

**TOWNSHIP OF SOUTH FRONTENAC
COUNCIL MEETING
AGENDA**



TIME: 6:00 PM,
DATE: Tuesday, May 7, 2019
PLACE: Council Chambers.

1. Call to Order
 - a) Resolution
2. Declaration of pecuniary interest and the general nature thereof
3. Approval of Agenda
4. **Scheduled Closed Session**
 - a) Section 239.2 (d) Labour Relations and Employee Negotiations & Approve Minutes
 - b) Minutes of Closed Session meetings held March 19 and April 16, 2019
 - c) Labour Relations and Employee Negotiations
5. ***Recess - reconvene at 7:00 p.m. for Open Session
6. Rise & Report from Closed Session
7. Delegations
 - a) Brenda Crawford, Harrowsmith Beautification Committee, re: Proposed plans and projects 3 - 6
8. Public Meeting - n/a
9. Approval of Minutes
 - a) April 16, 2019 Council Meeting 7 - 13
10. Business Arising from the Minutes
11. Reports Requiring Action
 - a) Appointment of Building Inspector (See By-law 2019-27) 14
 - b) Retirement/Auxiliary Firefighter Policy and Job Description 15 - 18
 - c) Strategic Planning - Next Steps 19 - 20
 - d) Women's Institute - Centennial Celebration 21 - 22
 - e) ICIP Funding 23

f)	Regional Roads - Overview and Background Report	24 - 43
g)	Waste Management in Frontenac County - Options for the Future	44 - 152
12.	<u>Committee Meeting Minutes</u>	
a)	Heritage Committee meeting held November 26, 2018	153 - 154
b)	Loughborough District Canada Day Committee meeting held March 27, 2019	155 - 156
c)	Development Services Committee meeting held March 25, 2019	157 - 162
d)	Harrowsmith Beautification Committee meeting held April 3, 2019	163
e)	Bedford District Recreation Committee meeting held April 23, 2019	164 - 165
13.	<u>By-laws</u>	
a)	By-law 2019-27 - Appointment of Building Inspector	166
14.	<u>Reports for Information</u>	
a)	Accounts Payable and Payroll Listing	167 - 177
b)	2019 Community Grants	178 - 179
15.	<u>Information Items</u>	
a)	City of Brantford - Resolution Single-Use Plastic Straws	180 - 181
b)	Elections Ontario - Report on Transformative Election	182 - 183
c)	Steve Clark, Minister of Municipal Affairs and Housing, re: Ontario's Housing Supply Action Plan	184 - 186
16.	<u>Notice of Motions</u>	
17.	<u>Announcements/Statements by Councillors</u>	
18.	<u>Question of Clarity (from the public on outcome of agenda items)</u>	
19.	<u>Closed Session (if requested)</u>	
20.	<u>Confirmatory By-law</u>	
a)	By-law 2019-28	187
21.	<u>Adjournment</u>	

To Mayor and Council:

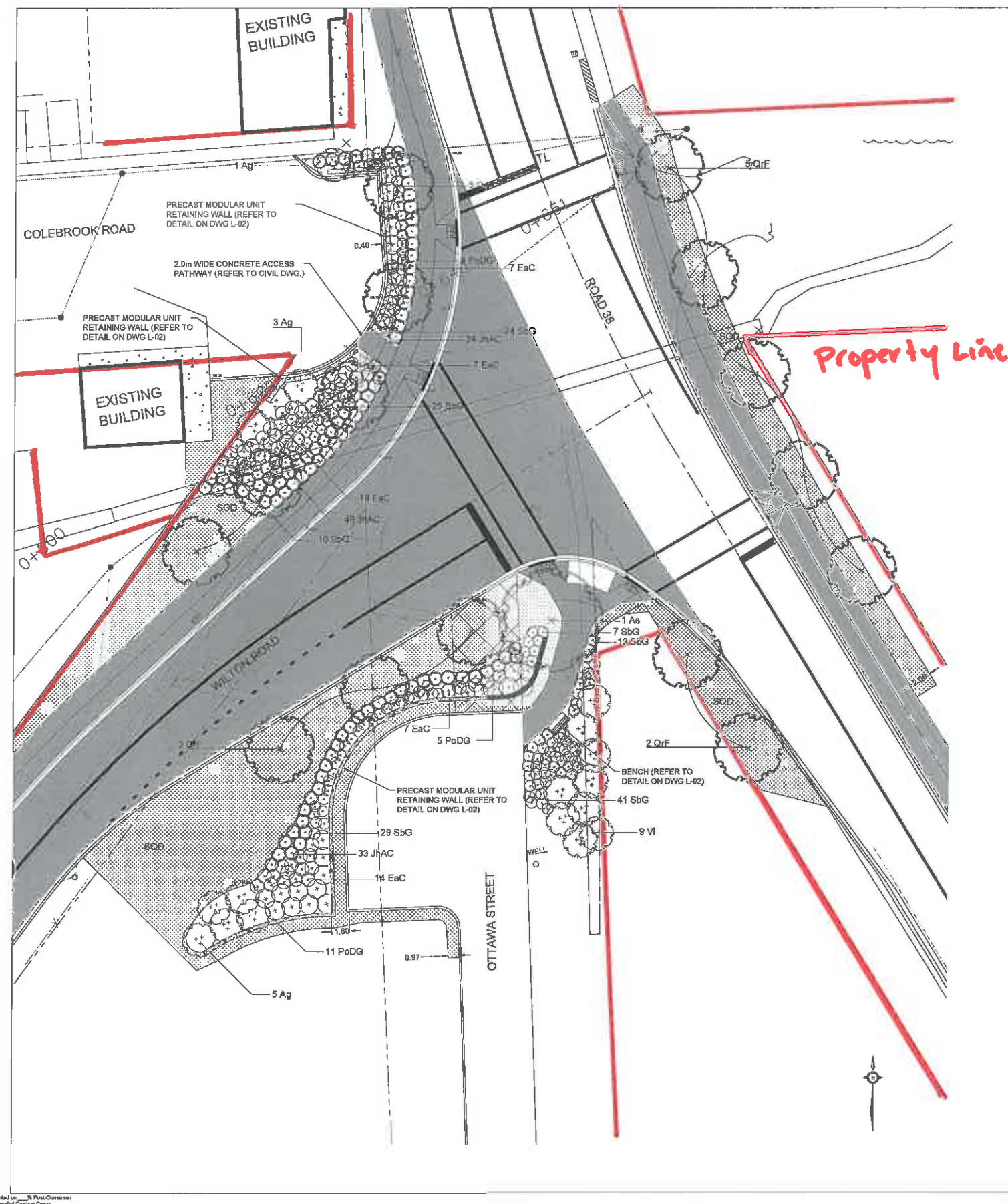
The Harrowsmith Beautification Committee is hoping to get clarification of exactly what land is township owned in the new village traffic light section. We are going to present a design plan for a small privacy fence section extending from the cement wall of the parking lot beside the Kim Perry rental. We also want to have some large stones placed where the closed off second driveway of the once Tiffany Gift Shop used. It is now home to a pile of branches, dead wood. We also are hoping to have a small covered gazebo somewhere in the parkette area. Also a black ribbon donated bench cemented in place in front of the large stones. The same type of donated bench cemented in at the children's play area at .Centennial Park is needed as well. Everything will be donated, i.e. the gazebo and the cement needed to make it safe.

Thanks,
Brenda



I want to...





