required to register under section 40 shall submit an annual report to the Authority, through the Registry, that contains the following information with respect to the previous calendar year:

1. The weight of blue box material supplied to consumers in Ontario in the previous year for which the person was a producer.
2. The weight of each material category in the blue box material reported under paragraph 1.
3. The weight of recycled content contained in each material category reported under paragraph 2.
4. A description of the actions taken by the producer in the previous year to fulfil their responsibilities relating to the requirements set out under Part IV, Part V, Part VI and Part VIII.
5. A description of the actions undertaken by producer responsibility organizations, on behalf of the producer, to fulfil their responsibilities relating to the requirements set out under Part IV, Part V, Part VI and Part VIII.
6. The following weights in respect of blue box material supplied to consumers in Ontario, with amounts in respect of blue box material collected under Part IV and Part V and pursuant to a supplemental collection system reported separately:
  - i. The total weight of recovered resources from each material category that was allocated by a producer responsibility organization to the producer, in accordance with section 35.
  - ii. The weight of recovered resources for each material category that was reported under subparagraph i that was,
    - A. marketed for re-use for their original purpose or function in accordance with subparagraph 1 i of subsection 35 (3), excluding recovered resources referred to in subsection 35 (4), or
    - B. marketed for use in new products or packaging in accordance with subparagraph 1 ii of subsection 35 (3), excluding recovered resources referred to in subsection 35 (4).
7. The following weights in respect of blue box material supplied to consumers in Ontario, allocated between each producer to whom a producer responsibility organized is providing services, with the weights in respect of Part VI, and weights in respect of Blue box material collected under Part IV, reported separately:
  - i. The weight of recovered resource for each material category that was,
    - A. used in a product that is land cover, unless the land cover is,
      1. Aggregate and the recovered resources in the aggregate do not account for more than 15 per cent of the producer's management requirement for any material category, or

- 2. a product that supports soil health or crop growth that is created through the combination of the recovered resources with organic matter, and the recovered resources used for the product are recovered from paper,
- ii. used in a product that is fuel or a fuel supplement,
- iii. supplied to an incinerator for use in incineration, and
- iv. landfilled or land disposed by the processor.

(2) The only requirement in this section that applies in respect of blue box material that is in the material category of compostable material is the requirement pursuant to paragraph 2 of subsection (1).

### **Annual report, producer responsibility organizations**

**46.** (1) On or before April 30 in each year, beginning in 2024, every producer responsibility organization that is required to register under section 41 shall submit an annual report to the Authority, through the Registry, that contains the following information with respect to the previous year:

- 1. A description of collection services arranged, established or operated on behalf of each producer that retained the producer responsibility organization, including,
  - i. the producer's name, contact information and any unique identifier assigned by the Registrar,
  - ii. if the producer responsibility organization provided collection services to pursuant to Part IV,
    - A. the weight of blue box material collected by the producer responsibility organization on behalf of the producer, and
    - B. the eligible sources allocated to a producer for which the producer responsibility organization provided collection services,
  - iii. if the producer responsibility organization provided collection services on behalf of a producer in respect of an alternative collection system,
    - A. the weight of blue box material by material category collected by the producer responsibility organization on behalf of the producer,
    - B. the location and business hours of all collection sites in the alternative collection system, and
    - C. a description of all methods of collection in the alternative collection system,

- iv. if the producer responsibility organized provided a supplemental collection system on behalf of a producer, a description of the supplemental collection system.
2. A description of the management services, arranged, established or operated on behalf of each producer that retained the producer responsibility organization, including
- i. a list of every processor that the producer responsibility organization retained to process blue box material supplied to consumers in Ontario,
  - ii. any unique identifier assigned by the Registrar to each processor referred to in subparagraph i, and
  - iii. the weight of recovered resources recovered by each processor referred to in subparagraph i from blue box materials supplied to consumers in Ontario,
  - iv. The following weights in respect of blue box material supplied to consumers in Ontario, allocated between each producer to whom producer responsibility organized is providing services in respect of Part VI, with the weights in respect of blue box material collected under Part IV, Part V, and through a supplemental collection system, reported separately.
    - A. The total weight of recovered resources from each material category
    - B. The weight of recovered resources for each material category that was reported under sub-subparagraph A that was,
      - 1. marketed for re-use for their original purpose or function in accordance with subparagraph 1 i of subsection 35 (3), excluding recovered resources referred to in subsection 35 (4), or
      - 2. marketed for use in new products or packaging in accordance with subparagraph 1 ii of subsection 35 (3), excluding recovered resources referred to in subsection 35 (4),
  - v. In respect of blue box material supplied to consumers in Ontario, allocated between each producer to whom producer responsibility organized is providing services in respect of Part VI, with the weights in respect of blue box material collected under Part IV and Part V, the weight of recovered resource for each material category reported separately, that was,
    - A. used in a product that is land cover, unless the land cover is,

1. aggregate and the recovered resources in the aggregate do not account for more than 15 per cent of the producer's management requirement for any material category, or
  2. a product that supports soil health or crop growth that is created through the combination of the recovered resources with organic matter, and the recovered resources used for the product are recovered from paper,
- B. used in a product that is fuel or a fuel supplement, and supplied to an incinerator for use in incineration, or
- C. landfilled or land disposed by the processor

(2) For greater clarity, a producer responsibility organization does not have a reporting requirement in respect of blue box material that is in the material category that is compostable materials.

## **Reports, processors**

**47.** (1) On or before April 30 every year starting 2024, every processor who is required to register under section 43 shall submit an annual report to the Authority, through the Registry, that contains the following information with respect to the previous calendar year:

1. The following weights, with amounts in respect of blue box material received from collection systems operating under Part IV, Part V and a supplemental collection system reported separately:
  - i. blue box material supplied to consumers in Ontario received by the processor,
  - ii. blue box material supplied to consumers in Ontario processed by the processor,
  - iii. recovered resources recovered from blue box material supplied to consumers in Ontario processed by the processor,
  - iv. recovered resources referred to in subparagraph iii that was recovered from each material category,
  - v. recovered resources from each material category reported in subparagraph iv that the processor is reporting in respect of blue box material for which the processor was the producer
  - vi. recovered resources from each material category reported in subparagraph iv that the processor is reporting pursuant to a contract with a producer and the identification number of that producer assigned by the Registrar,
  - vii. recovered resources from each material category reported in subparagraph iv that the processor is reporting pursuant to a contract with a producer

responsibility organization and the identification number of the producer responsibility organization assigned by the Registrar

- viii. recovered resources for each material category that was reported under subparagraph v, vi or vii that were,
  - A. marketed for re-use for their original purpose or function in accordance with subparagraph 1 i of subsection 35 (3), excluding recovered resources referred to in subsection 35 (4), or
  - B. marketed for use in new products or packaging in accordance with subparagraph 1 ii of subsection 35 (3), excluding recovered resources referred to in subsection 35 (4).
- 2. The following weights, with amounts in respect of blue box material received from collection systems operating under Part IV and Part V, reported separately:
  - i. The weight of recovered resource for each material category that was
    - A. used in a product that is land cover, unless the land cover is,
      - 1. aggregate and the recovered resources in the aggregate do not account for more than 15 per cent of the producer's management requirement for any material category, or
      - 2. a product that supports soil health or crop growth that is created through the combination of the recovered resources with organic matter, and the recovered resources used for the product are recovered from paper.
    - B. used in a product that is fuel or a fuel supplement,
    - C. supplied to an incinerator for use in incineration, and
    - D. landfilled or land disposed by the processor.
  - 3. If the processor is part of a producer's management system, the name, contact information and any unique identifier assigned by the Registrar of,
    - i. the producer, and
    - ii. any producer responsibility organization retained by the producer.

(2) For greater clarity, a processor does not have a reporting requirement in respect of blue box material that is in the material category that is compostable materials.

### **Registration, local municipalities, local service boards**

**48.** (1) Eligible communities that are local municipalities and local service boards that are included in the Blue Box Transition Schedule shall register with the Authority, through the



Registry, by submitting the following information, on or before April 15, 2021 about the municipality or local services board:

1. Number of residents.
2. A list of residences, including the number and location of each residence, that,
  - i. receive curbside garbage collection, or
  - ii. are serviced by depot garbage collection.
3. A list of depots at which garbage is currently collected, including location.
4. A list of public spaces at which garbage is currently collected, including location.
5. If blue box or waste collection services are delivered in partnership with another municipality, local services board or reserve, details about how the services are provided.
6. A contact person responsible for waste management and that person's mailing address.
7. Information required for a producer to determine the service standards for the blue box program operated in that municipality or local services board, as of August 15, 2019, in accordance with section 62.

(2) An eligible community that is a local municipality or local services board that is not listed in the Transition Schedule shall submit the information in subsection (1), other than the information in paragraph 7, on or before December 31, 2023.

(3) An eligible community that is a local municipality or local services board shall update their registration under section 15 within 30 days of,

- (a) ceasing to provide curbside garbage collection to any residence;
- (b) changing the method of garbage collection for a residence; or
- (c) a new residence becoming occupied.

### **Registration, reserves**

**49.** (1) An eligible community that is a reserve may register with the Authority, through the Registry, by submitting the following information in respect of the reserve:

1. The number of residents.
2. A list of residences, including the number and location of each residence, that,
  - i. receive curbside garbage collection, or

ii. are serviced by depot garbage collection.

3. A list of depots at which garbage is currently collected, including location.
4. A list of public spaces at which garbage is currently collection, including location.
5. If blue box or waste collection services are delivered in partnership with another municipality, local services board or reserve, details about how the services are provided.
6. A contact person responsible for waste management and that person's mailing address
7. A list of languages that communications in respect of waste collection is currently being provided in.
8. Information required for a producer to determine the service standards for the blue box program operated in that reserve, as of August 15, 2019, in accordance with section 62, if that reserve is on the Blue Box Transition Schedule.

(2) A reserve that registered under subsection (1) shall update its registration within 30 days of,

- (a) ceasing to provide curbside garbage collection to any eligible residence;
- (b) changing the method of garbage collection for an eligible residence; or
- (c) new residences becoming occupied.

(3) The producers or producer responsibility organization that is assigned eligible sources in a reserve that has registered under subsection (1) in the first year that that reserve is included in the annual allocation table shall provide an offer of collection services under Part IV to that reserve,

- (a) no less than nine months before the date the reserve is eligible to receive collection services under the Blue Box Transition Schedule, if the reserve is on the Blue Box Transition Schedule and registered on or before April 15, 2021;
- (b) on or before April 1, 2025, if clause (a) does not apply and the reserve registered on or before December 31, 2024; or
- (c) within nine months of registration under subsection (1), if the reserve registered after December 31, 2024.

(4) A reserve that receives an offer under subsection (3) may register its acceptance of this offer with the Authority, through the Registry, by submitting information that,

- (a) identifies the producer or producer responsibility organization that made the offer; and

- (b) provides written consent from the Band Council or another authorized decision-making authority that the residents on reserve will allow a producer or a producer responsibility organization to collect blue box materials from all eligible sources on the reserve in accordance with this regulation.

(5) For greater certainty, a reserve may revoke its acceptance of the offer with the Authority, through the Registry.

### **Registration, facilities**

**50.** (1) A facility that is not eligible to receive collection services during the transition period pursuant to clause 62 (2) (f) shall register with the Authority to receive collection services under Part IV.

(2) Registration under this Part constitutes consent by the facility for a producer or its producer responsibility organization to collect blue box material from the facility.

(3) For greater certainty, a facility that has registered with the Authority may revoke its registration with the Authority, on the Registry.

### **Brewers Retail Inc. and the LCBO**

**51.** (1) Brewers Retail Inc. and the Liquor Control Board of Ontario shall each prepare and submit a report, on or before April 30 of each year that contains the following information:

1. The amount of alcohol beverage containers the Brewers Retail Inc. and the Liquor Control Board of Ontario supplied and diverted in the previous year.
2. The amount of materials that would be blue box material in a material category, but for the exemption in paragraph 8 of subsection 2 (2), for which Brewers Retail Inc. or the Liquor Control Board of Ontario are the producer, that were supplied and diverted in the previous year.
3. A description of how the materials in described in paragraphs 1 and 2 were diverted.

(2) In addition to the information described in subsection (1), the annual report prepared by Brewers Retail Inc. shall contain the following information:

1. A list of all brewers participating in its container return program in the previous year.
2. A list of addresses of the return locations that operated in the previous year.
3. An analysis as to whether the weight of recovered resources that Brewers Retail Inc. caused to be recovered from alcohol beverage containers would equal or exceed 85 per cent of the of the weight of alcohol beverage containers supplied by Brewers Retail Inc.
4. An analysis as to whether the weight of recovered resources for any glass, flexible plastic, rigid plastic, metal, paper, compostable material, or non-alcoholic beverage container for which Brewers Retail Inc. would be the producer, but for the exception

in paragraph 8 of subsection 2 (2), equals or exceeds the applicable management requirement as set out in section 34.

(3) In addition to the information described in subsection (1), the annual report prepared by the Liquor Control Board of Ontario shall contain the following information,

1. An analysis as to whether the weight of recovered resources from alcohol beverage containers managed through the Ontario Deposit Return Program equals or exceeds 85 per cent of the weight of the total supply of alcohol beverage containers in the Ontario Deposit Return Program
2. An analysis as to whether the weight of recovered resources for any glass, flexible plastic, rigid plastic, metal, paper, compostable material, or beverage container for which Liquor Control Board of Ontario would be the producer, but for the exception in paragraph 8 of subsection 2 (2), equals or exceeds the applicable management requirement as set out in section 34.

(4) Despite the definition of “alcoholic beverage container” in section 1, a reference to “alcohol beverage container” in this section only refers to the containers described in clause (a) of that definition.

(5) The Liquor Control Board of Ontario may consent to Brewers Retail Inc. preparing and submitting the Liquor Control Board of Ontario's annual report.

(6) The Authority may not recover its costs by requiring Brewers Retail Inc. or the Liquor Control Board of Ontario to pay fees, costs and charges imposed under section 41 of the Act.

(7) The annual reports under subsection (1) must be prepared in accordance with the Verification and Audit Procedure and, before submission must be audited by an independent auditor who is licensed or holds a certificate of authorization under the *Public Accounting Act, 2004*.

## **Records**

**52.** Every producer, producer responsibility organization, and processor shall keep the following records in a paper or electronic format that can be examined or accessed in Ontario for a period of five years from the date of creation, as applicable:

1. Records related to arranging for the establishment or operation of a collection and management system for the purpose of fulfilling responsibilities relating to Blue Box material.
2. Records related to information required to be submitted to the Authority through the Registry.
3. Records related to implementing a promotion and education program required under this Regulation.

4. Records related to the weight of blue box material supplied to blue box consumers in Ontario for which the person is a producer.
5. Any agreements that relate to the information described in this section.

### **Small producers**

**53.** If section 65 applies to a producer, the producer shall keep any records which demonstrate that its annual revenue from products and services is less than \$2,000,000 in a paper or electronic format that can be examined or accessed in Ontario for a period of five years from the date of creation.

### **Audit, management systems**

**54.** (1) On or before April 30, 2026, and every third year after that, every producer shall cause an audit to be undertaken of the practices and procedures the producer implemented in respect of Part VI, with respect to each material category of Blue Box material for which the producer was responsible in the three immediately preceding calendar years.

(2) On or before April 30 in any year in which an audit is required under subsection (1), the producer shall prepare and submit a copy of a report on the audit to the Authority, through the Registry, that includes the following for each material category of blue box material supplied to consumers in Ontario, for which the producer was responsible:

1. The weight of each material category of blue box material supplied to consumers in Ontario for which the person was a producer.
2. The following weights in respect of blue box material supplied to consumers in Ontario, with amounts material collected under Part IV, Part V, and pursuant to a supplemental collection system, reported separately:
  - i. . marketed for re-use for their original purpose or function in accordance with subparagraph 1 i of subsection 35(3), excluding recovered resources referred to in subsection 35 (4), or
  - ii. marketed for use in new products or packaging in accordance with subparagraph 1 ii of subsection 35 (3), excluding recovered resources referred to in subsection 35 (4),
  - iii. landfilled or land disposed,
  - iv. used in a product that is land cover, unless the land cover is,
    - A. Aggregate and the recovered recourses in the aggregate do not account for more than 15 per cent of the producer's management requirement for any material category, or
    - B. a product that supports soil health or crop growth that is,

1. created through the combination of the recovered resources with organic matter, and
2. the recovered resources used for the product are recovered from paper,
- v. supplied for use in a product that is fuel or a fuel supplement, and
- vi. supplied to an incinerator for use in incineration.
3. A statement confirming whether the producer satisfied their management requirement.

(3) The audit referred to in subsection (1) must be conducted by an independent auditor who is licensed or holds a certificate of authorization under the *Public Accounting Act, 2004* and in accordance with the procedures set out in the Verification and Audit Procedure.

### **Access to information and privacy**

**55.** Information and data submitted under this regulation to the Authority through the Registry shall not be posted on the Registry unless it is posted in a manner that is consistent with the “Access and Privacy Code” published by the Authority and dated December 14, 2017, as amended from time to time, and available on the website of the Registry.

## **PART VIII**

### **PROMOTION AND EDUCATION**

#### **Promotion and education, producers**

**56.** Producers who are required to establish and operate a system for collecting blue box material under Part IV, or who register the establishment and operation of an alternative collection system for a material category under Part V, shall implement a promotion and education program in accordance with this Part.

#### **Information to be included**

**57. (1)** A promotion and education program must include the dissemination of the following information:

1. A complete list of blue box materials that may be included in blue box receptacles.
2. A list of materials that cannot be included in blue box receptacles.
3. A description of how blue box receptacles can be replaced, or how additional blue box receptacles can be requested.
4. A description of how the producer will fulfil its collection responsibilities, including,

- i. if the producer provides collection for a residence, facility, or public space, the dates on which collection will occur for specified eligible sources, and
  - ii. If the producer provides depot collection, the location of every depot, and its hours of operation.
- 5. Contact information of the producer, or its producer responsibility organization, including a telephone number and email address, at which persons may,
  - i. receive responses to questions or issues relating to collection, and
  - ii. request additional or new blue box receptacles.
- 6 If the information is being disseminated in print form, a website at which the information in described in paragraphs 1 through 5 is provided.

(2) During the period beginning on January 1, 2023 and ending on December 31, 2026, the promotion and education program must also include the dissemination of the following information:

- 1. A description of any significant change from the collection service that was previously provided by a municipality, including any change to what material may be included in the blue box receptacle, and any change in sorting procedures.
- 2. A description about how to prepare materials for placement in the blue box receptacle, including any direction about rinsing or flattening blue box material.
- 3. A description about how materials should be sorted or bagged

(3) Where a producer operates an alternative collection system in accordance with Part X, the producer must disseminate the following additional information in its promotion and education program:

- 1. A description of which blue box materials are collected by the alternative system.
- 2. A description of how the alternative collection system will operate, including,
  - i. The date and time of any collection events or other initiatives to collect blue box material
  - ii. How persons can arrange for pick up of blue box material
  - iii. If the producer operates a depot or a return-to-retail location, the location and hours of operation.

(4) Despite subsection (2), after the conclusion of its first year of operation, the producer is not required to disseminate the information specified in in paragraphs 2 and 3 of that subsection.

(5) The promotion and education program shall be provided in the following forms:

1. On a publicly accessible website.
  2. In print, and delivered by mail to each eligible source for which the producer has collection responsibilities, at least once per year.
- (6) The promotion and education program shall be provided in French and English.

### **Joint and several liability**

**58.** A producer responsibility organization that is required to register under section 41 in respect of a producer is jointly and severally liable for the requirements in this Part with that producer.

## **Part IX**

### **TRANSITION**

#### **Definition**

**59.** In this Part,

“transition period” means the years 2023, 2024 and 2025.

#### **When community included**

**60.** If an eligible community is included in the Blue Box Transition Schedule, the person or persons who are required to prepare the annual allocation table shall include that eligible community in the annual allocation table beginning in the year in which the Blue Box Transition Schedule states that eligible community will start to receive collection services under this regulation.

#### **First year**

**61.** A producer who is assigned collection responsibilities in respect of an eligible community the first year it is included in the annual allocation table is not required to provide collection services before,

- (a) the date specified in the Blue Box Transition Schedule, if the eligible community is a local municipality or local services board, or
- (b) if the eligible community is a reserve that has registered under section 48, the later of the following,
  - i. the date specified in the Blue Box Transition Schedule,
  - ii. the date the reserve registered its acceptance of the offer of collection under subsection 49 (3).



## **Service standards**

**62.** (1) A producer that is assigned collection responsibilities in respect of an eligible community during the transition period is required to provide service standards described in subsection (2) that equal or exceed the service standards applicable in that community on August 15, 2019.

(2) The service standards referred to in subsection (1) are,

- (a) collecting blue box materials that were collected under the eligible community's blue box system;
- (b) collecting blue box materials at the frequency they were collected under the eligible community's blue box system;
- (c) collecting blue box materials in the same number of streams as they were collected under the eligible community's blue box system;
- (d) providing curbside collection to all the residences that received curbside collection under the eligible community's blue box system;
- (e) providing depot collection at all the locations available under the eligible community's blue box system;
- (f) providing collection to all the facilities that received collection services under the eligible community's blue box system;
- (g) providing collection to all public spaces that receive collection services under the eligible community's blue box system;
- (h) providing collection to any residence or facility that was not occupied on August 15, 2019 as if that residence or facility was occupied on August 15, 2019; and
- (i) providing promotion and education communications, in accordance with Part VIII to residents of the eligible community using the languages used in the eligible community's blue box system.

## **Best efforts**

**63.** During the transition period, a producer shall use best effort to comply with Part VI, as it would read if,

- (a) that Part applied during the transition period;
- (b) the management target for 2023 for a producer is reduced by two thirds;
- (c) the management target for 2024 for a producer is reduced by one third; and
- (d) the management target for 2025 is not reduced.

## **Information**

**64.** The Authority shall provide the information in sections 48 and 49 in respect of eligible communities contained in the Transition Schedule to the persons who are required to prepare the annual allocation table no later than July 1, 2022.

## **Part X**

### **GENERAL**

## **Exemption, small producers**

**65.** Any producer whose annual revenue from products and services is less than \$2,000,000 is exempt from the following parts of this Regulation:

1. Part IV.
2. Part VI.
3. Part VII, other than section 53.
4. Part VIII.

## **Ownership**

**66.** Unless otherwise set out in an agreement with an applicable producer or producer responsibility organization, the owner or operator of a residence, public space or facility does not own the receptacles for the collection of blue box material provided under this Regulation.

## **Part XI**

### **COMMENCEMENT**

## **Commencement**

**67. [ Commencement]**

## **Blue Box Transition Complementary Document: Map and Geographic Groupings**

(This document is a draft – for consultation purposes only.)

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

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

The draft regulation is currently posted for a 45-day consultation period on the province's Environmental and Regulatory Registries (<https://ero.ontario.ca/notice/019-2579>).

The Resource Productivity and Recovery Authority (RPRA) Datacall indicates that municipalities, unorganized territories and First Nations communities ran 249 local blue box programs in Ontario in 2018 under the Waste Diversion Transition Act, 2016.

The proposed regulation would transition existing blue box services to producer responsibility in three groups between 2023 and 2025 according to a Blue Box Transition Schedule referenced in the regulation.

The Blue Box Transition Schedule has been posted for consultation on the Environmental and Regulatory Registries (<https://ero.ontario.ca/notice/019-2579>).

This document is not the proposed Blue Box Transition Schedule.

This document is a complementary document developed to assist stakeholders in providing comments on the schedule by providing a map and listing of geographic groupings contained in each year of the proposed schedule.

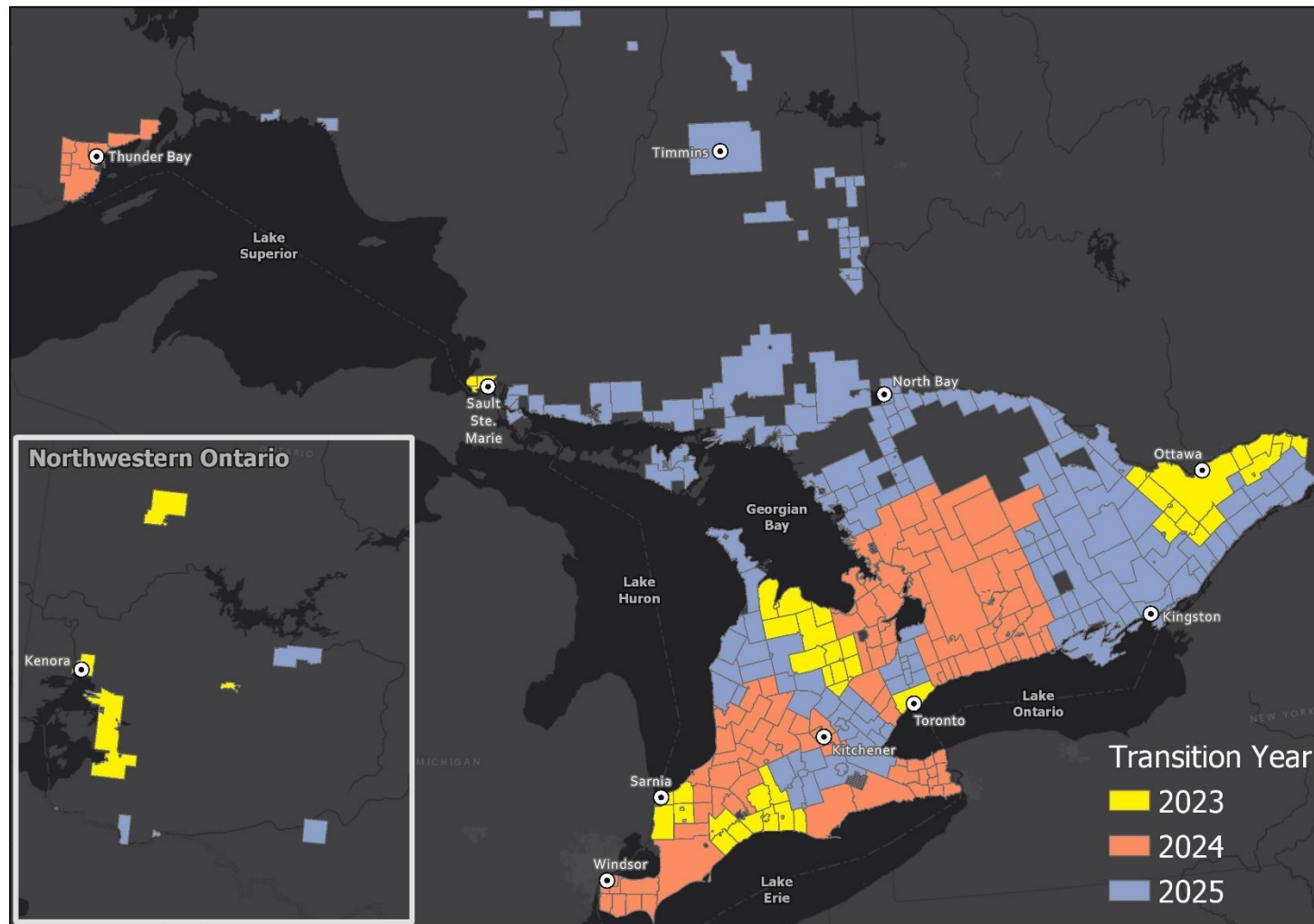
The Ministry will consult on the proposed transition groupings as it works to finalize the regulation, including the best way to determine the specific calendar date for each community's transition.

This will include engagement with First Nation communities to learn more about Blue Box Programs in their communities and assess their preferred dates for transition.

The Blue Box Transition Schedule will be updated when the regulation is finalized to include First Nation communities and identify a calendar date for the transition.

## Blue Box Transition Complementary Document: Map

### Blue Box Residential Recycling Program Lower / Single Tier Municipalities



**Blue Box Transition Complementary Document:  
Proposed Geographic Groupings, By Year**

**2023: CENTRAL**

<b>Eligible Community</b>	<b>Transition Year</b>
Chatsworth, Township of	2023
Dufferin, County of	2023
Enniskillen, Township of	2023
Georgian Bluffs, Township of	2023
Grey Highlands, Municipality of	2023
Meaford, Municipality of	2023
Newbury, Village of	2023
Owen Sound, City of	2023
Southgate, Township of	2023
The Blue Mountains, Town of	2023

**2023: LONDON AREA**

<b>Eligible Community</b>	<b>Transition Year</b>
Aylmer, Town of	2023
Bayham, Municipality of	2023
Central Elgin, Municipality of	2023
Dutton-Dunwich, Municipality of	2023
London, City of	2023
Malahide, Township of	2023
Southwest Middlesex, Municipality of	2023
Southwold, Township of	2023
St. Thomas, City of	2023
Thames Centre, Municipality of	2023
West Elgin, Municipality of	2023

**2023: NORTHWEST**

<b>Eligible Community</b>	<b>Transition Year</b>
Dryden, City of	2023
Kenora, City of	2023
Red Lake, Municipality of	2023

**2023: EAST**

<b>Eligible Community</b>	<b>Transition Year</b>
Alfred and Plantagenet, Township of	2023
Arnprior, Town of	2023
Beckwith, Township of	2023
Carleton Place, Town of	2023

Draft  
For consultation purposes only

<b>Eligible Community</b>	<b>Transition Year</b>
Casselman, Village of	2023
Clarence-Rockland, City of	2023
Drummond-North Elmsley, Township of	2023
Hawkesbury Joint Recycling	2023
McNab-Braeside, Township of	2023
Merrickville-Wolford, Village of	2023
Mississippi Mills, Town of	2023
Montague, Township of	2023
North Grenville, Municipality of	2023
Ottawa, City of	2023
The Nation, Municipality	2023

### 2023: SARNIA AREA

<b>Eligible Community</b>	<b>Transition Year</b>
Petrolia, Town of	2023
Plympton-Wyoming, Town of	2023
Sarnia, City of	2023
St. Clair, Township of	2023

### 2023: SAULT STE. MARIE AREA

<b>Eligible Community</b>	<b>Transition Year</b>
Goulais Local Service Board	2023
Prince, Township of	2023
Sault Ste. Marie, City of	2023
Sioux Narrows Nestor Falls, Township of	2023

### 2023: TORONTO

<b>Eligible Community</b>	<b>Transition Year</b>
Toronto, City of	2023

### 2024: CENTRAL

<b>Eligible Community</b>	<b>Transition Year</b>
Algonquin Highlands, Township of	2024
Barrie, City of	2024
Durham, Regional Municipality of	2024
Dysart et al, Township of	2024
Hastings Highlands, Municipality of	2024
Highlands East, Municipality of	2024
Kawartha Lakes, City of	2024
Minden Hills, Township of	2024
Muskoka, District Municipality of	2024
Northumberland, County of	2024

Draft  
For consultation purposes only

Eligible Community	Transition Year
Orillia, City of	2024
Peel, Regional Municipality of	2024
Peterborough, City of	2024
Peterborough, County of	2024
Simcoe, County of	2024

#### 2024: HALDIMAND, NIAGARA AND NORFOLK

Eligible Community	Transition Year
Haldimand, County of	2024
Niagara, Regional Municipality of	2024
Norfolk, County of	2024

#### 2024: SOUTHWEST

Eligible Community	Transition Year
Bluewater Recycling Association	2024
Chatham-Kent, Municipality of	2024
Essex-Windsor Solid Waste Authority	2024
Howick, Township of	2024
Stratford, City of	2024

#### 2024: THUNDER BAY AREA

Eligible Community	Transition Year
Conmee, Township of	2024
Gillies, Township of	2024
Neebing, Municipality of	2024
O'Connor, Township of	2024
Oliver Paipoonge, Municipality of	2024
Shuniah, Municipality of	2024
Thunder Bay, City of	2024

#### 2024: WATERLOO

Eligible Community	Transition Year
Waterloo, Regional Municipality of	2024

#### 2025: CENTRAL

Eligible Community	Transition Year
Ashfield-Colborne-Wawanosh, Township of	2025
Bruce Area Solid Waste Recycling	2025
Burk's Falls, Village of	2025
Guelph, City of	2025
Halton, Regional Municipality of	2025

Draft  
For consultation purposes only

<b>Eligible Community</b>	<b>Transition Year</b>
Hamilton, City of	2025
Hanover, Town of	2025
North Huron, Township of	2025
Northern Bruce Peninsula, Municipality of	2025
Sundridge, Village of	2025
Wellington, County of	2025
West Grey, Municipality of	2025

## 2025: EAST

<b>Eligible Community</b>	<b>Transition Year</b>
Addington Highlands, Township of	2025
Admaston/Bromley, Township of	2025
Athens, Township of	2025
Augusta, Township of	2025
Bancroft, Town of	2025
Bonnechere Valley, Township of	2025
Brockville, City of	2025
Brudenell, Lyndoch and Raglan, Township of	2025
Carlow Mayo, Township of	2025
Central Frontenac, Township of	2025
Cornwall, City of	2025
Deep River, Town of	2025
Deseronto, Town of	2025
Edwardsburgh Cardinal, Township of	2025
Elizabethtown-Kitley, Township of	2025
Faraday, Township of	2025
Front of Yonge, Township of	2025
Frontenac Islands, Township of	2025
Gananoque, Town of	2025
Greater Madawaska, Township of	2025
Greater Napanee, Township of	2025
Head, Clara and Maria, Townships of	2025
Horton, Township of	2025
Killaloe, Hagarty, and Richards, Township of	2025
Kingston, City of	2025
Lanark Highlands, Township of	2025
Laurentian Hills, Town of	2025
Leeds and the Thousand Islands, Township of	2025
Limerick, Township of	2025
Loyalist, Township of	2025
Madawaska Valley, Township of	2025
North Dundas, Township of	2025
North Frontenac, Township of	2025



Draft  
For consultation purposes only

<b>Eligible Community</b>	<b>Transition Year</b>
North Glengarry, Township of	2025
North Stormont, Township of	2025
Ottawa Valley Waste Recovery Centre	2025
Papineau-Cameron, Township of	2025
Perth, Town of	2025
Prescott, Town of	2025
Quinte Waste Solutions	2025
Renfrew, Town of	2025
Rideau Lakes, Township of	2025
Russell, Township of	2025
Smiths Falls, Town of	2025
South Dundas, Township of	2025
South Frontenac, Township of	2025
South Glengarry, Township of	2025
South Stormont, Township of	2025
Stone Mills, Township of	2025
Tay Valley, Township of	2025
Westport, Village of	2025
Whitewater Region, Township of	2025
Wollaston, Township of	2025

## **2025: NORTH, NEAR NORTH, AND PARRY SOUND**

<b>Eligible Community</b>	<b>Transition Year</b>
Armour, Township of	2025
Armstrong, Township of	2025
Assiginack, Township of	2025
Baldwin, Township of	2025
Billings, Township of	2025
Blind River, Town of	2025
Bonfield, Township of	2025
Callander, Municipality of	2025
Calvin, Municipality of	2025
Carling, Township of	2025
Casey, Township of	2025
Central Manitoulin, Township of	2025
Charlton and Dack, Municipality of	2025
Chisholm, Township of	2025
Cobalt, Town of	2025
Cochrane, Corporation of the Town of	2025
Coleman, Township of	2025
East Ferris, Municipality of	2025
Elliot Lake, City of	2025
Englehart, Town of	2025

Draft  
For consultation purposes only

<b>Eligible Community</b>	<b>Transition Year</b>
Espanola, Town of	2025
Evanturel, Township of	2025
French River, Municipality of	2025
Gauthier, Township of	2025
Greater Sudbury, City of	2025
Harley, Township of	2025
Hearst	2025
Hilliard, Township of	2025
Hilton Beach, Village of	2025
Hudson, Township of	2025
Huron Shores, Municipality of	2025
James, Township of	2025
Kapuskasing, Town of	2025
Kearney, Town of	2025
Kerns, Township of	2025
Killarney, Municipality of	2025
Kirkland Lake, Town of	2025
Laird, Township of	2025
Larder Lake, Township of	2025
Latchford, Town of	2025
Macdonald, Meredith & Aberdeen Additional, Township of	2025
Machar, Township of	2025
Magnetawan, Municipality of	2025
Marathon, Town of	2025
Matachewan, The Corporation of the Township of	2025
Mattice-Val Cote, Municipality of	2025
McDougall, Municipality of	2025
McGarry, Township of	2025
McKellar, Township of	2025
McMurrich/Monteith, Township of	2025
Nairn & Hyman, Township of	2025
Nipissing, Township of	2025
North Bay, City of	2025
Northeastern Manitoulin & Islands, Town of	2025
Parry Sound, Town of	2025
Perry, Township of	2025
Powassan, Municipality of	2025
Sables-Spanish Rivers, Township of	2025
Seguin, Township of	2025
Spanish, Town of	2025
St. Charles, Municipality of	2025
St. Joseph, Township of	2025
Strong, Township of	2025
Tarbutt & Tarbutt Additional, Township of	2025

Draft  
For consultation purposes only

<b>Eligible Community</b>	<b>Transition Year</b>
Temiskaming Shores, City of	2025
Terrace Bay, Township of	2025
The Archipelago, Township of	2025
Timmins, City of	2025
Tri-Neighbours	2025
Tudor & Cashel, Township of	2025
West Nipissing, Municipality of	2025
Whitestone, Municipality of	2025

#### **2025: NORTHWEST**

<b>Eligible Community</b>	<b>Transition Year</b>
Atikokan, Township of	2025
Emo, Township of	2025
Fort Frances, Town of	2025
Rainy River, Town of	2025
Sioux Lookout, The Corporation of the Municipality of	2025

#### **2025: BRANT AND OXFORD**

<b>Eligible Community</b>	<b>Transition Year</b>
Brant, County of	2025
Brantford, City of	2025
Oxford, Restructured County of	2025

#### **2025: YORK**

<b>Eligible Community</b>	<b>Transition Year</b>
York, Regional Municipality of	2025

## **Blue Box Transition Schedule: Explanatory Note**

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

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

The draft regulation is currently posted for a 45-day consultation period on the province's Environmental and Regulatory Registries (<https://ero.ontario.ca/notice/019-2579>).