- GENERAL NOTES:
1. THE CONTRACTOR IS TO OBTAIN AND PAY FOR ALL NECESSARY PERMITS AND APPROVALS FROM THE TOWNSHIP PRIOR TO COMMENCING CONSTRUCTION.
2. THE CONTRACTOR IS RESPONSIBLE FOR ALL LAYOUT.
3. THE CONTRACTOR IS TO DETERMINE THE EXACT LOCATION, SIZE, MATERIAL, AND ELEVATION OF ALL EXISTING UTILITIES PRIOR TO EXCAVATION AND CONSTRUCTION. PROTECTED AND ADEQUATE RESPONSIBILITY FOR EXISTING UTILITIES WHETHER OR NOT SHOWN ON THE DRAWINGS. IF THERE IS ANY DOUBT, THE CONTRACTOR IS TO NOTIFY THE CLIENT REPRESENTATIVE PROMPTLY.
4. RESTORE ALL DISTURBED GREEN AREAS WITH 150mm OF TOPSOIL AND SOIL.
5. RESTORE ALL TRENCHES AND SURFACES OF PUBLIC ROAD ALLOWANCES TO CONDITION EQUAL TO OR BETTER THAN ORIGINAL CONDITION AND TO THE SATISFACTION OF TOWNSHIP AUTHORITY.
6. EXCAVATE AND DISPOSE OF ALL EXCESS EXCAVATED MATERIAL, SUCH AS ASPHALT, CURBS AND DEBRIS, OFF SITE AS DIRECTED BY THE CLIENT REPRESENTATIVE.
7. TO BE USED TO BE STOCKPILED FOR REHABILITATION. CLEAN FILM TO BE PLACED IN FILL AREAS AND COMPACTED TO 95% STANDARD PROCTOR DENSITY.
8. ALL UNBURNED AREAS TO BE RESTORED TO ORIGINAL CONDITION OR BETTER (UNLESS OTHERWISE SPECIFIED).
9. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL TRAFFIC CONTROL AND SAFETY MEASURES DURING THE CONSTRUCTION PERIOD, INCLUDING THE SUPPLY, INSTALLATION, AND REMOVAL OF ALL NECESSARY SIGNS, DELINEATORS, MARKERS AND BARRIERS.
10. DO NOT ALTER GRADING OF THE SITE WITHOUT PRIOR APPROVAL OF THE CLIENT REPRESENTATIVE.
11. ALL ROADWAY, AND GRADING WORK IS TO BE UNDERTAKEN IN ACCORDANCE WITH TOWNSHIP STANDARDS AND SPECIFICATIONS.
12. CONTRACTOR TO CONTACT THE TOWNSHIP FOR INSPECTION OR BOUND GRADING OF ALL AREAS PRIOR TO PLACEMENT OF ASPHALT AND CURBS. ALL CURBS WILL BE INSTALLED TO THE TOWNSHIP'S SATISFACTION PRIOR TO PLACEMENT OF AN ASPHALT, TOPSOIL, SEEDSOED, AND MULCH.
13. ALL DIMENSIONS AND INVERTS MUST BE VERIFIED PRIOR TO CONSTRUCTION. IF THERE IS ANY DISCREPANCY THE CONTRACTOR IS TO NOTIFY THE CLIENT REPRESENTATIVE PROMPTLY.
- PLANTING NOTES:
1. THE CONTRACTOR IS RESPONSIBLE TO ARRANGE FOR LOCATIONS OF ALL UNDERGROUND UTILITIES PRIOR TO CONSTRUCTION. THE CONTRACTOR IS ALSO RESPONSIBLE FOR TAKING ALL NECESSARY STEPS TO ENSURE THAT ALL UTILITIES ARE PROTECTED FROM DAMAGE DURING CONSTRUCTION.
2. ESTABLISHING PLANTING REQUIREMENTS: EXCLUSIVE APPROVAL OF CLIENT REPRESENTATIVE PRIOR TO EXCAVATION OF ANY PLANTING PITS, NO SUBSTITUTIONS OF PLANT MATERIAL SHALL BE MADE WITHOUT PRIOR APPROVAL OF THE CLIENT REPRESENTATIVE.
3. WHERE CULP IS ENCOUNTERED DURING THE EXCAVATION FOR PLANTING, 5 STEPS MUST BE TAKEN TO ENSURE PROPER DRAINAGE OF THE PLANTING PITS. THE CONTRACTOR SHALL BE APPROVED BY CLIENT REPRESENTATIVE PRIOR TO PLANTING.
4. THE QUALITY OF ALL PLANT MATERIAL TO BE IN ACCORDANCE WITH THE CANADIAN STANDARDS FOR NURSERY STOCK.
5. REINSTATE ALL AREAS AND ITEMS THAT HAVE BEEN DAMAGED AS A RESULT OF CONSTRUCTION ACTIVITY.
6. ALL PLANTING MATERIAL SHALL BE PROPERLY MAINTAINED DURING THE WARRANTY PERIOD AND ANY PLANTS THAT ARE DEAD AND/OR NOT PERFORMING PROPERLY SHALL BE REPLACED TO THE SATISFACTION OF THE CLIENT REPRESENTATIVE.
7. STAKES OF ALL TREES TO BE REMOVED AT THE END OF THE WARRANTY PERIOD AFTER THE FINAL ACCEPTANCE OF PROJECT BY CLIENT REPRESENTATIVE.
8. ALL PLANT MATERIAL THAT HAS BEEN IDENTIFIED TO BE RELOCATED SHALL BE SUBJECT TO ALL MAINTENANCE REQUIREMENTS TO SURVIVAL THROUGH THE 2 YEAR WARRANTY PERIOD. TREES SHALL INCLUDE BUT NOT BE LIMITED TO A REGULAR 5% H2O LEVELS WATERING PROGRAM.

AECOM

PROJECT
CONSTRUCTION OF
HARROWSMITH
INTERSECTION AND
ROAD 38 AND WILTON
ROAD

CLIENT

**TOWNSHIP OF
SOUTH FRONTENAC**

2480 KEELEY ROAD
SYDENHAM, ONTARIO K0H 2T0
800.559.5862 TEL.

CONSULTANT
AECOM
302 - 1150 Morrison Drive
Ottawa, ON, Canada K2H 8S9
613 820 8282 tel 613 820 8338 fax
www.aecom.com