The Resource Productivity and Recovery Authority (RPRA) Datacall indicates that municipalities, unorganized territories and First Nations communities ran 249 local blue box programs in Ontario in 2018 under the Waste Diversion Transition Act, 2016.

The proposed regulation would transition existing blue box services to producer responsibility in three groups between 2023 and 2025 according to a "Blue Box Transition Schedule" referenced in the regulation.

The proposed "Blue Box Transition Schedule" (see page 3) identifies eligible municipal programs and the year they are proposed to transition. Producers would be responsible for transitioning communities on or before the dates contained in the schedule.

Please refer to the Environmental and Regulatory Registries linked above for more information on how the Ministry developed the proposed "Blue Box Transition Schedule".

At this time, the proposed "Blue Box Transition Schedule" includes municipalities and unorganized territories with Blue Box Programs in the Datacall with the Authority.

The Ministry will consult on the proposed transition groupings as it works to finalize the regulation, including the best way to determine the specific calendar date for each community's transition.

This will include engagement with First Nation communities to learn more about Blue Box Programs in their communities and assess their preferred dates for transition.

The “Blue Box Transition Schedule” will be updated when the regulation is finalized to include First Nation communities and identify calendar dates for each transitioning program within a given year.

### Blue Box Transition Schedule

<b>Eligible Community</b>	<b>Transition Year</b>
Addington Highlands, Township of	2025
Admaston/Bromley, Township of	2025
Alfred and Plantagenet, Township of	2023
Algonquin Highlands, Township of	2024
Armour, Township of	2025
Armstrong, Township of	2025
Arnprior, Town of	2023
Ashfield-Colborne-Wawanosh, Township of	2025
Assiginack, Township of	2025
Athens, Township of	2025
Atikokan, Township of	2025
Augusta, Township of	2025
Aylmer, Town of	2023
Baldwin, Township of	2025
Bancroft, Town of	2025
Barrie, City of	2024
Bayham, Municipality of	2023
Beckwith, Township of	2023
Billings, Township of	2025
Blind River, Town of	2025
Bluewater Recycling Association	2024
Bonfield, Township of	2025
Bonnechere Valley, Township of	2025
Brant, County of	2025
Brantford, City of	2025
Brockville, City of	2025
Bruce Area Solid Waste Recycling	2025
Brudenell, Lyndoch and Raglan, Township of	2025
Burk's Falls, Village of	2025
Callander, Municipality of	2025
Calvin, Municipality of	2025
Carleton Place, Town of	2023
Carling, Township of	2025
Carlow Mayo, Township of	2025
Casey, Township of	2025
Casselman, Village of	2023
Central Elgin, Municipality of	2023
Central Frontenac, Township of	2025

<b>Eligible Community</b>	<b>Transition Year</b>
Central Manitoulin, Township of	2025
Charlton and Dack, Municipality of	2025
Chatham-Kent, Municipality of	2024
Chatsworth, Township of	2023
Chisholm, Township of	2025
Clarence-Rockland, City of	2023
Cobalt, Town of	2025
Cochrane, Corporation of the Town of	2025
Coleman, Township of	2025
Conmee, Township of	2024
Cornwall, City of	2025
Deep River, Town of	2025
Deseronto, Town of	2025
Drummond-North Elmsley, Township of	2023
Dryden, City of	2023
Dufferin, County of	2023
Durham, Regional Municipality of	2024
Dutton-Dunwich, Municipality of	2023
Dysart et al, Township of	2024
East Ferris, Municipality of	2025
Edwardsburgh Cardinal, Township of	2025
Elizabethtown-Kitley, Township of	2025
Elliot Lake, City of	2025
Emo, Township of	2025
Englehart, Town of	2025
Enniskillen, Township of	2023
Espanola, Town of	2025
Essex-Windsor Solid Waste Authority	2024
Evanturel, Township of	2025
Faraday, Township of	2025
Fort Frances, Town of	2025
French River, Municipality of	2025
Front of Yonge, Township of	2025
Frontenac Islands, Township of	2025
Gananoque, Town of	2025
Gauthier, Township of	2025
Georgian Bluffs, Township of	2023
Gillies, Township of	2024
Goulais Local Service Board	2023
Greater Madawaska, Township of	2025
Greater Napanee, Township of	2025
Greater Sudbury, City of	2025
Grey Highlands, Municipality of	2023
Guelph, City of	2025

<b>Eligible Community</b>	<b>Transition Year</b>
Haldimand, County of	2024
Halton, Regional Municipality of	2025
Hamilton, City of	2025
Hanover, Town of	2025
Harley, Township of	2025
Hastings Highlands, Municipality of	2024
Hawkesbury Joint Recycling	2023
Head, Clara and Maria, Townships of	2025
Hearst	2025
Highlands East, Municipality of	2024
Hilliard, Township of	2025
Hilton Beach, Village of	2025
Horton, Township of	2025
Howick, Township of	2024
Hudson, Township of	2025
Huron Shores, Municipality of	2025
James, Township of	2025
Kapuskasing, Town of	2025
Kawartha Lakes, City of	2024
Kearney, Town of	2025
Kenora, City of	2023
Kerns, Township of	2025
Killaloe, Hagarty, and Richards, Township of	2025
Killarney, Municipality of	2025
Kingston, City of	2025
Kirkland Lake, Town of	2025
Laird, Township of	2025
Lanark Highlands, Township of	2025
Larder Lake, Township of	2025
Latchford, Town of	2025
Laurentian Hills, Town of	2025
Leeds and the Thousand Islands, Township of	2025
Limerick, Township of	2025
London, City of	2023
Loyalist, Township of	2025
Macdonald, Meredith & Aberdeen Additional, Township of	2025
Machar, Township of	2025
Madawaska Valley, Township of	2025
Magnetawan, Municipality of	2025
Malahide, Township of	2023
Marathon, Town of	2025
Matachewan, The Corporation of the Township of	2025
Mattice-Val Cote, Municipality of	2025
McDougall, Municipality of	2025

<b>Eligible Community</b>	<b>Transition Year</b>
McGarry, Township of	2025
McKellar, Township of	2025
McMurrich/Monteith, Township of	2025
Mcnab-Braeside, Township of	2023
Meaford, Municipality of	2023
Merrickville-Wolford, Village of	2023
Minden Hills, Township of	2024
Mississippi Mills, Town of	2023
Montague, Township of	2023
Muskoka, District Municipality of	2024
Nairn & Hyman, Township of	2025
Neebing, Municipality of	2024
Newbury, Village of	2023
Niagara, Regional Municipality of	2024
Nipissing, Township of	2025
Norfolk, County of	2024
North Bay, City of	2025
North Dundas, Township of	2025
North Frontenac, Township of	2025
North Glengarry, Township of	2025
North Grenville, Municipality of	2023
North Huron, Township of	2025
North Stormont, Township of	2025
Northeastern Manitoulin & Islands, Town of	2025
Northern Bruce Peninsula, Municipality of	2025
Northumberland, County of	2024
O'Connor, Township of	2024
Oliver Paipoonge, Municipality of	2024
Orillia, City of	2024
Ottawa Valley Waste Recovery Centre	2025
Ottawa, City of	2023
Owen Sound, City of	2023
Oxford, Restructured County of	2025
Papineau-Cameron, Township of	2025
Parry Sound, Town of	2025
Peel, Regional Municipality of	2024
Perry, Township of	2025
Perth, Town of	2025
Peterborough, City of	2024
Peterborough, County of	2024
Petrolia, Town of	2023
Plympton-Wyoming, Town of	2023
Powassan, Municipality of	2025
Prescott, Town of	2025



<b>Eligible Community</b>	<b>Transition Year</b>
Prince, Township of	2023
Quinte Waste Solutions	2025
Rainy River, Town of	2025
Red Lake, Municipality of	2023
Renfrew, Town of	2025
Rideau Lakes, Township of	2025
Russell, Township of	2025
Sables-Spanish Rivers, Township of	2025
Sarnia, City of	2023
Sault Ste. Marie, City of	2023
Seguin, Township of	2025
Shuniah, Municipality of	2024
Simcoe, County of	2024
Sioux Lookout, The Corporation of the Municipality of	2025
Sioux Narrows Nestor Falls, Township of	2023
Smiths Falls, Town of	2025
South Dundas, Township of	2025
South Frontenac, Township of	2025
South Glengarry, Township of	2025
South Stormont, Township of	2025
Southgate, Township of	2023
Southwest Middlesex, Municipality of	2023
Southwold, Township of	2023
Spanish, Town of	2025
St. Charles, Municipality of	2025
St. Clair, Township of	2023
St. Joseph, Township of	2025
St. Thomas, City of	2023
Stone Mills, Township of	2025
Stratford, City of	2024
Strong, Township of	2025
Sundridge, Village of	2025
Tarbutt & Tarbutt Additional, Township of	2025
Tay Valley, Township of	2025
Temiskaming Shores, City of	2025
Terrace Bay, Township of	2025
Thames Centre, Municipality of	2023
The Archipelago, Township of	2025
The Blue Mountains, Town of	2023
The Nation, Municipality	2023
Thunder Bay, City of	2024
Timmins, City of	2025
Toronto, City of	2023
Tri-Neighbours	2025

<b>Eligible Community</b>	<b>Transition Year</b>
Tudor & Cashel, Township of	2025
Waterloo, Regional Municipality of	2024
Wellington, County of	2025
West Elgin, Municipality of	2023
West Grey, Municipality of	2025
West Nipissing, Municipality of	2025
Westport, Village of	2025
Whitestone, Municipality of	2025
Whitewater Region, Township of	2025
Wollaston, Township of	2025
York, Regional Municipality of	2025



## Staff Report

---

**Report To: Council Meeting**

**From: Magda Badura, CAO/Treasurer**

**Date: 2020-10-22**

**Subject: Operating and Capital Budget Review Report as of September 30 2020**

---

### **Recommendation:**

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer and That the operating report for the nine months ending September 30, 2020 along with a projected year end surplus position of \$240,000 be received for information.

### **Purpose:**

This report provides a detailed review and update of the operating budget through September 2020 with the following information of note:

1. The financial forecast reflects an additional funding of \$179,800 from the Provincial & Federal Government to support municipalities in service delivery during the periods of declining revenue due to COVID-19.
2. The financial position of the Municipality will continue to change throughout the balance of the year due to factors such as the impacts of COVID-19, weather conditions, utility and fuel usage and rates and position vacancies.

### **Background:**

COVID-19 and its resulting implications have had a significant impact globally, nationally and within the community. A detailed review of the Municipality's financial considerations in relation to COVID-19 were provided on April 9, 23 and June 25<sup>th</sup> reports to Council. Discussions with staff in early April were conducted to refine COVID related capital budget which are presented through this report.

Planning for service modifications, as well as the related financial implications, continues to be challenging given the pace at which the situation is evolving and the continued release of revised legislation, guidelines and best practices. Financial forecast for 2020 reflects various scenarios with respect to the fall/winter season.

Several measures have been taken to mitigate the financial impact to the Municipality including holding full-time positions vacant where possible as well as implementing temporary leaves of full-time, part-time and seasonal staff.

Variances impacting multiple departments:

**Council – \$23,000 Projected Favourable**

Reduced number of meetings and cancelled conferences contributed to the overall savings.

**Administration - \$83,000 Projected Favourable**

Changes in organizational structure, deferral of full-time positions recruitment and implementation of temporary leave of absence projects savings in salary and benefits of \$165,000.

Additional cost of \$36,627 was incurred to date as a result of COVID-19 and have been included within Administration. Additional cost of \$23,000 is projected for the remainder of the year to cover cost of PPE.

**Fire Department - \$50,000 Projected Favourable**

Fire department is expecting an overall variance for the year which is largely due to a reduction of meetings and limited training as a result of the pandemic.

**Policing - \$70,000 Projected Unfavourable**

Policing is reporting an increase of \$70,000 related to understated 2020 Budget.

**Building Inspection - \$12,000 Projected Favourable**

Within building services, construction fully resumed in 3<sup>rd</sup> and 4<sup>th</sup> quarter resulting in significant revenue increase of \$10,000.

**Emergency Measures - \$19,000 Projected Favourable**

As the Municipality continues to develop strategies for the cost efficiencies, an opportunity within the Elgin County through shared services was initiated. As of October 1<sup>st</sup> 2020 Elgin County partnered with the Municipality of West Elgin and is now providing CEMC services for a one-year pilot program, resulting in savings of \$9,000. Additional \$10,000 savings contributes to cancelled employee training and workshops.

**By-Law Enforcement - \$3,000 Projected Favourable**

By-Law Enforcement is reflecting estimated savings of \$3,000 in reduced compensation expenses related to COVID. Temporary leaves have been implemented as Municipality announced the office and facilities closure and suspension of services on March 20<sup>th</sup> and resumption of services on June 15<sup>th</sup>.

**Animal Control - \$2,000 Projected Favourable**

Animal Control – Another cost savings activity was implemented last year that consisted of purchasing Dog tags covering years 2019-2021. Year 2020 is the first year of realizing savings of \$10,000 on dog tag purchase and cost associated with the distribution of the tags.

**Municipal Roads - \$210,000 Projected Unfavourable**

Roads department is projecting a shortfall of \$210,000 over the budgeted amount as a result of additional unexpected and urgent initiatives. Main factors affecting unfavourable variance this year are:

- Reallocation of gravel from capital to avoid significant price increase in 2021 \$80,000
- Additional work on municipal drains \$40,000
- Increased cost in equipment maintenance \$45,000

**Service Ontario - \$8,000 Projected Favourable**

Service Ontario is reflecting estimated savings of \$8,000 in reduced wages and benefits expenses related to COVID. Temporary leaves have been implemented as Municipality announced the office

and facilities closure and suspension of services on March 20<sup>th</sup>, and resumption of services on June 15<sup>th</sup>.

**Transit – \$15,000 Projected Favourable**

Transit is anticipating a surplus in the amount of \$15,585.62 as a result of the provincial grant funding “Investing in Enhanced Public Transit Cleaning” in the amount of \$16,747. This grant is being used to offset the additional transit cleaning costs incurred due to COVID. Revenue losses of approximately \$16,500 for the year are offset by cancellation of service from March 24 to August 4, 2020 in the amount of \$43,000 including wages, benefits, fuel and bus maintenance savings.

**Landfill - \$88,000 Projected Unfavourable**

Landfill is projecting a total deficit of approximately \$228,000 as a result of rural garbage and recycling pickup initiative effective August 2, 2020. The additional cost for garbage and recycling pick up is estimated to be approximately \$65,000. Additional cost of garbage disposal and maintaining the grounds is estimated to be \$62,000.

**Arena - \$20,000 Projected Unfavourable**

Arena is projecting a shortfall of approximately \$210,000 as a result of facility closures due to COVID-19 and unanticipated extra cost for mold remediation. The estimated facility revenue loss ranges between \$15,000 - \$20,000 for this year and it is based on provincial orders and guidance documentation as of October 16, 2020.

**Parks and Recreation - \$148,000 Projected Favourable**

Recreation is projecting a deficit of \$548,000 compared to 2020 Budget of \$696,000 as a result of facility closures due to COVID-19. The estimated facility maintenance and event cancellation largely contributes to the overall reduction of Parks and Recreation deficit.

**Planning Services - \$8,000 Projected Unfavourable**

Planning Services is anticipated a shortfall of revenues due to decreased number of applications under the Planning Act as well as decreased zoning amendment activity. Decrease in revenues was mitigated by revising shared service agreement with Southwold.

After giving consideration to the cost savings opportunities and postponement of capital projects, a Municipal wide surplus of approximate \$240,000 is anticipated for 2020. These funds could be allocated to 2021 to the most urgent capital projects deferred due to pandemic and are highlighted in the report attached.

**Financial Implications:**

2020 Financial forecast review has identified a potential surplus for the year of approximate \$240,000 depending on the degree of revenue able to be generated by the Municipality through last quarter of the year. The financial position will continue to change as new information and new opportunities become available. The year-end financial position may also be impacted by other factors including weather, utility and fuel usage.

**Report Approval Details**

Document Title:	Operating and Capital Budget Review Report as of September 30 3030 - 2020-14-Administration Finance.docx
Attachments:	- Financials as of September 30 2020.pdf
Final Approval Date:	Oct 19, 2020

This report and all of its attachments were approved and signed as outlined below:

Jana Nethercott

## Municipality of West Elgin

### Financial Summary

	<u>2020 Forecast</u>	<u>2020 Actual</u>	<u>2020 Budget</u>
Taxation	-\$ 3,698,275.83	-\$ 3,613,978.83	-\$ 3,657,613.06
Miscellaneous Revenues	-\$ 2,255,941.94	-\$ 1,710,253.18	-\$ 2,088,700.00
Council	\$ 83,324.71	\$ 60,472.42	\$ 105,998.38
Administration	\$ 772,616.50	\$ 560,708.05	\$ 856,012.92
Municipal Building	\$ 123,622.98	\$ 43,380.08	\$ 99,323.84
Old Town Hall	\$ 7,371.00	\$ 4,438.16	\$ 6,846.00
Fire - Rodney	\$ 211,598.02	\$ 58,185.96	\$ 260,368.64
Fire - West Lorne	\$ 187,684.82	\$ 57,990.70	\$ 238,282.82
Policing	\$ 966,252.36	\$ 720,189.27	\$ 896,000.00
Conservation Authority	\$ 64,289.00	\$ 64,289.00	\$ 64,289.00
Building Inspection	\$ 167.34	-\$ 14,037.69	\$ 12,400.00
Emergency Measures	\$ 30,036.58	\$ 27,092.99	\$ 49,390.00
By-Law Enforcement	\$ 12,893.37	\$ 8,028.95	\$ 16,728.76
Animal Control	-\$ 5,950.00	-\$ 28,618.24	\$ -
Roads - Municipal	\$ 2,014,264.38	\$ 1,143,454.84	\$ 1,804,859.98
Roads - County	\$ -	-\$ 45,717.70	\$ 0.00
Service Ontario	\$ 21,571.31	\$ 10,455.04	\$ 29,659.08
Transit	-\$ 0.00	-\$ 59.02	\$ 8,843.94
Streetlights	\$ 27,500.00	\$ 18,862.88	\$ 35,000.00
Sidewalks	\$ 15,008.17	\$ 2,508.17	\$ 62,500.00
Sewer - Rodney	-\$ 0.00	\$ 5,234.27	\$ -
Sewer - West Lorne	\$ 0.00	\$ 90,094.22	\$ -
Water	-\$ 0.00	-\$ 121,654.29	\$ 0.01
Garbage Collection - Rodney	\$ 28,282.10	\$ 6,768.99	\$ 28,432.72
Garbage Collection - West Lorne	\$ 29,304.33	\$ 5,148.33	\$ 30,429.91
Landfill	\$ 227,987.76	\$ 110,686.73	\$ 140,063.42
Cemeteries	\$ 239.05	\$ 239.05	\$ 600.00
Arena	\$ 207,862.31	\$ 237,543.10	\$ 187,554.34
Parks & Recreation - Marina	\$ 82,175.82	\$ 84,223.14	\$ 57,812.39
Parks & Recreation - Programs	\$ 20,064.85	\$ 4,776.40	\$ 115,785.14
Parks & Recreation - Recreation Center	\$ 84,725.38	\$ 31,114.83	\$ 108,800.00
Parks & Recreation - Pool	\$ 110,293.06	\$ 102,593.66	\$ 137,675.00
Parks & Recreation - Operations	\$ 250,361.95	\$ 219,773.60	\$ 275,493.26
PGTP	-\$ 0.00	-\$ 136,936.71	\$ -
Library - Rodney	-\$ 14,513.02	-\$ 6,607.97	-\$ 11,511.64
Complex - West Lorne	-\$ 283.76	\$ 22,091.18	\$ 16,158.14
Planning	\$ 46,080.97	\$ 33,130.50	\$ 38,281.33
Economic Development	\$ 675.00	\$ 791.96	\$ 4,000.00
Drainage	\$ 24,614.18	\$ 986.41	\$ 29,715.12
Debentures	\$ 83,629.77	\$ 16,346.28	\$ 40,520.60
	<b>-\$ 240,467.50</b>	<b>-\$ 1,926,264.47</b>	<b>-\$ 0.00</b>

# Municipality of West Elgin

		<u>2020 Forecast</u>		<u>2020 Actuals</u>		<u>2020 Budget</u>	
<b>Municipal Taxation</b>							
01-6000-6001	TAX LEVY - RESIDENTIAL	-	3,530,349.06	-	3,530,349.06	-	3,559,092.46
01-6000-6040	LOCAL IMPROVEMENTS	-	83,629.77	-	83,629.77	-	40,520.60
01-6000-6050	Payment in Lieu of Taxes	-	84,297.00	-	-	-	58,000.00
		<b>-\$</b>	<b>3,698,275.83</b>	<b>-\$</b>	<b>3,613,978.83</b>	<b>-\$</b>	<b>3,657,613.06</b>
<b>Miscellaneous Revenues</b>							
01-6100-6101	TAX CERTIFICATES	-	8,000.00	-	6,330.00	-	9,500.00
01-6100-6102	PHOTOCOPIES		14,650.00		14,649.19	-	100.00
01-6100-6103	911 SIGNS	-	400.00	-	380.00	-	100.00
01-6100-6104	BURIAL PERMITS	-	1,200.00	-	1,010.00	-	900.00
01-6100-6105	MARRIAGE LICENCES	-	5,000.00	-	4,140.00	-	3,800.00
01-6100-6106	PARKING TICKETS - ELGIN CTY	-	25,000.00	-	17,253.45	-	25,000.00
01-6100-6107	YACHT CLUB-SEWAGE AGREEME	-	2,500.00	-	2,500.00	-	2,500.00
01-6100-6108	MISC - NSF CHEQUES-MAPS-	-	1,000.00	-	918.98	-	500.00
01-6100-6110	INTEREST	-	91,377.78	-	83,377.78	-	62,000.00
01-6100-6111	TAX - PENALTY & INTEREST - CURRENT	-	19,687.69	-	7,687.69	-	39,000.00
01-6100-6112	TAX - PENALTY & INTEREST - PREVIOUS	-	60,250.10	-	50,250.10	-	71,000.00
01-6100-6120	ADMINISTRATION FEES	-	11,010.00		10.00	-	11,000.00
01-6100-6121	REPRINT OF TAX/WATER BILL	-	700.00	-	500.00	-	700.00
01-6100-6190	REBATES	-	3,042.37	-	3,042.37	-	4,000.00
01-6100-6200	GRANT - OMPF	-	1,838,600.00	-	1,378,950.00	-	1,838,600.00
01-6100-6201	GRANT - OPERATING GRANT - SAFE RESTART	-	179,800.00		-		-
01-6100-6204	GRANT - OCIF	-	225,658.00	-	150,548.00	-	225,658.00
01-6100-6205	GRANT - Ontario Cannabis		-		-	-	15,000.00
01-6100-6206	GRANT - CANADA DAY		-		-	-	5,000.00
01-6100-6208	GRANT - SUMMER STUDENT	-	3,024.00	-	3,024.00		-
01-6100-6209	GRANT - MODERNIZATION	-	20,000.00	-	15,000.00		-
01-6100-7900	TRANSFER TO RESERVES		225,658.00		-		225,658.00
		<b>-\$</b>	<b>2,255,941.94</b>	<b>-\$</b>	<b>1,710,253.18</b>	<b>-\$</b>	<b>2,088,700.00</b>
<b>Council</b>							
01-7000-7400	WAGES		59,405.19		44,405.19		72,589.84
01-7000-7401	CPP EXPENSE		594.05		559.47		1,531.20
01-7000-7403	EHT EXPENSE		1,188.10		865.91		1,415.54
01-7000-7440	CONFERENCES/SEMINARS/MEETINGS		7,000.00		5,415.99		14,000.00
01-7000-7442	MILEAGE		2,500.00		1,528.37		3,500.00
01-7000-7443	MEALS		700.00		399.56		1,000.00
01-7000-7444	RECOGNITION AWARD		7,000.00		3,910.40		7,000.00
01-7000-7447	ELECTION EXPENSE		1,437.36		1,437.36		1,461.80
01-7000-7660	OTHER SUPPLIES		3,500.00		1,950.17		3,500.00
01-7000-7900	TRANSFER TO RESERVES		-		-		-
		<b>\$</b>	<b>83,324.71</b>	<b>\$</b>	<b>60,472.42</b>	<b>\$</b>	<b>105,998.38</b>



# Municipality of West Elgin

		<u>2020 Forecast</u>		<u>2020 Actuals</u>	<u>2020 Budget</u>
<b>Administration</b>					
01-7010-7400	WAGES	327,432.35		248,279.39	454,410.02
01-7010-7401	CPP EXPENSE	13,097.29		10,014.48	18,176.40
01-7010-7402	EI EXPENSE	6,548.65		3,696.25	9,088.20
01-7010-7403	EHT EXPENSE	6,548.65		4,325.92	9,088.20
01-7010-7404	WSIB	9,822.97		6,322.58	13,632.30
01-7010-7405	LIFE INSURANCE	3,274.32		2,105.98	4,544.10
01-7010-7406	BENEFITS EXPENSE	19,645.94		14,364.50	31,808.70
01-7010-7407	OMERS EXPENSE	32,743.24		24,905.26	45,441.00
01-7010-7408	POST RETIREMENT BENEFITS	2,038.69	421,152.10	1,445.49	-
01-7010-7411	COVID-19	60,000.00	23,373.34	36,626.66	-
01-7010-7415	TRAINING	500.00		383.42	10,000.00
01-7010-7430	WAGES TRANSFER-IN	70,875.26		51,374.66	-
01-7010-7431	WAGES TRANSFER OUT	- 2,467.06	-	2,467.06	-
01-7010-7440	CONFERENCES/SEMINARS/MEETINGS	-		-	6,500.00
01-7010-7441	MEMBERSHIPS & DUES	5,288.48		5,288.48	5,000.00
01-7010-7442	MILEAGE	500.00		146.55	2,500.00
01-7010-7443	MEALS	200.00		47.72	500.00
01-7010-7445	GRANTS/DONATIONS	8,000.00		2,730.63	40,000.00
01-7010-7446	Staff Recruitment	50.00		43.90	5,000.00
01-7010-7449	ASSET MANAGEMENT	5,000.00		-	5,000.00
01-7010-7450	HEALTH & SAFETY	1,000.00		127.15	1,000.00
01-7010-7451	MARRIAGE LICENSE	1,000.00		960.00	500.00
01-7010-7452	BOOT & CLOTHING ALLOWANCE	1,485.93		-	2,000.00
01-7010-7470	911 EMERGENCY	2,374.87		2,374.87	3,000.00
01-7010-7601	PHONE & INTERNET	6,332.92		4,682.92	5,000.00
01-7010-7602	SOFTWARE LICENSE	25,000.00		24,883.38	25,000.00
01-7010-7610	EQUIPMENT LEASES	1,824.00		1,215.92	1,824.00
01-7010-7611	EQUIPMENT MAINTENACE	5,000.00		2,801.49	5,000.00
01-7010-7613	EQUIPMENT PURCHASE	25,000.00		-	25,000.00
01-7010-7618	SUBSCRIPTIONS	500.00		254.40	2,000.00
01-7010-7650	OFFICE SUPPLIES	8,000.00		6,092.36	10,000.00
01-7010-7651	POSTAGE & COURIER	10,000.00		15,251.88	10,000.00
01-7010-7652	ADVERTISING	2,000.00		1,654.61	1,000.00
01-7010-7653	BANK CHARGES	4,000.00		3,547.52	4,000.00
01-7010-7675	LEGAL	35,000.00		29,784.75	30,000.00
01-7010-7676	AUDIT	25,000.00		10,176.00	25,000.00
01-7010-7677	CONSULTING SERVICES	40,000.00		25,080.32	50,000.00
01-7010-7678	SPECIAL PROJECTS - Surplus Lands	-		-	5,000.00
01-7010-7680	CONTRACTED SERVICES	15,000.00		4,262.08	15,000.00
01-7010-7681	ASSET MANAGEMENT	95,000.00		-	95,000.00
01-7010-7699	BILLABLE	-		-	-
01-7010-7901	TRANSFER FROM RESERVES	- 197,923.59	-	-	245,000.00
01-7010-8001	CAPITAL - WEBSITE DEVELOPMENT	17,923.59		17,923.59	-
01-7010-8003	CAPITAL - ASSET MANAGEMENT SOFTWARE	133 80,000.00		-	80,000.00

Municipality of West Elgin

		<u>2020 Forecast</u>	<u>2020 Actuals</u>	<u>2020 Budget</u>
01-7010-8004	CAPITAL - SECURITY CAMERAS	-	-	10,000.00
01-7010-8005	CAPITAL - KEYLESS ACCESS CONTROL	-	-	35,000.00
		<u>\$ 772,616.50</u>	<u>\$ 560,708.05</u>	<u>\$ 856,012.92</u>

# Municipality of West Elgin

		<u>2020 Forecast</u>		<u>2020 Actuals</u>		<u>2020 Budget</u>
<b>Municipal Building</b>						
01-7011-6321	GRANTS - Accessibility Improvement	-	847.50	-	847.50	-
01-7011-6322	BACK ST LOT (BELL)RENT	-	7,500.00	-	7,500.00	7,500.00
01-7011-7400	WAGES		4,121.21		4,121.21	12,000.00
01-7011-7401	CPP EXPENSE		27.36		27.36	240.00
01-7011-7402	EI EXPENSE		91.20		91.20	240.00
01-7011-7403	EHT EXPENSE		80.38		80.38	240.00
01-7011-7404	WSIB		117.47		117.47	360.00
01-7011-7415	Training		-		-	100.00
01-7011-7431	WAGES TRANSFER OUT	-	500.00	-	-	6,000.00
01-7011-7500	HYDRO		4,500.00		2,564.62	4,500.00
01-7011-7501	GAS		2,000.00		1,468.94	2,000.00
01-7011-7502	WATER		500.00		104.12	1,200.00
01-7011-7510	INSURANCE		37,743.84		37,743.84	37,743.84
01-7011-7515	BUILDING REPAIRS & MAINTENANCE		8,619.72		3,619.72	1,000.00
01-7011-7516	JANITORIAL		4,669.30		1,288.72	3,000.00
01-7011-7520	GROUNDS MAINTENANCE		-		-	200.00
01-7011-7900	TRANSFER TO RESERVE		50,000.00		-	50,000.00
01-7011-7901	TRANSFER FROM RESERVES		-		-	300,000.00
01-7011-8000	CAPITAL - MUNICIPAL OFFICE ROOF & CEILING REPAIRS		20,000.00		500.00	300,000.00
			123,622.98		\$ 43,380.08	\$ 99,323.84
<b>Old Town Hall</b>						
01-7012-7500	HYDRO		1,500.00		1,204.08	500.00
01-7012-7501	GAS		1,500.00		972.59	500.00
01-7012-7502	WATER		25.00		24.88	-
01-7012-7510	INSURANCE		1,696.00		-	1,696.00
01-7012-7515	BUILDING REPAIR & MAINTENANCE		500.00		86.61	2,000.00
01-7012-7516	JANITORIAL		-		-	-
01-7012-7677	CONSULTING SERVICES		2,150.00		2,150.00	2,150.00
01-7012-7900	TRANSFER TO RESERVES		-		-	-
01-7012-7901	TRANSFER FROM RESERVES		-		-	650,000.00
01-7012-8000	CAPITAL - BUILDING RENOVATIONS		-		-	650,000.00
			\$ 7,371.00		\$ 4,438.16	\$ 6,846.00

# Municipality of West Elgin

		<u>2020 Forecast</u>	<u>2020 Actuals</u>	<u>2020 Budget</u>
<b>Fire - Rodney</b>				
01-7050-6310	FIRE - REVENUE	-	- -	5,000.00
01-7050-6800	PROCEEDS ON ASSET DISPOSAL	-	-	-
01-7050-7400	WAGES	34,626.23	-	77,000.00
01-7050-7403	EHT EXPENSE	692.52	-	1,540.00
01-7050-7404	WSIB	3,116.36	-	6,930.00
01-7050-7405	LIFE INSURANCE	2,002.32	2,002.32	5,522.27
01-7050-7410	PUBLIC EDUCATION	100.00	75.00	2,000.00
01-7050-7415	TRAINING	5,000.00	2,339.99	5,000.00
01-7050-7440	CONFERENCES/SEMINARS/MEETINGS	-	-	500.00
01-7050-7441	MEMBERSHIPS & DUES	250.00	186.50	250.00
01-7050-7442	MILEAGE	1,000.00	531.88	1,500.00
01-7050-7443	MEALS	1,000.00	858.56	500.00
01-7050-7444	Employee Recognition	-	-	500.00
01-7050-7450	HEALTH & SAFETY	500.00	180.00	500.00
01-7050-7452	UNIFORMS	145.02	145.02	-
01-7050-7500	HYDRO	3,500.00	2,564.62	3,500.00
01-7050-7501	GAS	3,500.00	1,315.21	3,500.00
01-7050-7502	WATER	500.00	104.14	500.00
01-7050-7510	INSURANCE	9,526.37	9,526.37	9,526.37
01-7050-7515	BUILDING REPAIRS & MAINTENANCE	2,000.00	834.16	2,000.00
01-7050-7516	JANITORIAL	250.00	19.32	500.00
01-7050-7529	ADMINISTRATION EXPENSE - ARIS	300.00	125.00	-
01-7050-7601	PHONE & INTERNET	2,000.00	1,287.15	2,000.00
01-7050-7602	SOFTWARE LICENSE	2,000.00	1,614.60	1,000.00
01-7050-7611	EQUIPMENT MAINTENACE	8,000.00	7,024.86	5,000.00
01-7050-7613	EQUIPMENT PURCHASE	23,507.50	13,507.50	27,700.00
01-7050-7614	EQUIPMENT RENTAL	500.00	159.82	700.00
01-7050-7615	RADIO LICENCING	8,500.00	3,418.93	8,500.00
01-7050-7621	HYDRANTS RENTAL	19,600.00	-	19,600.00
01-7050-7650	OFFICE SUPPLIES	500.00	356.26	500.00
01-7050-7651	POSTAGE & COURIER	50.00	18.77	100.00
01-7050-7652	ADVERTISING	-	-	500.00
01-7050-7660	OTHER SUPPLIES	500.00	47.05	500.00
01-7050-7680	CONTRACTED SERVICES - Town of Tillsonburg	10,431.70	5,215.85	10,000.00
01-7050-7699	BILLABLE	-	-	-
01-7050-7701	FUEL - GAS	500.00	-	500.00
01-7050-7702	FUEL - DIESEL	2,500.00	-	2,500.00
01-7050-7705	VEHICLE - REPAIRS & MAINTENANCE	15,000.00	4,727.08	15,000.00
01-7050-7900	TRANSFER TO RESERVE	50,000.00	-	50,000.00
		<b>\$ 211,598.02</b>	<b>\$ 58,185.96</b>	<b>\$ 260,368.64</b>

# Municipality of West Elgin

		<u>2020 Forecast</u>	<u>2020 Actuals</u>	<u>2020 Budget</u>
<b>Fire - West Lorne</b>				
01-7060-6310	FIRE - REVENUE	-	- -	5,000.00
01-7060-7400	WAGES	31,355.19	-	85,000.00
01-7060-7403	EHT EXPENSE	627.10	-	1,700.00
01-7060-7404	WSIB	2,821.97	-	7,650.00
01-7060-7405	LIFE INSURANCE	2,154.60	2,154.60	4,500.00
01-7060-7410	PUBLIC EDUCATION	100.00	75.00	2,000.00
01-7060-7415	TRAINING	5,000.00	3,909.64	5,000.00
01-7060-7440	CONFERENCES/SEMINARS/MEETINGS	-	-	500.00
01-7060-7441	MEMBERSHIPS & DUES	186.50	186.50	250.00
01-7060-7442	MILEAGE	2,000.00	1,623.37	1,500.00
01-7060-7443	MEALS	1,000.00	773.56	500.00
01-7060-7444	EMPLOYEE RECONGITION	-	-	500.00
01-7060-7450	HEALTH & SAFETY	500.00	240.00	500.00
01-7060-7452	UNIFORMS	2,666.43	2,666.43	-
01-7060-7500	HYDRO	2,500.00	1,700.65	2,500.00
01-7060-7501	GAS	2,000.00	1,174.80	1,500.00
01-7060-7502	WATER	500.00	346.99	500.00
01-7060-7510	INSURANCE	8,292.82	8,292.82	8,292.82
01-7060-7515	BUILDING REPAIRS & MAINTENANCE	4,500.00	4,305.76	2,000.00
01-7060-7516	JANITORIAL	500.00	169.78	500.00
01-7060-7529	ADMINISTRATION EXPENSE	125.00	125.00	-
01-7060-7601	PHONE & INTERNET	3,000.00	2,453.10	2,000.00
01-7060-7602	SOFTWARE LICENSE	2,000.00	1,614.60	1,000.00
01-7060-7611	EQUIPMENT MAINTENACE	6,000.00	5,886.28	5,000.00
01-7060-7613	EQUIPMENT PURCHASE	22,255.21	6,255.21	21,790.00
01-7060-7614	EQUIPMENT RENTAL	1,200.00	488.55	1,200.00
01-7060-7615	RADIO LICENCING	8,500.00	3,418.86	8,500.00
01-7060-7650	OFFICE SUPPLIES	500.00	445.94	500.00
01-7060-7651	POSTAGE & COURIER	50.00	12.48	100.00
01-7060-7652	ADVERTISING EXPENSE	-	-	500.00
01-7060-7660	OTHER SUPPLIES	50.00	34.90	500.00
01-7060-7680	CONTRACTED SERVICES	10,000.00	5,215.85	10,000.00
01-7060-7701	FUEL - GAS	100.00	-	100.00
01-7060-7702	FUEL - DIESEL	2,200.00	-	2,200.00
01-7060-7705	VEHICLE - REPAIR & MAINTENANCE	15,000.00	4,420.03	15,000.00
01-7060-7900	TRANSFER TO RESERVES	50,000.00	-	50,000.00
		<b>\$ 187,684.82</b>	<b>\$ 57,990.70</b>	<b>\$ 238,282.82</b>

# Municipality of West Elgin

		<u>2020 Forecast</u>	<u>2020 Actuals</u>	<u>2020 Budget</u>
<b>Policing</b>				
01-7090-7680	CONTRACTED SERVICES	960,252.36	720,189.27	890,000.00
01-7090-7681	COURT COSTS	6,000.00	-	6,000.00
		<u>\$ 966,252.36</u>	<u>\$ 720,189.27</u>	<u>\$ 896,000.00</u>

## Conservation Authority

01-7100-7695	GENERAL LEVY - CONSERVATION AUTHORITY	\$ 64,289.00	\$ 64,289.00	\$ 64,289.00
--------------	---------------------------------------	--------------	--------------	--------------

## Building Inspection

01-7120-6330	SEPTIC PERMITS	- 8,000.00	- 7,000.00	- 4,800.00
01-7120-6331	BUILDING PERMITS	- 57,023.56	- 47,023.56	- 50,000.00
01-7120-6333	SEPTIC - CLEARANCE CERTIFICATE	- 250.00	- 250.00	-
01-7120-6335	Outstanding Site Plan and Grading Balances	-	-	-
01-7120-7415	TRAINING	178.09	178.09	200.00
01-7120-7440	CONFERENCES/SEMINARS/MEETINGS	-	-	500.00
01-7120-7441	MEMBERSHIPS & DUES	162.81	162.81	400.00
01-7120-7442	MILEAGE	2,900.00	2,075.80	3,100.00
01-7120-7452	BOOT & CLOTHING ALLOWANCE	-	-	-
01-7120-7601	PHONE & INTERNET	200.00	109.11	300.00
01-7120-7618	SUBSCRIPTIONS & PUBLICATIONS	-	-	300.00
01-7120-7650	OFFICE SUPPLIES	-	-	200.00
01-7120-7652	Advertising	-	-	200.00
01-7120-7680	CONTRACTED SERVICES	62,000.00	37,710.06	62,000.00
01-7120-7900	TRANSFER TO RESERVES	-	-	-
		<u>\$ 167.34</u>	<u>-\$ 14,037.69</u>	<u>\$ 12,400.00</u>

## Emergency Measures

01-7121-7622	Emergency Measures	\$ 30,036.58	\$ 27,092.99	\$ 49,390.00
--------------	--------------------	--------------	--------------	--------------

## By-Law Enforcement

01-7140-6108	BY-LAW ENFORCEMENT	-	-	500.00
01-7140-7370	BY-LAW ENFORCEMENT	-	-	100.00
01-7140-7400	WAGES	11,907.82	7,407.82	14,746.50
01-7140-7401	CPP EXPENSE	-	-	-
01-7140-7402	EI EXPENSE	238.16	163.85	294.93
01-7140-7403	EHT EXPENSE	238.16	144.47	294.93
01-7140-7404	WSIB	357.23	211.15	442.40
01-7140-7415	Training	-	-	100.00
01-7140-7442	MILEAGE	-	-	1,000.00
01-7140-7601	PHONE & INTERNET	-	-	100.00
01-7140-7650	OFFICE SUPPLIES	102.00	101.66	100.00
01-7140-7651	POSTAGE & COURIER	50.00	-	50.00
		<u>\$ 138 12,893.37</u>	<u>\$ 8,028.95</u>	<u>\$ 16,728.76</u>

# Municipality of West Elgin

		<u>2020 Forecast</u>	<u>2020 Actuals</u>	<u>2020 Budget</u>
<b>Animal Control</b>				
01-7150-6340	DOG LICENCES	- 37,280.00	- 37,280.00	- 36,800.00
01-7150-6341	KENNEL LICENSE	- 200.00	- 200.00	- 300.00
01-7150-6342	LIVESTOCK CLAIMS	- 218.71	- -	- 2,000.00
01-7150-6343	ADMINISTRATION FEE- Dog Tag Transfer to Roll	- 5,950.00	- 5,950.00	- -
01-7150-7476	LIVESTOCK CLAIMS	218.71	218.71	3,000.00
01-7150-7602	SOFTWARE LICENSE	1,000.00	-	1,000.00
01-7150-7652	ADVERTISING EXPENSE	-	-	200.00
01-7150-7660	OTHER SUPPLIES & SERVICES	-	-	-
01-7150-7680	CONTRACTED SERVICES	19,211.78	14,593.05	19,211.78
01-7150-7681	Animal Control - Cats	2,000.00	-	2,000.00
01-7150-7683	COMMISSION	-	-	-
01-7150-7777	BAD DEBT EXPENSE	-	-	500.00
01-7150-7900	TRANSFER TO RESERVES	15,268.22	-	13,188.22
		<b>-\$ 5,950.00</b>	<b>-\$ 28,618.24</b>	<b>\$ -</b>

## Roads - Municipal

01-7200-6211	GRANT - GAS TAX	- 151,529.49	- 151,529.49	- 151,529.00
01-7200-6212	GRANT - INVESTING IN CANADA INFRASTRUCTURE	-	- -	- 50,000.00
01-7200-6350	FSC - ROADS	- 168,835.73	- 148,835.73	- 145,000.00
01-7200-6351	COUNTY SHARE OF ADMIN OH	- 24,734.20	- -	- 22,909.20
01-7200-6352	LICENCE FEES - AGGREGATE PRODUCERS	- 8,883.78	- 8,883.78	- 17,500.00
01-7200-6353	GAIN/LOSS ON ASSET DISPOSAL	- 6,706.25	- 6,706.25	- -
01-7200-7001	A-BRIDGES/CULVTS-WAGES	12,500.00	10,109.44	12,500.00
01-7200-7002	A-BRIDGES/CULVTS-MT	10,000.00	8,406.83	10,000.00
01-7200-7003	A-BRIDGES/CULVTS-MATERIAL	12,500.00	4,536.90	12,500.00
01-7200-7011	B-1-MOWING/SPRAY-WAGES	22,500.00	16,707.96	22,500.00
01-7200-7012	B-1-MOWING/SPRAY-MT	10,000.00	4,554.43	10,000.00
01-7200-7013	B-1-MOWING/SPRAY-MATERIAL	10,000.00	5,360.23	10,000.00
01-7200-7021	B-2-BRUSHING-WAGES	40,000.00	34,686.99	40,000.00
01-7200-7022	B-2-BRUSHING-MT	27,210.97	27,210.97	25,000.00
01-7200-7023	B-2-BRUSHING-MATERIAL	35,000.00	28,917.85	35,000.00
01-7200-7031	B-3-DITCHING-WAGES	5,000.00	2,674.22	5,000.00
01-7200-7032	B-3-DITCHING-MT	5,000.00	3,243.70	5,000.00
01-7200-7033	B-3-DITCHING-MATERIAL	1,000.00	-	1,000.00
01-7200-7041	B-4-CATCHBASINS-WAGES	7,500.00	3,578.49	7,500.00
01-7200-7042	B-4-CATCHBASINS-MT	5,000.00	2,310.44	5,000.00
01-7200-7043	B-4-CATCHBASINS-MATERIAL	2,500.00	1,029.64	2,500.00
01-7200-7051	B-5-DEBRIS/LITTER-WAGES	5,000.00	3,193.90	5,000.00
01-7200-7052	B-5-DEBRIS/LITTER-MT	3,000.00	2,894.66	2,500.00
01-7200-7053	B-5-DEBRIS/LITTER-MATERIA	1,000.00	-	1,000.00
01-7200-7061	C-1-HARDTOP-WAGES	10,000.00	9,524.24	7,500.00

# Municipality of West Elgin

		<u>2020 Forecast</u>	<u>2020 Actuals</u>	<u>2020 Budget</u>
01-7200-7062	C-1-HARDTOP-MT	6,000.00	5,731.15	5,000.00
01-7200-7063	C-1-HARDTOP-MATERIAL	13,000.00	12,567.28	7,500.00
01-7200-7071	C-2-ROD/WL ST-WAGES	1,000.00	309.22	1,000.00
01-7200-7072	C-2-ROD/WL ST-MT	1,000.00	548.87	1,000.00
01-7200-7073	C-2-ROD/WL ST-MATERIAL	1,000.00	-	1,000.00
01-7200-7081	C-3-SHOULDER MAINT-WAGES	1,500.00	99.76	1,500.00
01-7200-7082	C-3-SHOULDER MAINT-MT	1,000.00	85.40	1,000.00
01-7200-7083	C-3-SHOULDER MAINT-MATERI	1,000.00	-	1,000.00
01-7200-7091	C-4-RESURFACING-WAGES	1,000.00	-	1,000.00
01-7200-7092	C-4-RESURFACING-MT	500.00	-	500.00
01-7200-7093	C-4-RESURFACING-MATERIAL	1,000.00	-	1,000.00
01-7200-7101	D-2 GRADING/SCARIFI-WAGES	37,500.00	25,911.41	37,500.00
01-7200-7102	D-2 GRADING/SCARI-MT	47,500.00	23,649.72	47,500.00
01-7200-7103	D-2 GRADING/SCARI-MATERIAL	7,500.00	1,800.89	7,500.00
01-7200-7111	D-3 DUST LAYER-WAGES	3,500.00	2,077.18	3,500.00
01-7200-7112	D-3 DUST LAYER-MT	3,500.00	3,257.73	1,500.00
01-7200-7113	D-3 DUST LAYER-MATERIAL	125,000.00	124,864.36	120,000.00
01-7200-7121	D-5 GRAVEL RESURFACE-WAGE	10,000.00	3,297.97	10,000.00
01-7200-7122	D-5 GRAVEL RESURFACE-MT	12,000.00	5,243.08	12,000.00
01-7200-7123	D-5 GRAVEL RESUR-MATERIAL	375,811.53	330,811.53	300,000.00
01-7200-7131	E-1 SNOW PLOW/REMOV-WAGES	30,000.00	9,748.11	30,000.00
01-7200-7132	E-1 SNOW PLOW/REMOV-MT	30,000.00	11,726.23	30,000.00
01-7200-7133	E-1 SNOW PLOW/REM-MATERIA	7,500.00	784.55	7,500.00
01-7200-7141	E-2 SANDING/SALTING-WAGES	7,500.00	2,169.13	7,500.00
01-7200-7142	E-2 SANDING/SALTING-MT	7,500.00	2,544.45	7,500.00
01-7200-7143	E-2 SANDING/SALT-MATERIAL	15,000.00	5,784.98	15,000.00
01-7200-7151	E-3 PLOW/SAND/SALT-WAGES	15,000.00	8,232.15	15,000.00
01-7200-7152	E-3 PLOW/SAND/SALT-MT	15,000.00	9,028.54	15,000.00
01-7200-7161	F SAFETY-WAGES	15,000.00	10,500.25	15,000.00
01-7200-7162	F SAFETY-MT	7,500.00	5,378.92	7,500.00
01-7200-7163	F SAFETY-MATERIAL	10,000.00	5,617.34	10,000.00
01-7200-7171	G-1 MUN DR REPAIR-WAGES	5,000.00	2,183.35	5,000.00
01-7200-7172	G-1 MUN DR REPAIR-MT	2,500.00	1,478.10	2,500.00
01-7200-7173	G-1 MUN DR REPAIR-MATERIA	85,000.00	82,649.23	47,500.00
01-7200-7181	J SHOP-WAGES	20,000.00	19,428.60	12,500.00
01-7200-7182	J SHOP-MT	1,000.00	901.95	1,000.00
01-7200-7183	J SHOP-MATERIAL	5,000.00	4,080.39	500.00
01-7200-7191	K-EQUIP REPAIR-WAGES	20,000.00	13,992.51	20,000.00
01-7200-7192	K-EQUIP REPAIR-MT	1,500.00	1,191.96	1,000.00
01-7200-7193	K-EQUIP REPAIR-MATERIAL	4,000.00	131.46	4,000.00
01-7200-7201	R-GRAVEL PITS REHAB-WAGES	2,500.00	-	2,500.00
01-7200-7202	R-GRAVEL PITS REHAB-MT	2,500.00	-	2,500.00
01-7200-7203	R-GRAVEL PIT REHAB-MATERI	2,500.00	- 0.20	2,500.00
01-7200-7211	RP-PATROL-WAGES	15,000.00	9,787.18	15,000.00
01-7200-7212	RP-PATROL-MT	13,000.00	5,555.29	13,000.00
01-7200-7213	RP-PATROL-MATERIAL	500.00	-	500.00



# Municipality of West Elgin

		<u>2020 Forecast</u>	<u>2020 Actuals</u>	<u>2020 Budget</u>
01-7200-7220	WAGES - ADMIN	136,088.32	123,107.48	136,088.32
01-7200-7231	M-MISC Wages	80,000.00	71,810.47	80,000.00
01-7200-7232	M-MISC MT	80,000.00	73,489.59	65,000.00
01-7200-7250	BACKHOE #10	4,500.00	4,076.49	1,500.00
01-7200-7251	BULLDOZER	2,500.00	2,413.21	2,500.00
01-7200-7252	EXCAVATOR	17,100.00	17,053.00	2,500.00
01-7200-7253	GRADER #1	4,000.00	3,534.81	3,000.00
01-7200-7254	GRADER #2	7,500.00	2,698.78	7,500.00
01-7200-7255	LOADER #18	2,500.00	815.47	2,500.00
01-7200-7256	LOADER #6	2,500.00	1,552.03	2,500.00
01-7200-7257	MOWERS	150.00	1,782.04	150.00
01-7200-7258	PICKUP #1	2,500.00	1,150.53	2,500.00
01-7200-7259	PICKUP#15	2,500.00	1,614.46	2,500.00
01-7200-7260	PICKUP #3	2,500.00	1,976.74	2,500.00
01-7200-7261	PICKUP#4	2,500.00	1,523.57	2,500.00
01-7200-7262	TRACTOR#5	1,000.00	412.56	1,000.00
01-7200-7263	TRAILERS	5,400.00	5,325.60	2,000.00
01-7200-7264	TRUCK#11	4,000.00	2,213.67	4,000.00
01-7200-7266	TRUCK#12	12,500.00	7,479.02	12,500.00
01-7200-7267	TRUCK#17	10,000.00	2,104.22	10,000.00
01-7200-7268	TRUCK #7	10,000.00	3,785.82	10,000.00
01-7200-7270	TRUCK #8	12,500.00	9,407.43	10,000.00
01-7200-7272	TRUCK#9	5,000.00	1,029.51	5,000.00
01-7200-7273	VAC TRAILER#19	5,000.00	4,173.08	1,000.00
01-7200-7415	TRAINING	5,000.00	609.91	12,500.00
01-7200-7431	WAGES TRANSFER OUT	- 927.67	- 927.67	-
01-7200-7440	CONFERENCES/SEMINARS/MEETINGS	2,000.00	1,588.94	2,000.00
01-7200-7441	MEMBERSHIPS & DUES	1,500.00	1,411.25	1,500.00
01-7200-7442	MILEAGE	-	-	500.00
01-7200-7446	STAFF RECRUITMENT	1,100.00	1,081.60	750.00
01-7200-7450	HEALTH & SAFETY	7,500.00	2,879.57	7,500.00
01-7200-7452	UNIFORMS	5,500.00	2,824.14	5,500.00
01-7200-7500	HYDRO	4,000.00	2,564.64	4,000.00
01-7200-7501	GAS	4,000.00	1,468.90	4,000.00
01-7200-7502	WATER	1,000.00	377.35	2,000.00
01-7200-7510	INSURANCE	75,280.86	75,280.86	75,280.86
01-7200-7515	BUILDING REPAIRS & MAINTENANCE	7,500.00	2,443.14	7,500.00
01-7200-7516	JANITORIAL	2,500.00	898.52	2,500.00
01-7200-7601	PHONE & INTERNET	3,000.00	2,183.33	3,000.00
01-7200-7609	TOOLS	1,500.00	903.47	2,500.00
01-7200-7610	EQUIPMENT LEASE	255.00	255.00	-
01-7200-7611	EQUIPMENT REPAIR & MAINTENANCE	5,000.00	2,226.29	5,000.00
01-7200-7613	COMPUTER HARDWARE	500.00	- 992.16	1,500.00
01-7200-7630	COMPUTER SOFTWARE & LICENSES	5,000.00	4,663.99	7,500.00
01-7200-7650	OFFICE SUPPLIES	600.00	565.80	500.00
01-7200-7651	POSTAGE & COURIER	6.00	5.80	-

# Municipality of West Elgin

		<u>2020 Forecast</u>	<u>2020 Actuals</u>	<u>2020 Budget</u>
01-7200-7660	OTHER SUPPLIES	2,000.00	1,131.38	2,000.00
01-7200-7701	FUEL - GAS	22,000.00	17,970.17	27,500.00
01-7200-7702	FUEL - DIESEL	32,000.00	23,640.17	37,500.00
01-7200-7703	FUEL - COLOUR DIESEL	25,000.00	20,283.05	40,000.00
01-7200-7900	TRANSFER TO RESERVES	357,529.49	-	357,529.00
01-7200-7901	TRANSFER FROM RESERVES	- 333,250.00	- -	710,750.00
01-7200-8000	CAPITAL - EQUIPMENT OVER \$10,000	333,250.00	4,744.56	333,250.00
01-7200-8051	CAPITAL - PUBLIC WORKS LUNCH ROOM	12,349.33	12,854.06	-
01-7200-8106	CAPITAL - BLACKS RD RECONSTRUCTION	-	-	125,000.00
01-7200-8108	CAPITAL - RIDOUT ST PAVING	55,000.00	-	55,000.00
01-7200-8109	CAPITAL - MUNROE ST PAVING	70,000.00	-	70,000.00
01-7200-8110	CAPITAL - RESURFACING OF SURFACE TREATED ROADS	-	-	200,000.00
01-7200-8111	CAPITAL - CULVERT REPLACEMENT	20,000.00	-	20,000.00
01-7200-8112	CAPITAL - CULVERT#6 REPLACEMENT - BLACKS@KINTYRE	20,000.00	9,853.54	30,000.00
01-7200-8113	CAPITAL - DRAIN REPLACEMENT CSP#2	-	-	20,000.00
		<b>\$ 2,014,264.38</b>	<b>\$ 1,143,454.84</b>	<b>\$ 1,804,859.98</b>

## Roads - County

01-7220-6351	ELGIN COUNTY	- 481,093.16	- 311,790.83 -	481,093.16
01-7220-7001	A-BRIDGES/CULVTS-WAGES	7,500.00	3,727.93	7,500.00
01-7220-7002	A-BRIDGES/CULVTS-MT	5,000.00	3,134.78	5,000.00
01-7220-7003	A-BRIDGES/CULVTS-MATERIAL	12,000.00	1,024.72	12,000.00
01-7220-7011	B-1-MOWING/SPRAY-WAGES	15,000.00	13,033.04	15,000.00
01-7220-7012	B-1-MOWING/SPRAY-MT	10,000.00	7,479.72	10,000.00
01-7220-7013	B-1-MOWING/SPRAY-MATERIAL	15,000.00	12,442.03	15,000.00
01-7220-7021	B-2-BRUSHING-WAGES	15,000.00	14,228.25	10,000.00
01-7220-7022	B-2-BRUSHING-MT	15,000.00	13,439.30	7,500.00
01-7220-7023	B-2-BRUSHING-MATERIAL	25,000.00	6,238.90	25,000.00
01-7220-7031	B-3-DITCHING-WAGES	5,000.00	2,454.47	5,000.00
01-7220-7032	B-3-DITCHING-MT	3,000.00	2,451.15	3,000.00
01-7220-7033	B-3-DITCHING-MATERIAL	5,000.00	-	5,000.00
01-7220-7041	B-4-CATCHBASINS-WAGES	7,500.00	1,324.66	7,500.00
01-7220-7042	B-4-CATCHBASINS-MT	5,000.00	1,142.84	5,000.00
01-7220-7043	B-4-CATCHBASINS-MATERIAL	2,500.00	514.96	2,500.00
01-7220-7051	B-5-DEBRIS/LITTER-WAGES	2,500.00	512.42	2,500.00
01-7220-7052	B-5-DEBRIS/LITTER-MT	2,000.00	284.22	2,000.00
01-7220-7053	B-5-DEBRIS/LITTER-MATERIA	500.00	-	500.00
01-7220-7061	C-1-HARDTOP-WAGES	10,000.00	9,916.06	2,000.00
01-7220-7062	C-1-HARDTOP-MT	6,000.00	5,475.88	1,500.00
01-7220-7063	C-1-HARDTOP-MATERIAL	13,000.00	12,619.19	1,500.00
01-7220-7071	C-2-ROD/WL ST-WAGES	5,000.00	2,279.48	5,000.00
01-7220-7072	C-2-ROD/WL ST-MT	5,000.00	2,448.91	5,000.00
01-7220-7073	C-2-ROD/WL ST-MATERIAL	7,500.00	2,457.50	7,500.00
01-7220-7081	C-3-SHOULDER MAINT-WAGES	5,000.00	2,968.58	5,000.00
01-7220-7082	C-3-SHOULDER MAINT-MT	7,000.00	4,979.52	7,000.00

# Municipality of West Elgin

		<u>2020 Forecast</u>	<u>2020 Actuals</u>	<u>2020 Budget</u>
01-7220-7083	C-3-SHOULDER MAINT-MATERI	1,000.00	-	1,000.00
01-7220-7092	C-4-RESURFACING-MT	-	-	-
01-7220-7131	E-1 SNOW PLOW/REMOV-WAGES	7,500.00	2,626.97	7,500.00
01-7220-7132	E-1 SNOW PLOW/REMOV-MT	5,000.00	1,007.97	5,000.00
01-7220-7133	E-1 SNOW PLOW/REM-MATERIA	5,000.00	885.94	5,000.00
01-7220-7141	E-2 SANDING/SALTING-WAGES	8,000.00	5,060.35	8,000.00
01-7220-7142	E-2 SANDING/SALTING-MT	8,000.00	3,012.85	8,000.00
01-7220-7143	E-2 SANDING/SALT-MATERIAL	55,683.96	22,945.12	55,683.96
01-7220-7151	E-3 PLOW/SAND/SALT-WAGES	22,500.00	16,411.64	22,500.00
01-7220-7152	E-3 PLOW/SAND/SALT-MT	27,500.00	20,528.03	27,500.00
01-7220-7161	F SAFETY-WAGES	10,000.00	3,182.39	10,000.00
01-7220-7162	F SAFETY-MT	5,000.00	1,539.04	5,000.00
01-7220-7163	F SAFETY-MATERIAL	50,000.00	2,028.44	50,000.00
01-7220-7171	G-1 MUNICIPAL DRAIN REPAIR - WAGES	3,000.00	1,633.12	3,000.00
01-7220-7172	G-1 MUN DR REPAIR - MT	2,000.00	1,224.39	2,000.00
01-7220-7173	G-1 MUN DR REPAIR - MATERIALS	5,000.00	731.07	5,000.00
01-7220-7211	RP-PATROL-WAGES	55,000.00	47,079.90	55,000.00
01-7220-7212	RP-PATROL-MT	12,500.00	9,597.40	12,500.00
01-7220-7213	RP-PATROL-MATERIAL	1,000.00	-	1,000.00
01-7220-7221	CONTRA ACCOUNT - WAGES	-	-	-
01-7220-7222	CONTRA ACCOUNT - MT	-	-	-
01-7220-7225	ADMINISTRATIVE OVERHEAD	24,734.20	-	22,909.20
01-7220-7900	TRANSFER TO RESERVES	-	-	-
01-7220-7901	TRANSFER FROM RESERVES	-	-	-
		<u>- 38,325.00</u>	<u>-</u>	<u>-</u>
		<b>\$ -</b>	<b>-\$ 45,717.70</b>	<b>\$ 0.00</b>

# Municipality of West Elgin

		<u>2020 Forecast</u>		<u>2020 Actuals</u>		<u>2020 Budget</u>	
<b>Service Ontario</b>							
01-7240-6210	MTO - MGCS FUNDING	-	8,615.50	-	8,615.50	-	6,750.00
01-7240-6345	MTO - DRIVER LICENSE COMMISSION	-	16,025.82	-	14,090.82	-	21,500.00
01-7240-6346	MTO - HEALTH CARD SERVICES COMMISSION	-	2,241.00	-	1,371.69	-	3,000.00
01-7240-6347	MTO - HUNTING LICENCE COMMISSION	-	1,000.00	-	401.73	-	5,200.00
01-7240-6348	MTO - MISCELLANEOUS	-	600.00	-	505.55	-	950.00
01-7240-7400	WAGES		37,088.01		26,340.91		49,164.59
01-7240-7401	CPP EXPENSE		1,483.52		1,272.20		2,458.23
01-7240-7402	EI EXPENSE		741.76		488.73		983.29
01-7240-7403	EHT EXPENSE		741.76		519.24		983.29
01-7240-7404	WSIB		1,112.64		758.90		1,474.94
01-7240-7405	LIFE INSURANCE		491.65		287.60		491.65
01-7240-7406	BENEFITS EXPENSE		5,899.75		3,814.77		5,899.75
01-7240-7407	OMERS EXPENSE		3,337.92		2,361.79		3,933.17
01-7240-7415	Training		-		-		100.00
01-7240-7431	WAGES TRANSFER OUT	-	1,713.55	-	1,713.55		-
01-7240-7442	MILEAGE		-		-		100.00
01-7240-7450	HEALTH & SAFETY		-		-		100.00
01-7240-7452	BOOT & CLOTHING ALLOWANCE		270.17		-		270.17
01-7240-7650	OFFICE SUPPLIES		100.00		66.13		500.00
01-7240-7651	POSTAGE & COURIER		-		-		50.00
01-7240-7652	ADVERTISING		-		-		50.00
01-7240-7660	OTHER SUPPLIES		500.00		440.15		500.00
01-7240-7680	CONTRACTED SERVICES		-		-		-
		\$	<b>21,571.31</b>	\$	<b>10,455.04</b>	\$	<b>29,659.08</b>

# Municipality of West Elgin

		<u>2020 Forecast</u>	<u>2020 Actuals</u>	<u>2020 Budget</u>
<b>Transit</b>				
01-7280-6202	GRANTS FROM OTHER MUNICIPALITIES	-	- -	20,265.09
01-7280-6212	OSG - Transit	- 31,172.00	- 23,379.00 -	35,454.00
01-7280-6213	GRANTS - PUBLIC TRANSIT STREAM	-	- -	45,188.00
01-7280-6214	GRANTS - SAFE RESTART	- 16,747.00		
01-7280-6355	BUS TRIP FEES	- 4,000.00	- 3,440.00 -	13,836.00
01-7280-6356	SPECIAL TRIP & MILEAGE BUS FEES	- 500.00	- 239.75 -	7,000.00
01-7280-7400	WAGES	19,029.17	12,654.17	48,196.42
01-7280-7401	CPP EXPENSE	761.17	530.72	1,927.86
01-7280-7402	EI EXPENSE	380.58	279.94	963.93
01-7280-7403	EHT EXPENSE	380.58	246.76	963.93
01-7280-7404	WSIB	570.88	360.65	1,445.89
01-7280-7415	Training	50.00	24.00	200.00
01-7280-7510	INSURANCE	1,561.00	2,351.00	2,351.00
01-7280-7601	PHONE & INTERNET	1,100.00	837.65	1,100.00
01-7280-7651	POSTAGE & COURIER	-	-	50.00
01-7280-7652	ADVERTISING	3,000.00	2,692.15	3,000.00
01-7280-7660	OTHER SUPPLIES - Covid-19	2,000.00	1,568.28	200.00
01-7280-7701	FUEL - GAS	5,000.00	3,261.31	15,000.00
01-7280-7705	REPAIRS & MAINTENANCE	3,000.00	2,193.10	5,000.00
01-7280-7900	TRANSFER TO RESERVES	15,585.62	-	50,188.00
01-7280-7901	Transfer from Reserves		- -	70,000.00
01-7280-8000	CAPITAL - TRANSIT BUS	-	-	70,000.00
		<u>- \$ 0.00</u>	<u>- \$ 59.02</u>	<u>\$ 8,843.94</u>
<b>Streetlights</b>				
01-7290-7500	HYDRO	22,500.00	14,888.82	22,500.00
01-7290-7611	REPAIR & MAINTENANCE	5,000.00	3,974.06	10,000.00
01-7290-7613	EQUIPMENT PURCHASE	-	-	2,500.00
		<u>\$ 27,500.00</u>	<u>\$ 18,862.88</u>	<u>\$ 35,000.00</u>
<b>Sidewalks</b>				
01-7295-7274	SUMMER MAINTENANCE	2,500.00	-	2,500.00
01-7295-7430	WAGES TRANSFER IN	2,508.17	2,508.17	10,000.00
01-7295-8000	SIDEWALKS - CAPITAL OVER \$10,000	10,000.00	-	50,000.00
		<u>\$ 15,008.17</u>	<u>\$ 2,508.17</u>	<u>\$ 62,500.00</u>

# Municipality of West Elgin

			<u>2020 Forecast</u>		<u>2020 Actuals</u>	<u>2020 Budget</u>
<b>Sewer - Rodney</b>						
01-7300-6100	SEWER BILLINGS	-	327,401.88	-	224,763.17	327,401.88
01-7300-7500	HYDRO		70,000.00		46,418.36	70,000.00
01-7300-7502	WATER		7,995.47		3,495.47	9,000.00
01-7300-7510	INSURANCE		5,810.40		5,810.40	5,810.40
01-7300-7511	TAXES		27,197.42		13,694.71	28,000.00
01-7300-7520	GROUNDS MAINTENANCE		500.00		260.91	1,500.00
01-7300-7602	SOFTWARE LICENSE		500.00		407.04	1,000.00
01-7300-7611	SEWER MAINTENACE		10,000.00		6,603.32	35,000.00
01-7300-7651	POSTAGE & COURIER		-		-	50.00
01-7300-7680	CONTRACTED SERVICES		155,292.18		119,292.23	155,292.18
01-7300-7900	TRANSFER TO RESERVES		15,591.41			
01-7300-7901	TRANSFER FROM RESERVES	-	24,500.00	-	-	151,250.70
01-7300-8000	CAPITAL - RODNEY SEWAGE UPGRADES - 20 yr Capital Plan		34,015.00		34,015.00	-
01-7300-8002	CAPITAL - FILTER & SAND REPLACEMENT		15,000.00		-	15,000.00
01-7300-8003	CAPITAL - PROCESS PUMPS & MOTOR REBUILDS		10,000.00		-	10,000.00
01-7300-8004	CAPITAL - LAGOON DECANT UPGRADE		-		-	148,000.00
			<u>-</u>		<u>-</u>	<u>-</u>
			<b>-\$ 0.00</b>		<b>\$ 5,234.27</b>	<b>\$ -</b>

<b>Sewer - West Lorne</b>						
01-7301-6210	GRANT - SCF	-	286,618.65	-	96,482.40	-
01-7301-6370	SEWER BILLINGS	-	433,615.92	-	297,139.53	433,615.92
01-7301-6850	LONG-TERM FINANCING	-	100,000.00	-	100,000.00	-
01-7301-7500	HYDRO		40,000.00		26,342.71	40,000.00
01-7301-7502	WATER		1,000.00		198.87	2,000.00
01-7301-7510	INSURANCE		5,738.04		5,738.04	5,738.04
01-7301-7511	TAXES		19,799.17		9,575.00	19,726.38
01-7301-7520	GROUNDS MAINTENANCE		500.00		253.90	-
01-7301-7602	SOFTWARE LICENSE		1,000.00		407.04	1,000.00
01-7301-7611	SEWER MAINTENACE		10,000.00		9,150.63	10,000.00
01-7301-7660	OTHER SERVICES				-	6,204.00
01-7301-7680	CONTRACTED SERVICES		172,230.94		126,350.08	172,230.94
01-7301-7900	TRANSFER TO RESERVES		164,266.54		-	166,716.56
01-7301-8000	CAPITAL - WEST LORNE SEWAGE UPGRADES		405,699.88		405,699.88	-
01-7301-8001	CAPITAL - COLLECTION SYSTEM FLUSHING		-		-	10,000.00
			<u>-</u>		<u>-</u>	<u>10,000.00</u>
			<b>\$ 0.00</b>		<b>\$ 90,094.22</b>	<b>\$ -</b>