SCALE

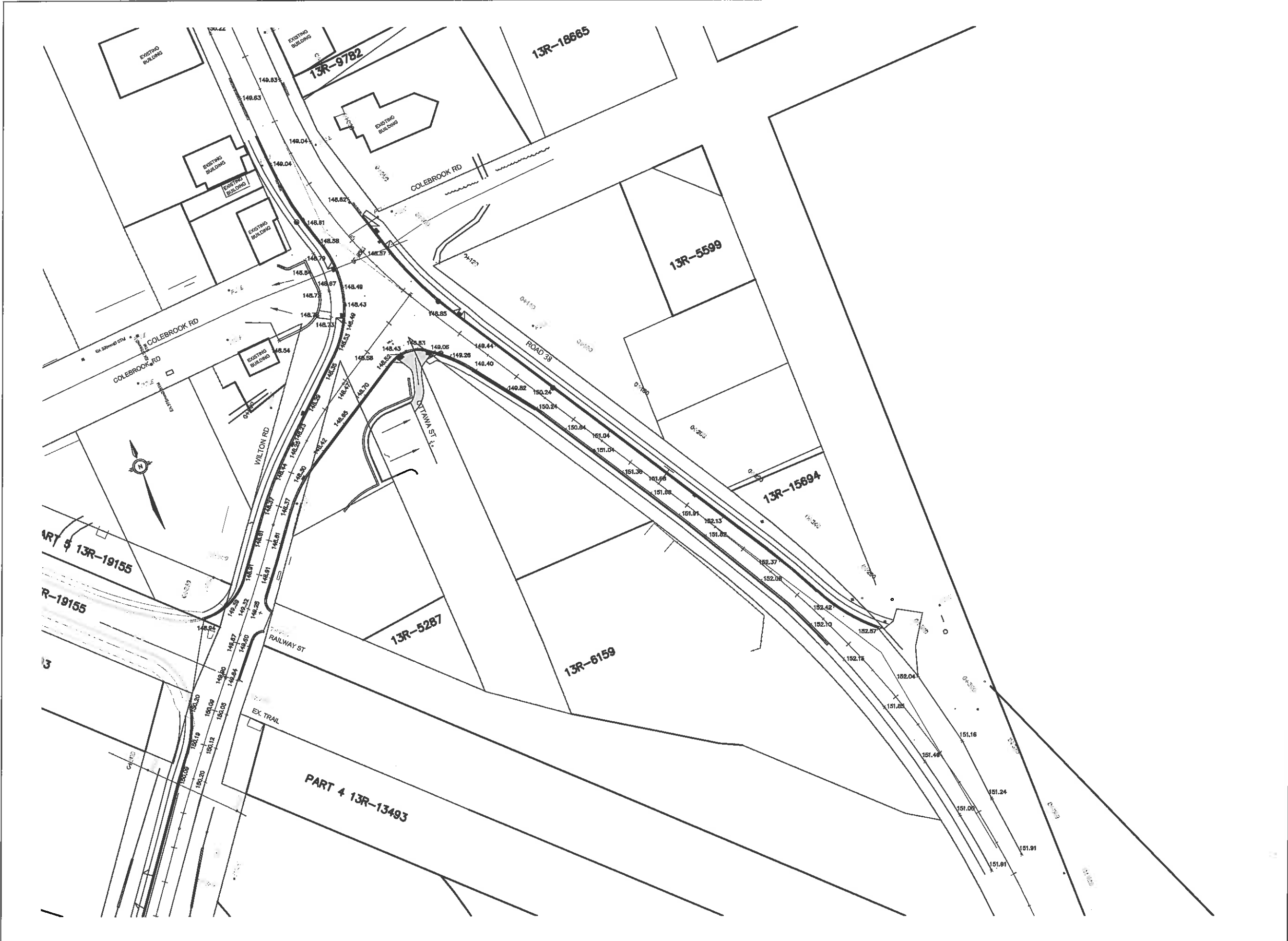
REGISTRATION



ISSUE/REVISION		
2	2017-05-10	ISSUED FOR TENDER
1	2017-04-12	ISSUED FOR CLIENT REVIEW
NR	DATE	DESCRIPTION

PROJECT NUMBER
60492390
SHEET TITLE
LANDSCAPE DEVELOPMENT PLAN

SHEET NUMBER
1.1



PROJECT
CONSTRUCTION OF
HARROWSMITH
INTERSECTION AND
ROAD 38 AND WILTON
ROAD

CLIENT
TOWNSHIP OF
SOUTH FRONTENAC
2490 KEELEY ROAD
SYDENHAM, ONTARIO K0H 2T0
800.559.5862 TEL

CONSULTANT
AECOM
302 - 1150 Morrison Drive
Ottawa, ON, Canada K2H 8S9
613 820 8282 tel 613 820 8338 fax
www.aecom.com

SCALE

REGISTRATION



ISSUE/REVISION

NR	DATE	DESCRIPTION
2	2017-05-10	ISSUED FOR TENDER
1	2017-04-12	ISSUED FOR CLIENT REVIEW

PROJECT NUMBER
60492390
SHEET TITLE
PAVEMENT ELEVATIONS

SHEET NUMBER
07

Minutes of Council

April, 16, 2019

Time: 7:00 PM

Location: Council Chambers



Meeting # 11

Present: Mayor Ron Vandewal, Pat Barr, Ray Leonard, Doug Morey, Alan Revill, Norm Roberts, Randy Ruttan, Ron Sleeth, Ross Sutherland

Staff: Angela Maddocks, Clerk, Claire Dodds, Director of Development Services, Mark Segsworth, Director of Public Services, Louise Fragnito, Director of Corporate Services and Treasurer, Darcy Knott, Fire Chief, Jamie Brash, Facilities and Solid Waste Supervisor, Emily Caird, Executive Assistant.

1. Call to Order

a) Resolution

Resolution No. 2019-11-01

Moved by Councillor Barr

Seconded by Councillor Sutherland

That the Council meeting of April 16, 2019 be called to order at 7:00 p.m.

Carried

2. Declaration of pecuniary interest and the general nature thereof

a)

Deputy Mayor Sleeth declared a pecuniary interest with respect to Agenda Item 10.(b) the Draft Plan - Vacant Land Condominium - Shield Shores, as he owns land that abuts this property.

Councillor Leonard declared a pecuniary interest with respect to Agenda Item 13.(f), the Accounts Payable and Payroll listing.

3. Approval of Agenda

a) Resolution

Resolution No. 2019-11-02

Moved by Councillor Barr

Seconded by Councillor Sutherland

That the agenda be adopted as presented.

Carried

4. Scheduled Closed Session - n/a

5. ***Recess*** - n/a

6. Delegations

a) Stephanie Reeder, Cambium Consulting & Engineering, re: Annual Update - Waste Disposal Sites

Stephanie Reeder presented an update on the Township's active and closed

waste disposal sites.

Councillor Revill inquired about the estimated additional capacity should the Loughborough site meet compliance. Stephanie Reeder noted that meeting compliance would mean an increase to 20 years for the site itself and an additional 5 years for the Township as a whole.

Councillor Sutherland inquired about the quantity of methane gas being produced at waste sites and how this is measured. He also asked if a reduction in organic waste would reduce gas emissions and ground water pollution. Stephanie Reeder explained that gas samples were collected through pipes placed throughout the sites. She also noted that ground water contaminates do not come from organics, and that there is not a real methane gas issue to begin with.

Mayor Vandewal requested input on whether or not Council should consider closing the smaller sites as it may be less costly to monitor than operate. Stephanie Reeder explained that they would never recommend prematurely closing a site, however, if it was open to the public or used as a transfer site would be an operational decision to be made by the Township.

Mayor Vandewal inquired if the use of pollinators had been explored as a tool to reseed some of the closed sites. Mark Segsworth responded that the option has not been reviewed as of yet.

b) Wayne Conway, President, Verona Community Association, re: Cenotaph Site

Wayne Conway presented his proposal for upgrades to the Cenotaph area in Verona. He highlighted that there would be no additional costs to the Township and that he was merely seeking Council's permission to make the changes to Township property.

Councillor Morey expressed his satisfaction with the project and commended the VCA for the work they have done so far and their dedication to making the new area accessible for all. The rest of Council echoed Councillor Morey's comments. Mayor Vandewal inquired about offsite parking options for the Cenotaph. Wayne Conway explained that two churches and a nearby restaurant had offered their parking lots for Remembrance Day services. The Mayor thanked Wayne Conway for his time and consistent contributions to the community.

c) Claire Dodds & Louise Fragnito, re: Development Charges Presentation

Claire Dodds provided an update to Council on an overview of Development Charges in general, the changes that are coming to the Act as a result of Bill 73, and the Township's Projected Timeline to make these changes.

Deputy Mayor Sleeth inquired about the process of having different rating areas throughout the Township vs. a blanket development charge for the entire municipality. Claire Dodds noted that in order to implement a system with different ratings, the area would have to have a specific cost impacting that location such as hamlet specific sewage infrastructure. Louise Fragnito commented that the different rating would need to be based on the types of serviced offered in that area.

Deputy Mayor Sleeth inquired about about how the Township's current fee structure compares to similar municipalities. Claire Dodds explained that this was hard to do as each municipality's capital costs are different. She noted that some municipalities farther north do not have development charges, however, they also do not have the amount of growth that this Township has.

Councillor Morey inquired about the proposed Local Services Policy. Claire Dodds explained that it is a general document that will delineate the cost responsibilities between the Township and developers. She noted that it is a high-level document that puts forth general deciding principles as responsibility of cost between the municipality and developers is an important part noted in Bill 73.

Councillor Sutherland inquired as to when Bill 73 was passed - Claire Dodds noted that it was in 2017.