# Municipality of West Elgin

			<u>2020 Forecast</u>		<u>2020 Actuals</u>	<u>2020 Budget</u>
<b>Water</b>						
01-7310-6111	PENALTY & INTEREST	-	11,000.00	-	6,516.83	11,000.00
01-7310-6120	WATER REV - MISC.	-	5,000.00	-	3,911.27	5,000.00
01-7310-6360	WATER REV - RESIDENTIAL	-	846,538.59	-	571,580.20	846,538.59
01-7310-6361	WATER REV-NON RESIDENTIAL	-	107,585.42	-	57,748.61	107,585.42
01-7310-6364	WATER - FEES-NEW WATER SERVICES	-	8,000.00	-	7,664.48	6,000.00
01-7310-6365	WATER - FEES-DISCONNECT/RECONNECT	-	5,000.00	-	4,330.00	10,000.00
01-7310-7145	VEHICLE EXP		2,000.00		1,522.85	5,000.00
01-7310-7281	WATERMAINS MAINTENANCE		20,000.00		11,021.03	40,000.00
01-7310-7282	HYDRANT REPAIR & MAINTENANCE		1,000.00		-	5,000.00
01-7310-7400	WAGES		155,076.39		112,030.14	157,107.88
01-7310-7401	CPP EXPENSE		7,753.82		5,551.93	785.54
01-7310-7402	EI EXPENSE		3,101.53		2,085.74	3,142.16
01-7310-7403	EHT EXPENSE		3,101.53		2,203.70	3,142.16
01-7310-7404	WSIB		4,652.29		3,220.77	1,571.08
01-7310-7405	LIFE INSURANCE		1,550.76		980.68	1,571.08
01-7310-7406	BENEFITS EXPENSE		13,956.88		10,179.79	1,571.08
01-7310-7407	OMERS EXPENSE		13,956.88		10,199.24	14,139.71
01-7310-7415	Training		50.00		24.00	2,000.00
01-7310-7430	WAGES TRANSFER-IN		17,059.62		11,190.18	-
01-7310-7431	WAGES TRANSFER OUT	-	1,000.00	-	999.03	-
01-7310-7440	CONFERENCES/SEMINARS/MEETINGS		-		-	1,000.00
01-7310-7442	MILEAGE		1,000.00		730.63	500.00
01-7310-7450	HEALTH & SAFETY		50.00		29.38	1,000.00
01-7310-7452	UNIFORMS		1,000.00		360.22	1,500.00
01-7310-7500	HYDRO		6,000.00		3,918.21	6,000.00
01-7310-7501	GAS		1,000.00		698.61	1,000.00
01-7310-7502	WATER		800.00		318.00	1,000.00
01-7310-7509	POSTAGE & COURIER		10,000.00		-	10,000.00
01-7310-7510	INSURANCE		13,177.16		13,177.16	13,177.16
01-7310-7511	TAXES		500.00		432.00	1,000.00
01-7310-7515	BUILDING REPAIRS & MAINTENANCE		5,000.00		4,081.64	5,000.00
01-7310-7516	JANITORIAL		200.00		60.58	200.00
01-7310-7519	MATERIALS		15,000.00		10,164.66	25,000.00
01-7310-7601	PHONE & INTERNET		2,500.00		2,001.47	2,500.00
01-7310-7602	SOFTWARE LICENSE		10,000.00		2,193.48	10,000.00
01-7310-7609	TOOLS		1,000.00		560.75	5,000.00
01-7310-7611	EQUIPMENT MAINTENACE		40,000.00		31,363.38	15,000.00
01-7310-7613	EQUIPMENT PURCHASE		1,500.00		-	1,500.00
01-7310-7650	OFFICE SUPPLIES		1,000.00		717.25	1,600.00
01-7310-7652	ADVERTISING EXP		400.00		377.52	200.00
01-7310-7660	OTHER SUPPLIES		50.00		22.99	-
01-7310-7676	AUDIT FEES		1,000.00		-	1,000.00
01-7310-7680	CONTRACTED SERVICES		161,573.01		109,089.54	161,573.01
01-7310-7682	PAYMENTS TO MUNICIPALITIES		532,171.72		104,201.14	561,558.13

## Municipality of West Elgin

		<u>2020 Forecast</u>	<u>2020 Actuals</u>	<u>2020 Budget</u>
01-7310-7699	BILLABLE	-	7,412.55	-
01-7310-7701	FUEL - GAS	7,000.00	-	7,000.00
01-7310-7777	BAD DEBT EXPENSE	-	-	500.00
01-7310-7901	TRANSFER FROM RESERVES	- 830,758.15	- -	932,714.97
01-7310-8001	CAPITAL - WATER LINE EXT	11,000.00	10,942.52	50,000.00
01-7310-8002	CAPITAL - WATERLINE REPLACEMENT (CHESTNUT/WOOD)	8,700.58	8,700.58	-
01-7310-8003	CAPITAL - TODD PL WATER LINE REPLACEMENT	540,000.00	18,378.07	540,000.00
01-7310-8005	CAPITAL - METER REPLACEMENT	-	-	60,000.00
01-7310-8006	CAPITAL - CAST IRON MAIN BEHIND RODNEY LIBRARY	200,000.00	30,953.75	200,000.00
		<u>-\$ 0.00</u>	<u>-\$ 121,654.29</u>	<u>\$ 0.01</u>



# Municipality of West Elgin

		<u>2020 Forecast</u>	<u>2020 Actuals</u>	<u>2020 Budget</u>
<b>Garbage Collection - Rodney</b>				
01-7330-6381	TAXATION - RODNEY COLLECTION	- 58,419.63	- 58,182.74	- 58,650.09
01-7330-7350	GARBAGE COLLECTION	58,419.52	43,764.40	58,650.09
01-7330-7355	RECYCLING COLLECTION	28,282.21	21,187.33	28,232.72
01-7330-7652	ADVERTISING	-	-	200.00
		<b>\$ 28,282.10</b>	<b>\$ 6,768.99</b>	<b>\$ 28,432.72</b>
<b>Garbage Collection - West Lorne</b>				
01-7335-6381	TAXATION - WEST LORNE COLLECTION	- 66,988.46	- 66,988.46	- 66,218.86
01-7335-7350	GARBAGE COLLECTION	66,009.86	49,450.64	66,218.86
01-7335-7355	RECYCLING COLLECTION	30,282.93	22,686.15	30,229.91
01-7335-7652	ADVERTISING	-	-	200.00
		<b>\$ 29,304.33</b>	<b>\$ 5,148.33</b>	<b>\$ 30,429.91</b>

# Municipality of West Elgin

			<u>2020 Forecast</u>		<u>2020 Actuals</u>	<u>2020 Budget</u>
<b>Landfill</b>						
01-7350-6374	FSC - REFRIGERANT FEES	-	2,500.00	-	2,240.00	2,500.00
01-7350-6375	FSC - TIPPING FEES	-	7,500.00	-	5,430.00	7,500.00
01-7350-6376	Recycling/London Salvage	-	5,000.00	-	4,101.82	
01-7350-6377	Stewardship Ontario - Composter	-	1,000.00	-	708.00	2,000.00
01-7350-6378	Stewardship Ontario - Recycling Box/Data Call	-	28,000.00	-	16,775.39	28,000.00
01-7350-6379	HAZARDOUS WASTE		-	-	594.33	-
01-7350-6381	MRF Fees - City of London	-	14,915.39	-	6,915.39	15,000.00
01-7350-6382	2020 Rural Garbage	-	57,600.00	-	57,600.00	-
01-7350-7307	RECYCLING EXPENSE		25,000.00		19,029.35	20,000.00
01-7350-7308	MRF FEES EXPENSE		30,000.00		15,085.65	20,000.00
01-7350-7309	HAZARDOUS WASTE DAY		7,500.00		-	7,500.00
01-7350-7310	FREON REMOVAL		2,400.00		2,198.02	2,400.00
01-7350-7350	GARBAGE COLLECTION		50,165.52		20,165.52	-
01-7350-7355	RECYCLING COLLECTION		15,000.00		8,906.89	-
01-7350-7400	WAGES		25,973.00		15,351.01	25,973.00
01-7350-7401	CPP EXPENSE		1,038.92		685.76	1,038.92
01-7350-7402	EI EXPENSE		597.38		339.56	597.38
01-7350-7403	EHT EXPENSE		519.46		299.36	519.46
01-7350-7404	WSIB		519.46		437.49	519.46
01-7350-7415	TRAINING EXPENSE		-		-	2,500.00
01-7350-7516	JANITORIAL		250.00		76.32	500.00
01-7350-7519	MATERIALS		13,094.71		13,094.71	1,500.00
01-7350-7520	GROUPS MAINTENANCE		66,201.37		46,201.37	20,000.00
01-7350-7530	GREEN LANE DISPOSAL		62,643.33		34,643.33	47,365.20
01-7350-7531	CONTRACTS & AGREEMENTS		37,500.00		24,818.68	37,500.00
01-7350-7601	PHONE & INTERNET		100.00		83.32	100.00
01-7350-7611	EQUIPMENT MAINTENACE		500.00		-	500.00
01-7350-7650	OFFICE SUPPLIES		500.00		217.57	500.00
01-7350-7652	ADVERTISING EXP		2,500.00		2,466.90	1,000.00
01-7350-7680	CONTRACTED SERVICES		2,500.00		950.85	5,000.00
01-7350-7777	BAD DEBT EXPENSE		-		-	50.00
			<u>\$ 227,987.76</u>		<u>\$ 110,686.73</u>	<u>\$ 140,063.42</u>
<b>Cemeteries</b>						
01-7400-7430	WAGES TRANSFER IN		239.05		239.05	-
01-7400-7520	GROUPS MAINTENANCE		-		-	600.00
			<u>\$ 239.05</u>		<u>\$ 239.05</u>	<u>\$ 600.00</u>

# Municipality of West Elgin

		<u>2020 Forecast</u>		<u>2020 Actuals</u>		<u>2020 Budget</u>
<b>Arena</b>						
01-7600-6121	DONATIONS - ARENA RENAMING	-	-	3,020.00	-	-
01-7600-6202	GRANT FROM DUTTON/DUNWICH	-	116,112.61	-	-	104,768.51
01-7600-6501	ICE RENTAL	-	82,685.56	-	37,685.56	109,400.00
01-7600-6502	SIGN RENTAL	-	3,230.00	-	3,230.00	3,500.00
01-7600-6503	FOOD BOOTH RENTAL	-	375.00	-	375.00	900.00
01-7600-6504	PUBLIC SKATING	-	1,000.00	-	908.00	1,000.00
01-7600-6505	SKATE SHARPENING	-	1,000.00	-	815.00	1,200.00
01-7600-6506	VENDING MACHINE REVENUE	-	100.00	-	99.49	500.00
01-7600-7350	GARBAGE COLLECTION		2,246.51		1,682.96	2,600.00
01-7600-7415	TRAINING		-		-	2,000.00
01-7600-7430	Wages Transfer In		115,631.00		62,275.29	114,729.21
01-7600-7440	CONFERENCES/SEMINARS/MEETINGS		-		-	1,500.00
01-7600-7441	MEMBERSHIPS & DUES		250.00		250.00	250.00
01-7600-7450	HEALTH & SAFETY		2,000.00		1,171.51	2,000.00
01-7600-7452	UNIFORMS		1,000.00		-	1,000.00
01-7600-7500	HYDRO		70,000.00		34,265.46	70,000.00
01-7600-7501	GAS		6,500.00		3,361.78	6,500.00
01-7600-7502	ARENA - WATER		3,000.00		2,527.51	3,000.00
01-7600-7510	INSURANCE		25,793.64		25,793.64	25,793.64
01-7600-7515	BUILDING REPAIRS & MAINTENANCE		125,000.00		121,541.20	90,000.00
01-7600-7516	JANITORIAL		1,000.00		348.45	2,500.00
01-7600-7529	ADMINISTRATION EXPENSE		25,017.50		17.50	2,500.00
01-7600-7531	CONTRACTS & AGREEMENTS		3,500.00		3,438.00	3,000.00
01-7600-7601	PHONE & INTERNET		3,498.00		2,598.00	2,500.00
01-7600-7602	SOFTWARE LICENSE		200.00		-	200.00
01-7600-7609	TOOLS		50.00		7.69	500.00
01-7600-7611	EQUIPMENT MAINTENANCE		20,000.00		17,915.91	18,000.00
01-7600-7613	EQUIPMENT PURCHASE		5,000.00		4,159.99	10,000.00
01-7600-7614	EQUIPMENT RENTAL		350.00		243.11	350.00
01-7600-7618	SUBSCRIPTIONS		428.83		428.83	800.00
01-7600-7650	OFFICE SUPPLIES		300.00		257.81	1,500.00
01-7600-7652	ADVERTISING		-		-	1,000.00
01-7600-7660	OTHER SUPPLIES		1,500.00		1,384.98	1,500.00
01-7600-7701	FUEL - GAS		100.00		6.53	100.00
01-7600-8003	CAPITAL - DRAIN REPAIR & EAVESTROUGH		-		-	10,000.00
01-7600-8004	CAPITAL - SECURITY CAMERAS		-		-	10,000.00
01-7600-8005	CAPITAL - KEYLESS ACCESS CONTROL		-		-	15,000.00
01-7600-8007	CAPITAL - BOARDS REPAIR		-		-	10,000.00
			<u>\$ 207,862.31</u>		<u>\$ 237,543.10</u>	<u>\$ 187,554.34</u>

# Municipality of West Elgin

		<u>2020 Forecast</u>	<u>2020 Actuals</u>	<u>2020 Budget</u>
<b>Parks &amp; Recreation - Marina</b>				
01-7610-7430	WAGES - TRANSFER IN	4,000.00	8,554.09	3,485.99
01-7610-7432	BLUE FLAG - MARINA	2,650.00	2,609.51	3,100.00
01-7610-7441	MEMBERSHIPS & DUES	1,526.40	1,526.40	1,526.40
01-7610-7500	HYDRO	800.00	515.62	1,200.00
01-7610-7502	WATER	300.00	123.52	400.00
01-7610-7503	SEWAGE EXPENSE	4,000.00	2,184.43	4,000.00
01-7610-7511	PROPERTY TAXES	2,230.22	2,230.22	2,100.00
01-7610-7515	BUILDING REPAIRS & MAINTENANCE	500.00	458.92	500.00
01-7610-7516	JANITORIAL	1,000.00	758.99	1,000.00
01-7610-7520	GROUNDS MAINTENANCE	44,589.53	44,589.53	500.00
01-7610-7521	EROSION CONTROL - SHORELINE PROTECTION	20,000.00	16,444.55	20,000.00
01-7610-7901	TRANSFER FROM RESERVES	- 48,943.08	3,490.98	-
01-7610-8000	CAPITAL - FISH CLEANING STATION	48,943.08	156.71	-
01-7610-8001	CAPITAL - BRIDGE	579.67	579.67	20,000.00
		<b>\$ 82,175.82</b>	<b>\$ 84,223.14</b>	<b>\$ 57,812.39</b>
<b>Parks &amp; Recreation - Programs</b>				
01-7611-6402	FSC - DAYCAMP	- 928.37	- 928.37	-
01-7611-6403	BASEBALL	- 100.00	- 100.00	-
01-7611-6404	HANGING BASKETS DONATIONS	- 1,000.00	- 1,000.00	-
01-7611-7329	VOLLEYBALL	-	-	500.00
01-7611-7330	SOCCER	338.13	338.13	3,000.00
01-7611-7331	BASEBALL	-	-	500.00
01-7611-7332	TENNIS	-	-	500.00
01-7611-7333	BASKETBALL	-	-	500.00
01-7611-7334	LAWNBOWLING	500.00	313.14	500.00
01-7611-7335	PLAYGROUND EQUIPMENT	1,200.00	-	-
01-7611-7336	SPLASHPAD	4,859.29	188.29	-
01-7611-7340	CHRISTMAS PARADE	5,000.00	-	5,000.00
01-7611-7341	CIVIC HOLIDAY	-	-	5,000.00
01-7611-7342	CANADA DAY	-	-	9,000.00
01-7611-7343	RODNEY FAIR	-	-	10,000.00
01-7611-7430	WAGES - TRANSFER IN	2,000.00	979.66	13,285.14
01-7611-7517	EQUIPMENT RENTAL	-	-	2,000.00
01-7611-7532	PERMITS & REGISTRATIONS	-	-	1,000.00
01-7611-8000	CAPITAL - LAWN BOWLING ROOF & PORCH	3,145.80	3,145.80	15,000.00
01-7611-8001	CAPITAL - TENNIS COURT	5,050.00	1,839.75	50,000.00
		<b>\$ 20,064.85</b>	<b>\$ 4,776.40</b>	<b>\$ 115,785.14</b>

# Municipality of West Elgin

		<u>2020 Forecast</u>		<u>2020 Actuals</u>		<u>2020 Budget</u>
<b>Parks &amp; Recreation - Recreation Center</b>						
01-7612-6401	FSC - REC CENTRE	-	3,392.90	-	1,392.90	- 7,000.00
01-7612-7430	WAGES TRANSFER IN		16,152.29		14,202.29	28,000.00
01-7612-7441	MEMBERSHIPS & DUES		202.08		202.08	200.00
01-7612-7442	PROGRAMMING		105.83		105.83	-
01-7612-7500	HYDRO		10,000.00		4,955.68	10,000.00
01-7612-7501	GAS		4,500.00		2,632.63	4,500.00
01-7612-7502	WATER		1,200.00		771.47	3,000.00
01-7612-7515	BUILDING REPAIRS & MAINTENANCE		6,358.08		1,987.07	15,000.00
01-7612-7516	JANITORIAL		1,000.00		252.20	2,000.00
01-7612-7520	GROUNDS MAINTENANCE		1,000.00		994.66	-
01-7612-7601	PHONE & INTERNET		1,600.00		1,458.56	1,600.00
01-7612-7611	EQUIPMENT MAINTENANCE		500.00		142.36	1,500.00
01-7612-7613	EQUIPMENT PURCHASE		3,000.00		2,376.57	8,500.00
01-7612-7652	ADVERTISING		-		-	500.00
01-7612-7900	TRANSFER TO RESERVES		30,000.00			
01-7612-7901	TRANSFER FROM RESERVES		-		- -	30,000.00
01-7612-8002	CAPITAL - KEYLESS ACCESS		10,000.00		-	30,000.00
01-7612-8003	CAPITAL - TABLES & CHAIRS		2,500.00		2,426.33	11,000.00
01-7612-8004	CAPITAL - CEILING REPLACEMENT		-		-	30,000.00
		\$	84,725.38	\$	31,114.83	\$ 108,800.00

## Parks & Recreation - Pool

01-7613-6403	FSC - POOL	-	5,234.65	-	5,234.65	20,000.00
01-7613-7400	WAGES		27,441.20		27,441.20	40,000.00
01-7613-7401	CPP EXPENSE		980.06		980.06	-
01-7613-7402	EI EXPENSE		607.01		607.01	920.00
01-7613-7403	EHT EXPENSE		535.09		535.09	800.00
01-7613-7404	WSIB		782.04		782.04	1,280.00
01-7613-7415	TRAINING EXPENSE		466.86		466.86	1,500.00
01-7613-7430	WAGES TRANSFER IN		11,000.00		10,262.85	18,000.00
01-7613-7442	MILEAGE		120.78		120.78	100.00
01-7613-7450	HEALTH & SAFETY		70.00		66.40	1,000.00
01-7613-7452	UNIFORMS		-		-	400.00
01-7613-7500	HYDRO		6,500.00		4,892.09	7,500.00
01-7613-7501	GAS		4,200.00		2,898.33	4,200.00
01-7613-7502	WATER		2,850.84		1,083.84	8,000.00
01-7613-7515	BUILDING REPAIRS & MAINTENANCE		500.00		434.73	10,000.00
01-7613-7520	POOL MAINTENANCE		4,472.59		2,471.79	8,500.00
01-7613-7531	CONTRACTS & AGREEMENTS		425.10		425.10	400.00
01-7613-7601	PHONE & INTERNET		1,458.43		1,242.43	1,800.00
01-7613-7612	POOL CHEMICALS		5,752.51		5,752.51	8,000.00
01-7613-7613	EQUIPMENT PURCHASE		6,044.92		6,044.92	8,000.00
01-7613-7614	EQUIPMENT RENTAL		305.05		305.05	275.00

## Municipality of West Elgin

		<u>2020 Forecast</u>	<u>2020 Actuals</u>	<u>2020 Budget</u>
01-7613-7650	OFFICE SUPPLIES	102.46	102.46	1,000.00
01-7613-7651	POSTAGE & SHIPPING	-	-	-
01-7613-7652	ADVERTISING	607.04	607.04	1,000.00
01-7613-7660	OTHER SUPPLIES	6.08	6.08	-
01-7613-8001	CAPITAL - FILTERS	40,299.65	40,299.65	35,000.00
		<u>\$ 110,293.06</u>	<u>\$ 102,593.66</u>	<u>\$ 137,675.00</u>

# Municipality of West Elgin

		<u>2020 Forecast</u>		<u>2020 Actuals</u>		<u>2020 Budget</u>
<b>Parks &amp; Recreation - Operations</b>						
01-7614-6353	Gain/Loss on Asset Disposal	-	19,332.50	-	19,332.50	-
01-7614-6406	FSC -SAND RING RENT		-	-	-	500.00
01-7614-6407	PARKS - PAVILLION RENTAL		-	-	-	200.00
01-7614-6410	DONATIONS - PLAYGROUND EQUIPMENT	-	173,912.45	-	149,368.66	170,000.00
01-7614-7335	JOE'S BUSH		371.70		371.70	500.00
01-7614-7336	OLD JAIL		-		-	1,000.00
01-7614-7337	SCOUT HALL		100.00		86.50	1,500.00
01-7614-7338	FLOWER BASKETS		3,771.03		3,771.03	-
01-7614-7415	TRAINING		100.00		81.65	2,500.00
01-7614-7430	Wages Transfer-In		164,403.58		120,227.59	164,403.58
01-7614-7440	CONFERENCES/SEMINARS/MEETINGS		200.00		170.00	2,000.00
01-7614-7441	MEMBERSHIPS & DUES		1,320.00		1,320.00	500.00
01-7614-7442	MILEAGE		100.00		81.58	-
01-7614-7450	HEALTH & SAFETY		550.00		505.29	2,000.00
01-7614-7452	UNIFORMS		936.43		1,936.43	1,000.00
01-7614-7500	HYDRO		2,000.00		1,213.90	3,000.00
01-7614-7501	GAS		1,180.97		780.97	-
01-7614-7502	WATER		1,000.00		645.96	7,500.00
01-7614-7510	INSURANCE		25,289.68		25,289.68	25,289.68
01-7614-7515	BUILDING REPAIR & MAINTENANCE		1,050.66		4,408.74	3,000.00
01-7614-7516	JANITORIAL		1,500.00		750.87	1,500.00
01-7614-7520	GROUPS MAINTENANCE		10,000.00		4,896.43	25,000.00
01-7614-7601	PHONE & INTERNET		3,500.00		3,140.76	3,000.00
01-7614-7609	TOOLS		500.00		146.79	1,500.00
01-7614-7611	EQUIPMENT MAINTENANCE		3,000.00		2,806.95	8,000.00
01-7614-7613	EQUIPMENT PURCHASE		2,000.00		1,556.64	2,000.00
01-7614-7614	EQUIPMENT RENTAL		-		-	2,500.00
01-7614-7650	OFFICE SUPPLIES		500.00		346.32	1,500.00
01-7614-7652	ADVERTISING		607.04		607.04	500.00
01-7614-7660	OTHER SUPPLIES		362.55		362.55	500.00
01-7614-7701	FUEL- GAS		5,000.00		176.27	10,000.00
01-7614-7705	VEHICLE - REPAIR & MAINTENANCE		2,000.00		529.86	6,000.00
01-7614-7900	TRANSFER TO RESERVES		-		-	-
01-7614-8004	CAPITAL - PLAYGROUND EQUIPMENT		195,523.74		195,523.74	170,000.00
01-7614-8005	CAPITAL - LAWNMOWER		16,739.52		16,739.52	-
		\$	<b>250,361.95</b>	\$	<b>219,773.60</b>	\$ <b>275,493.26</b>

# Municipality of West Elgin

		<u>2020 Forecast</u>		<u>2020 Actuals</u>		<u>2020 Budget</u>
<b>PGTP</b>						
01-7620-6378	FSC - MISCELLANEOUS	-	130.00	-	127.70	400.00
01-7620-6410	PGTP - BOOTH RENTAL		-	-	-	750.00
01-7620-6411	PGTP - CAMP FEES SEASONAL	-	236,403.60	-	251,266.00	254,048.00
01-7620-6412	FSC - CAMP FEES-TRANSIENT	-	16,000.00	-	15,649.00	18,000.00
01-7620-6413	FSC - LAUNDROMAT	-	1,500.00	-	1,370.00	4,000.00
01-7620-7300	GARBAGE COLLECTION				4,442.31	7,000.00
01-7620-7400	WAGES				33,281.73	45,900.00
01-7620-7401	CPP EXPENSE				1,916.79	2,295.00
01-7620-7402	EI EXPENSE				834.55	1,193.40
01-7620-7403	EHT EXPENSE				764.46	1,055.70
01-7620-7404	WSIB				1,117.28	1,698.30
01-7620-7415	TRAINING		-		-	300.00
01-7620-7430	WAGES TRANSFER IN		300.00		192.55	-
01-7620-7441	MEMBERSHIPS & DUES		1,526.40		1,526.40	1,300.00
01-7620-7442	MILEAGE		-		-	150.00
01-7620-7452	BOOT & CLOTHING ALLOWANCE		130.80		130.80	500.00
01-7620-7500	HYDRO		57,000.00		32,920.74	57,000.00
01-7620-7501	GAS		800.00		474.67	500.00
01-7620-7502	WATER		3,000.00		1,362.59	4,000.00
01-7620-7503	SEWAGE EXPENSE		6,000.00		3,626.12	18,000.00
01-7620-7510	INSURANCE		12,479.00		12,479.40	12,479.40
01-7620-7511	PROPERTY TAXES		4,206.96		4,206.96	4,284.00
01-7620-7515	Building Repair & Maintenance		7,000.00		6,060.59	15,000.00
01-7620-7516	JANITORIAL		1,000.00		547.07	1,000.00
01-7620-7520	GROUNDS MAINTENANCE		15,000.00		10,538.11	20,000.00
01-7620-7529	ADMINISTRATION EXPENSE		2,000.00		-	2,000.00
01-7620-7531	CONTRACTS & AGREEMENTS		700.00		700.00	600.00
01-7620-7601	PHONE & INTERNET		1,000.00		669.32	1,000.00
01-7620-7611	EQUIPMENT MAINTENACE		2,000.00		1,517.28	5,000.00
01-7620-7613	EQUIPMENT PURCHASE		1,500.00		1,116.84	10,800.00
01-7620-7650	OFFICE SUPPLIES		400.00		309.81	500.00
01-7620-7651	POSTAGE & COURIER		500.00		-	500.00
01-7620-7652	ADVERTISING		-		-	100.00
01-7620-7660	OTHER SUPPLIES		150.00		102.29	500.00
01-7620-7701	FUEL EXP		500.00		322.78	1,000.00
01-7620-7900	TRANSFER TO RESERVES		126,525.89		-	-
01-7620-7901	TRANSFER FROM RESERVES		-		-	151,457.80
01-7620-8001	CAPITAL - Consult & Engineering for Septic System		8,387.56		8,387.56	180,000.00
01-7620-8002	CAPITAL - WAR MONUMENT & GATES		-		-	15,000.00
01-7620-8004	CAPITAL - PAVILLION CEILING		1,926.99		1,926.99	18,000.00
		<b>-\$</b>	<b>0.00</b>	<b>-\$</b>	<b>136,936.71</b>	<b>\$ -</b>



# Municipality of West Elgin

		<u>2020 Forecast</u>		<u>2020 Actuals</u>		<u>2020 Budget</u>	
<b>Library - Rodney</b>							
01-7650-6321	RENT - LIBRARY - RODNEY	-	21,304.36	-	10,833.26	-	21,304.36
01-7650-7430	WAGES TRANSFER IN		618.46		618.46		3,500.00
01-7650-7500	HYDRO		1,435.02		835.02		2,000.00
01-7650-7501	GAS		781.54		481.54		1,000.00
01-7650-7502	WATER		500.00		341.04		500.00
01-7650-7510	INSURANCE		792.72		792.72		792.72
01-7650-7515	BUILDING REPAIRS & MAINTENANCE		1,000.00		988.80		1,500.00
01-7650-7516	JANITORIAL		1,663.60		167.71		500.00
		<b>-\$</b>	<b>14,513.02</b>	<b>-\$</b>	<b>6,607.97</b>	<b>-\$</b>	<b>11,511.64</b>

<b>Complex - West Lorne</b>							
01-7655-6108	WEST ELGIN SUPPORT SERVICES	-	13,232.98	-	-	-	21,450.00
01-7655-6321	RENT - LIBRARY WL	-	26,749.73	-	13,602.24	-	26,749.73
01-7655-7500	HYDRO		6,355.10		4,155.10		8,500.00
01-7655-7501	GAS		2,000.00		1,199.95		2,000.00
01-7655-7502	WATER		768.49		476.80		2,500.00
01-7655-7510	INSURANCE		507.87		507.87		507.87
01-7655-7515	BUILDING REPAIRS & MAINTENANCE		5,000.00		4,659.49		10,000.00
01-7655-7516	JANITORIAL		4,000.00		3,926.72		10,000.00
01-7655-7520	GROUNDS MAINTENANCE		-		-		-
01-7655-7601	PHONE & INTERNET		1,760.97		1,460.97		850.00
01-7655-8000	CAPITAL - LIGHTING RETROFIT		19,306.52		19,306.52		30,000.00
		<b>-\$</b>	<b>283.76</b>	<b>\$</b>	<b>22,091.18</b>	<b>\$</b>	<b>16,158.14</b>

# Municipality of West Elgin

		<u>2020 Forecast</u>	<u>2020 Actuals</u>	<u>2020 Budget</u>
<b>Planning</b>				
01-7700-6430	PLANNING FEES	- 15,000.00	- 12,700.00 - 30,000.00	
01-7700-6432	BILLINGS - SWD	- 45,333.77	- 30,460.22 - 40,000.00	
01-7700-7400	WAGES	79,543.31	57,343.13	79,543.31
01-7700-7401	CPP EXPENSE	3,977.17	2,714.91	2,386.30
01-7700-7402	EI EXPENSE	1,590.87	936.02	1,193.15
01-7700-7403	EHT EXPENSE	1,590.87	1,128.45	1,590.87
01-7700-7404	WSIB	2,386.30	1,649.27	2,386.30
01-7700-7405	LIFE INSURANCE	795.43	526.49	874.98
01-7700-7406	BENEFITS EXPENSE	5,568.03	3,996.25	6,124.83
01-7700-7407	OMERS EXPENSE	8,749.76	6,160.11	8,431.59
01-7700-7415	TRAINING EXPENSE	-	-	500.00
01-7700-7440	CONFERENCES/SEMINARS/MEETINGS	-	-	500.00
01-7700-7441	MEMBERSHIPS & DUES	613.00	613.00	500.00
01-7700-7442	MILEAGE	100.00	24.26	200.00
01-7700-7452	UNIFORMS	-	-	-
01-7700-7533	PLANNING FEES	-	-	3,500.00
01-7700-7534	SEASIDE DEVELOPMENT FEES	-	-	-
01-7700-7602	SOFTWARE LICENSES	-	-	-
01-7700-7613	EQUIPMENT PURCHASE	-	-	-
01-7700-7650	OFFICE SUPPLIES	1,000.00	947.69	50.00
01-7700-7651	POSTAGE & COURIER	-	-	-
01-7700-7652	ADVERTISING	500.00	251.14	500.00
01-7700-7675	LEGAL	-	-	50,000.00
01-7700-7699	BILLABLE	-	-	-
01-7700-7901	TRANSFER FROM RESERVES	-	-	50,000.00
		<b>\$ 46,080.97</b>	<b>\$ 33,130.50</b>	<b>\$ 38,281.33</b>
<b>Economic Development</b>				
01-7710-6751	ELGINCENTIVES	- 2,314.96	- 2,198.00 -	
01-7710-7359	HOME FOR XMAS, LURE BROCHURE	-	-	2,000.00
01-7710-7360	ELGINCENTIVES	2,314.96	2,314.96	-
01-7710-7440	CONFERENCES/SEMINARS/MEETINGS	-	-	500.00
01-7710-7652	ADVERTISING	675.00	675.00	1,500.00
		<b>\$ 675.00</b>	<b>\$ 791.96</b>	<b>\$ 4,000.00</b>

# Municipality of West Elgin

		<u>2020 Forecast</u>	<u>2020 Actuals</u>	<u>2020 Budget</u>
<b>Drainage</b>				
01-7720-6390	OSG - MD INSPECTOR	- 14,000.00	- 23,303.13 -	14,000.00
01-7720-6392	DRAIN MAINTENANCE - ADMINISTRATION FEE	- 2,806.33	- 2,806.33 -	200.00
01-7720-7400	WAGES	27,195.44	17,405.27	27,195.44
01-7720-7401	CPP EXPENSE	1,631.73	1,041.90	1,631.73
01-7720-7402	EI EXPENSE	815.86	495.22	815.86
01-7720-7403	EHT EXPENSE	815.86	436.58	543.91
01-7720-7404	WSIB	1,087.82	638.11	1,087.82
01-7720-7405	LIFE INSURANCE	-	-	-
01-7720-7406	BENEFITS IN LIEU	6,698.08	4,983.44	7,342.77
01-7720-7407	OMERS	2,447.59	1,566.47	2,447.59
01-7720-7415	TRAINING EXPENSE	-	-	100.00
01-7720-7430	WAGES TRANSFER IN	-	-	-
01-7720-7440	CONFERENCES/SEMINARS/MEETINGS	-	-	-
01-7720-7441	MEMBERSHIPS & DUES	-	-	-
01-7720-7442	MILEAGE	200.00	144.06	2,000.00
01-7720-7601	PHONE & INTERNET	500.00	402.61	400.00
01-7720-7650	OFFICE SUPPLIES	-	-	100.00
01-7720-7651	POSTAGE & COURIER	50.00	4.08	50.00
01-7720-7652	ADVERTISING	-	-	200.00
01-7720-7777	DRAIN WRITE OFFS	- 21.87	- 21.87	-
		<b>\$ 24,614.18</b>	<b>\$ 986.41</b>	<b>\$ 29,715.12</b>
<b>Debentures</b>				
01-8000-7480	TILE DRAINS EXP	80,439.27	13,155.78	40,520.60
01-8000-7583	TILE DRAINS - INTEREST	3,190.50	3,190.50	-
		<b>\$ 83,629.77</b>	<b>\$ 16,346.28</b>	<b>\$ 40,520.60</b>



## Staff Report

---

**Report To:** Council Meeting  
**From:** Magda Badura, CAO/Treasurer  
**Date:** 2020-10-22  
**Subject:** IT Security Assessment

---

### **Recommendation:**

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: IT Security Assessment, and

That West Elgin Council hereby approves spending of up to \$15,000 plus HST for the information technology security audit and compliance assessment services; and that the funds be drawn out of the Efficiency Grant funding reserves.

### **Purpose:**

The purpose of this audit is to identify and qualify any discovered threats and recommend any mitigation strategies or compensating controls to reduce or eliminate security risk.

### **Background:**

Recently the municipality had a security breach through email services (suspected Phishing attack). Hackers were able to identify contacts for our banking information and proceeded to apply for access authorize to our bank accounts. Luckily the employee caught it in time before the bank processed the access request.

We have never performed any IT security audits in the past. However, it is best practice in today's business world to perform third party audit and security assessment to identify security deficiencies within the municipality.

Insurance Company's providing Cyber Security Policies ask if you have had a security audit. In addition, the Insurance Company's recommend a security audit. It ensures the municipality's Security measures are sound and compliant and it allows for lower insurance premiums as a result.

### **Financial Implications:**

Purchase of IT Audit Services from Digital Boundary Group will require transfer from Efficiency Grant funding reserves of approximately \$15,000.00.

**Report Approval Details**

Document Title:	IT Security Assessment - 2020-15-Administration Finance.docx
Attachments:	- Township of Malahide - IT Security Assessment - October 1 2019.pdf
Final Approval Date:	Oct 20, 2020

This report and all of its attachments were approved and signed as outlined below:

Jana Nethercott



Digital  
Boundary Group

Proposal

## IT Security Assessment

**Prepared For:**

**Township of Malahide**

87 John Street South  
Aylmer, Ontario

**Prepared By:**

Bryan Parr

**Date:**

October 1, 2019

**Proposal Number:**C19-01461-01-1

Contents

Corporate Overview ..... 3

Proposed Scope of Work ..... 5

External Penetration Test..... 5

Network Security Assessment ..... 7

Fee Structure & Payment Schedule ..... 14

Acceptance..... 15

## Corporate Overview

Digital Boundary Group (DBG) is an information technology security assurance services firm serving clients worldwide.

DBG provides information technology security auditing and compliance assessment services. In addition, we offer information security consulting, network security assessments, penetration testing (PCI), application security testing (web and mobile), vulnerability scanning, wireless security assessments, SCADA security assessments, and physical security assessments. Our training offerings include hands-on Hardening Windows Networks courses and Network Security training.

DBG's operational security testing provides organizations with a comprehensive assessment of their security posture, both externally and internally. We are vendor neutral regarding hardware and software solutions but maintain ongoing relations with Tier-One and other vendors in order to stay current with relevant technology developments. We do not sell hardware or software and do not sell network design, installation, management, or remediation services.

Our client experience includes: Federal, Provincial/State, and Municipal governments; Law Enforcement; Utilities (including electricity generation and distribution and water/wastewater treatment facilities); Mining; Oil & Gas / Energy sectors; Financial / Insurance Services firms; Healthcare; Retail; Casino / Gaming; Education (Post-Secondary and K-12); Transportation / Logistics Firms; and Professional Services firms.

We are a National Partner of (MISA/ASIM) Municipal Information Systems Association of Canada and Associate Members of British Columbia, Prairie, Ontario, and Atlantic Canada chapters. We are an Associate Corporate Member of The Canadian Association of Chiefs of Police (CACP). We are a Corporate Partner Member of the Canadian Electricity Association (CEA) and Commercial Member of The Electricity Distributors Association (EDA) of Ontario.

We maintain Certified Information Systems Security Professional designations for our senior technical staff and are authorized by the global security standards organization, (ISC)<sup>2</sup>, as a Continuing Professional Education Provider for information security professionals.

Digital Boundary Group operates from our offices in London, ON and Dallas, TX.



### Digital Boundary Group Municipal Government Qualifications

DBG has been conducting operational security assessments of Canadian Municipalities since the company's incorporation in 2003. DBG has been engaged by over 150 municipalities across Canada.

Canadian Municipalities served include (sampling):

- City of Brandon
- City of Courtenay
- City of Fredericton
- City of Kitchener
- City of Lethbridge
- City of Moncton
- City of Peterborough
- City of Saint John
- City of Trail
- City of Vernon
- County of Brant
- County of Elgin
- County of Wellington
- Municipality of Chatham-Kent
- Regional Municipality of Durham
- Regional Municipality of Halton
- City of Calgary
- City of Edmonton
- City of Kelowna
- City of London
- City of Medicine Hat
- City of Penticton
- City of Regina
- City of Toronto
- City of Waterloo
- City of Whitehorse
- County of Grande Prairie
- County of Grey
- Halifax Regional Municipality
- Regional District of North Okanagan
- Town of The Blue Mountains
- Town of Truro

DBG has been elected to the MISA Ontario Board of Directors as one of two Partner Representatives on two separate occasions. DBG's second 2-year term was completed in 2018. DBG has attended all MISA Chapter Conferences since 2005.

## Proposed Scope of Work

Malahide requires a security assessment and penetration test against their internal and external network. The objective of this engagement is to identify and qualify any discovered threats and recommend mitigation strategies and/or compensating controls to reduce or eliminate risk.

## External Penetration Test

An External Penetration Test provides independent verification of the security status of an organization's Internet presence. The test will allow DBG's security consultants to identify vulnerabilities, validate the effectiveness of safeguards, demonstrate existing risks, and provide remediation strategies to improve Township of Malahide's security posture. DBG's penetration test methodology is based on a number of industry standards and best practices including OWASP Top 10 project, ISO 27000 series, NIST, OSSTMM, and PCI DSS. Through both manual and automated testing, DBG's consultants will identify known vulnerabilities as well as deficiencies with the installation, configuration, or management of external-facing network components and services. An electronic social engineering campaign is also conducted in an attempt to solicit confidential information and measure Township of Malahide's response to a simulated phishing attack. DBG's testing includes the following steps: Discovery, Enumeration, Research, and Exploitation. Coverage includes:

### Public Information Disclosure

Discovery or intelligence gathering is the act of performing reconnaissance against a target to gather as much information as possible. This section focuses on the information that is harvestable from public sources and could be utilized during the vulnerability assessment and exploitation phases.

### DNS and SMTP

This section will focus on the configuration of the electronic messaging and domain name systems including:

- Mail forging, relay, and validity checks
- DNS zone transfer
- Subdomain discovery and bypassing of wildcard entries through brute force

### Intrusion Prevention

- Identify the differences between tests carried out from a whitelisted source IP and a non-whitelisted source IP, to show how security devices handle malicious activities
- The inability to scan systems for vulnerabilities due to a security system's auto-blocking feature

### Firewall

- Review Malahide's firewall implementation as it pertains to the ability to access services (open ports), identify exposed services with increased risk, and assess the exposed attack surface

**Password Strength and Authentication**

- Evaluate the length and complexity of passwords harvested
- Evaluate the efficacy of the authentication mechanism, including identifying processes that disclose information useful to obtain access
- Perform a password guessing attack in an attempt to obtain access

**Host Security**

- Inspect the external-facing network devices and servers for missing security patches, out-of-date or unsupported software, default settings, and other system/service misconfigurations

**Transport Layer Security**

- Evaluate the communications protocols, certificate trust status, and encryption cipher suites available

**Social Engineering**

- Determine the susceptibility of company staff to an email-based social engineering attack
- Leverage information gained to exploit identified external security vulnerabilities

**Deliverables**

The results of the engagement will be presented in a report format that is divided into two sections:

**Executive Summary** – Written for senior management, this section briefly describes the assessment process, key findings, and a prioritized list of action items.

**Detailed Findings** – Observations, implications, and recommendations are documented in this section for each of the key assessment areas. Diagrams, tables, scanning tool output, procedures, and detailed technical instructions are also referenced in this section.

## Network Security Assessment

A Network Security Assessment combines penetration testing, vulnerability assessment, and security architecture review into a single onsite engagement.

### Penetration Testing

The goal is to simulate an attack from the perspective of an internal attacker by locating and exploiting vulnerabilities without assistance.

Exploitation of systems will be attempted only if the outcome is predictable, and will not cause disruption of service. Should the team identify exploits that have the potential to cause disruption, approval will be requested prior to proceeding.

Testing is initially performed without credentials to identify pre-authentication vulnerabilities and transitions to testing with credentials to simulate exploitation of an end-user host or the discovery of credentials. The covert nature of the penetration testing phase provides the client with an opportunity to test intrusion detection and incident response systems.

### Vulnerability Assessment

Following the penetration testing phase, the team will perform a thorough vulnerability assessment using the top commercial, open-source, and in-house tools. The results are analyzed to ensure only exploitable vulnerabilities are reported, including combinations of low risk or informational vulnerabilities that form an exploit chain and represent a measurable risk.

### Security Architecture Review

Deploying layers of security provides redundancy in the event of a single control failure or successful exploitation. Layers include personnel, physical, technical, and procedural components that combine to form defense-in-depth. Our security professionals encounter a wide range of defense-in-depth strategies across multiple sectors and organizations, allowing us to evaluate which strategies represent best practice.

The following domains are included in the security architecture review:

#### Physical Security

Physical security in this audit will focus primarily on IT assets.

- Server rooms, wiring closets, and communication rooms
- Access to the network from areas such as boardrooms and public spaces
- Access control mechanisms such as card entry and biometrics
- Surveillance, alarms, and monitoring
- Sign-in and sign-out procedures
- Visitor and subcontractor procedures

## Network Management and Monitoring

Review of management and monitoring tools that are required to maintain a secure network.

- Event log management of servers and workstations
- Logs from key devices such as routers, switches, and firewalls
- Network traffic monitoring for bandwidth, top talkers, top protocols, etc.
- Secure configuration of management protocols such as SNMP, RMON, etc.
- Remote control of desktops, laptops, and servers
- Network inventory
- Patch management

## Firewall Security

The firewall section involves a review of the firewall implementation including rules, monitoring, and ongoing assessment of vulnerabilities.

- Review overall design and implementation
- Review firewall rules, routes, and objects
- Review change management procedures
- Review logging and reporting processes
- Review program for firewall evasion tests
- Review program for port scans between interfaces

## Authentication and Authorization

The methods of establishing a user's identity on the network are reviewed, including:

- Password strength
- Enforcement of password complexity
- Account lockout
- Password history
- Password age
- Authentication protocols

## File System Security

File systems store various types of information which range in sensitivity from public knowledge to top secret. The security and integrity of these documents while at rest on a network are the responsibility of the file system. This section examines the following file system components:

- File and disk level encryption
- Integrity
- Share level access controls
- Local file system access controls
- Scan to locate open shares.

## Remote Access / VPN

The remote access section of the analysis deals with the various components that provide remote connectivity to the network from mobile workers, home offices, and smaller remote branches not equipped with permanent wide area connections:

- Dial-up modem access
- Telnet, SSH, VNC, Terminal Services, etc.
- Web-based email
- Virtual Private Networks
- Third-party vendor access
- Audit controls and logging
- Authentication
- Access controls

## Network Security

Typical components of a local area network include switches, routers, bridges and internal firewalls. These components are responsible for the reliable and secure delivery of data as it travels over the local network. The review will focus on the following LAN related areas:

- Layer 2 security and access control
- Secure management of switches, routers, etc.
- Review protocols and transports
- DNS and DHCP Security
- Secure use of SNMP, RMON, and other network management protocols
- Access controls

## Host Security

Servers represent the core computing infrastructure in most organizations and contain sensitive information such as user credentials, customer details, financial and human resource records. The audit will review the following:

- Hardening techniques of various Server Operating Systems (Solaris, Windows, Linux, AIX, HP-UX, Apple OS X)
- Directory security and configuration (Active Directory, LDAP, etc.)
- Current patch levels and patching process
- Adherence to vendor and industry best practices

Workstations represent the most significant percentage of devices found in most organizations' networks and are the most frequent target of malicious code. Workstations are used by a wide range of employees who are often targets of phishing, adware, and spyware attacks. The assessment team will review the following elements of workstation security.

- Program in place to identify malicious code or other unwanted programs
- Monitoring patch levels and patching process
- Hardening techniques of workstation Operating Systems (Windows, Apple OS X)
- Adherence to vendor and industry best practices

### **Content Inspection**

Content controls and inspection mechanisms are reviewed in this section. Content inspection and gateway antivirus scanning often overlap. Antivirus gateway inspection is covered in the antivirus section of this report. URL blocking, ActiveX blocking, malicious code inspection and end-user auditing are included in this section.

- Determine whether the content inspection system can be bypassed through the use of proxy servers or covert channels
- Assess the ability to block access to harmful content

### **Wireless Networks**

A review of the wireless network infrastructure is conducted. The review will include the following:

- Infrastructure security
- Authentication and encryption mechanisms
- Access controls
- Isolation of wireless networks from corporate networks
- Wireless intrusion detection

### **Antivirus and Malicious Code**

Antivirus systems are reviewed in this section, including desktop PCs, servers, email, web and FTP systems.

- Review desktop and server antivirus solutions
- Review mail server and Internet gateway antivirus solutions including SMTP, FTP, HTTP, and HTTPS
- Reporting and alerting capabilities
- Review the incident response plan and/or processes

### **Intrusion Detection and Prevention**

Detecting and blocking malicious activity at key points on a network is a critical component of a secure network. The following will be reviewed:

- Placement of network sensors and overall design
- Detection ability through active log analysis
- Ability to detect and/or block sample attacks generated by the assessment team
- Incident response procedures

### **Vulnerability Assessment**

The ability of an organization to perform ongoing vulnerability assessments is essential to maintaining a secure network. The following criteria will be reviewed:

- Current vulnerability assessment practices and procedures
- Vulnerability assessment tools
- Incident response and reporting
- Escalation procedures
- Regular reporting

### **Wide Area Network**

Wide area network components include devices such as switches, routers, firewalls, and VPN concentrators. These components are responsible for the reliable and secure delivery of data as it travels between remote branch offices, remote workers and partner networks. The review focuses on the following WAN-related areas:

- Secure management of switches, routers, etc.
- Review of protocols and transports
- Security of third-party connections such as partner networks
- Encryption
- Access controls
- Virtual LANs (VLANs)

### **Internet Traffic Analysis**

Review of the existing program to monitor all egress and ingress traffic. The team will review the following:

- Detecting malicious traffic from Trojans and worms
- Identifying covert communication channels such as tunneled traffic over common ports. An example might be peer-to-peer file sharing through UDP port 53, normally used by DNS
- Accessing the amount of bandwidth consumed by non-business traffic such as Internet radio, peer-to-peer file sharing, etc.
- Detecting business traffic that may be using cleartext passwords or transmitting sensitive traffic in cleartext
- Locating devices on the network that may be improperly configured such as DNS and DHCP servers



## Policies, Procedures, and Documentation

Policies and Procedures are used to guide an organization and define day-to-day operations. The organization's policies and procedures will be reviewed and compared against industry and vendor best practices. The review will also include the organization's ability to monitor and enforce the rules defined in each policy and procedure.

The following are examples of the type of policies to be reviewed:

- Acceptable Use
- Confidential Data
- Email
- Mobile Device
- Password
- Authentication
- Data Classification
- Guest Access
- Network Access
- Physical Security
- Backup
- Encryption
- Incident Response
- Network Security
- Remote Access

Failure to properly document and diagram a network can lead to design errors and improperly configured devices such as firewalls, routers, switches, etc. Thoroughness and organization of the network documentation will be reviewed during the assessment. The greatest security concern associated with sensitive documentation is the proper encryption of the data while at rest (storage) and while in transit (over the network). The assessment team will review the following:

- The thoroughness of network documentation including network diagrams
- The storage location of documentation
- Encryption of documentation at the disk and network levels

## Deliverables

The results of the engagement will be presented in a report format that is divided into two sections:

**Executive Summary** – Written for senior management, this section briefly describes the assessment process, key findings, and a prioritized list of action items.

**Detailed Findings** – Observations, implications, and recommendations are documented in this section for each of the key assessment areas. Diagrams, tables, scanning tool output, procedures, and detailed technical instructions are also referenced in this section.

## Assumptions

- The proposal estimate is for work performed during normal business hours, Monday through Friday (excluding statutory holidays) during regular business hours.
- Subject to approval, should the project involve after hours and/or weekend work, additional fees will be charged. Malahide and DBG will agree to the required amount of such after-hours and/or weekend work prior to commencement of the project, and DBG will submit an addendum to the initial proposal or SOW.
- All in-scope assets are owned and managed by Malahide. If assets are hosted by a third-party, authorization will be provided.
- Project delays, errors, incompatibilities, or defects in software, hardware, systems or any third-party products may result in additional charges.
- Work will be performed both remotely and onsite at Township of Malahide

**Malahide Responsibilities**

Township of Malahide understands that Digital Boundary Group's performance is dependent on Malahide's timely and effective satisfaction of the following responsibilities:

**Working Environment**

- Provide necessary system access for Digital Boundary Group personnel, including remote access where required.
- Provide adequate working space and assume all responsibility for site preparation, including network cabling, and electrical requirements.

**Communication**

- Provide DBG with all the information required to perform the Services, including completed intake and evidence of third-party authorization, within 10 days of signed contract.
- Pre-arrival checklists to be completed prior to engagement start.
- Notify DBG of any relevant issues of which Malahide is aware that will impact the Services.
- Designate a Primary Contact who will be the focal point for the engagement and has the authority to act on your behalf.

**Technology**

- Perform all appropriate backups and be solely responsible for its data, including taking sufficient steps to protect itself against loss or corruption of data.

## Fee Structure & Payment Schedule

Total fee for IT Security Assessment: **\$12,950.00** CAD/USD+ applicable taxes.

The assessment will include:

### External Penetration Test

**\$6,950.00** + applicable taxes

- Testing of 5 live IP's
- full exploitation of vulnerabilities
- Analysis, documentation and final report

### Network Security Assessment

**\$6,000.00** + applicable taxes

- Testing of 27 servers and 40 workstations
- Full exploitation of vulnerabilities
- Analysis, documentation and final report

This proposal will remain open for acceptance for 90 days.

**Expenses:** Reasonable and customary travel and living expenses are not included in the fee schedule. Travel expenses including (but not limited to) airfare, lodging, rental car, gasoline, and parking will be invoiced at actual cost. Meal costs will be billed on a per diem basis of \$60 per day + applicable tax per individual for each day of onsite work that is performed, and/or a full travel day is incurred.

### Payment Schedule

Payment is based on the following schedule:

- DBG will invoice after the testing phase has been completed, prior to report submission.
- Each invoice is due and payable within thirty (30) days of invoice date.
- In the event Malahide delays or puts the project on hold, DBG reserves the right to bill for the portion of work performed up to that point.

**Terms and Conditions**

This proposal is subject to 2021945 Ontario Inc. c.o.b. Digital Boundary Group standard terms and conditions.

**Acceptance**

Both parties warrant and represent that they have authority to execute this proposal on behalf of their respective companies and bind them to the obligations stated within and under the Agreement.

**Township of Malahide****2021945 Ontario Inc. c.o.b. Digital Boundary  
Group**

Signature:

---

Name:

---

Title:

---

Date:

---

Signature:



---

Name

Joel Shapiro

---

Title:

Vice President of Sales

---

Date:

October 1, 2019

---



## Staff Report

---

**Report To:** Council Meeting  
**From:** Magda Badura, CAO/Treasurer  
**Date:** 2020-10-22  
**Subject:** Human Resources Policy Revision

---

### **Recommendation:**

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: Human Resources Policy Revisions for review and  
That West Elgin Council hereby directs staff to bring forward adopting by-laws at the next Council.

### **Purpose:**

The purpose of the revision of Probationary Period and Compensation Policies is to align the policies with Council's strategic vision and goals that have been put in place over the last few months through the Organizational Review.

### **Background:**

Over a year ago an Organizational Review process was initiated by Council to obtain information about the performance of an organization and determining the factors that affect the performance. Robert J. Bryce Consulting was engaged to perform this review. The review consisted of collecting information from a variety of sources including employee interviews, survey collection and variety of document reviews not limited to the Municipal Policies.

The completion of the organizational review in January-2020 revealed the list of recommendations on how to improve an organizational performance and bottom line results and at the same time being mindful of Municipal goals for the current term of council.

In order to properly align the organizational goals and vision of Council, the following changes to the Municipal Policy HR-3.4 Probationary Period have been made:

- Section 2.01 A probationary period specific to CAO and all Municipal Employees has been determined.
- Section 2.02 – Performance review was added as a mandatory step at the end of probationary period.
- Section 2.03 – Timeline and reporting structure was established with 3 different options of the new employee status.
- Section 2.04 – the reporting structure to Council for the Clerk, Department Heads and Supervisors has been outlined. And the probationary period for the Administrator/Treasurer has been removed.
- Section 2.05 – a paragraph consisting remuneration has been removed.
- Section 2.06 (b) – has been removed.

A new Human Resources Policy have been implemented outlining Terms of Employment – Compensation policy in relation to Remuneration schedules and Hiring of Employees. Compensation Policy lays out the process for an employee to move through the stages of the pay grid in order to receive merit-based raises. Hiring of Employees is required under Section 270 of the *Municipal Act*. West Elgin has a policy that governs the procedure for hiring employees, this lays out the framework to ensure recruitment is carried out in a fair and unbiased manner. All policies are attached in this report for Council's review and feedback.

**Financial Implications:**

There are no financial implications

**Policies/Legislation:**

Human Resources Policy:

1. Recruitment and Selection – Probationary Period - Revised
2. Terms of Employment – Compensation – New
3. Hiring of Employees – New

Section 270 of the *Municipal Act* requires Municipalities to pass policies with respect to the hiring of employees.

**Report Approval Details**

Document Title:	Human Resource Policy Revision - 2020-16-Administration Finance.docx
Attachments:	<ul style="list-style-type: none"><li>- Probationary Period Policy - DRAFT.docx</li><li>- Compensation Policy - DRAFT.docx</li><li>- Hiring of Employees Policy - DRAFT.docx</li><li>- HR-3.4 Probationary Period.pdf</li></ul>
Final Approval Date:	Oct 20, 2020

This report and all of its attachments were approved and signed as outlined below:

Jana Nethercott

## **Municipality of West Elgin**

### **Schedule "A" to By-Law #2020-XX**

#### **Policy HR-3.4 Probationary Period Policy**

**Effective Date:**      **November 1, 2020**

**Review Date:**

#### **Policy Statement**

1.01 To outline the probationary period applicable to all employees.

#### **Policy**

- 2.01 A probationary period of one (1) year shall apply to the Chief Administrative (CAO) Officer. A period of six (6) months shall apply to Department Heads, all other salaried employees and all other full-time hourly employees. Permanent Part-Time, Casual, and seasonal employees shall serve a probationary period equivalent to the Full Time Equivalent (FTE) service of three months.
- 2.02 All employees shall receive a performance review prior to the end of their probationary period.
- 2.03 At least thirty (days) prior to the end of the probationary period, the Supervisor shall recommend to the Department Head and the Chief Administrative Officer:
- (a) whether full-status shall be granted to the probationary employee; or
  - (b) whether the probationary period be extended for a further period; or
  - (c) arrangements be made to terminate the probationary employee.
- 2.04 The CAO shall report to Council when full-time status is recommended for the positions of Clerk, Department Heads and Supervisors. Such recommendations shall require Council's authorization by resolution.
- 2.05 Upon successful completion of the probationary period, an employee shall be eligible for benefits in accordance with the terms and conditions of the group Benefits Plan, which is subject to change from time to time.
- 2.06 Part-time employees who become full-time employees: If a part-time employee has worked for a continuous period immediately prior to becoming full-time then this time be considered towards the probationary period required under Clause 2.01.



# **Municipality of West Elgin**

## **Schedule “A” to By-Law #2020-XX**

### **Policy HR-3.6 Compensation Policy**

**Effective Date: November 1, 2020**

Review Date:

#### **1 Policy Statement**

To outline the financial compensation program applicable to all employees.

#### **2 Policy**

A schedule of salaried and hourly rates for all employees shall be set and administered according to scales established annually by Council, upon recommendation of the Chief Administrative Officer (CAO).

##### **2.01 Anniversary Date**

The anniversary date is a date established for each employee to which compensation changes are tied. It may be an employee’s hire date, the employee’s start date in a new position, or another change date, as determined by Department Head and approved by the CAO.

##### **2.02 Merit Increases**

Merit Increases will be considered following successful completion of the probationary period (See HR-3.4).

Annual merit increases of no more than one step within a pay grade may be granted to a salaried or hourly employee who, in the opinion of the Department Head, is performing satisfactorily. Merit increases are not to be considered automatic. If an increase is denied, the Department Head will advise the employee of the reason for denial.

Hourly and salaried employees’ compensation grid consists of five (5) Steps. All positions have four (4) increases at twelve (12) month intervals or Full Time Equivalent (FTE) hours to a maximum of forty-eight (48) months or FTE hours for maximum rate of pay.

To be eligible for an increase, the employee must have received a performance review since their last merit increase.

Merit increase must be approved by the Department Head and the CAO.

## 2.03 Deferment of Merit Increase for Reason of Performance

Pay level step progression may be deferred where an employee fails to perform to the required standards of the position. Such deferral requires the approval of the Department Head and CAO.

In such cases, the employee shall be advised of the planned deferral and of the reasons for same. The employee shall be notified sufficiently in advance of the merit increase date to provide the employee with reasonable opportunity to improve.

If the employee's performance has not improved by the merit increase date, an increase may be deferred for a period of up to six (6) months during which time the employee's performance should be reviewed at least monthly. If no satisfactory improvement is noted, the increase may be deferred up to an additional six (6) months. In such circumstances, dismissal may also be considered.

Where an employee has been denied a merit increase due to unsatisfactory performance and the performance improves during the deferment period to warrant a merit increase, the merit increase may be paid retroactively or delayed until the next merit increase date, at the discretion of the Department Head and with approval of the CAO.

## 2.04 Promotion

An employee who is promoted shall receive the rate of pay in the pay scale of the new position which is next higher to one's present rate of pay except that:

- i) Where such change results in an increase of less than four (4) percent, the employee shall receive the next higher step progression in the pay scale; and
- ii) An employee's new rate of pay shall not exceed the maximum pay rate of the new pay scale.

In all cases, a new anniversary date is established which is based on the effective date of promotion.

## 2.05 Demotion

A demotion occurs when an employee is assigned to a position with a lower hourly or salaried rate of pay. This may occur due to a change in duties due to re-organization; re-assessment of the position; cessation of a market adjustment; position elimination with no available and suitable vacancy at same level; or a voluntary demotion at employee request to an available and vacant position.

In such cases, remuneration shall be treated as follows:

- i) Where an employee's rate of pay is equal to or greater than the maximum rate of pay of the new position, the employee shall receive the maximum pay rate of the new position;
- ii) Where an employee's rate of pay is within the pay scale of the new position, the employee shall be red-circled until such time as the next step progression in the pay scale of the new position catches up to or exceeds the employee's red-circled rate of pay;

In all cases, a new anniversary date is established which is based on the effective date of the demotion.

## 2.06 Lateral Appointment

When an employee is appointed to a different position at the same pay scale as the position which the employee previously held, there will be no change in the hourly or salaried rate of pay. Similarly, the anniversary date will remain unchanged.

## 2.07 Acting Appointment

An acting appointment may occur in a number of circumstances. This includes when there is a new vacancy due to resignation, termination, re-classification, the creation of a new position, an approved leave of absence, and an absence due to illness or injury (occupational or non-occupational).

An appointment is deemed acting when an employee is made specifically accountable for the duties of a position in a higher pay scale. An acting appointment shall normally not exceed twelve (12) months. For continuation beyond that period, a determination will be made regarding the status of the position. If the position is deemed permanent, it shall be posted consistent with policy (see HR-3.1).

An acting appointment requires an employee be appointed by Council or the CAO and Department Head to perform the duties of a higher classification for a period of thirty (30) calendar days or more.

Such employees shall be appointed at the pay level of the position they are acting in, and shall receive the rate in the pay level of the new classification which is next higher to their present rate. Where such change results in an increase of less than four (4) percent, the employee shall receive the next higher step in the pay level of the new classification. An employee's acting rate shall never exceed the maximum of the acting position's pay level range (the "job rate").

Acting pay commences when the employee commences the acting assignment. If the duration is unknown, acting pay shall commence after thirty (30) calendar days and paid retroactively to the start of the acting appointment.

Employees on acting assignment in excess of one (1) calendar year will be considered for a pay level step increment in their acting pay level.

An employee returning from an acting appointment to their former position will return to their pay level and step position they would have received had the acting appointment not occurred.

## 2.08 Employee Redeployment

Redeployment of an employee to an alternate position/work assignment or hours of work/shift within any department of the municipality may only occur in exceptional circumstances, such as:

- i) A shortage of work for a position in a current work location and/or department;
- ii) A need for additional work in a position in a different location and/or department;
- iii) Assistance required in an emergency situation.

Employee redeployment may consider the skills and abilities for a redeployed position and the transfer will be made at the discretion of the CAO and Department Head. The selection and scheduling of employees for redeployment will be based on management's assessment of suitability and availability of any such position.

The municipality may implement flexible and/or innovative scheduling arrangements. This may include shift work, work from home arrangements, and scheduling redeployed employees to work in alternative municipal facilities or locations.

A redeployed employee will be paid the higher rate of either their regular pay or the rate of the redeployed position.

## **Municipality of West Elgin**

### **Schedule “A” to By-Law #2020-XX**

#### **Policy HR-3.7 Hiring of Employees Policy**

**Effective Date:** \_\_\_\_\_

**Review Date:** \_\_\_\_\_

#### **Policy Statement**

The Municipality of West Elgin is committed to ensuring that all matters related to recruitment and employment are carried out in a fair and unbiased manner, and that all applicants will have an equal opportunity for employment in compliance with all legislation.

#### **Scope**

This policy applies to individuals, including employees of the Municipality of West Elgin, who are applying for positions within the Municipality and employees involved in the recruitment and selection process.

#### **Policy**

As an employer, the Municipality of West Elgin (Municipality) is committed to workplace diversity and inclusion to allow our organization to be more flexible, creative and responsive. The Municipality is committed to building a supportive and diverse workplace, representative of our community.

The Municipality recognizes that every applicant has a right to equal treatment with respect to recruitment and employment without discrimination because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status or disability.

The Municipality is committed to maintaining accessible hiring and recruitment practices including providing reasonable accommodations in all parts of the hiring process for people identifying as having a disability.

Every bona fide application will be considered in the recruitment process.

Applicants having close relatives already employed by the Municipality shall not be excluded from consideration of employment by the Municipality. Prospective new hires or candidates for promotion must declare during the recruitment and selection process any family relationships with individuals who directly or indirectly have a reporting

connection to the position being applied for. Additionally, existing employees must declare and not participate or influence any part of the recruitment and selection process where another family member is an internal or external applicant for a position.

It is the expectation that hiring practices and decision making will be centered on transparency, integrity, equal opportunity and will be free from any undue influence.

### **Legislative and Administrative Authorities**

Section 270 of the *Municipal Act*

DRAFT

MUNICIPALITY OF WEST ELGIN POLICY MANUAL			
Chapter:	Human Resources	Index No.	HR-3.4
Section:	Recruitment and Selection	Effective Date:	Feb 14/98
Subject:	<b>Probationary Period</b>	Revision Date:	Dec 15/11
		Page:	1 of 1

**1 PURPOSE:**

1.01 To outline the probationary period applicable to all full-time employees.

**2 POLICY:**

2.01 A probationary period of six months shall apply to all full-time employees

2.02 At the end of this period, the supervisor shall recommend to the Administrator:

- (a) whether full-status shall be granted.
- (b) The probationary period be extended for a further period.
- (c) The employee be terminated.

2.03 The Administrator shall report to Council when full-time status is recommended for the Superintendents and Clerk and Council shall authorize by resolution.

2.04 Council shall determine when the probationary period for the Administrator/Treasurer is complete and authorize by resolution the full-time status of the Administrator/Treasurer.

2.05 Remuneration

- (a) With the exception of management positions, the employee may receive a raise every six months to reach the job rate at the end of a two year period.
- (b) An employee shall be eligible for benefits in accordance with the requirements of the group insurance plan and Ontario Municipal Employees Retirement Systems Act (OMERS).

2.06 Part-time employees who become full-time employees shall be treated as follows:

- (a) If a part-time employee has worked for a continuous period immediately prior to becoming full-time then this time be considered towards the probationary period required under Clause 2.01.
- (b) If a part-time employee has worked for a continuous period immediately prior to becoming full-time then this time be considered towards the raise to be received and that the requirements under clause 2.05(a) be adjusted accordingly by the time he/she has worked.

**3 ADMINISTRATION:**

3.01 Administrator/Superintendents shall follow this policy.

**4 ATTACHMENTS:**

4.01 None

Council authorization: By-law 98-06  
By-law 2004-89  
By-law 2010-71  
By-law 2011-87

**October 13, 2020**

## In This Issue

- Elgin County Launches Strategic Plan Video
- Elgin County Planning Update
- Elgin County Financial Update - August
- Meeks Bridge Replacement
- Traffic By-Law Amendments
- Salt Management Plan
- Woodlands Conservation By-Law
- Council Directs Staff to Issue Intranet RFP
- Solicitor Billing Increase
- Library Launches Curbside Plus
- Registered Dietitian Contract
- Council Calls for Cannabis Legislation Loopholes to be Eliminated

## Contact Us

County of Elgin  
(519) 631-1460  
kthompson@elgin.ca  
www.elgincounty.ca

## Elgin County Launches Strategic Plan Video



After a final strategic planning session on September 22, 2020 to develop a measurement framework, County Council has finalized its Strategic Plan. The planning process began in late 2019 and includes an operational plan for staff, an action plan for Council and a framework for measuring success.

A key step in the development of this strategy was consultation and gathering of feedback from several different stakeholders. Council, County staff, Local Municipal Partners and the community at large were asked to provide input on Council's direction moving forward. The goal of this consultation was to ensure that Elgin County is responsive to the needs of the broader community and to strengthen trust and relationships with key stakeholders.

At its meeting held on October 13, 2020, Warden Mennill introduced a video designed to promote the goals and priorities of the Strategic Plan to members of the public and County stakeholders. Please click [here](#) to view the video.

For regular updates on the progress of the Elgin County Council Strategic Plan 2020-2022 please visit: [www.elgincounty.ca/strategicplan](http://www.elgincounty.ca/strategicplan).

## Elgin County Planning Update

Elgin County Council granted approval for a Draft Plan of Subdivision for the Brokenshire Farms Subdivision located in the village of Dutton in the Municipality of Dutton Dunwich. The Plan consists of 72 single detached lots, 20 semi-detached dwellings and 1 storm water management block.

Council reconsidered and confirmed approval of Official Plan Amendment No. 25 in the Municipality of Bayham. This approval was originally granted on March 10, 2020; however, as a result of the COVID-19 emergency, notices of decision between February 26, 2020



## In This Issue

- Elgin County Launches Strategic Plan Video
- Elgin County Planning Update
- Elgin County Financial Update - August
- Meeks Bridge Replacement
- Traffic By-Law Amendments
- Salt Management Plan
- Woodlands Conservation By-Law
- Council Directs Staff to Issue Intranet RFP
- Solicitor Billing Increase
- Library Launches Curbside Plus
- Registered Dietitian Contract
- Council Calls for Cannabis Legislation Loopholes to be Eliminated

## Contact Us

County of Elgin  
(519) 631-1460  
kthompson@elgin.ca  
www.elgincounty.ca

and before April 15, 2020 were deemed not to have been completed, and were required to give notice again, after the termination of the COVID-19 emergency. The Province passed an amendment to the regulations to add a termination date of June 22, 2020 related to Planning Act applications. Recirculation of the notice for OPA 25 was not completed within the 15-day requirement from the Act. Council was therefore required to reconsider the amendment so that proper notice could be completed.

---

### Elgin County Financial Update - August

The budget comparison for the County shows unfavourable performance of \$22,000 for the month of August, primarily the result of COVID costs, bringing year-to-date (YTD) favourable performance to \$281,000.

The full breakdown of August 2020 financials can be found in the October 13, 2020 Council Agenda Package.

---

### Meeks Bridge Replacement

Elgin County Council approved the Project File for the Meeks Bridge Replacement Project. As identified in the County's 2019 biennial bridge inspection report, Meeks bridge was recommended for replacement in 6-10 years based on its existing poor structural condition. As a result, the County completed a Municipal Class Environmental Assessment Study which reviewed alternatives for the replacement of Meeks Bridge.

Based on the results of the study analysis and evaluation, replacement of Meeks Bridge with the use of the existing Acrow Port Bruce temporary modular bridge as the replacement structure was the preferred alternative. A new structure is currently being constructed in Port Bruce and the temporary bridge will no longer be needed in this location.

Council also directed staff to issue a purchase order to Acrow Corporation of America in the amount of \$204,180.00 (excluding HST) to begin manufacturing the additional bridge parts needed to repurpose the Port Bruce temporary bridge for Meeks Bridge so as to ensure their availability as soon as the contractor is engaged. This will avoid potential project delays of three to four months.

---

### Traffic By-Law Amendments

Elgin County Council adopted amendments to By-Law No. 17-11 "Being a By-Law to Authorize Speed Limits" and By-Law No. 20-05 "Being a Consolidated By-Law for the Regulation of Traffic including Parking on County Roads" at its meeting held on October 13, 2020.

## In This Issue

- Elgin County Launches Strategic Plan Video
- Elgin County Planning Update
- Elgin County Financial Update - August
- Meeks Bridge Replacement
- Traffic By-Law Amendments
- Salt Management Plan
- Woodlands Conservation By-Law
- Council Directs Staff to Issue Intranet RFP
- Solicitor Billing Increase
- Library Launches Curbside Plus
- Registered Dietitian Contract
- Council Calls for Cannabis Legislation Loopholes to be Eliminated

## Contact Us

County of Elgin  
(519) 631-1460  
kthompson@elgin.ca  
www.elgincounty.ca

By-Law 17-11 was amended to reduce speed limits on Iona Road in Iona and Iona Station from 60km/h to 50km/h at the request of the Township of Southwold Council.

By-Law 20-05 was amended to add a no parking zone in the village of Sparta from the east property line of Drake Street for a distance of 80 metres easterly on the north side of Sparta Line.

---

## Salt Management Plan

Snow and ice control are important parts of keeping Elgin County roads safe for motorists. Road salt is the preferred de-icing chemical for maintaining winter roadway safety. The County of Elgin, like other road authorities, utilizes road salt to fulfil its obligations under the Municipal Act to maintain safe roads in winter.