Mayor Vandewal asked for clarification on what type of reserve Development Charges were held in. Louise Fragnito explained that fees collected through development charges were legislated to be held in an obligatory reserve.

Mayor Vandewal inquired if the charge was a flat rate or calculated based on the value of the project. He explained that is seemed odd that a tiny home and a mansion would have the same development charge fee, as an example. Claire Dodds noted that it is a straight fee that is charged despite the value of the project. She agreed with Mayor Vandewal and stated that they would look into the concept. She did explain that the value of the project could not be included in the equation.

Finally, Mayor Vandewal inquired if Staff planned to use the website, social media, and/or mail to engage the community. Claire Dodds noted that they would look into options for input collection.

- 7. Public Meeting - n/a
- 8. Approval of Minutes
- a) April 2, 2019 Council Meeting

Resolution No. 2019-11-03
Moved by Councillor Barr
Seconded by Councillor Sutherland
That the minutes of the April 2, 2019 Council meeting be approved.

Carried

- 9. Business Arising from the Minutes
- a) Notice of Motion - Extension of Recreation Committee Appointment

Resolution No. 2019-11-04
Moved by Councillor Barr
Seconded by Councillor Sutherland
That Schedule A to By-law 2019-16 is amended to indicate that the term for appointments expires on July 5, 2019.

Carried

- 10. Reports Requiring Action
- a) Site Plan Agreement - RKR Landholdings Corp - 13M-88, Lot 21 - Morgan Drive - Loughborough

See By-law 2019-25

Claire Dodds gave an overview of the attached report to Council in reference to a 6 unit, one storey residential building at 118 Morgan Dr. She noted that the Development Services Department recommends that Council pass a by-law for Council to enter into a Site Plan Control Agreement with RKR Landholdings

Minutes of Council
April, 16, 2019

Corp.

Council expressed concerns in regards to the location of the waste receptacle and it's proximity to the other residential homes in the subdivision. Council requested that an amendment be made to the agreement that requires the waste receptacle to be placed at the rear of the building, subject to KFL&A approval.

- b) Draft Plan - Vacant Land Condominium - Shield Shores - Concession 9, Part of Lots 15, 16 & 17, Storrington

Council expressed concerns in relation to the lack of vegetation at the site due to possible clear cutting in the past. Claire Dodds noted that she walked the area that day and observed that the area contained little soil and high cliffs that were not conducive with some plant species. She explained that the developer is willing to prepare a vegetation planting plan and work with other professional entities in order to improve the site.

The Mayor and Councillor Revill recommended Watersheds Canada located in Perth, On. Claire Dodds noted that the developer has been provided their contact information by Township staff.

Resolution No. 2019-11-05

Moved by Councillor Leonard

Seconded by Councillor Roberts

That South Frontenac Council recommend the County of Frontenac approve plan of condominium 10CD-2016/001 with the conditions outlined in the Planning Report prepared by the Director of Development Services dated April 11, 2019.

Carried

- c) Quinte Source Protection Committee Representative

Resolution No. 2019-11-06

Moved by Councillor Roberts

Seconded by Councillor Leonard

That the Council of the Township of South Frontenac support the re-appointment of Ron Hamilton to the Quinte Source Protection Committee as the representative for Group 5 (No Municipal System).

Carried

11. Committee Meeting Minutes

- a) Lakes and Trails Committee meeting held January 22, 2019

Councillor Sutherland announced that the Lakes and Trails festival has recently changed it's name from the Sydenham Lakes and Trails festival in order to be more representative of South Frontenac as a whole.

- b) Public Services Committee meeting held February 21, 2019

- c) Harrowsmith Beautification Committee meeting held March 6, 2019.

- d) Lakes and Trails Committee meeting held March 18, 2019

Resolution No. 2019-11-07

Moved by Councillor Leonard

Seconded by Councillor Roberts

That Council receives for information the minutes of the following committee meetings:

Minutes of Council
April, 16, 2019

- Public Services Committee meeting held February 21, 2019
- Harrowsmith Beautification Committee meeting held March 6, 2019
- Lakes and Trails Committee meetings held January 22 and March 18, 2019.

Carried

12. By-laws

a) By-law 2019-25 - Site Plan Agreement with RKR Landholdings

Resolution No. 2019-11-08

Moved by Deputy Mayor Sleeth

Seconded by Councillor Morey

That By-law 2019-25, be given first and second reading.

Carried

Resolution No. 2019-11-09

Moved by Councillor Morey

Seconded by Deputy Mayor Sleeth

That By-law 2019-25, being a by-law to authorize the Mayor and the Clerk to execute a Site Plan Agreement between the Corporation of the Township of South Frontenac and RKR Landholdings Corporation, be given third reading, signed and sealed, as amended.

Carried

13. Reports for Information

a) 1st Quarter 2019 Update - Fire and Emergency Services

Fire Chief Darcy Knott provided an overview of his report to Council. Council as a whole commended the Fire Chief and his staff on their progress and successes so far this year in regards to Emergency Management compliance and successful recruitment of 25 new firefighters.

Councillor Morey inquired about the ratio of female recruits hired this year. Fire Chief Knott noted that of the 42 candidates interviews, 14 were women, and of those 14, 6 were offered positions.

Councillor Roberts inquired about the current fire ban in effect and if there was an option for electronic signage. Fire Chief Knott explained that the fire prevention Committee has been looking at pre-made fire ban notification signs that are made by KFL&A. He noted that he will be bringing a report and recommendation to Council in the future in regards to this type of signage.

b) Building Activity Report - 1st Quarter 2019

c) 1st Quarter - 2019 Planning Activity Report

d) PW-2019-07 Roadside Weed Spraying

e) PW-RFQ-1-2019 Contracted Equipment, Materials & Trades

f) Accounts Payable and Payroll Listing

g) 2018 Draft Financials

14. Information Items

a) Southern Frontenac Community Services - Letter of Thanks

Minutes of Council
April, 16, 2019

15. Notice of Motions - n/a

16. Announcements/Statements by Councillors

a)

Mayor Vandewal encouraged Council to welcome the interim Deputy Treasurer, Tracey Pritchard filling in for a maternity leave on May 6th, and Jillian McCormick, the new HR officer that started April 15.

Councillor Roberts congratulated Mayor Vandewal on the arrive of two new grandchildren this week.

Mayor Vandewal also provided an update to Council on the status of the ad bag delivery issue. He explained that the Clerk has been trying to follow up with the distribution company, and that they were now willing to meet.

17. Question of Clarity - n/a

18. Closed Session

a) Section 239 of the Municipal Act; 2 (c) a proposed or pending acquisition or disposition of land by the municipality or local board;

Resolution No. 2019-11-10

Moved by Deputy Mayor Sleeth

Seconded by Councillor Morey

That Council move into closed session as permitted by the Municipal Act, Section 239.2 (c) a proposed or pending acquisition or disposition of land by the municipality or local board; regarding seniors housing.

Carried

b) Land Acquisition - Verbal Update from Mayor Vandewal

c) Resolution

Resolution No. 2019-11-11

Moved by Councillor Revill

Seconded by Councillor Ruttan

That Council move out of closed session.

Carried

19. Rise and Report

a) The Clerk reported that Council has made a conditional offer to purchase a property in Verona for a potential seniors housing development.

20. Confirmatory By-law

a) By-law 2019-26

Resolution No. 2019-11-12

Moved by Councillor Revill

Seconded by Councillor Ruttan

That By-law 2019-26, being a by-law to confirm generally previous actions of the Council of the Township of South Frontenac, be given first and second reading this 16 day of April, 2019.

Carried

Resolution No. 2019-11-13

Moved by Councillor Revill

Seconded by Councillor Ruttan

Minutes of Council
April, 16, 2019

That By-law 2019-26, being a by-law to confirm generally previous actions of the Council of the Township of South Frontenac, be given third reading, signed and sealed this 16 day of April 2019.