In 2001, Environment Canada released an assessment report indicating road salts are entering the environment in large amounts posing risks to plants, animals, birds, fish, lake and stream ecosystems and groundwater. Users of road salts are encouraged to develop management strategies to minimize salt entering the environment.

At its October 13, 2020 meeting County Council approved the County of Elgin's updated Salt Management Plan. A copy of this Plan can be accessed [here](#).

---

## Woodlands Conservation By-Law

At its September 22, 2020 meeting County Council reviewed the Woodlands Conservation By-law as part of the "fostering a healthy environment" strategic priority in the 2020-2022 Strategic Plan. At the October 13, 2020 meeting Council consented to a housekeeping update of the By-law which will be brought forward at a future meeting. Council also committed to considering a more fulsome review of the By-law in the future in conjunction with the review of other relevant policies.

---

## Council Directs Staff to Issue Intranet RFP

Elgin County Council directed staff to draft and issue a Request for Proposal for a Council/Employee Intranet. An intranet provides one central place to store all corporate documents, ensuring staff and County Councillors can search and quickly access the information they need. This is particularly important given the COVID-19 pandemic and the need to provide staff with regular, up to date and easily accessible health and safety information.

An intranet site that is intuitive and responsive for mobile devices will encourage and enhance two-way communication and make information sharing simple.

## In This Issue

- Elgin County Launches Strategic Plan Video
- Elgin County Planning Update
- Elgin County Financial Update - August
- Meeks Bridge Replacement
- Traffic By-Law Amendments
- Salt Management Plan
- Woodlands Conservation By-Law
- Council Directs Staff to Issue Intranet RFP
- Solicitor Billing Increase
- Library Launches Curbside Plus
- Registered Dietitian Contract
- Council Calls for Cannabis Legislation Loopholes to be Eliminated

## Contact Us

County of Elgin  
(519) 631-1460  
kthompson@elgin.ca  
www.elgincounty.ca

---

## Solicitor Billing Increase

Elgin County Council approved a planned increase to the County Solicitor billing rate. Participating Municipal Partners will now pay \$195/hour up from \$175/hour previously.

---

## Library Launches Curbside Plus

Elgin County Council approved the next phase in reopening of the Library service. Elgin County's library branches will be opening for restricted service described as Curbside Plus + as of October 19, 2020. Curbside service will continue and library interiors will be open for limited browsing, use of public access computers, photocopying, printing, scanning and faxing services (to be done by staff), and for renewing library cards, placing inter-library loans and placing holds. Occupancy of libraries will be limited to a one-to-one basis based upon staffing levels. Physical distancing, masking, and enhanced sanitization will be in place. Curbside Plus + conforms to the Provincial framework for libraries as authorized in Phase 2 and Phase 3 of reopening and follows all public health guidelines.

A detailed description of this service is included in the October 13, 2020 Council Agenda Package.

---

## Registered Dietitian

The Long-Term Care Homes Act, 2007 requires that every home engage the services of a Registered Dietitian to oversee the nutrition and hydration programs at the home.

Elgin County's current contract for Registered Dietitian services is expiring and a new RFP was recently issued. An evaluation committee scored each proposal received using set criteria. Council supported the evaluation committee's recommendation to award a three-year contract to Urbshott Faulds Dietetics Professional Corporation for \$89,000 per year. Funding for this service is provided by the Ministry of Long-Term Care.

---

## Council Calls for Cannabis Legislation Loopholes to be Eliminated

Elgin County Council joined other Ontario municipalities in urging the Federal and Provincial governments to eliminate loop holes in Cannabis legislation that allow for unlicensed Cannabis operations to flourish without required municipal permits and required set backs. These illegal operations pose a threat to community safety, produce

## In This Issue

- Elgin County Launches Strategic Plan Video
- Elgin County Planning Update
- Elgin County Financial Update - August
- Meeks Bridge Replacement
- Traffic By-Law Amendments
- Salt Management Plan
- Woodlands Conservation By-Law
- Council Directs Staff to Issue Intranet RFP
- Solicitor Billing Increase
- Library Launches Curbside Plus
- Registered Dietitian Contract
- Council Calls for Cannabis Legislation Loopholes to be Eliminated

## Contact Us

County of Elgin  
(519) 631-1460  
kthompson@elgin.ca  
www.elgincounty.ca

odours that adversely affect residents and are difficult to enforce. Council also called on the Provincial government to reevaluate minimum distance set backs associated with licensed Cannabis operations. These operations if located in proximity to residential areas cause unpleasant odours and light pollution for nearby homeowners.

---

The complete October 13, 2020 County Council Agenda package can be found [here](#).

**WEST LORNE HERITAGE HOMES**  
**154 Munro Street, West Lorne, Ont. N0L2P0**  
**Tel/Fax 519-768-3474**

**Board of Directors Meeting....Monday September 21, 2020**

**Directors present : Jerry Galbraith, Taraesa Tellier, Robert White, Julie Newman, Martha Kys, Alberta Jones, Cidalaia Coelho, Judy Peters.**

**Regrets : nil**

**Property Manager : Patty Reid**

- 1.Approval of Agenda: Add Michael Scott to agenda  
Motion : Robert moved as amended  
Second: Jerry  
All in favour: Approved
- 2.Approval of draft financial statement,  
Motion : Cidalia  
Second : Robert  
All in favour : Carried
- Motion to continue to have Ford Kiest as auditors  
Motion.. Robert  
Second...Jerry  
Carried
- 3.Declaration of Conflict of Interest, if any: NIL
4. Correspondence : NIL
5. Business arising from the minutes if not part of regular reports:  
a)re January minutes...curbs are too expensive  
....Health Centre will not park in our spots
- 6.Hub Report....a) A/C installed in May...no issues  
b)Stove issues..stove doesnt reach temperature  
c)Talbot Trails rent cut in half because of Covid,John also reduced wages  
Now back to normal
- 7 Heritage House :..
  - a) Apt #5 got new A/C
  - b) Auto door replaced by garbage room
  - c) Jerry is cutting the grass (Thanks Jerry)
  - d) We use waste management and ask municipality to pick up garbage and recycle to save \$800.00
  - e) Annual inspection testing done in apartments

- f) Kate Dymock from the Health Centre put in a request to use the Hub for flu shots and the common room for covid testing .  
Needs Tenants permission.
- g) Clinic would be Tuesday and Thursday A.M.  
Or Tuesday Wednesday Thursday....one morning 2 afternoon  
5 every 15 minutes for covid testing

Motion by Robert..the common room & Hub be used for covid testing and flu shots Providing all the logistics are there.

Second : Jerry

Carried

8. Heritage House Tenants;

Insure everyone 6" apart( Noone to monitor)

Have to disinfect the room as people come and go

Cant trace who is there

Ontario Health sets the rules

Cant insure safety & liability on the building if someone gets sick

9. Financial Report :

Motion: Robert moved to accept financial reports

Second : Cidalia

( Lost income re 6 apartments changing and being vacant for a short period of time )

Carried

10. Committee Report:

Judy is resigning

11.New Business:

Next Meetings : Fourth Monday of the month:

March 23, May 25, June 22, August 24, September 28, October 26, AGM and Board November 23, 2020.

12. Motion to adjourn ::

Moved: Robert

Second : Taraesa

All in favour : Carried

# COMMUNIQUE

du commissaire des incendies

October 6, 2020

No. 2020-18

## Staffing Levels and Firefighter Safety

The Office of the Fire Marshal (OFM) is aware of the Interest Arbitration decision involving the City of Greater Sudbury dated August 31, 2020<sup>i</sup>. In light of the discussions arising as a result of the decision, I have determined that it is appropriate to provide an interpretation of the *Fire Protection and Prevention Act, 1997* (“the Act”)<sup>ii</sup>. These considerations are made in accordance with my Order in Council and fully based on the powers, duties, and responsibilities as set out in the Act. I provide the following information for municipal consideration, as applicable.

The intent of the Act is to establish minimum mandatory service levels with respect to public education and fire prevention, as well as to provide municipal council the authority to determine, based on community needs and circumstances, a desired level of fire protection services beyond the minimum requirements and including emergency response capabilities. As set out in legislation, a fire chief is the person who is ultimately responsible to their municipal council for the delivery of fire protection services. Municipal council sets or amends the fire protection service levels within their respective municipality. The establishment of fire protection service levels for emergency response within a municipality is the legislative responsibility and prerogative of municipal council, informed by the advice and guidance of the fire chief. The OFM has the authority to monitor, review and advise municipalities respecting the provision of fire protection services and to make recommendations to municipal councils for improving the efficiency and effectiveness of those services.

In 2018, Ontario enacted the Community Risk Assessment, a regulation under the Act (O. Reg 378/18)<sup>iii</sup>. A community risk assessment is a process of identifying, analyzing, evaluating and prioritizing risks to public safety to inform decisions about the provision of fire protection services. Municipalities set the level of service and delivery methods based on their needs and circumstances as informed by the community risk assessment, in consideration of the advice and guidance of the fire chief.

Fire departments are required to respond to numerous types of emergency calls, including (but not limited to), motor vehicle collisions, medical emergencies, rescue, hazardous materials and other technical operations and fire suppression. In terms of appropriate staffing levels on first arriving vehicles, consideration must be given to the following:

- Standard Operating Guidelines/Procedures (SOG/Ps) must be in place and enforced to align with the fire protection services provided under the Establishing and Regulating By-law. These should address, among other things, the issue of firefighter safety.
- Within the SOG/Ps, the discretion of trained and competent Incident Commanders must be empowered and supported to make on-scene decisions based on the specifics of the incident.

- All firefighters must be trained to comply with the SOG/Ps and the direction of the Incident Commander.
- An initial response, with four or more firefighters represents a self-sufficient unit able to perform a substantial number of tasks required at an emergency response without additional resources. Anything less than four firefighters typically requires staffing levels to be augmented to safely perform all required functions based on circumstances.
- Deployment models of fewer than 4 staff members on an initial response apparatus is not necessarily a firefighter safety concern, however actions/capabilities and tasks they can perform will be limited. Local deployment models and procedures are required to establish adequate resources to safely provide fire protection services as set out by the municipal Establishing & Regulating By-law. Therefore, the simultaneous arrival of four firefighters on one apparatus is not required under the Act, regardless of full-time, volunteer or part-time.
- In the case of fire suppression calls, initial crews of less than four firefighters should not attempt interior suppression or rescue operations except in very limited circumstances (such as a victim collapsed in close proximity to a window or exterior doorway, or where the fire is confined to a very small, readily accessible area).

While the council of each municipality is responsible for establishing their respective fire protection service levels, as the employer, they must ensure that employees (under the direction of the fire chief) are provided with SOG/Ps, equipment and training to safely carry out the mandated duties. Council decides if these services are to be delivered by volunteer, composite or full-time departments.

Therefore, in my opinion and considering all of the above factors, the decision to set, alter or adjust fire protection service levels in any municipality lies with the council of that municipality, in consideration of advice and guidance provided by the fire chief.

The OFM remains available to provide advice and assistance to municipal council and fire chiefs, through your local fire protection adviser.

## Endnotes

---

<sup>i</sup> [Interest Arbitration](#) - The City of Greater Sudbury and the Sudbury Professional Fire Fighters Association Local 527, International Association of Fire Fighters and Ontario Volunteer Firefighters Association, Christian Labour Association of Canada Local 92. Re: Val Therese Staffing Issue

<sup>ii</sup> [Fire Protection and Prevention Act, 1997](#)

## Definitions

**1** (1) In this Act,

“fire chief” means a fire chief appointed under subsection 6 (1), (2) or (4); (“chef des pompiers”)

“fire department” means a group of firefighters authorized to provide fire protection services by a municipality, group of municipalities or by an agreement made under section 3; (“service d’incendie”)

“firefighter” means a fire chief and any other person employed in, or appointed to, a fire department and assigned to undertake fire protection services, and includes a volunteer firefighter; (“pompier”)

“Fire Marshal” means the Fire Marshal appointed under subsection 8 (1); (“commissaire des incendies”)



---

“fire protection services” includes,

- (a) fire suppression, fire prevention and fire safety education,
- (b) mitigation and prevention of the risk created by the presence of unsafe levels of carbon monoxide and safety education related to the presence of those levels,
- (c) rescue and emergency services,
- (d) communication in respect of anything described in clauses (a) to (c),
- (e) training of persons involved in providing anything described in clauses (a) to (d), and
- (f) the delivery of any service described in clauses (a) to (e); (“services de protection contre les incendies”)

### **Municipal responsibilities**

**2** (1) Every municipality shall,

- (a) establish a program in the municipality which must include public education with respect to fire safety and certain components of fire prevention; and
- (b) provide such other fire protection services as it determines may be necessary in accordance with its needs and circumstances.

### **Services to be provided**

(3) In determining the form and content of the program that it must offer under clause (1) (a) and the other fire protection services that it may offer under clause (1) (b), a municipality may seek the advice of the Fire Marshal.

### **Fire chief, municipalities**

**6** (1) If a fire department is established for the whole or a part of a municipality or for more than one municipality, the council of the municipality or the councils of the municipalities, as the case may be, shall appoint a fire chief for the fire department.

### **Responsibility to council**

(3) A fire chief is the person who is ultimately responsible to the council of a municipality that appointed him or her for the delivery of fire protection services.

### **Appointment of Fire Marshal**

**8** (1) There shall be a Fire Marshal who shall be appointed by the Lieutenant Governor in Council.

### **Powers of Fire Marshal**

**9** (1) The Fire Marshal has the power,

- (a) to monitor, review and advise municipalities respecting the provision of fire protection services and to make recommendations to municipal councils for improving the efficiency and effectiveness of those services;
- (c) to advise and assist ministries and agencies of government respecting fire protection services and related matters;

### **Duties of Fire Marshal**

(2) It is the duty of the Fire Marshal,

- (b) to advise municipalities in the interpretation and enforcement of this Act and the regulations;

iii [O. Reg. 378/18 Community Risk Assessments](#)

October 9, 2020

The Right Honourable Justin Trudeau  
Prime Minister of Canada  
Email: [justin.trudeau@parl.gc.ca](mailto:justin.trudeau@parl.gc.ca)

The Honourable Doug Ford  
Premier of Ontario  
Email: [premier@ontario.ca](mailto:premier@ontario.ca)

**Re: Funding for community groups and service clubs affected by pandemic**

Please be advised that at the Regular Meeting of Council on September 28, 2020, the Council of Loyalist Township passed the following resolution:

**Resolution No. 2020.35.16**

**Moved by: Deputy Mayor Hegadorn**

**Seconded by: Councillor Porter**

“Whereas, the world health organization characterized covid-19 as a pandemic on March 11, 2020

And whereas, travel restrictions were put in place March 21st, 2020 with emergency orders being established under the quarantine act

And whereas, the province of Ontario entered a state of emergency on March 17, 2020

And whereas Loyalist Township declared a state of emergency on March 26, 2020

And whereas the Kingston, Frontenac, Lennox and Addington Public Health Unit have enacted orders under Section 22 of the Ontario Health Protection and Promotion Act, 1990

And whereas the above noted state of emergencies and orders restricted the ability for charities, community groups and service clubs to raise or acquire funds through conventional methods

And whereas these charities, community groups and service clubs provide vital resources and support critical to community members

And whereas these charities, community groups and service clubs' partner with municipal governments reducing the financial pressures on the government while enhancing the lives of residents

Therefore be it resolved that Loyalist Township council requests confirmation from the governments of Ontario and Canada that funding will be available for these local smaller charities, community groups and service clubs.

AND FURTHER THAT a copy of this resolution be circulated to the Right Honourable Prime Minister of Canada; the Honourable Premier of Ontario; MP Derek Sloan, Hastings - Lennox and Addington ; the Honourable Daryl Kramp, MPP Hasting-Lennox and Addington; the Association of Municipalities Ontario; Rural Ontario Municipalities Association and all Municipalities within the Province of Ontario".

Regards,

A handwritten signature in cursive script that reads "B Teeple".

Brandi Teeple  
Deputy Clerk  
Loyalist Township

cc. MP Derek Sloan- Hastings-Lennox and Addington  
MPP Daryl Kramp- Hastings- Lennox and Addington  
Association of Municipalities Ontario  
Rural Ontario Municipalities Association  
All Ontario Municipalities

## Office of the Mayor

Rodger Bonneau

October 7, 2020

**Sent via E-mail**

### **Re: Cannabis Production**

---

Dear Ministers, Members of Parliament, and Members of Provincial Parliament,

Please be advised that the Council for the Corporation of the Township of Asphodel-Norwood passed the following resolution at its regular meeting of September 22, 2020:

Motion No. 239/20 | Moved by: Councillor Walsh | Seconded by: Deputy Mayor Burt

**WHEREAS** the Ontario Federation of Agriculture has adopted the position that licenced cannabis production for medical and/or recreational-use purposes should be considered a farming activity;

**AND WHEREAS** the Government of Canada introduced Bill C-45 (the Cannabis Act) to create the foundation for a comprehensive national framework to provide restricted access to regulated cannabis, and to control its production, distribution, sale, importation, exportation, and possession;

**AND WHEREAS** Section 7 of the Cannabis Act requires that any person who intends to submit an application for a licence for cultivation, a licence for processing, or a licence for sale that authorizes the possession of cannabis must provide written notice to: a) The local government, b) The local fire authority, and c) The local police force or the Royal Canadian Mounted Police detachment responsible for providing policing services to the area in which the site is referred to in the application;

**AND WHEREAS** Section 35(1) of the Act requires a holder of a licence for cultivation, a licence for processing, or a licence for sale that authorizes the possession of cannabis to provide a written notice to the local authorities within 30 days of issuance, amendment, suspension, reinstatement or revocation of a licence and provide a copy of said notice to the Minister; and

**FURTHER BE IT RESOLVED THAT** the Township of Asphodel-Norwood requests a governing body in cannabis production that:

1. Takes a unified approach to land use planning restrictions;
2. Enforces the regulations under the Cannabis Act on behalf of the licencing agency and ensures local authorities are in fact provided with notification of any licence issuance, amendment, suspension, reinstatement, or revocation within their region;
3. Communicates more readily with local governments; and
4. Provides local governments with more support.

**AND FURTHER BE IT RESOLVED THAT** the Township of Asphodel-Norwood will forward this motion to the following partners: All municipalities in Ontario, the MP and MPP of Northumberland-Peterborough South, the MP and MPP of Peterborough-Kawartha, the Minister of Agriculture, Food and Rural Affairs, and the Minister of Agriculture and Agri-Food with the request that they enact legislation to support local governments with land use management and enforcement issues.

Thank you for your time and consideration.

Sincerely,



Rodger Bonneau, Mayor  
Township of Asphodel-Norwood

- c. E. Hardeman, Minister of Agriculture, Food and Rural Affairs  
M. Bibeau, Minister of Agriculture and Agri-Food  
D. Piccini, MPP Northumberland-Petrborough South  
P. Lawrence, MP Northumberland-Petrborough South  
D. Smith, MPP Peterborough –Kawartha  
M. Monsef, MP Peterborough-Kawartha  
All municipalities in Ontario



## Township of Blandford-Blenheim

47 Wilmot Street South  
Drumbo, Ontario N0J 1G0

Phone: 519-463-5347  
Fax: 519-463-5881  
Web: [www.blandfordblenheim.ca](http://www.blandfordblenheim.ca)

---

October 13, 2020

Emailed to the Federal Minister of Health, Federal Minister of Justice and Attorney General, Federal Minister of Public Safety and Emergency Preparedness, Oxford MP, Oxford MPP, the Association of Municipalities of Ontario and all municipalities in Ontario.

### **Re: Unlicensed and unmonitored cannabis grow operations**

Please be advised that at the Regular Meeting of Council on October 7<sup>th</sup>, 2020, the Council of the Township of Blandford-Blenheim passed the following resolution:

#### **Resolution Number: 2020-14**

**Moved by: Councillor Nancy Demarest**

**Seconded by: Councill Bruce Banbury**

**“That Whereas unlicensed and unmonitored cannabis grow operations have increasingly become a problem in communities in Ontario as well as across the Country; and,**

**Whereas these operations are allowed to establish with little or no consultation with the local community and municipalities are often only made aware of their existence after conflicts arise with neighboring land owners; and,**

**Whereas loopholes in existing Federal legislation allow these large scale grow op’s to establish and operate without any of the regulations or protocols that licensed and monitored operations need to adhere to,**

**BE IT RESOLVED that the Council of the Township of Blandford-Blenheim urges the Federal Government to amend the legislation under which these facilities operate to ensure the safety and rights of the local communities in which they are situated are respected; and,**

**That this resolution be forwarded to the Federal Minister of Health, Federal Minister of Justice and Attorney General, Federal Minister of Public Safety and Emergency Preparedness, Oxford MP, Oxford MPP, the Association of Municipalities of Ontario and all municipalities in Ontario.”**

Regards,

Sarah Matheson  
Deputy Clerk  
Township of Blandford-Blenheim

**CORPORATION OF THE  
TOWNSHIP OF NORTH GLENGARRY**

**Resolution #**

**Date:**

Monday, September 28, 2020

**Moved by:** Jeff Manley

**Seconded by:** Johanne Wensink

THAT Council of the Township of North Glengarry adopt the following resolution:

WHEREAS the Ontario government has provided emergency assistance funding to municipalities through the Safe Restart Agreement to offset the financial impact due to the COVID-19 pandemic;

AND WHEREAS the Province has specified funding must be used for operating costs and pressures due to COVID-19;

AND WHEREAS due to the nature of the pandemic and the necessity to make physical retrofits to offices to accommodate staff and the public in a safe environment, capital costs will be incurred by municipalities;

AND WHEREAS the Township has been advised by SDG County, through the Ministry of Finance that COVID-19 related capital costs are ineligible for Safe Restart Agreement Funding;

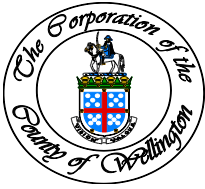
THEREFORE, BE IT RESOLVED THAT the Township of North Glengarry urges Ontario to allow capital expenditures under the Safe Restart Agreement, and that a copy of this resolution be forwarded to Premier Doug Ford, Jim McDonell, MPP and the Association of Municipalities of Ontario (AMO).

**Carried**

**Deferred**

**Defeated**

\_\_\_\_\_  
Mayor / Deputy Mayor



KIM COURTS  
DEPUTY CLERK  
T 519.837.2600 x 2930  
F 519.837.1909  
E kimc@wellington.ca

74 WOOLWICH STREET  
GUELPH, ONTARIO  
N1H 3T9

October 2, 2020

Sent via email to all Ontario Municipal Clerks

Dear Municipal Clerks,

At its meeting held September 24, 2020, Wellington County Council approved the following recommendation from the Administration, Finance and Human Resources Committee:

**WHEREAS previous assessment methodologies for aggregate resource properties valued areas that were used for aggregate resources or gravel pits at industrial land rates on a per acre basis of the total site and such properties were formally classified and taxed as industrial lands; and**

**WHEREAS Wellington County Council supports a fair and equitable assessment system for all aggregate resource properties; and**

**WHEREAS the Municipal Property Assessment Corporation determined, with the participation only of the Ontario Stone, Sand and Gravel Association, revised criteria for assessing aggregate resource properties; and**

**WHEREAS Wellington County Council has concerns that the revised criteria does not fairly assess the current value of the aggregate resource properties.**

**NOW THEREFORE BE IT RESOLVED:**

**(a) That Wellington County Council does not consider the revised criteria for assessment of aggregate resource properties as a fair method of valuation for these properties; and**

**(b) That Wellington County Council believes there is a need to review the current assessment scheme for aggregate resource properties to address the inequity of property values; and**

**(c) That Wellington County Council hereby calls upon the Province to work with the Municipal Property Assessment Corporation to address the assessment issue so that aggregate resource properties are assessed for their industrial value; and**



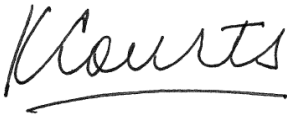
**(d) That Wellington County Council direct the Clerk to provide a copy of this motion to the Ministers of Finance; Municipal Affairs and Housing; and Natural Resources and Forestry; and to AMO, ROMA, and all Ontario municipalities and local MPP(s).**

Please find the Aggregate Resource Property Valuation and Advocacy report and Municipal Resolution enclosed.

Wellington County Council is requesting that all Ontario municipalities adopt the Municipal Resolution and forward to Donna Bryce, Wellington County Clerk at [donnab@wellington.ca](mailto:donnab@wellington.ca) upon passing.

Should you have any questions please contact Ken DeHart, County Treasurer, at [kend@wellington.ca](mailto:kend@wellington.ca) or call 519.837.2600 ext 2920.

Sincerely,

A handwritten signature in black ink that reads "Kim Courts". The signature is written in a cursive style with a horizontal line underneath the name.

Kim Courts  
Deputy Clerk



# COUNTY OF WELLINGTON

---

## COMMITTEE REPORT

**To:** Chair and Members of the Administration, Finance and Human Resources Committee  
**From:** Ken DeHart, County Treasurer  
**Date:** Tuesday, September 15, 2020  
**Subject:** **Aggregate Resource Property Valuation and Advocacy Report**

---

### Background:

Through the County's Assessment Base Management Policy and Programme approved in 2016; Wellington County has made significant efforts to maintain, protect and enhance the quality of the assessment roll. This includes reviewing the accuracy of individual assessments and ensuring the equitable distribution of the tax burden. The County remains a strong advocate for the accurate and equitable valuation and property tax treatment of all properties, including gravel pit and aggregate resource properties in the County and throughout Ontario.

The County has been actively pursuing fair and accurate assessment valuations for gravel pits through two streams:

1. Assessment appeals heard by the Assessment Review Board
2. Advocacy through the province on a permanent policy solution

### Assessment Appeals

The County has filed assessment appeals on all aggregate producing properties in its three southern-most municipalities, being Puslinch, Erin and Guelph/Eramosa for the 2017 to 2020 taxation years. The purpose of these appeals is to ensure that the current value assessment of these properties is captured through the existing legislation, and to deal with how those properties are classified for taxation purposes.

The effect of the current property tax valuation structure by the Municipal Property Assessment Corporation ("MPAC") unfairly sees active gravel pits incurring less property tax than many single-family homes and small businesses as a result of unduly low and inaccurate current value assessments. It also leads to properties that are located in the same areas and are similar to gravel pits receiving vastly different property valuations, which contradicts the principle of fairness and transparency underpinning our taxation system that similar properties should be treated and taxed equally. Arbitrarily classifying gravel pits as among the lowest form of farmland (Class 5) sets an artificial cap on these producers' property assessments and keeps their property taxes well below what they should be paying. In turn, residents and businesses are subsidizing the break that gravel producers are receiving.

In terms of next steps for these appeals, a settlement conference is scheduled to take place on September 16 and hearings are scheduled for the weeks of November 16 and 23.

### **Advocacy for a Permanent Policy Solution**

The County has been working with its colleagues through the Top Aggregate Producing Municipalities of Ontario (TAPMO) to raise awareness of the assessments and the inequitable treatment of these properties and ask the government to review how these properties are assessed and treated from a property tax policy perspective through the MPAC review that is currently taking place.

Through this work, TAPMO endorsed the attached municipal resolution to be shared with TAPMO municipalities for consideration at local Councils. The resolution formally asks the province to review how these properties are assessed in light of the inequitable treatment in comparison to other residential and business properties in the municipality. Several municipalities across the province have approved and forwarded this resolution to the province and local MPPs.

To be clear, the County believes MPAC's property valuation is incorrect even within the current legislation, however, the County is looking for further direction and possible legislative or regulatory changes that will eliminate future disputes. This kind of permanent policy change is in everyone's best interest to resolve this issue once and for all.

Staff recommend that the Administration, Finance and Human Resources Committee support the resolution and pass it along to County Council for approval. This is also an opportunity for the County to remind its member municipalities to review and give consideration to this resolution as well.

### **AMO Delegation Meeting**

On August 18, 2020, in collaboration with the Top Aggregate Producing Municipalities of Ontario (TAPMO), County representatives met with Stan Cho, Parliamentary Assistant to the Minister of Finance, to discuss the need to improve how aggregate properties are assessed across Ontario under an equitable valuation system. The meeting was held during the Association of Municipalities of Ontario (AMO) conference. This is where municipal and provincial policymakers come together to discuss pressing issues facing both levels of government.

Wellington County and other TAPMO members presented several policy-driven solutions to Mr. Cho that would make MPAC's property tax valuations accurate and equitable. There are many possible legislative, regulatory or policy changes that can achieve a permanent solution. These include:

- Creating a separate class for aggregate producing properties (as was done for landfills in 2015);
- Directive (or regulation) from the Minister to MPAC regarding how to assess these types of properties to reflect their true market or industrial value;
- Remove the aggregate exemption from the *Assessment Act* (as was the situation prior to 2008).

This would enable municipalities to maintain stability in local taxation levels and meet the needs of their communities. Directing MPAC on how to assess these properties based on their true market value makes common sense and will result in stability and accuracy in the assessment process. The solution to remove the exemption of aggregate in the *Assessment Act* would allow MPAC to assess the full value of the property.

## **Summary**

Aggregate sites are important job creators and an increasingly critical element of public works that help to fuel steady economic growth across Ontario, especially as part of municipalities' post-pandemic recovery. Yet, under the current MPAC valuation formula, their current value assessment is inaccurate such that these sites generate significantly less revenue for municipalities and the Province than other possible uses for the same land. This costs Ontario municipalities millions of dollars in lost tax revenue every year and negatively impacts their abilities to deliver more fulsome services and programmes to residents. The current system also generates less Education property taxes which shifts even more tax burden onto homeowners and small businesses. Municipalities are therefore eager to find a solution that is fair for all involved: the municipality, taxpayers, and aggregate producers.

COVID-19 has highlighted the urgency for a policy-driven, equitable approach. Municipalities across Ontario are fighting to continue providing a high standard of services to our families and businesses who need them now more than ever. The lost tax revenue undermines our ability to enhance those services and make key infrastructure investments at a time when our residents are suffering. The County wants to be fair to aggregate producers while recognizing that they should be part of the solution in terms of helping families and businesses get back on their feet – the very people who are carrying the burden of the current MPAC system.

## **Recommendation:**

That the Aggregate Resource Property Valuation and Advocacy Update Report be received for information; and

That the attached resolution be supported by County Council and sent to the Ministry of Finance.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Ken DeHart', with a stylized flourish extending to the right.

Ken DeHart, CPA, CGA  
County Treasurer

## **SCHEDULE A – MUNICIPAL RESOLUTION**

WHEREAS previous assessment methodologies for aggregate resource properties valued areas that were used for aggregate resources or gravel pits at industrial land rates on a per acre basis of the total site and such properties were formally classified and taxed as industrial lands; and

WHEREAS Wellington County Council supports a fair and equitable assessment system for all aggregate resource properties; and

WHEREAS the Municipal Property Assessment Corporation determined, with the participation only of the Ontario Stone, Sand and Gravel Association, revised criteria for assessing aggregate resource properties; and

WHEREAS Wellington County Council has concerns that the revised criteria does not fairly assess the current value of the aggregate resource properties;

NOW THEREFORE BE IT RESOLVED:

- (a) That Wellington County Council does not consider the revised criteria for assessment of aggregate resource properties as a fair method of valuation for these properties; and
- (b) That Wellington County Council believes there is a need to review the current assessment scheme for aggregate resource properties to address the inequity of property values; and
- (c) That Wellington County Council hereby calls upon the Province to work with the Municipal Property Assessment Corporation to address the assessment issue so that aggregate resource properties are assessed for their industrial value; and
- (d) That Wellington County Council direct the Clerk to provide a copy of this motion to the Ministers of Finance; Municipal Affairs and Housing; and Natural Resources and Forestry; and to AMO, ROMA, and all Ontario municipalities and local MPP(s).



# MUNICIPALITY OF **West Elgin**

## **The Corporation Of the Municipality Of West Elgin**

### **By-Law No. 2020-59**

#### **Being A By-Law to provide for the Crabbe Drain in the Municipality of West Elgin.**

**Whereas** the Council of the Municipality of West Elgin has procured a report under Section 78 of the *Drainage Act, R.S.O. 1990*, as amended, for the improvement of the Crabbe Drain; and

**Whereas** the reported dated May 1, 2020 has been authored by J.M Spriet of Spriet Associates Engineers and Architects and the attached report forms part of this By-Law; and

**Whereas** the estimated total cost of the drainage work is \$75,500.00; and

**Whereas** \$75,500.00 is the estimated amount to be contributed by the Municipality of West Elgin for the drainage works; and

**Whereas** the Council of The Corporation of the Municipality of West Elgin is of the opinion that the drainage of the area is desirable;

**Now Therefore** be it resolved that the Council of The Corporation of the Municipality of West Elgin pursuant to the *Drainage Act, R.S.O. 1990*, as amended, enacts as follows:

1. That the report dated May 1, 2020 and attached hereto is hereby adopted and the drainage works as therein indicated and set forth is hereby authorized and shall be completed in accordance therewith.
2. That The Corporation of the Municipality of West Elgin may borrow on the credit of the Corporation the amount of \$75,500.00, being the amount necessary for the improvement of the drainage works. This project may be debentured.
3. The Corporation may issue debenture(s) for the amount borrowed less the total amount of:
  - a) grants received under Section 85 of the *Drainage Act*;
  - b) monies paid as allowances;
  - c) commuted payments made in respect of lands and roads assessed with the municipality;

- d) money paid under subsection 61(3) of the *Drainage Act*; and  
e) money assessed in and payable by another municipality.
4. Such debenture(s) shall be made payable within up to 10 years from the date of the debenture(s) and shall bear interest at a rate not higher than 2% more than the municipal lending rates as posted by Infrastructure Ontario on the date of the sale of such debenture(s).
  5. A special equal annual rate sufficient to redeem the principal and interest on the debenture(s) and shall be levied upon the lands and roads as shown in the schedule and shall be collected in the same manner and at the same as other taxes are collected in each year for up to 10 years after the passing of this By-Law.
  6. All assessments of \$1,000.00 or less are payable in the first year in which assessments are imposed.
  8. That this By-Law comes into force and effect upon the final reading thereof.

Read a first and second time and provisionally adopted this 27<sup>th</sup> day of August, 2020

---

Duncan McPhail  
Mayor

---

Jana Nethercott  
Clerk

Read for a third and final time this 8<sup>th</sup> day of October, 2020

---

Duncan McPhail  
Mayor

---

Jana Nethercott  
Clerk

**CRABBE DRAIN**  
**Municipality of West Elgin**



**SPRIET  
ASSOCIATES**  
ENGINEERS & ARCHITECTS

155 York Street  
London, Ontario N6A 1A8  
Tel. (519) 672-4100  
Fax (519) 433-9351  
E-mail MAIL@SPRIET.ON.CA

Our Job No. 219070

May 1, 2020



London, Ontario  
May 1, 2020

## **CRABBE DRAIN**

### **Municipality of West Elgin**

To the Mayor and Council of  
the Municipality of West Elgin

Mayor and Council:

We are pleased to present our report on the reconstruction of parts of the Crabbe Municipal Drain serving parts of Lot 21 & 22, Concessions 12 and 13, in the Municipality of West Elgin.

### **AUTHORIZATION**

This report was prepared pursuant to Section 78 of the Drainage Act. Instructions were received from your Municipality with respect to a motion of Council. The work was initiated by a request signed by an affected landowner.

### **HISTORY**

The Crabbe Drain was originally constructed pursuant to a report submitted by H.H. Todgham, P. Eng., dated July 12, 1960 and consisted of the construction of an open and closed drain, commencing at the Bonn open drain and running east, then northeast through Lots 21 and 22 in Concession 12. The work called for approximately 715 meters of open ditch cleanout and 549 meters of 150mm – 300mm diameter tile.

### **EXISTING DRAINAGE CONDITIONS**

A site meeting held with respect to the project and through later discussions, the owners reported the following:

- that the requesting landowner, Larch Lane Farms Ltd. (Roll No. 50-123), indicated their desire to enclose a portion of the existing open drain through their lands

A field investigation and survey were completed. Upon reviewing our findings, we note the following:

- that the existing drain has not been cleaned out in a very long time and is substantially overgrown with trees along the entire course of the open drain



## EXISTING DRAINAGE CONDITIONS (cont'd)

- that the lands would benefit from enclosure due to the increased workability of them
- that the existing drain should be brushed, where possible, to allow the Municipality to maintain the drain

Preliminary design, cost estimates and assessments were prepared, and informal discussions were held to review the findings and preliminary proposals. Further input and requests were provided by the affected owners at that time and at later dates. Based on the proposed design it was decided to proceed with the report.

## DESIGN CONSIDERATIONS

The proposed drain was designed, with respect to capacity, using the Drainage Coefficient method contained in the "DRAINAGE GUIDE FOR ONTARIO", Publication 29 by the Ontario Ministry of Agriculture, Food, and Rural Affairs. The Drainage Coefficient defines a depth of water that can be removed in a 24-hour period and is expressed in millimetres per 24 hours. The coefficient used for the Main Drain was 38mm per 24 hrs.

We would like to point out that there have been indications of sandy soil conditions, but no formal soil investigation has been made.

All of the proposed work has been generally designed and shall be constructed in accordance with the DESIGN AND CONSTRUCTION GUIDELINES FOR WORK UNDER THE DRAINAGE ACT.

## RECOMMENDATIONS

We are therefore recommending the following:

- that a portion of the existing Main Drain be backfilled through the lands of Larch Lane Farms Ltd. (Roll No. 50-123), commencing at the outlet of the existing Main Drain tile downstream for approximately 369 lineal meters
- that the existing short portion of the open drain, downstream from the current outlet, be replaced with a tile drain approximately 77 meters in length
- that the open drain downstream of the new tile outlet be cleaned out and deepened for a length of approximately 150m.
- that downstream of the tile drain a pool and riffle be constructed in accordance with the requirements of the DFO
- that the existing open ditch be brushed where work is being done to allow access to the drain as needed
- that the existing open ditch be backfilled along the course of the new drain in such a manner as to permit overland flows from the upstream lands



## RECOMMENDATIONS (cont'd)

- that the existing open ditch be backfilled along the course of the new drain in such a manner as to permit overland flows from the upstream lands

We have reviewed the existing Schedule of Assessment for the Crabbe Drain and found it them to be out-of-date and unfair due to property splits, changes in land use, the watershed, and drainage conditions. We therefore recommend that a new Maintenance Schedule be included as part of this report for future maintenance purposes.

## ENVIRONMENTAL CONSIDERATIONS AND MITIGATION MEASURES

There are no significant wetlands or sensitive areas within the affected watershed area or along the route of the drains. The proposed construction of the Crabbe Drain includes quarry stone outlet protection and surface inlets which greatly help reduce the overland surface flows and any subsequent erosion. A temporary flow check of silt fencing is to be installed in the ditch downstream of the tile outlet for the duration of the construction.

We have reviewed the proposed work with the Department of Fisheries and Oceans (File No. 19-HCAA-0087) and they recommend the following mitigation measure be followed in their letter of advice dated January 15, 2020; the existing open drain is to be isolated prior to any backfilling by installing sediment and erosion controls at the bottom end of the work and that work be conducted in dry conditions after July 15<sup>th</sup> of the given year, as well as the creation of a pool and riffle downstream of the enclosure.

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

- timing of construction is to be only at times of low or no flow
- a temporary flow check of silt fencing is to be installed for the duration of the construction at the bottom end of the ditch reconstruction
- a cleanout of the ditch bottom only has been specified so that the existing bank vegetation is not disturbed. However, where the existing banks are unstable, or may become unstable, they are to be resloped and seeded as noted on the plans

## SUMMARY OF PROPOSED WORK

The proposed work consists of approximately 150 lineal meters of open ditch reconstruction including quarry stone rip-rap bank protection, pool and riffle, bank seeding, and approximately 446 lineal meters of 300mm (12") to 400mm (16") diameter concrete field tile including related appurtenances.



## SCHEDULES

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

Schedule 'A' - Allowances. In accordance with Sections 29 and 30 of the Drainage Act, allowances are provided for right-of-way and damages to lands and crops along the route of the drain as defined below.

Schedule 'B' - Cost Estimate. This schedule provides for a detailed cost estimate of the proposed work which is in the amount of \$ 75,500.00. This estimate includes engineering and administrative costs associated with this project.

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

Schedule 'D' - Assessment for Maintenance. In accordance with Section 38 of the Drainage Act, this schedule outlines the distribution of future repair and/or maintenance costs for portions of, or the entire drainage works.

Drawing No. 1, Job No. 219070, and specifications form part of this report. They show and describe in detail the location and extent of the work to be done and the lands which are affected.

## ALLOWANCES

**DAMAGES:** Section 30 of the Drainage Act provides for the compensation to landowners along the drain for damages to lands and crops caused by the construction of the drain. The amount granted is based on \$4,647.00/ha. for open ditch work with excavated material levelled adjacent the drain, and \$3,613.00/ha for closed drain installed with a wheel machine. These base rates are multiplied by the hectares derived from the working widths shown on the plans and the applicable lengths.

**RIGHT-OF-WAY** Section 29 of the Drainage Act provides for an allowance to the owners whose land must be used for the construction, repair, or future maintenance of a drainage works.

For open ditches, the allowance provides for the loss of land due to the construction provided for in the report. The amounts granted are based on the value of the land, and the rate used was \$33,360.00/ha. When any buffer strip is incorporated and/or created, the allowance granted is for any land beyond a 1.8-meter width deemed to have always been part of the drain. For existing open ditches, the right-of-way to provide for the right to enter and restrictions imposed on those lands, is deemed to have already been granted.

## ASSESSMENT DEFINITIONS

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



## **ASSESSMENT DEFINITIONS (cont'd)**

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

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

In addition, a Public Utility or Road Authority shall be assessed for and pay all the increased cost to a drainage works due to the construction and operation of the Public Utility or Road Authority. This may be shown as either benefit or special assessment.

## **ASSESSMENT**

A modified "Todgham Method" was used to calculate the assessments shown on Schedule 'C'- Assessment for Construction. This entailed breaking down the costs of the drain into sections along its route. Special Assessments and Special Benefits were then extracted from each section.

The remainder is then separated into Benefit and Outlet costs. The Benefit cost is distributed to those properties receiving benefit as defined under "Assessment Definitions", with such properties usually being located along or close to the route of the drain. The Outlet Costs are distributed to all properties within the watershed area of that section on an adjusted basis. The areas are adjusted for location along that section, and relative run-off rates. Due to their different relative run-off rates, forested lands have been assessed for outlet at lower rates than cleared lands.

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

The majority of the enclosing and backfilling of the drain is assessed to the benefitting landowners, with the exception of the cost of two cleanouts, which are assessed to all lands within this watershed area. A value of \$5,500.00 has been used for this cost and shall be non-proratable, and can be found in the Assessment Schedule 'C'- Main Drain (Closed Portion)

## **SPECIAL ASSESSMENT**

If any additional work is required to the drainage works due to the existence of buried utilities such as gas pipe lines, communications cables, etc. or if any of the utilities require relocation or repair, then, the extra costs incurred shall be borne by the utility involved in accordance with the provisions of Section 26 of the Drainage Act.



## GRANTS

In accordance with the provisions of Section 85 of the Drainage Act, a grant **may** be available for assessments against privately owned parcels of land which are used for agricultural purposes and eligible for the Farm Property Class Tax rate. Further to this, regarding the closed portion of this project, the proposed theoretical cleanout costs of the project may be eligible for the normal 1/3 grants for the outlet lands. These lands have been assessed for their portion of the theoretical cost of clean-outs of the open ditch. The remaining portion of the drain will be in-eligible for the 1/3 grant. Section 88 of the Drainage Act directs the Municipality to make application for this grant upon certification of completion of this drain. The Municipality will then deduct the grant from the assessments prior to collecting the final assessments.

## MAINTENANCE

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

After completion, the entire Crabbe Drain, including the existing portions, shall be maintained by the Municipality of West Elgin at the expense of all upstream lands and roads assessed in Schedule 'D' - Assessment for Maintenance and in the same relative proportions until such time as the assessment is changed under the Drainage Act.

The above existing portions of the drain shall be maintained in accordance with the grades and dimensions set out in the plans and specifications contained in the reports submitted by H.H. Todgham, P.Eng., dated July 12, 1960.

Respectfully submitted,

SPRIET ASSOCIATES LONDON LIMITED

JMS:bv



  
J.M. Spriet, P.Eng.



## SCHEDULE 'A' - ALLOWANCES

## CRABBE DRAIN

## Municipality of West Elgin

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

CONCESSION	LOT	ROLL NUMBER (Owner)	Section 29 Right-of-Way	Section 30 Damages	TOTALS
<b>MAIN DRAIN (OPEN PORTION)</b>					
12	Pt. 21	50-117-03 (L. Connolly)	\$ 70.00	\$ 130.00	\$ 200.00
12	Pt. 21	50-117-04 (F. Connolly)	200.00	350.00	550.00
12	Pt. 21 & 22	50-123 (Larch Lane Farms Ltd)	330.00	570.00	900.00
Total Allowances			\$ 600.00	\$ 1,050.00	\$ 1,650.00
<b>TOTAL ALLOWANCES ON THE MAIN DRAIN (OPEN PORTION)</b>					<b>\$ 1,650.00</b>
<b>MAIN DRAIN (CLOSED PORTION)</b>					
12	Pt. 21 & 22	50-123 (Larch Lane Farms Ltd)	\$	\$ 2,000.00	\$ 2,000.00
Total Allowances			\$	\$ 2,000.00	\$ 2,000.00
<b>TOTAL ALLOWANCES ON THE MAIN DRAIN (CLOSED PORTION)</b>					<b>\$ 2,000.00</b>
<b>TOTAL ALLOWANCES ON THE CRABBE DRAIN</b>					<b>\$ 3,650.00</b>

**CRABBE DRAIN****Municipality of West Elgin**

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

**MAIN DRAIN (OPEN PORTION)**

Clearing & grubbing of ditch bank (Approx. 150m)	\$ 3,000.00
150 meters of open ditch cleanout	\$ 1,500.00
Construt pool and riffle as per drawings including rip-rap and filter blanket	\$ 2,000.00
Levelling of excavated material	\$ 800.00
Seeding of ditch banks and buffer strips (Approx 500m <sup>2</sup> )	\$ 200.00
Contingencies	\$ 500.00
Allowances under Sections 29 and 30 of the Drainage Act	\$ 1,650.00

**MAIN DRAIN (CLOSED PORTION)**

6 meters of 450mm dia., H.D.P.E. plastic sewer pipe including rodent gate, quarry stone rip-rap protection around pipe and end of ditch (Approximately 6m <sup>3</sup> quarry stone req'd)	
Supply	\$ 600.00
Installation	\$ 1,300.00
Installation of the following concrete field tile installed on crushed stone bedding including supply & installation of geotextile around tile joints (approx. 2200m req'd)	
77 meters of 300mm dia. concrete tile (stub)	\$ 3,000.00
169 meters of 350mm dia. concrete tile	\$ 7,200.00
194 meters of 400mm dia. concrete tile	\$ 8,800.00
Supply of the above listed tile	\$ 9,200.00
Supply & delivery of 19mm crushed stone (Approx. 180 tonnes req'd)	\$ 5,400.00
Backfilling of existing open ditches and grading for overland flow route	\$ 9,000.00
Exposing and locating existing tile drains and utilities	\$ 1,500.00
Tile connection and pre-fabricated fittings	\$ 1,000.00
Tile connections and contingencies	\$ 1,500.00
Allowances under Section 30 of the Drainage Act	\$ 2,000.00



**CRABBE DRAIN**  
**Municipality of West Elgin****ADMINISTRATION**

Interest and Net Harmonized Sales Tax	\$ 1,780.00
Survey, Plan and Final Report	\$ 9,900.00
Expenses	\$ 950.00
Supervision and Final Inspection	\$ <u>2,720.00</u>
<b>TOTAL ESTIMATED COST</b>	<b>\$ <u><u>75,500.00</u></u></b>

## SCHEDULE 'C' - ASSESSMENT FOR CONSTRUCTION

## CRABBE DRAIN

## Municipality of West Elgin

Job No. 219070

May 1, 2020

\* = Non-agricultural

CON.	LOT	HECTARES AFFECTED	ROLL No. (OWNER)	BENEFIT	OUTLET	TOTAL
<b>MAIN DRAIN (OPEN PORTION)</b>						
12	W Pt. 21	4.0	50-117-01 (BonneField Farmland Ont	\$	\$	\$
* 12	Pt. 21	1.0	50-117-02 (M. Vandenburg)			
* 12	Pt. 21	0.3	50-117-03 (L. Connolly)	320.00	2.00	322.00
* 12	Pt. 21	0.3	50-117-04 (F. Connolly)	890.00	9.00	899.00
12	NW Pt. 21	0.8	50-118-50 (M. Howard)		38.00	38.00
* 12	Pt. 21	1.5	50-119 (C. Bell)		142.00	142.00
12	Pt. 21 & 22	43.3	50-123 (Larch Lane Farms Ltd)	5,860.00	3,451.00	9,311.00
12	NW Pt. 22	6.1	50-121 (M. & S. Peterne)		501.00	501.00
* 12	Pt. 22	0.6	50-123-10 (Larch Lane Farms Ltd)		55.00	55.00
13	21	8.1	50-164 (J. & R. Colpaert)		255.00	255.00
13	21	2.0	50-166 (S. & L. KirkPatrick)		63.00	63.00
TOTAL ASSESSMENT ON LANDS				\$ 7,070.00	\$ 4,516.00	\$ 11,586.00
Talbot Line 2.5 County of Elgin				\$	\$ 414.00	\$ 414.00
TOTAL ASSESSMENT ON ROADS				\$	\$ 414.00	\$ 414.00
TOTAL ASSESSMENT ON THE MAIN DRAIN (OPEN PORTION)						<u>\$ 12,000.00</u>
<b>MAIN DRAIN (CLOSED PORTION)</b>						
12	NW Pt. 21	0.8	50-118-50 (M. Howard)		98.00	98.00
12	Pt. 21 & 22	31.0	50-123 (Larch Lane Farms Ltd)		4,107.00	4,107.00
*			50-123 (Larch Lane Farms Ltd)	58,000.00		58,000.00
12	NW Pt. 22	6.1	50-121 (M. & S. Peterne)		1,295.00	1,295.00
TOTAL ASSESSMENT ON LANDS				\$ 58,000.00	\$ 5,500.00	\$ 63,500.00
TOTAL ASSESSMENT ON THE MAIN DRAIN (CLOSED PORTION)						<u>\$ 63,500.00</u>
TOTAL ASSESSMENT ON THE CRABBE DRAIN						<u>\$ 75,500.00</u>

## SCHEDULE 'D' - ASSESSMENT FOR MAINTENANCE

## CRABBE DRAIN

## Municipality of West Elgin

Job No. 219070

May 1, 2020

CON.	LOT	HECTARES AFFECTED	ROLL No. (OWNER)	PERCENTAGE OF MAINTENANCE COST
<b>MAIN DRAIN (OPEN PORTION)</b>				
12	W Pt. 21	4.0	50-117-01 (BonneField Farmland Ont)	4.5 %
12	Pt. 21	1.0	50-117-02 (M. Vandenburg)	22.6
12	Pt. 21	0.3	50-117-03 (L. Connolly)	7.2
12	Pt. 21	0.3	50-117-04 (F. Connolly)	6.2
12	NW Pt. 21	0.8	50-118-50 (M. Howard)	0.4
12	Pt. 21	1.5	50-119 (C. Bell)	1.4
12	Pt. 21 & 22	43.3	50-123 (Larch Lane Farms Ltd)	45.0
12	NW Pt. 22	6.1	50-121 (M. & S. Peterne)	4.9
12	Pt. 22	0.6	50-123-10 (Larch Lane Farms Ltd)	0.6
13	21	8.1	50-164 (J. & R. Colpaert)	2.5
13	21	2.0	50-166 (S. & L. KirkPatrick)	0.6
				=====
TOTAL ASSESSMENT ON LANDS				95.9 %
				=====
Talbot Line		2.5	County of Elgin	4.1 %
				=====
TOTAL ASSESSMENT ON ROADS				4.1 %
				=====
TOTAL ASSESSMENT FOR MAINTENANCE OF THE MAIN DRAIN (OPEN PORTION)				<b>100.0 %</b>
<b>MAIN DRAIN (CLOSED PORTION)</b>				
12	NW Pt. 21	0.8	50-118-50 (M. Howard)	1.0 %
12	Pt. 21 & 22	31.0	50-123 (Larch Lane Farms Ltd)	87.0
12	NW Pt. 22	6.1	50-121 (M. & S. Peterne)	12.0
				=====
TOTAL ASSESSMENT ON LANDS				100.0 %
				=====
TOTAL ASSESSMENT FOR MAINTENANCE OF THE MAIN DRAIN (CLOSED PORTION)				<b>100.0 %</b>

# SCHEDULE OF NET ASSESSMENT

## CRABBE DRAIN

### Municipality of West Elgin

(FOR INFORMATION PURPOSES ONLY)

Job No. 219070

May 1, 2020

\* = Non-agricultural

ROLL NUMBER (OWNER)	TOTAL ASSESSMENT	GRANT	ALLOWANCES	APPROX. NET
50-117-01 (BonneField Farmland Ont)	\$	\$	\$	\$
* 50-117-02 (M. Vandenburg)				
* 50-117-03 (L. Connolly)	322.00		200.00	122.00
* 50-117-04 (F. Connolly)	899.00		550.00	349.00
50-118-50 (M. Howard)	136.00	45.00		91.00
* 50-119 (C. Bell)	142.00			142.00
50-123 (Larch Lane Farms Ltd)	13,418.00	4,473.00	2,900.00	6,045.00
* 50-123 (Larch Lane Farms Ltd)	58,000.00			58,000.00
50-121 (M. & S. Peternel)	1,796.00	599.00		1,197.00
* 50-123-10 (Larch Lane Farms Ltd)	55.00			55.00
50-164 (J. & R. Colpaert)	255.00			255.00
50-166 (S. & L. KirkPatrick)	63.00			63.00
* Talbot Line	\$ 414.00	\$	\$	\$ 414.00
<b>TOTALS</b>	<b>\$ 75,500.00</b>	<b>\$ 5,117.00</b>	<b>\$ 3,650.00</b>	<b>\$ 66,733.00</b>



# MUNICIPALITY OF **West Elgin**

## **The Corporation Of the Municipality Of West Elgin**

### **By-Law No. 2020-60**

#### **Being A By-Law to provide for the Yauch Drain in the Municipality of West Elgin.**

**Whereas** the Council of the Municipality of West Elgin has procured a report under Section 78 of the *Drainage Act, R.S.O. 1990*, as amended, for the improvement of the Yauch Drain; and

**Whereas** the reported dated February 14, 2020 has been authored by J.M Spriet of Spriet Associates Engineers and Architects and the attached report forms part of this By-Law; and

**Whereas** the estimated total cost of the drainage work is \$316,500.00; and

**Whereas** \$316,500.00 is the estimated amount to be contributed by the Municipality of West Elgin for the drainage works; and

**Whereas** the Council of The Corporation of the Municipality of West Elgin is of the opinion that the drainage of the area is desirable;

**Now Therefore** be it resolved that the Council of The Corporation of the Municipality of West Elgin pursuant to the *Drainage Act, R.S.O. 1990*, as amended, enacts as follows:

1. That the report dated February 14, 2020 and attached hereto is hereby adopted and the drainage works as therein indicated and set forth is hereby authorized and shall be completed in accordance therewith.
2. That The Corporation of the Municipality of West Elgin may borrow on the credit of the Corporation the amount of \$316,500.00, being the amount necessary for the improvement of the drainage works. This project may be debentured.
3. The Corporation may issue debenture(s) for the amount borrowed less the total amount of:
  - a) grants received under Section 85 of the *Drainage Act*;
  - b) monies paid as allowances;
  - c) commuted payments made in respect of lands and roads assessed with the municipality;

- d) money paid under subsection 61(3) of the *Drainage Act*; and  
e) money assessed in and payable by another municipality.
4. Such debenture(s) shall be made payable within up to 10 years from the date of the debenture(s) and shall bear interest at a rate not higher than 2% more than the municipal lending rates as posted by Infrastructure Ontario on the date of the sale of such debenture(s).
  5. A special equal annual rate sufficient to redeem the principal and interest on the debenture(s) and shall be levied upon the lands and roads as shown in the schedule and shall be collected in the same manner and at the same as other taxes are collected in each year for up to 10 years after the passing of this By-Law.
  6. For paying the amount of \$36,081.00 being the amount assessed upon the lands and roads belonging to or controlled by the municipality a special rate sufficient to pay the amount assessed plus interest thereon shall be levied upon the whole rateable property in the Municipality of West Elgin to be collected in the same manner and at the time as other taxes collected.
  7. All assessments of \$1,000.00 or less are payable in the first year in which assessments are imposed.
  8. That this By-Law comes into force and effect upon the final reading thereof.

Read a first and second time and provisionally adopted this 27<sup>th</sup> day of August, 2020

---

Duncan McPhail  
Mayor

---

Jana Nethercott  
Clerk

Read for a third and final time this 8<sup>th</sup> day of October, 2020

---

Duncan McPhail  
Mayor

---

Jana Nethercott  
Clerk

**YAUCH DRAIN**  
**Municipality of West Elgin**



**SPRIET  
ASSOCIATES**  
**ENGINEERS & ARCHITECTS**

155 York Street  
London, Ontario N6A 1A8  
Tel. (519) 672-4100  
Fax (519) 433-9351  
E-mail MAIL@SPRIET.ON.CA

London, Ontario  
February 14, 2020

## **YAUCH DRAIN**

### **Municipality of West Elgin**

To the Mayor and Council of  
the Municipality of West Elgin

Mayor and Council:

We are pleased to present our report on the reconstruction and extension of parts of the Yauch Municipal Drain serving parts of Lots 9 to 11, Concessions 9 to 11, in the Municipality of West Elgin.

### **AUTHORIZATION**

This report was prepared pursuant to Section 4 and 78 of the Drainage Act. Instructions were received from your Municipality with respect to a motion of Council. The Section 78 work was initiated by a request signed by an affected landowner.

The Section 4 work was petitioned by two affected landowners whose lands contain over 60 percent of the area requiring drainage.

### **DRAINAGE AREA**

The total watershed area as described above contains approximately 121 hectares. The area requiring drainage for the new branch drain is described as the lands located within Lots 9 and 10, Concession 10, located west of the Main Drain and bounded by Marsh Line to the north. These lands contain agricultural land and a residential property.

### **HISTORY**

The Yauch Drain was last reconstructed pursuant to a report submitted by H.H. Todgham, P. Eng. dated October 17, 1979, and consisted of the twinning of the existing Yauch Drain from its outlet at the open drain to its head located on the north side of Marsh Line, at the easterly limits of Lot 10. The work involved tile installation ranging in size from 250mm diameter to 450mm diameter at the outlet and a total length of 1,854 meters. The twinned drain (1962 and 1979) had a capacity to accommodate a rainfall event of approximately 12mm in a 24-hour period.





## EXISTING DRAINAGE CONDITIONS

A site meeting held with respect to the project and through later discussions, the owners reported the following:

- that the requesting landowners, E. Krumm & H. Taylor (Roll No. 30-159), inquired about the replacement of the Main Drain as it is no longer functioning effectively. They indicated that their lands were subject to frequent and prolonged ponding
- that the upstream landowner, 1058492 Ontario Inc. (Roll No. 30-121 & 30-160), indicated that the drain was functioning adequately for their needs
- that landowners D. Ciparis (Roll No. 30-155), and D. & B. Bechard & A. & P. Turner (Roll No. 30-156) inquired as to a branch drain to provide an outlet for their lands to alleviate water problems

A field investigation and survey were completed. Upon reviewing our findings, we note the following:

- that the Drainage Superintendent dug up the existing tile drain in several locations and observed that the drain was full of sediment
- that the existing drain is undersized by current drainage standards
- that the most logical route to replace the existing drain would be in approximately the same location as the existing drains
- given the location of the existing well to the drain in the lands of R. & L. Jones (Roll No. 30-158) it was decided to seek the opinion of a Hydrogeologist, JFM Environmental Limited to investigate the effects of deepening the existing drain near the location of the well. Their analysis indicated the possibility of decreased water production in the well due to the lowering of the invert of the Yauch Drain seems minimal as the existing drains are currently lower than the well water level now

Preliminary design, cost estimates and assessments were prepared, and an informal public meeting was held to review the findings and preliminary proposals. Further input and requests were provided by the affected owners at that time and at later dates. Based on the proposed design it was decided to proceed with the report.

## DESIGN CONSIDERATIONS

The proposed drain was designed, with respect to capacity, using the Drainage Coefficient method contained in the "DRAINAGE GUIDE FOR ONTARIO", Publication 29 by the Ontario Ministry of Agriculture, Food, and Rural Affairs. The Drainage Coefficient defines a depth of water that can be removed in a 24-hour period and is expressed in millimetres per 24 hours. The coefficient used for the Main Drain and Branch "A" was 38mm.



## DESIGN CONSIDERATIONS (cont'd)

We would like to point out that there have been indications of sandy soil conditions, but no formal soil investigation has been made.

All of the proposed work has been generally designed and shall be constructed in accordance with the DESIGN AND CONSTRUCTION GUIDELINES FOR WORK UNDER THE DRAINAGE ACT.

## RECOMMENDATIONS

We are therefore recommending the following:

- that the existing Yauch Drain – Main Drain be reconstructed commencing at the open drain on the south side of Thomson Line, running north and north-easterly through the lands of C. & I. Kovacs (Roll No. 30-158-01), R. & L. Jones (Roll No. 30-158), C. & I. Kovacs (Roll No. 30-161), and E. Krumm & H. Taylor (Roll No. 30-159), to its head at the lot line between E. Krumm & H. Taylor and 1058492 Ontario Inc., for a total length of 1505 meters
- that a closed branch drain, to be referred to as Branch 'A', be constructed commencing at the Main Drain in the lands of E. Krumm & H. Taylor (Roll No. 30-159) and travel west through these land and those of D. Ciparis (Roll No. 30-155) to its head just within the lands of D. & B. Bechard & A. & P. Turner (Roll No. 30-156) for a total length of 455 meters
- that catchbasins be installed along the course of the drain to alleviate surface ponding and surface flows
- that the road crossing under Thomson Line be done by open cut and that the exiting surface culvert be replaced
- that all lawn areas disturbed by construction be levelled, top soiled with imported topsoil, and seeded, as part of the restoration
- that clay collars be installed on the lower end of the drain to prevent the stone bedding from acting as a French drain
- that contingency be made to provide any wells adversely affected by the drain construction with supplement water / replacement. It should be noted that the firm of JFM Environmental has been engaged to monitor the wells in the area of the drain before, during, and after construction. It should be noted that a prolonged period of drought could also adversely affect the well
- that the existing 1962 and 1979 Yauch Drains, from the outlet at Sta. 0+000 to Sta. 1+505 be officially abandoned from municipal status pursuant to Section 19 of the Drainage Act

Due to the indications of poor soil conditions our design includes the wrapping of tile joints with geotextile and a crushed stone bedding wrapped with geotextile.





## ENVIRONMENTAL CONSIDERATIONS AND MITIGATION MEASURES

There are no significant wetlands or sensitive areas within the affected watershed area or along the route of the drains. The proposed construction of the Yauch Drain includes quarry stone outlet protection and surface inlets which greatly help reduce the overland surface flows and any subsequent erosion. A temporary flow check of silt fencing is to be installed in the ditch downstream of the tile outlet for the duration of the construction.

## SUMMARY OF PROPOSED WORK

The proposed work consists of approximately 1,978 lineal meters of 200mm (8") to 750mm (30") concrete field tile and HDPE sewer pipe including related appurtenances.

## SCHEDULES

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

Schedule 'A' - Allowances. In accordance with Sections 29 and 30 of the Drainage Act, allowances are provided for right-of-way and damages to lands and crops along the route of the drain as defined below.

Schedule 'B' - Cost Estimate. This schedule provides for a detailed cost estimate of the proposed work which is in the amount of \$ 316,500.00. This estimate includes engineering and administrative costs associated with this project.

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

Schedule 'D' - Assessment for Maintenance. In accordance with Section 38 of the Drainage Act, this schedule outlines the distribution of future repair and/or maintenance costs for portions of, or the entire drainage works.

Drawing No. 1, Job No. 218131, and specifications form part of this report. They show and describe in detail the location and extent of the work to be done and the lands which are affected.

## ALLOWANCES

**DAMAGES:** Section 30 of the Drainage Act provides for the compensation to landowners along the drain for damages to lands and crops caused by the construction of the drain. The amount granted is based on \$3,613.00/ha. for closed drain. This base rate is multiplied by the hectares derived from the working widths shown on the plans and the applicable lengths.



## ALLOWANCES (cont'd)

**RIGHT-OF-WAY** Section 29 of the Drainage Act provides for an allowance to the owners whose land must be used for the construction, repair, or future maintenance of a drainage works.

For tile drains where the owners will be able to continue to use the land, the allowance provides for the right to enter upon such lands, and at various times for the purpose of inspecting such drain, removing obstructions, and making repairs. Also, the allowance provides for the restrictions imposed on those lands to protect the right-of-way from obstruction or derogation. The amounts granted for right-of-way on tile drains is based on a percentage of the value of the land designated for future maintenance. Therefore, the amounts granted are based on \$6,750.00/ha. through cropped lands. This value is multiplied by the hectares derived from the width granted for future maintenance and the applicable lengths. It should be noted that the 1979 report provided for damages only, and not for right-of-way.

## ASSESSMENT DEFINITIONS

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

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

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

In addition, a Public Utility or Road Authority shall be assessed for and pay all the increased cost to a drainage works due to the construction and operation of the Public Utility or Road Authority. This may be shown as either benefit or special assessment.

In the event that a well is adversely affected by the drain the cost of remedial work shall be borne by the drain in the same relative proportion as set out in Schedule 'C' – Assessment for Construction.

## ASSESSMENT

A modified "Todgham Method" was used to calculate the assessments shown on Schedule 'C'- Assessment for Construction. This entailed breaking down the costs of the drain into sections along its route. Special Assessments and Special Benefits were then extracted from each section.



## ASSESSMENT (cont'd)

The remainder is then separated into Benefit and Outlet costs. The Benefit cost is distributed to those properties receiving benefit as defined under "Assessment Definitions", with such properties usually being located along or close to the route of the drain. The Outlet Costs are distributed to all properties within the watershed area of that section on an adjusted basis. The areas are adjusted for location along that section, and relative run-off rates. Due to their different relative run-off rates, forested lands have been assessed for outlet at lower rates than cleared lands. Also, roads and residential properties have been assessed for outlet at higher rates than cleared farmlands.

The actual cost of the work involving this report, with the exception of Special Assessments, is to be assessed on a pro-rata basis against the lands and roads liable for assessment for benefit, outlet and for special assessments as shown in detail below and on Schedule 'C' - Assessment for Construction. The Special Assessments shall be levied as noted in the Section "Special Assessment".

## SPECIAL ASSESSMENT

In accordance with Section 26 of the Drainage Act, a Special Assessment has been made against the Municipality of West Elgin being the increased cost to the drainage work for installing a C.S.P. Surface culvert and a H.D.P.E. pipe (subsurface) across their road allowance on the Main Drain due to the construction and operation of Thomson Line. The Special Assessment shall be made up of the actual cost of this work and both the final and estimated values of the Special Assessment are to be calculated as follows:

Drain	Cost of Work	Less Equivalent Drain Cost (Fixed)	Plus Administration Cost	Plus Interest & Net H.S.T.	Special Assessment
900mm C.S.P. (surface) and 750mm H.D.P.E (sub-surface)	\$14,200.00	\$2,010.00	\$2,800.00	\$370.00	\$15,360.00

The above special assessments shall not apply for future maintenance purposes.

If any additional work is required to the drainage works due to the existence of buried utilities such as gas pipe lines, communications cables, etc. or if any of the utilities require relocation or repair, then, the extra costs incurred shall be borne by the utility involved in accordance with the provisions of Section 26 of the Drainage Act.

## GRANTS

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



## MAINTENANCE

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

After completion, the entire Yauch Drain shall be maintained by the Municipality of West Elgin at the expense of all upstream lands and roads assessed in Schedule 'D' - Assessment for Maintenance and in the same relative proportions until such time as the assessment is changed under the Drainage Act.

Special Assessments shall **not** be pro-rated for future maintenance purposes.

Repairs or improvements to any road culvert or bridge or sub-surface road crossing required by the performance of this work and for future repair and/or replacement, shall be the responsibility of the applicable Road Authority, entirely at their cost.

Respectfully submitted,

SPRIET ASSOCIATES LONDON LIMITED

JMS:bv



J.M. Spriet, P.Eng.