Carried

21. Adjournment

a) Resolution

Resolution No. 2019-11-14

Moved by Councillor Revill

Seconded by Councillor Ruttan

That the Council meeting of April 16, 2019 be adjourned at 9:13 p.m.

Carried

Ron Vandewal, Mayor

Angela Maddocks, Clerk



REPORT TO COUNCIL CLERKS DEPARTMENT



AGENDA DATE: May 7, 2019

SUBJECT: Building Inspector Appointment

RECOMMENDATION

That Council pass By-law 2019-27 to appoint a Building Inspector for the Township of South Frontenac.

BACKGROUND

Christopher Beeg joined the Township as our new Building Inspector on April 10, 2019. Chris is an experienced carpenter, has previously worked in the building supply industry and has most recently been employed with Guildcrest Homes as a Site Supervisor overseeing new factory built home construction.

We welcome Chris to the Building Department and need to proceed with his official role of Building Inspector.

ATTACHMENTS

See By-law 2019-27

Submitted/approved by:

Angela Maddocks
Clerk



REPORT TO COUNCIL
FIRE AND RESCUE



AGENDA DATE: May 7, 2019

SUBJECT: Retirement/Auxiliary Firefighter Policy and Job Description

RECOMMENDATION:

That Council adopt the recommendation from the Corporate Service Committee and approve the SFFR Retirement/Auxiliary Firefighter Policy and Job Description.

BACKGROUND:

The Corporate Services Committee reviewed the “Retirement/Auxiliary Firefighter Policy and Job Description” at their meeting on April 30, 2019 as outlined below in this report and recommended that this be brought forward to Council for final approval.

A task of the Fire Chief is to review, create, and implement Standard Operating Procedures, Policy, and Guidelines to ensure the safety of fire department staff and reduce potential liability against the Township of South Frontenac related to our fire services.

As part of this process, Fire Chief Knott has identified the need to implement a retirement policy to ensure that firefighters do not become injured while performing their duties and reduce the risk of a catastrophic event.

A Retirement Policy and Auxiliary Firefighter Job Description have been written to address this risk.

Considering the potential risk of implementing this policy, the CAO arranged for the draft policy to be reviewed by our lawyer to be sure that the proposals were in compliance with applicable law. Based on the feedback the policy and job description were revised and are presented below.

It should be noted, that a Mandatory Retirement Age for fire suppression personnel is not unique to South Frontenac Fire and Rescue. Many municipalities locally have implemented such policy to reduce the risk to their suppression staff and the corporations. Other municipalities have the following in place:

- Loyalist Township – Age 60 Firefighters, Age 65 Auxiliary Firefighters
- Greater Napanee – Age 60, All firefighters (Career and Volunteer)
- Kingston – Age 60 (Career), Age 65 (Vol Firefighters become Auxiliary)
- Gananoque – Age 60, All Firefighters

If this policy is implemented, as prescribed in the policy, it would impact 4 SFFR Volunteer Firefighters as of January 1, 2020.

FINANCIAL/STAFFING IMPLICATIONS:

January 1, 2020 – 4 SFFR would have the option to Retire from the fire service, or become Auxiliary Firefighters.

ATTACHMENTS:

None

Submitted/approved by:

Angela Maddocks, Clerk

Prepared by:

Darcy Knott, Fire Chief



REPORT TO COUNCIL
FIRE AND RESCUE



South Frontenac Fire and Rescue SOP 115 Policy/Administration	Retirement/Auxiliary Firefighter Policy Date Issued: May 1, 2019
--	---

- Purpose:** To establish a policy regarding firefighter retirement and restrictions.
- Scope:** This applies to all South Frontenac Fire and Rescue Suppression Staff and follows industry standards and acceptable practice based on Insurance Underwriters recommendations
- This policy will be introduced and phased in during 2019 and will lead to full implementation on January 1st, 2020.
- Definitions:** **Auxiliary Firefighter** – A member of South Frontenac Fire and Rescue with restrictions related to Fire Suppression Activities due to age or other considerations. These members will be given a Black Helmet and will lose any previous rank. Auxiliary Firefighters will be permitted to attend and provide training, assist with equipment and Firehall maintenance, attend a structure fire incident in a **support role** only, or any other duties assigned directly by the Fire Chief.
- Support Role** – Support roles at a structure fire include acting as a Scribe for the Incident Commander, Assist with transporting equipment with Utility Vehicles, Rehab Officer, Water Supply Officer, fill SCBA bottles, and coordinate on scene logistics.
- Policy:** During 2019, South Frontenac Fire and Rescue Suppression Staff over the age of 65 will continue in their normal function as applicable and defined in their position specific job description.
- As of January 1, 2020, any member of SFFR at or over the age of 65 will have the option of retirement from the fire department or will become an Auxiliary Firefighter as defined in this policy.
- Effective January 1, 2020, any member of SFFR who reaches the age of 65, will notify their Volunteer Deputy Chief and the Fire Chief in writing on or before the date they turn 65. If required, a meeting will be scheduled with the Volunteer Deputy Chief, Fire Chief, and the member regarding this policy and the optional restrictions.

- Other Considerations:**
- Occupational Health and Safety Act, Section 25 (2) (h)



REPORT TO COUNCIL
FIRE AND RESCUE



Job Description	Auxiliary Firefighter
------------------------	------------------------------

Department: South Frontenac Fire & Rescue	Division: Support
Direct Report To: Captains	Date: May 1, 2019

JOB SUMMARY

An Auxiliary Firefighter is a former Suppression Volunteer Firefighter or Officer with South Frontenac Fire and Rescue who has chosen to assume a support role for the fire service rather than retire from active service at the age of 65. Auxiliary Firefighters are identified by a black helmet and have a limited scope that reduces the chances of a workplace related injury.

Auxiliary Firefighters lose their previous rank and will only hold the rank of Auxiliary Firefighter. An Auxiliary Firefighter will follow the restrictions outlined in this job description and SFFR SOP 115.

PERMITTED SUPPORT ROLE FUNCTIONS

- Attend weekly training and act as an instructor if appropriate
- Participate in Fire Prevention and Public Education Activities
- Participate in various SFFR Committees such as the Fire Prevention Committee, Training Committee, and Joint Health and Safety Committee
- Assist with Firehall and equipment maintenance, as assigned by an officer
- Attend structure fires in a support role only. This includes various roles outside of the Hot Zone and Warm Zone.
- Support roles are as follows: Scribe for Incident Commander, Rehab Officer, Water Supply Officer, transport equipment with department pickup truck units, fill SCBA bottles, and coordinate approved on scene logistics.

RESTRICTIONS

- Will not operate or drive any SFFR apparatus or vehicles during emergency calls and incidents other than Utility Pickup Trucks to structure fires.
- Will not wear a SCBA
- Will not enter the Hot or Warm Zone at a structure fire
- Will not undertake any physical work that is strenuous in nature that would significantly elevate heart rate, require lifting any weight above 25lbs, and any other activity which may cause physical strain or discomfort.

QUALIFICATIONS REQUIRED

- Have a minimum 10 years’ experience with SFFR.
- Demonstrate and maintain a thorough knowledge of the operation and maintenance of all apparatus and equipment.
- Demonstrate and maintain a thorough knowledge of policies, procedures and guidelines governing the Fire Department and of standing orders of the Department.

Our strength is our community.



REPORT TO COUNCIL FIRE AND RESCUE



- Possess and maintain a valid Class G driver's license.
- Maintain a satisfactory CPIC.
- Communicate clearly under normal situations.
- Ability to interact harmoniously with co-workers, superiors and members of the public
- Excellent listening and communication skills

NOTE: Above duties are representative of a typical position and are not to be construed as all inclusive.



Report to Council
OFFICE OF C.A.O.



AGENDA DATE: May 7, 2019

SUBJECT: Strategic Planning Next Steps

RECOMMENDATION:

That Council provide direction on:

- Who is attending which open house
- The focus of the on line survey

BACKGROUND:

In April Council passed the following motion:

That Council adopts the Strategic Planning Timeline as outlined in the Coordination of Public Input attachment, and direct the CAO to coordinate, schedule and promote the various stages in the plan.

The Adopted Timeline is outlined below:

	May-07	meeting	Confirm broad input areas and Set Schedule
	May-14	meeting	LAST DAY for council to confirm schedule
	Jun-04		On Line Tool is launched
	Jun-11		Tax Bill Communication - FIXED DATE
Thursday	Aug-01	evening	District OPEN HOUSE - introduce new CAO
Thursday	Aug-08	evening	District OPEN HOUSE - introduce new CAO
Tuesday	Aug-13	evening	District OPEN HOUSE - introduce new CAO
Tuesday	Aug-20	evening	District OPEN HOUSE - introduce new CAO
Thursday	Sep-05	full day	Council and Mgmt. meeting - DAY TIME
	Sep-17	meeting	Table DRAFT Strategic Plan
	Oct-01	meeting	Public Delegations on Draft
	Oct-15	meeting	ADOPT Strategic Plan and Communications plan

Based on Councillor availability staff need to communicate which District Open House is on what night and at what facility.

Generally speaking, the Township is faced with competing demands to: enhance services, reduce costs and protect the environment. The intent of the strategic plan will be to prioritize these competing demands.

The following questions are proposed for the online survey and as a frame work for the discussion at the District open houses:

- 1) Is South Frontenac currently heading in the right direction?
Yes / No



Report to Council
OFFICE OF C.A.O.



2) What more would you like to see? Rank your top 3 priorities:

Encourage commercial and industrial development
Encourage residential / seasonal development
Enhance Fire department Services
Enhance investments in parks, playgrounds and parkland
Enhance the Police presence in the community
Expand or Provide Water and Sewer Services
Expand the programs / services offered in Recreation
Improve Waste Diversion and Recycling
Invest more in Road repair / construction / maintenance

3) From a service perspective what would you like to see? Rank your top 3 priorities:

Enhance service delivery from Township departments
Explore efficiencies in Council operations
Increase financial support for community groups
Maintain the current level property tax increases
Move towards full cost recovery for individual services
Reduce individual Fees for services
Reduce overall spending
Strengthen enforcement of bylaws
Strengthen policies for protecting our natural environment
Take steps necessary to address Climate Change

4) Are you prepared to pay increased property taxes to pay for your priorities?
Yes / No

5) What is your overall recommendation for Council to address?
OPEN ENDED

Do we need Demographic Questions or are all response of equal value?

Potential questions?

- A. Are you a year round resident or a seasonal resident?
- B. Do you live in a hamlet / village?
- C. Do you have waterfront property?
- D. Which District are you from?

FINANCIAL / STAFFING IMPLICATIONS

To be determined.

Submitted/approved by:

Wayne Orr, CAO

Prepared by:

Wayne Orr, CAO



REPORT TO COUNCIL CLERKS DEPARTMENT



AGENDA DATE: May 7, 2019

SUBJECT: Women's Institute - Centennial Celebration

RECOMMENDATION

That Council proclaim the week of June 17 to June 22, 2019 as Women's Institute Week in South Frontenac.

BACKGROUND

Women's Institute is a not-for-profit organization with affiliations around the world, working with and for women in Ontario. They offer educational programming and community support and are strong advocates for social, environmental and economic change and work toward the personal growth of all women, for home and country.

Since 1919 Women's Institutes across Ontario, members have had a strong voice through education and support programs and services in their communities. Today there are approximately 3000 members in 250 branches in Ontario and on June 22, 2019 the Sydenham Women's Institute will be celebrating their Centennial at the Grace Centre.

In order to recognize the role that Women's Institute has played in our local communities, Council is asked to proclaim June 17 to June 22 as Women's Institute Week in South Frontenac.

ATTACHMENTS

Invitation to Centennial Celebration.

Submitted/approved by:

Angela Maddocks
Clerk

SYDENHAM WOMEN'S INSTITUTE



Celebrate with us!

SATURDAY, JUNE 22, 2019/1-4 pm
GRACE CENTRE
4295 STAGE COACH ROAD
SYDENHAM, ONTARIO

Light refreshments will be served throughout the day
Mingle with members old and new
Tweedsmuir history books
Historical artifacts
Heritage costumes

www.sydenhamwi.org



Report to Council OFFICE OF C.A.O.



AGENDA DATE: May 7, 2019

SUBJECT: ICIP Funding

RECOMMENDATION:

That Council agree with the recommendation of the Public Services Committee not to submit an application this round to the Investing in Canada Infrastructure Program (ICIP).

BACKGROUND:

Council was previously provided with a copy of correspondence from the Province advising the Township that the Ontario Community Infrastructure Program (OCIF) program is being redesigned and the 2018 and 2019 top up component was cancelled. That correspondence went on to advise that our application for top up funding had been assessed by Ministry staff and would not have been successful even if funding had been left in place.

The ICIP program has been launched in place of the OCIF Top Up program. The Province went so far as to provide those municipalities who had an eligible program for OCIF Top Up, before the funding was cut, to apply for the ICIP program on a "fast track" front of the line basis.

The Public Services Committee was briefed on the changes, the criteria for ICIP applications, the work involved in submitting an application, the tight timeline for developing a project and the likelihood of being successful given the lack of joint project and our stable financial position.

Given several unsuccessful funding applications in recent years, the Committee agreed that due to the criteria for this funding and the deadline for submission they are not optimistic that South Frontenac would be successful in getting any funding based on the criteria set out.

It was therefore recommended that no application be submitted this round.

Submitted/approved by:

Wayne Orr, CAO

Prepared by:

Wayne Orr, CAO



REPORT TO COUNCIL CLERKS DEPARTMENT



AGENDA DATE: May 7, 2019

SUBJECT: Regional Roads – Overview and Background Report

RECOMMENDATION

That the Council of the Township of South Frontenac endorse the petition to the Province of Ontario to remove Section 6.2 from the County of Frontenac/City of Kingston Restructuring Order, 1997, related to the prohibition of County involvement in roads:

And that Council endorse the County proposal to engage a consulting team to assist with the development of a business plan for both options 3 and 5, including consultation with each Council and the study to be a maximum upset limit of \$40,000 to be funded from the County portion of the recently announced Municipal Modernization Fund.

BACKGROUND

In July 2018, County Council directed their staff to fully investigate the process for accessing the Ontario Community Infrastructure Fund Top-Up (OCIF-TU) grant for core infrastructure, including consultation with legal counsel, and the CAO from the member municipalities. Further investigation into the methods to access senior level government funding for roads investments that are specific to roads infrastructure, while permitting the County to use Gas Tax Funding allocated to the County for regional purposes such as economic development, the K & P Trail or Community Improvement Funds. Initial emphasis was on the OCIF, however the change in provincial government means that this program will likely be changed.

Due to the 1997 restructuring, there has not been an opportunity for Frontenac County to access funding for road improvements and it has been recognized that Frontenac County and Hastings County are unique in that they do not have a roads system at the upper tier level and have therefore missed out on funding opportunities that could be distributed to the lower tier member municipalities.

Frontenac CAO's, Treasurers and Public Works Managers participated in the initiative. At a Special meeting of County Council on April 17, 2019, Kelly Pender, Chief Administrative Officer, County of Frontenac presented the highlights of the key items and a statistical review. Options 3 and 5 were recommended to be studied further as outlined in the report.

Each Council within the Frontenac's have been asked to review and consider this report by May 31, 2019. See the attached letter from the Manager of Legislative Services/Clerk, Jannette Amini.