## SCHEDULE 'A' - ALLOWANCES

## YAUCH DRAIN

## Municipality of West Elgin

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

CONCESSION	LOT	ROLL NUMBER (Owner)	Section 29 Right-of-Way	Section 30 Damages	TOTALS
<b>MAIN DRAIN</b>					
10	NW¼ 10	30-159 (E. Krumm & H. Taylor)	\$ 4,500.00	\$ 3,610.00	\$ 8,110.00
10	SW¼ 10	30-161 (C. & I. Kovacs)	2,870.00	2,300.00	5,170.00
10	SE ¼ 9	30-158-01 (C. & I. Kovacs)	1,560.00	1,250.00	2,810.00
10	Pt. 9	30-158 (R. & L. Jones)	1,070.00	860.00	1,930.00
Total Allowances			\$ 10,000.00	\$ 8,020.00	\$ 18,020.00

TOTAL ALLOWANCES ON THE MAIN DRAIN

\$ 18,020.00

## BRANCH 'A'

10	Pt. 9	30-156 (D. & B. Bechard & A. & P. Turner)	\$ 40.00	\$ 30.00	\$ 70.00
10	N½ 9	30-155 (D. Ciparis)	1,080.00	870.00	1,950.00
10	NW¼ 10	30-159 (E. Krumm & H. Taylor)	1,950.00	1,570.00	3,520.00
Total Allowances			\$ 3,070.00	\$ 2,470.00	\$ 5,540.00

TOTAL ALLOWANCES ON BRANCH 'A'

\$ 5,540.00

TOTAL ALLOWANCES ON THE YAUCH DRAIN

\$ 23,560.00

**YAUCH DRAIN****Municipality of West Elgin**

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

**MAIN DRAIN**

Supply and Installation of rodent gate in end of 750mm dia., H.D.P.E. plastic sewer pipe including quarry stone rip-rap protection around pipe and end of ditch  
(Approximately 8m<sup>3</sup> quarry stone req'd)

Supply \$ 200.00

Installation \$ 1,200.00

Installation of the following concrete field tile, including supply and installation of geotextile around tile joints (approx. 2750m req'd)

10 meters of 250mm dia. H.D.P.E. pipe \$ 600.00

405 meters of 525mm dia. concrete tile \$ 19,000.00

920 meters of 600mm dia. concrete tile \$ 44,600.00

150 meters of 600mm dia. concrete tile (2000-D) \$ 7,400.00

Supply of the above listed tile and pipe \$ 64,000.00

Supply & delivery of 19mm crushed stone (Approx. 600 tonnes req'd) \$ 18,000.00

Strip, stockpile and releve topsoil from tile trench and adjacent working area (4m wide) specified on drawings (approx. 1505m) \$ 7,500.00

Supply and install five 900mm x 1200mm ditch inlet catchbasins, and one including berms, leads, ditching, removal and disposal of existing catchbasins \$ 12,000.00

18 meters of 750 mm dia., H.D.P.E. pipe (subsurface)

16 meters of 900 mm dia., H.D.P.E. pipe (surface)

Supply \$ 7,400.00

Installation under Thompson Line by Open Cut \$ 6,800.00

12 meters of 600 mm dia., H.D.P.E. pipe

Supply \$ 1,300.00

Installation under Laneway by Open Cut \$ 3,000.00

Installation of Clay Collars as noted on Drawings \$ 2,000.00

Restoration of Lawn to original conditions including imported topsoil and seed \$ 2,500.00

Exposing and locating existing tile drains and utilities \$ 2,000.00

Tile connections and contingencies \$ 12,000.00

Allowances under Sections 29 & 30 of the Drainage Act \$ 18,020.00



**YAUCH DRAIN****Municipality of West Elgin****BRANCH 'A'**

Installation of the following farm tile by drainage plow	
455 meters of 300mm dia. plastic farm tile with sock	\$ 6,800.00
Supply of the above listed tile	\$ 10,500.00
Strip, stockpile and relevel topsoil from tile trench and adjacent working area (4m wide) specified on drawings (approx. 455m)	\$ 2,300.00
Supply and install one 600mm x 600mm ditch inlet catchbasins, and one 600mm x 600mm standard catchbasin including grates, berms, and ditching	\$ 3,600.00
Exposing and locating existing tile drains and utilities	\$ 600.00
Tile connections and contingencies	\$ 1,200.00
Allowances under Sections 29 & 30 of the Drainage Act	\$ 5,540.00

**ADMINISTRATION**

Interest and Net Harmonized Sales Tax	\$ 7,010.00
Survey, Plan and Final Report	\$ 38,900.00
Hydrogeological Assessment	\$ 2,500.00
Expenses	\$ 1,990.00
Supervision and Final Inspection	\$ <u>6,040.00</u>
<b>TOTAL ESTIMATED COST</b>	<b>\$ <u>316,500.00</u></b>

## SCHEDULE 'C' - ASSESSMENT FOR CONSTRUCTION

## YAUCH DRAIN

## Municipality of West Elgin

Job No. 218131

February 14, 2020

\* = Non-agricultural

CON.	LOT	HECTARES AFFECTED	ROLL No. (OWNER)	BENEFIT	OUTLET	TOTAL
<b>MAIN DRAIN</b>						
9	S Pt. 10	17.7	30-119 (Bonfield Farmland Ontario)	\$	\$ 31,647.00	\$ 31,647.00
9	W Pt. 11	5.7	30-121 (1058492 Ontario Ltd)		10,192.00	10,192.00
9	E Pt. 11	9.3	30-122 (F. Kadlex & H. White)		8,314.00	8,314.00
10	Pt. 8 & 9	6.1	30-154 (571419 Ontario Ltd)	1,000.00	141.00	1,141.00
10	Pt. 9	2.4	30-158 (R. & L. Jones)	10,150.00	480.00	10,630.00
10	SE ¼ 9	17.8	30-158-01 (C. & I. Kovacs)	21,060.00	7,023.00	28,083.00
10	N½ 9	10.7	30-155 (D. Ciparis)		8,603.00	8,603.00
10	Pt. 9	0.6	30-156 (D. & B. Bechard & A. & P. Turner)		1,530.00	1,530.00
10	SW¼ 10	14.2	30-161 (C. & I. Kovacs)	38,740.00	7,536.00	46,276.00
10	NW¼ 10	20.2	30-159 (E. Krumm & H. Taylor)	54,260.00	25,702.00	79,962.00
10	NE¼ 10	12.2	30-160 (1058492 Ontario Ltd)	1,000.00	17,335.00	18,335.00
10	N½ 11	1.3	30-163 (M. Miller)		2,324.00	2,324.00
TOTAL ASSESSMENT ON LANDS				\$ 126,210.00	\$ 120,827.00	\$ 247,037.00
Marsh Line				\$	\$ 12,911.00	\$ 12,911.00
Thomson Line				4,960.00	32.00	4,992.00
TOTAL ASSESSMENT ON ROADS				\$ 4,960.00	\$ 12,943.00	\$ 17,903.00
<b>SPECIAL ASSESSMENT</b> against Municipality of West Elgin for the increased cost of installing a 750mm H.D.P.E. pipe (Subsurface) and a 900mm H.D.P.E. pipe (Surface) under Thompson Line by open cut.						\$ 15,360.00
<b>TOTAL ASSESSMENT ON THE MAIN DRAIN</b>						<b>\$ 280,300.00</b>
<b>BRANCH 'A'</b>						
10	N½ 9	2.0	30-155 (D. Ciparis)	\$ 5,880.00	4,798.00	10,678.00
10	Pt. 9	0.6	30-156 (D. & B. Bechard & A. & P. Turner)	3,280.00	1,888.00	5,168.00
10	NW¼ 10	4.3	30-159 (E. Krumm & H. Taylor)	11,840.00	5,696.00	17,536.00
TOTAL ASSESSMENT ON LANDS				\$ 21,000.00	\$ 12,382.00	\$ 33,382.00
Marsh Line				\$	\$ 2,818.00	\$ 2,818.00
TOTAL ASSESSMENT ON ROADS				\$	\$ 2,818.00	\$ 2,818.00
<b>TOTAL ASSESSMENT ON THE BRANCH 'A'</b>						<b>\$ 36,200.00</b>
<b>TOTAL ASSESSMENT ON THE YAUCH DRAIN</b>						<b>\$ 316,500.00</b>

## SCHEDULE 'D' - ASSESSMENT FOR MAINTENANCE

## YAUCH DRAIN

## Municipality of West Elgin

Job No. 218131

February 14, 2020

CON.	LOT	HECTARES AFFECTED	ROLL No. (OWNER)	PERCENTAGE OF MAINTENANCE COST
<b>MAIN DRAIN</b>				
9	S Pt. 10	17.7	30-119 (Bonfield Farmland Ontario)	15.9 %
9	W Pt. 11	5.7	30-121 (1058492 Ontario Ltd)	5.1
9	E Pt. 11	9.3	30-122 (F. Kadlex & H. White)	4.2
10	Pt. 8 &	9	30-154 (571419 Ontario Ltd)	0.3
10	Pt. 9	2.4	30-158 (R. & L. Jones)	2.8
10	SE ¼	9	30-158-01 (C. & I. Kovacs)	8.8
10	N½	9	30-155 (D. Ciparis)	4.3
10	Pt. 9	0.6	30-156 (D. & B. Bechard & A. & P. Turner)	0.8
10	SW¼	10	30-161 (C. & I. Kovacs)	13.5
10	NW¼	10	30-159 (E. Krumm & H. Taylor)	26.5
10	NE¼	10	30-160 (1058492 Ontario Ltd)	8.9
10	N½	11	30-163 (M. Miller)	1.2
TOTAL ASSESSMENT ON LANDS				92.3 %
Marsh Line				6.4 %
Thomson Line				1.3
TOTAL ASSESSMENT ON ROADS				7.7 %
TOTAL ASSESSMENT FOR MAINTENANCE OF THE MAIN DRAIN				<u>100.0 %</u>
<b>BRANCH 'A'</b>				
10	N½	9	30-155 (D. Ciparis)	30.1 %
10	Pt. 9	0.6	30-156 (D. & B. Bechard & A. & P. Turner)	13.7
10	NW¼	10	30-159 (E. Krumm & H. Taylor)	45.2
TOTAL ASSESSMENT ON LANDS				89.0 %
Marsh Line				11.0 %
TOTAL ASSESSMENT ON ROADS				11.0 %
TOTAL ASSESSMENT FOR MAINTENANCE OF BRANCH 'A'				<u>100.0 %</u>

# SCHEDULE OF NET ASSESSMENT

## YAUCH DRAIN

### Municipality of West Elgin

(FOR INFORMATION PURPOSES ONLY)

Job No. 218131

February 14, 2020

\* = Non-agricultural

ROLL NUMBER (OWNER)	TOTAL ASSESSMENT	GRANT	ALLOWANCES	APPROX. NET
30-119 (Bonfield Farmland Ontario)	31,647.00	10,549.00		21,098.00
30-121 (1058492 Ontario Ltd)	10,192.00	3,397.00		6,795.00
* 30-122 (F. Kadlex & H. White)	8,314.00			8,314.00
30-154 (571419 Ontario Ltd)	1,141.00	380.00		761.00
* 30-158 (R. & L. Jones)	10,630.00		1,930.00	8,700.00
30-158-01 (C. & I. Kovacs)	28,083.00	9,361.00	2,810.00	15,912.00
30-155 (D. Ciparis)	19,281.00	6,427.00	1,950.00	10,904.00
* 30-156 (D. & B. Bechard & A. & P. Turner)	6,698.00		70.00	6,628.00
30-161 (C. & I. Kovacs)	46,276.00	15,425.00	5,170.00	25,681.00
30-159 (E. Krumm & H. Taylor)	97,498.00	32,499.00	11,630.00	53,369.00
30-160 (1058492 Ontario Ltd)	18,335.00	6,112.00		12,223.00
30-163 (M. Miller)	2,324.00	775.00		1,549.00
Marsh Line	15,729.00			15,729.00
Thomson Line	4,992.00			4,992.00
Special Assessment	15,360.00			15,360.00
<b>TOTALS</b>	<b>\$ 316,500.00</b>	<b>\$ 84,925.00</b>	<b>\$ 23,560.00</b>	<b>\$ 208,015.00</b>



# MUNICIPALITY OF **West Elgin**

## **The Corporation of the Municipality of West Elgin**

### **By-Law No. 2020-74**

**Being a by-law to put in place regulations associated with the control, licensing and registration of animals within the Municipality of West Elgin**

**Whereas** the *Municipal Act*, S.O. 2001, C.25 Sections 11, 103, 105 and 391(1), as may be amended from time to time, provides that a municipality may pass by-laws prohibiting, regulating and restricting the keeping of animals or any class thereof, the destruction thereof and allow for a licensing and animal identification system; and

**Whereas** the *Provincial Animal Welfare Services Act*, R.S.O. 2019 C. P13, Section 13 provides that every person who owns or has a custody or care of an animal shall comply with the standards of care and the administrative requirements with respect to every animal that the person owns or has custody or care of; and

**Whereas** the *Animals for Research Act*, R.S.O. 1990, C. A22, Section 20 provides for the impounding and sale or destruction of a dog or cat; and

**Whereas** the *Dog Owners Liability Act*, R.S.O. 1990, C.D16, as amended, provides for the protection of persons and property; and

**Whereas** the *Ontario Police Services Act*, R.S.O. 1990, C. P15, as amended, provides that Council may appoint Municipal By-Law Enforcement Officers to enforce all municipal by-laws; and

**Whereas** the Council of the Corporation of the Municipality of West Elgin deems it necessary and expedient to pass such a by-law;

**Now Therefore** the Council of the Corporation of the Municipality of West Elgin enacts as follows:

#### **1. Definitions**

**“Council”** means the Council of the Corporation of the Municipality of West Elgin;

**“Dangerous Dog”** shall mean any dog:

- a) That has bitten or injured a human being or domestic animal; or
- b) that has been threatening or aggressive towards a human being or domestic animal

**“Dog”** shall mean a male or female *Canis familiaris*;

**“Distress”** means the state of being in need of proper care, water, food or shelter or being injured, sick or in pain or suffering;

**“Domestic”** means an animal that is not wild, untamed, uncultivated, feral or brutal in nature or disposition;

**“Feed” or “feeding”** means the deliberate act of furnishing, or making food or other substances available which is likely to be consumed by wild animals, strays, feral or abandoned animals;

**“Food”** means any substance or food which could reasonably be expected to be consumed by a wild animal, but does not include:

- a) compost kept in accordance with all applicable by-laws, statutes or regulations;
- b) landscaping materials used for landscaping purposes; or
- c) food being grown for human consumption

**“Guide dog”** shall mean a dog trained and certified for a guide for the blind, hearing impaired or other disability and used as such;

**“Kennel”** shall mean:

- a) A place where more than two dogs are kept for the purpose of show, training, breeding, selling; or
- b) A place where more than two dogs are kept and cared for on behalf of the owners of the dogs, boarding, grooming or temporary housing;

**“Municipality”** shall mean the Municipality of West Elgin;

**“Muzzle”** shall mean a humane fastening or covering device of adequate strength over the mouth to prevent a dog from biting, yet still allows a dog to pant or drink;

**“Officer”** shall mean the Animal Control Officer or By-law Enforcement Officer or pound keeper designated by the Municipality of West Elgin Council as a Municipal By-law Enforcement Officer, and/or a Police Officer providing Police Services to the Municipality;

**“Owner”** of an animal includes a person who possesses or harbours a dog and, where the owner is a minor, the person responsible for the custody of the minor;

**“Police Work Dog”** shall mean a dog trained to aid law enforcement officers and used by such officers in the execution of their duties;

**“Pound”** shall mean such premises as approved from time to time by Council;

**“Pound keeper”** shall mean the person appointed as such by Council;

**“Premises”** shall mean all the abutting lands owned by a person, or over which a person exercises control, including a building, buildings or a part of a building located on the lands, and includes vacant lot or lots;

**“Property Owner”** shall mean the registered owner of the real property and shall include family members or tenant of the property owner who may be residing at the property;

**“Pure bred”** shall mean registered or eligible for registration in the register of the Canadian or American Kennel Clubs, or of a class designated as pure-bred in any regulations passed pursuant to provincial legislation;

**“Running at large”** shall mean to be found in any place other than the premises of the owner of the animal and not under the control of any person;

**“Tag”** shall mean a metal tag issued by the Municipality and indicating the number under which the dog is registered;

**“Wildlife”** shall mean an animal, other than birds, which has not been made tame nor has been taught to live with and under the control of humans.

## **2. Licencing of Dogs**

- 2.1. Every calendar year the owner of a dog shall ensure that any dog owned by him or her is licensed by the Municipality with exception to an owner being the operator of a licensed kennel.
- 2.2. The license shall be obtained before the 31st day of May each calendar year, unless the dog came into the owner’s possession or care after that date.
- 2.3. Every owner of a dog that comes into his or her possession after May 31 shall obtain a license for the dog within ten days of taking possession of the dog.
- 2.4. The owners of a guide dog or a police work dog shall ensure that these dogs are licensed, but no fee is imposable for such dogs.
- 2.5. In order to license a dog and obtain a tag the owner of the dog may be asked to produce proof that the dog is currently inoculated against rabies.
- 2.6. On payment of the initial license fee, as set by Council from time to time, the owner shall be furnished with a dog tag and shall keep the tag securely fixed on

the dog at all times with the exception that the tag may be removed while the dog is being lawfully used for hunting. Replacement tags may be purchased at the municipal office.

- 2.7. The licensing fee shall be paid each calendar year, as per the current Fees & Charges as set by Council.
- 2.8. No owner shall permit a dog to wear a tag other than the one issued for the dog, tags are not transferable.
- 2.9. The owner of any kennel shall pay the kennel license fee, as set by Council, as amended from time to time by Council, by the 31st day of May of each year.

### **3. Number of Animals**

- 3.1. A maximum number of three (3) dogs harboured at any one time in a dwelling unit, within West Elgin, with the following exceptions:
  - a) A Municipally licenced kennel;
  - b) An animal hospital;
  - c) A pound or authorized facility;
  - d) A pet store;
  - e) A registered research facility or supply facility under the *Animals for Research Act*.

### **4. Dog Kennels**

- 4.1. Any person or persons who keep more than two dogs, which are aged over three months, at one location may apply for a kennel license as set out in attached Schedule "A".
- 4.2. A kennel license may be issued to the owner of confined dogs kept exclusively for hunting, working or dog-sled purposes.
- 4.3. The Council of the Municipality of West Elgin reserves the right to refuse a kennel license.
- 4.4. Every person who holds a kennel license shall comply with the following requirements:
  - a) The license shall be exposed at all times in a conspicuous place in the interior of the premises;
  - b) The premises shall be maintained in a sanitary, well ventilated, clean condition and free from offensive odours;
  - c) The animals shall be kept in sanitary, well bedded, well ventilated, naturally lighted, clean quarters and a healthful temperature shall be maintained at all times;



- d) The animals shall be adequately fed and watered and kept in a clean, healthy condition, free from vermin and disease;
  - e) The kennel building shall be in a separate building and shall not be attached to any building used or capable of being used for human habitation;
  - f) The kennel building and its location shall conform to the applicable zoning by-law and the Ontario Building code and the building shall be maintained in damage-free condition;
  - g) The kennel floor shall be thoroughly cleaned daily, or more often if necessary;
  - h) Any cage shall be adequately sized to allow the animal to extend its legs to their full extent, to stand, sit, turn around or lie down in a fully extended position. There must also be sufficient space to enable species appropriate contact, provide bitches with nursing puppies an additional 10% space per nursing puppy, and provide for the social and behavioural needs of the dog;
  - i) Cages are to be constructed of metal, wire, or partly of wire and shall have metal or other impermeable bottoms, which shall be cleaned and washed daily, or more often if necessary;
  - j) Whelping facilities shall be separate from the individual and/or group kennel enclosures housing other kennel dogs;
  - k) The whelping area shall consist of a whelping box which is 2 1/2 times the size of the bitch, constructed with four sides and a floor, and shall be regularly cleaned and sanitized.
- 4.5. The Officer may inspect any place where the animals are kept, pursuant to this by-law.
- 4.6. If the kennel is found not to conform to the requirements set out herein, the Officer may direct that the animals be seized and impounded and may revoke the license issued to the kennel.
- 4.7. Every owner or operator of a kennel shall allow access to the facility for the purpose of inspection at all reasonable hours by an Officer.
- 4.8. Every owner or operator of a kennel shall allow access to the facility for an annual inspection as part of the renewal process and the inspector shall complete the Kennel Inspection Checklist as shown in attached Schedule "B"

## **5. Running At Large**

- 5.1. Every owner shall ensure that his or her dog does not run at large within the Municipality of West Elgin.

- 5.2. A dog running at large may be seized and impounded and may be sold or destroyed by the pound keeper following Seventy-Two (72) hours (excluding day in and day out) redemption period excluding Saturday, Sunday and Statutory Holidays.
- 5.3. A dog that is seized and impounded, will not be released until pound, maintenance, veterinary, or other fees have been paid.
- 5.4. For the purpose of this by-law a dog shall be deemed to be running at large when found in any place other than the premises of the owner, and not under the control of any person.

## **6. Responsibility of Animal Owners and the Public**

No person shall:

- a) Tease, torment, annoy or abuse any animal; or
- b) Untie, loosen or otherwise free any animal which is not in distress unless such person has the authorization of the owner

## **7. Abandonment or Disposal of Animals and/or Litters of Animals**

- 7.1. No person shall abandon or dispose of a live animal and/or litters of live animals on any private or other property, including public property, within the Municipality without the written permission of the property owner.
- 7.2. The prohibited abandonment or disposal of animals shall be reported to the pound keeper during regular business hours with all information available.

## **8. Owners To Take Precautions**

The owner of a dog shall exercise reasonable precautions to prevent it from biting or attacking a person or domestic animal; or behaving in a manner that poses a menace to the safety of persons or domestic animals

## **9. Designation As Potentially Dangerous Or Dangerous Dogs**

- 9.1. Where an Officer is satisfied that, in the absence of any mitigating factor, a dog has approached a person or domestic animal in a menacing fashion or apparent attitude of attack, including but not limited to, behavior such as growling or snarling, the Officer may issue a designation in writing to the owner designating a dog as potentially dangerous or dangerous, as shown in attached Schedule "C".
- 9.2. Where an Officer is satisfied that a dog:

- a) Has, in the absence of any mitigating factor, attacked, bitten or caused injury to a person or has demonstrated a propensity, tendency or disposition to do so;
- b) Has in the absence of any mitigating factor, significantly injured or killed a domestic animal; or
- c) Having been previously designated as potentially dangerous, is kept or permitted to be kept in violation of the requirements for a potentially dangerous dog, the Officer may issue a designation in writing to the owner of dog, designating the dog as dangerous.

- 9.3. No owner of a dog designated as potentially dangerous or dangerous shall transfer ownership of the dog without first having obtained the written consent of the Pound keeper. In granting or refusing consent, the Pound keeper shall consider the likelihood that all the applicable provisions of this By-law and the *Dog Owners' Liability Act*, including any orders under that Act, will be met.
- 9.4. In addition to complying with all the applicable provisions of this By-law, every owner of a dog designated as dangerous shall adhere to the conditions laid out in the Potentially Dangerous Dog Designation Order, as set out in attached Schedule "C" and signed by the Officer.
- 9.5. Where a dog has been designated as a potentially dangerous or dangerous dog the owner may appeal to West Elgin Council, by written notice, within fifteen (15) days of the Municipality notifying the owner of the decision to designate the dog.
- 9.6. Where an owner appeals to the Municipality of West Elgin Council shall hear the appeal by way of a new hearing under the *Statutory Powers Procedure Act* to determine whether the dog is dangerous or potentially dangerous.
- 9.7. No member of Council or its staff is personally liable for anything done by it or him or her under authority of this by-law.

## **10. Create a Nuisance**

- 10.1. Every owner of a dog shall remove forthwith any excrement left by the animal on any property.
- 10.2. Subsection 10.1 does not apply to persons reliant on a guide dog or persons in control of a police work dog when such dog is in the execution of its duties.
- 10.3. No owner or person harbouring a dog shall allow a dog to bark, whine or yelp excessively.

## **11. Standard of Animal Care**

- 11.1. No person may keep any domestic animal unless the animal is provided with:

- a) Clean potable drinking water in spill proof containers at all times and suitable food of sufficient quantity and quality to allow for normal growth and the maintenance of normal body weight;
  - b) Food and water receptacles that are kept clean and disinfected and located so as to avoid contamination by excreta;
  - c) The opportunity for periodic exercise sufficient to maintain good health;
  - d) Necessary veterinary medical care when the animal exhibits signs of pain or suffering.
- 11.2. No person may keep any domestic animal which normally resides outside, or which is kept outside for short to extended periods of time, unless the animal is provided with outside shelter. The shelter must:
- a) Be weatherproof with an exterior windbreak and exterior door flap;
  - b) Have a door facing away from the prevailing wind and must be elevated off the ground;
  - c) Provide sufficient space to allow the animal the ability to turn about freely and to easily stand, sit and lie in a normal position;
  - d) Be at least 1 ½ times the length of the animal and at least 1 ½ times the animal's width, and at least as high as the animal's height measured from the floor to the highest point of the animal when standing in a normal position plus 10%;
  - e) Be insulated to ensure protection from heat, cold and wet and be appropriate to the animal's weight and type of coat;
  - f) Provide sufficient shade to protect the animal from the direct rays of the sun at all times;
  - g) Be regularly cleaned and sanitized and excreta removed at least once a day
- 11.3. No person may cause a dog to be hitched, tied, or fastened by any rope, chain or cord that is directly tied around the animal's neck on to a choke collar.
- 11.4. No person shall cause a dog to be confined in an enclosed space without adequate ventilation.
- 11.5. No person shall allow any domestic animal to suffer from any infectious disease.

## 12. Severability

If a court of competent jurisdiction should declare any part or section of this by-law to be invalid, it is hereby declared that the remainder of the by-law shall be valid and shall remain in force.

## 13. Penalties

- 13.1. Every person who contravenes any provision of this by-law is guilty of an offence and is subject to the penalties under the *Provincial Offences Act*.
- 13.2. The Animal Control Officer, By-Law Enforcement Officer and any Officer appointed as a peace officer may enter, at all reasonable times, upon any property subject to the regulations of this by-law in order to ascertain whether such regulations or directions are being obeyed.

## 14. Enactment

- 14.1. By-Laws 2005-74 and 2011-24 as amended is hereby repealed.
- 14.2. This By-Law shall be known as the Animal Control By-Law and shall come into force and effect upon the third and final reading thereof.

Read a first, second, and third time and passed this 22<sup>nd</sup> day of October, 2020

---

Duncan McPhail  
Mayor

---

Jana Nethercott  
Clerk



Schedule "A"

# The Municipality of West Elgin

22413 Hoskins Line, Box 490, Rodney Ontario N0L 2C0

## The Corporation of the Municipality of West Elgin Application for a Kennel Permit

<b>Name of Kennel:</b>	
<b>Owner (Full Name):</b>	
<b>Mailing Address:</b>	
<b>Telephone:</b>	(Home) _____ (Business) _____

(If more than one registered owner with a different address or telephone, attach a separate sheet)

**Legal Description of Property:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Professional Affiliations of Applicant:

- ☐ Canadian Kennel Club
- ☐ Ontario Dog Kennel Organization

Other (please specify): \_\_\_\_\_

**Breed of Dogs:** \_\_\_\_\_

**Calendar Year for which Permit is Requested:** \_\_\_\_\_

- ☐ New Application
- ☐ Renewal of Application

NOTE: Applicant must attach hereto a diagram showing:

- The true shape and dimensions of the property (drawn to a scale of 500:1);

- The location, height, and dimensions of the kennel structure (drawn to a scale of 100:1);
- The location and dimensions of all runs used in connection with the kennel (drawn to a scale of 100:1); and
- The location and dimensions of all other buildings and structures on the property, and their distances from kennel structures.

### **Statement of Fact**

I/We, \_\_\_\_\_, hereby make an application for the following permit. As part of this Application, I/We make the following Statement of Fact:

1. The information set forth in this Application is true and accurate.
2. I/We agree to comply with all By-Laws and Regulations of the Municipality of West Elgin, it being expressly understood that receipt of a permit does not relieve the owner from complying with all said By-Laws or Regulations. I/We further agree that, if the permit is revoked for any cause of non-conformance of the said By-Laws or Regulations that, in consideration of the issue of the permit, all claims are waived arising therefrom against the Municipality of West Elgin.
3. I/We understand that making a false Statement of Fact may result in the Application for a permit being refused.

This Statement of Fact was made before me on \_\_\_\_\_, 20\_\_.

Witness: \_\_\_\_\_  
Name

Applicant: \_\_\_\_\_

\_\_\_\_\_  
Address

Applicant: \_\_\_\_\_

\_\_\_\_\_  
Telephone

**For Municipal Use Only:**

1. Animal Control Officer:

Inspection Completed (New Permit): \_\_\_\_\_  
(Date)

New/Renewal Comments:

\_\_\_\_\_  
\_\_\_\_\_

Permit Recommended?    Yes (    )        No (    )

\_\_\_\_\_  
(Animal Control Officer)

\_\_\_\_\_  
(Date)

2. Planner:

Property Zoning: \_\_\_\_\_        Compliant:    Yes (    )        No (    )

\_\_\_\_\_  
(Planner)

\_\_\_\_\_  
(Date)

3. Building Department:

Building Permit Required (based on submitted drawing):    Yes (    )    No (    )

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(Chief Building Official)

\_\_\_\_\_  
(Date)

Permit issued: \_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Issued By)





## Schedule "B"

# The Municipality of West Elgin

22413 Hoskins Line, Box 490, Rodney Ontario N0L 2C0

### Kennel Inspection Checklist

Kennel Name: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Address of Kennel: \_\_\_\_\_

No. of Dogs on Premises (at time of inspection): \_\_\_\_\_

Maximum Capacity: \_\_\_\_\_

### Housing & Accommodation

#### Site

A=Acceptable      NI=Needs Improvement      U=Unacceptable      [Check off below:]

Is the site sufficiently isolated to prevent complaints from neighbours?      A( ) NI( ) U( )

Does the kennel site provide adequate space for exercising the breed(s) housed?      A( ) NI( ) U( )

Does the kennel site allow for satisfactory waste disposal?      A( ) NI( ) U( )

Is a fence in place to prevent escapes from the property?      A( ) NI( ) U( )

#### Construction

A=Acceptable      NI=Needs Improvement      U=Unacceptable      [Check off below:]

Are the walls solidly constructed of impervious material and to a height adequate for sanitary maintenance?      A( ) NI( ) U( )

Are the walls constructed and maintained in a good state of repair; free of cracks, holes, and other damage, to prevent entrance of vermin or insects, or escape of the animals housed therein?      A( ) NI( ) U( )

Are the doors, windows, and frames constructed and maintained, to prevent entrance or harbouring of vermin or insects, or the escape of the animals housed in the facility? A( ) NI( ) U( )

Is at least one door of sufficient size to allow for equipment to be removed for sanitation, if removal is necessary? A( ) NI( ) U( )

Is the building adequately insulated to maintain a temperature at acceptable levels? A( ) NI( ) U( )

Are the effects of direct sunlight prevented? A( ) NI( ) U( )

Are the roofs and ceilings maintained in a good state of repair? A( ) NI( ) U( )

Are the floors constructed of hard, durable material that is impervious to water and easily sanitized? A( ) NI( ) U( )

Do the floors slope and drain in such a manner that the runs, kennels, and alleys remain relatively dry? A( ) NI( ) U( )

Are the floors and walls built in such a manner that feces and urine are prevented from entering other pens or cages? A( ) NI( ) U( )

Is the air fresh? A( ) NI( ) U( )

Is there adequate lighting in all kennel areas? A( ) NI( ) U( )

### **Cages, Pens, and Enclosures**

---

A=Acceptable      NI=Needs Improvement      U=Unacceptable      [Check off below:]

#### **Indoor Housing**

Do the cages permit each animal to: A( ) NI( ) U( )

- Stand normally, to its full height;
- Lie down, in a fully extended position;
- Turn around easily; and
- Permit human interaction.

Are the cages solidly constructed, to prevent escape and injuries? A( ) NI( ) U( )

\*Do all cages have solid floors? A( ) NI( ) U( )

Are the cages constructed of materials and designed to be easily A( ) NI( ) U( )

cleaned and sanitized?

Are the pens or runs solidly constructed, to prevent escapes or injury? A( ) NI( ) U( )

\*Housing with wire floors is an unacceptable method of containing dogs. Their feet are subjected to constant trauma from wire cuts, and calluses and bone deformities may develop from inadequate footing. As well, wire flooring results in a lack of definition between eating, drinking, sleeping and elimination areas, and can result in the breakdown of the dog's natural instinct not to soil its "den". This can result in future house training problems. (Page 11, *Canadian Kennel Code 2007*)

### Food & Water

---

A=Acceptable      NI=Needs Improvement      U=Unacceptable      [Check off below:]

Are rations suitable for the various types of animals on the premises? A( ) NI( ) U( )

Is food stored in vermin proof containers, and properly marked? A( ) NI( ) U( )

Is a source of clean, potable water available at all times, for all cages and runs? A( ) NI( ) U( )

Do feed and water containers appear to be cleaned on a regular basis? A( ) NI( ) U( )

### Staff & Attendants

---

A=Acceptable      NI=Needs Improvement      U=Unacceptable      [Check off below:]

Is there sufficient staff to provide proper care for the number of animals on the premises? A( ) NI( ) U( )

### Cleanliness

---

A=Acceptable      NI=Needs Improvement      U=Unacceptable      [Check off below:]

Are all areas free from objectionable odours? A( ) NI( ) U( )

Are all areas reasonable clean of urine, feces, and garbage? A( ) NI( ) U( )

Are appropriate chemicals used for regular sanitation? A( ) NI( ) U( )

**Purebred Stock**

---

A=Acceptable      NI=Needs Improvement      U=Unacceptable      [Check off below:]

Are complete pedigree records kept available on all breeding stock?      A(    ) NI(    ) U(    )

Does the premises meet all municipal permitting requirements?      A(    ) NI(    ) U(    )

Comments (overall assessment): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I certify that I have inspected these premises in accordance with the protocol established for the licensing of kennel operations in Ontario.

Inspected by: \_\_\_\_\_      Signature: \_\_\_\_\_

Date of Inspection: \_\_\_\_\_      Phone: \_\_\_\_\_

**Schedule "C"**  
**Potentially Dangerous Dog Designation Order**  
Under Municipality of West Elgin By-law No. 2020-\_\_\_\_\_

Orders Issued To:	Dog Information:
Name:	Name
Address	Tag #
Town/Postal Code	Breed
Phone Number	Colour

On DATE your dog:

- ☐ Attacked, bit or caused injury to a person
- ☐ Demonstrated a propensity, tendency or disposition to attack, bite or cause injury to a person, or a domestic animal
- ☐ Was kept or permitted to be kept in violation of the requirements for a potentially dangerous dog

TAKE NOTICE that, on or hereafter DATE you shall ensure that all conditions checked are met :

- ☐ You do not transfer ownership of the dog without first having obtained the written consent of the Pound keeper. In granting or refusing consent, the Pound keeper shall consider the likelihood that all the applicable provisions of the By-law and the *Dog Owners' Liability Act*, including any orders under the Act, will be met;
- ☐ Your dog is implanted with a microchip;
- ☐ Your dog is sterilized before reaching the age of six months or within 30 days of being designated;
- ☐ Your dog has current rabies vaccination and provide proof to animal control officer
- ☐ When your dog is not on your premises, your dog is equipped with a muzzle and secured with a leash not exceeding one metre in length in accordance with the following:
  - i. A muzzle shall be securely placed on the dog at all times so that the dog cannot detach bite any person or domestic animal
  - ii. A collar or harness shall be securely place on the dog at all times so that the dog cannot detach the collar or harness;
  - iii. A leash shall be securely attached to a collar or harness at all times so that the dog cannot detach the leash from the collar or harness
  - iv. The dog shall be under the control of some person by means of the leash at all times;
- ☐ When the dog is on your premises the dog is:
  - i. When indoors, your dog is securely contained
  - ii. When outdoors, your dog is contained in an enclosure or fenced area or restrained by a chain or other restraint sufficient to prevent the dog from leaving the premises;
- ☐ You post in a conspicuous place at the entrance of the owner's premises a clearly visible sign warning of the presence of a dangerous dog.

*As per Animal Control By-law 2020-\_\_\_\_ an owner of a dog which has been designated as potentially dangerous or dangerous who wishes to appeal the order or decision may request a hearing by the Council of the Municipality of West Elgin. **Appeals must be received in writing by the Clerk, no later than Fifteen (15) days following the service of this Designation.***

*The owner of a dog who has requested a hearing from Council, shall not be required to have their dog implanted with a microchip or sterilized until 30 days following the decision confirming those requirements.*

**THIS ORDER IS EFFECTIVE IMMEDIATELY.** Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Served on Owner \_\_\_\_\_ on \_\_\_\_\_ at \_\_\_\_\_  
Name date time  
Animal Control Officer



# MUNICIPALITY OF **West Elgin**

## **The Corporation Of The Municipality Of West Elgin**

### **By-Law 2020-75**

#### **Being a By-Law to Appoint Community Emergency Management Coordinators (CEMC) for the Corporation of the Municipality of West Elgin**

**Whereas** pursuant to Section 2.1 (1) of the *Emergency Management and Civil Protection Act, R.S.O. 1990*, as amended, requires every municipality to develop and implement an Emergency Management Program; and

**Whereas** pursuant to Section 10 of Ontario Regulation 380/04 requires that every municipality shall designate an employee of the municipality or a member of the council as its emergency management program coordinator;

**Now Therefore** the Council of the Corporation of the Municipality of West Elgin enacts as follows:

1. That Jeff Smith is hereby appointed Community Emergency Management Coordinator (CEMC) for the Corporation of the Municipality of West Elgin.
2. That Jeff McArthur, Fire Chief is appointed as an Alternate Community Emergency Management Coordinator for the Corporation of the Municipality of West Elgin.
3. That Lee Gosnell, Manager of Operations & Community Services is appointed as an Alternate Community Emergency Management Coordinator for the Corporation of the Municipality of West Elgin
4. That By-Law No. 2019-69 is hereby repealed.
5. That this by-law shall take effect upon the final reading thereof.

Read a first, second, and third time and finally passed this 22<sup>nd</sup> day of October, 2020.

---

Duncan McPhail  
Mayor

---

Jana Nethercott  
Clerk



# MUNICIPALITY OF **West Elgin**

## **The Corporation Of The Municipality Of West Elgin**

### **By-Law No. 2020-76**

**Being a By-Law to confirm the proceedings of the Regular Meeting of Council held on October 22, 2020.**

**Whereas** Section 5(1) of the Municipal Act, 2001, S.O. 2001, c.25, as amended, the powers of a municipality shall be exercised by council; and

**Whereas** Section 5(3) of the Municipal Act, the powers of Council shall be exercised by by-law; and

**Whereas** it is deemed expedient that proceedings of Council of the Corporation of the Municipality of West Elgin as herein set forth be confirmed and adopted by by-law;

**Now therefore** the Council of the Municipality of West Elgin enacts as follows:

1. That the actions of the meeting of Council held on October 22, 2020, in respect of each recommendation, motion and resolution and other action taken by the Council at this meeting, is hereby adopted and confirmed as if all such proceedings were expressly embodied in this by-law.
2. The Mayor and proper officials of the Corporation of the Municipality of West Elgin are hereby authorized and directed to do all things necessary to give effect to the action of the Council referred to in the preceding section hereof.
3. The Mayor and Clerk are hereby authorized and directed to execute all documents necessary in that behalf and to affix the Seal of the Corporation of the Municipality of West Elgin.

Read a first, second, and third time and finally passed this 22<sup>nd</sup> day of October, 2020.

---

Duncan McPhail  
Mayor

---

Jana Nethercott  
Clerk