ATTACHMENTS

Letter from Jannette Amini, Manager of Legislative Services/Clerk, re:
Resolutions passed by County Council regarding Waste Management and
Regional Roads

Report # 2019-46 – Regional Roads – Overview and Background Report

Submitted/approved by:

Angela Maddocks, Clerk

Our strength is our community.

frontenacounty.ca



Report 2019-046

Council Recommend Information Report

To: Warden and Council

From: Kelly Pender, Chief Administrative Officer

Prepared by: Kelly Pender, Chief Administrative Officer

Date of meeting: April 17, 2019

Re: **Regional Roads – Overview and Background Report**

Recommendation

Resolved That the Council of the County of Frontenac receive the Chief Administrative Officer report – Regional Roads – Overview and Background Report for information;

And Further That the Council of the County of Frontenac request that each member Council review and consider this report by May 31, 2019.

And Further That each member Council formally endorse a petition to the Province of Ontario to remove Section 6.2 from The County of Frontenac/City of Kingston Restructuring Order, 1997 related to the prohibition of County involvement in roads.

And Further That the County engage a consulting team to assist with the development of a business plan for both options 3 and 5, including consultation with each Council and the study be to a maximum upset limit of \$40,000 to be funded from the County portion of the recently announced Municipal Modernization Fund (MMF).

And Further That the report be reviewed at a joint meeting of all Councils and a preferred option be finalized prior to the end of September 2019 for consideration during the 2020 budget cycle.

Background

At the July 18, 2018 meeting of County Council the following motion was approved by County Council:

Motion 136-18

Resolved That the Council of the County of Frontenac receive the Chief Administrative Officer – Ontario Community Infrastructure Fund – Access to Funding report for information;

And Further That the Council of the County of Frontenac direct staff to fully investigate the process for accessing the Ontario Community Infrastructure Fund – Top Up (OCIF-TU) grant for core infrastructure, including consultation with legal counsel, Frontenac County Chief Administrative Officers and other municipalities;

And Further That a full report and recommendation be presented to County Council in January 2019, with a view towards a first application to the fund in August 2019.

And Further That a copy of this resolution be forwarded to the County's Member Municipalities.

The purpose of the above motion¹ was to provide direction to staff to investigate methods to access senior level government funding for roads investment that are specific to roads infrastructure, while permitting the County to use Gas Tax Funding allocated to the County (i.e., not member municipality gas tax allocation) for regional purposes such as economic development, the K&P trail or Community Improvement Plans. While the initial emphasis was on the Ontario Community Infrastructure Fund (OCIF), the change in Provincial government means that this program will likely be changed.

Following the approval of this motion, the Frontenac CAOs met on September 24, 2018, November 22, 2018, January 31, 2019 and April 4, 2019 to review and discuss the motion. Our meetings also included treasurers and public works managers as appropriate.

As part of our review, we examined the following:

1. The County of Frontenac/City of Kingston Restructuring Order (R.O.), February 1997, Reference Section 6.2 [[R.O. Link](#)]
2. County of Frontenac, Roads Management Study – C.N. Watson, Fiscal Management Plan, March 2011. [[Roads Management Study Link](#)]
3. Frontenac Corridor, Road Needs Study – 2013, D.M. Wills, January 2014 [[Roads Needs Study Link](#)]
4. County of Frontenac Official Plan, January 2016 (Provincial Approval). Reference Section 4.1.1 [[Link - Official Plan](#)] See attached Schedule 'A' to this report for a map of the regional road network defined by the Official Plan.

¹ For further background see Report 2018-097 and the related presentation - [Link](#)

5. Municipal Financial Indicator Reports (FIR), Province of Ontario, 2015, 2016, 2017 [[FIR Link](#)]

In particular, the D.M. Wills report defines the regional road network and needs as of 2013. Should this initiative proceed, an update of this report will be necessary.

The purpose of this report is to provide County Council and member municipalities with background necessary to make a determination whether or not to proceed with the establishment of a regional roads system.

The Chief Administrative Officer will provide a presentation that highlights the key items in this report, plus a statistical review based upon the 2015-17 FIR (Link #5 above).

Comment

In 1996-97 the Province undertook a series of initiatives to rationalize municipal service delivery and restructuring. Along with the City of Kingston, Frontenac County entered into negotiations and developed a framework for service delivery and municipal restructuring.

The resulting agreement was promulgated by the Province, February 1997 (Link #1 above). Of particular relevance to this discussion is Section 6.2 of the order which states that, **“the Board [now County] is not deemed to be a county for road purposes and shall not own, maintain, repair or construct roads”**. In reviewing the matter with our solicitor, it was confirmed that an amendment to the order would be required in order to proceed with a regional/County approach to roads involving the County. Further, the solicitor provided advice with respect to the requirement for the County to potentially “own” the road in order to be eligible to apply for grants. In order to meet the ownership requirement, staff would pursue a one percent ownership stake in the proposed County roads infrastructure.

Summary of Statistical/Financial Review

In preparation for this report, staff reviewed the FIRs (Link #5 above) for five counties and their member municipalities covering the three most recent reporting periods (2015-17). A total of 13 data points from 45 municipalities were extracted and analyzed including:

1. Number of Households
2. Population
3. Road Grants
4. Assessment
5. Tax Levy
6. Roads Expenditures
7. Total Book Value for Roads
8. Total Reserves
9. Dedicated Roads Reserves
10. Number of Public Works Employees
11. Lane km (Paved and Unpaved)

12. Total Bridges & Culverts

13. Total km of Roads Rated Good+

While it is reasonable to say that there are no perfect comparators for any municipality in Ontario, this group was selected due to proximity, geography and weather patterns. In particular, the municipalities are generally comparable when this region is viewed from an east to west perspective. Attached, Schedule 'B' is a map of the five counties. Schedule 'C' summarizes each County's role in roads². Where the County and member municipalities both operate a roads network, the aggregate data for both tiers is indicated. For Frontenac, the aggregate member municipal data is used.

Statistical Summary – High Level Findings

A full summary of the data collected will be presented in the presentation at the meeting, but a summary of the most pertinent information is below:

1. Over the study period (2015-17) Frontenac County municipalities received **10%** the senior level grant dollars distributed to the study group, despite operating 17% of the road network, having 15% total assessment, 20% of the total land area and 13% of the bridges and culverts.
 - a. Based upon lane kilometers, if Frontenac received funding at the same level as the other four study areas, the total would have been \$3M to \$5.3M dollars higher over a three year period
2. Frontenac is the lowest tax jurisdiction in the study group. Per dollar of assessment, Lennox and Addington collects 47% more, while Leeds & Grenville collects 10% more than Frontenac.
3. Collectively Frontenac municipalities expend a larger percentage of their budget than other municipalities. Individually we expend between 47% and 60% of our budgets on roads.
4. Our expenditure per lane km is the second lowest in the comparator group and \$2,849 less than Lennox & Addington.
5. 47% of Frontenac roads are unpaved, while Lennox & Addington has 30% of their total road network unpaved.
6. While Frontenac total reserves are high, our dedicated road reserves are the lowest.
7. Frontenac road employees are responsible for more lane kms/employee than all but Hastings

² The FIRs include the operation of ferries under the road category. In the study area, the County of Frontenac, Township of Frontenac Islands and Loyalist Township operate ferries. This data study removes all revenues and expenses for ferry operation.

While there are clearly some good news stories contained in the analysis, particularly around reserves and comparative tax position, it is also clear that on many of the road related metrics, Frontenac's position lags behind the comparator group.

Sustainability Implications

Expenditures on roads are a necessary and integral part of municipal operations. As well, it is important to ensure that the municipality has sufficient resources and financial flexibility to invest in quality of life resources such as parks and programs in order to attract and maintain youth and seniors in the community.

Six options are provided for Council consideration. The options cover the spectrum from continuing with the status quo to a full County roads department. Should Council select to maintain the status quo (Option One), no action would be undertaken by Council or staff for the term of the current Councils. Should any of the other options be selected, County and member municipality staff would be directed to develop a five year Business Plan for consideration. The Business Plan would utilize the standard County of Frontenac Business Plan template. (For example see [Link - Business Plan](#)).

Caution: While the regional road approach would be most effective with all four member municipalities participating, it may be possible to have a regional roads system with contiguous roads with less than four municipalities participating, although this question has not been asked of the Province who continue to express a preference for regional approaches.

Option One: Status Quo – Local Approach (Similar to Hasting County)

Description: All roads are local responsibility. No regional road collaboration.

Operational Model: No change. Roads remain local. Shared procurement where a business case warrants. No County involvement.

Deficiencies: No ability to apply for regional grants.

County Impact: No ability to apply for regional roads grants. No increase in grant funding can be anticipated.

Member Municipality Impact: No change

Governance: No change. All roads decisions continue to be made locally.

Recommendation: Not Recommended

Option Two: Regional Approach – Limited County Involvement (No Known Precedent)

Description: County assumes 1% ownership in regional roads and bridges, but provides no support to the project. All grant applications are developed, submitted, managed and reported by the benefitting municipality. Only County role is “signing off” on grant applications.

Operational Model: Existing municipal public works managers and treasurers assume a larger role.

Deficiencies: There are no County staff or dollars available to support this approach. County may assume some liability for work performed by township employees.

County Impact: Increased liability. Could be resolved through an indemnity agreement. County will incur legal and (perhaps) survey costs to assume 1% ownership in the regional road network.

Grant dollars received in excess of current County gas tax allocation would be available for County use on regional projects such as trails and community improvement plans.

Member Municipality Impact: Now eligible to receive regional grants. Increased work load for public works and treasury staff.

Governance: The four public works managers and treasurers prepare an annual report for review by the five chief administrative officers in June of each year for presentation to County Council for consideration in September. The report would highlight works completed in the prior year and recommendations for the following year. County Council approves the final report. Member municipalities would provide input into the plan through their public works manager and CAO as appropriate.

Recommendation: Not Recommended

Option Three: Regional Approach – Contracted Engineering, Limited County Involvement (No Known Precedent)

Description: County assumes 1% ownership in regional roads and bridges, but provides no support to the project and engages an independent engineering firm to lead the program.

Operational Model: A contracted engineering firm would be hired by the County to develop a work program that would include maintaining regional road priority schedules, recommending projects, working with township public works managers on project coordination. Working with township treasurers on accounting/reporting. County submits application on behalf of the Township.

Deficiencies: There are no County staff or dollars available to support this approach. County may assume some liability for work performed by township employees. May be

cost prohibitive. Consulting fees generally are calculated at 2-2.5x the salary of the consultant.

County Impact: No County involvement other than submission of grant applications prepared by the Consultant. Increased liability. Could be resolved through an indemnity agreement. County will incur legal and (perhaps) survey costs to assume 1% ownership in the regional road network.

Grant dollars received in excess of current County gas tax allocation would be available for County use on regional projects such as trails and community improvement plans.

Member Municipality Impact: Now eligible to receive regional grants. Increased work load for public works and treasury staff. Township may need to engage additional resources to support this model.

Governance: The Consultant working with the four public works managers and treasurers prepare an annual report for review by the five chief administrative officers in June of each year for presentation to County Council for consideration in September. The report would highlight works completed in the prior year and recommendations for the following year. County Council approves the final report. Member municipalities would provide input into the plan through their public works manager and CAO as appropriate.

Recommendation: Recommended for Further Study

Option Four – Regional Approach – County Augments Resources at a Selected Municipality (No Known Precedent)

Description: County assumes 1% ownership in regional roads and bridges, but provides no support to the project but would contract with one of the four member municipalities to provide oversight, management of a regional system.

Operational Model: County would pay a portion of the Manager of Public Works salary (say 50%), plus an additional FTE dedicated to the regional roads project.

Deficiencies: Divided reporting/accounting relationships. May stretch existing municipal resources.

County Impact: No County involvement other than submission of grant applications prepared by the contracted municipality. Increased liability. Could be resolved through an indemnity agreement. County will incur legal and (perhaps) survey costs to assume 1% ownership in the regional road network.

Grant dollars received in excess of current County gas tax allocation would be available for County use on regional projects such as trails and community improvement plans.

Member Municipality Impact: Now eligible to receive regional grants. Increased work load for public works and treasury staff. County to pay for increased staffing required to support the model.

Governance: The contracted municipality working with the three public works managers and treasurers prepare an annual report for review by the five chief administrative officers in June of each year for presentation to County Council for consideration in September. The report would highlight works completed in the prior year and recommendations for the following year. County Council approves the final report. Member municipalities would provide input into the plan through their public works manager and CAO as appropriate.

Recommendation: Not Recommended

Option Five – Regional Approach – County Resources (Similar to Lennox & Addington)

Description – County assumes 1% ownership in regional roads and bridges. Similar to Lennox & Addington County, the County employs a limited engineering staff complement to administer the program, maintain roads needs study and provide project management/support.

Operational Model: All “on the ground” maintenance works would continue to be local and managed in the same manner as currently. Regional Engineer, plus project manager would be employed commencing in early-mid 2020. Adding a .5 FTE in 2021. (Approximately 50% of the L&A Model)

Deficiencies: Funding model would need to be developed to address cost sharing and perhaps the cost related with the municipal share of the capital costs.

County Impact: Currently, no physical space allocated for new staff. Additional governance/oversight required by Council/CAO.

Increased liability. County will incur legal and (perhaps) survey costs to assume 1% ownership in the regional road network.

Grant dollars received in excess of current County gas tax allocation would be available for County use on regional projects such as trails and community improvement plans.

Member Municipality Impact: Now eligible to receive regional grants. Regional projects administered solely or jointly with member municipality. Current resources will be freed up.

Governance: The Regional Engineer working with the four public works managers and five treasurers prepare an annual report for review by the five chief administrative officers in June of each year for presentation to County Council for consideration in September. The report would highlight works completed in the prior year and recommendations for the following year. County Council approves the final report. Member municipalities would provide input into the plan through their public works manager and CAO as appropriate. Consulting engineering will need to be evaluated on a project by project basis, but would be included in the overall project cost.

Recommendation: Recommended for Further Study

Option Six – Regional Roads – Full County Model (Similar to United Counties of Leeds & Grenville and Lanark County)

Description – County assumes 100% ownership in regional roads and bridges. Similar to Lanark and Leeds & Grenville, the County employs a full engineering staff complement, maintenance and operations staff to administer the program, maintain roads needs study, provide project management/support and provide day to day operations and maintenance of the regional roads.

Operational Model: Based upon a review of comparators models, would require the employment of 25+ employees, plus related fleet and maintenance facilities.

Deficiencies: Highest cost option. Staffing, fleet and property acquisition would be time consuming and protracted.

County Impact: This option would require a considerable phase in period, likely involving negotiations regarding staffing/staff sharing, property and fleet acquisition.

Member Municipality Impact: Now eligible to receive regional grants. Regional projects administered by the County.

Governance: Regional plans centrally developed, with input from member municipalities. Final approval rest with County.

Recommendation: Not Recommended

It is the consensus recommendation of the five Chief Administrative Officers to further investigate options 3 and 5 with the assistance of a consultant with considerable experience in municipal operations, finance and shared services delivery models.

Financial Implications

In 2011, the C.N. Watson report (See Link #2) calculated the immediate life cycle cost for regional roads to be between \$37.2 and \$42.2M (See Sect 3-11). In the interim, a considerable amount of work has been completed on regional roads by member municipalities. No attempt has been made to recalculate the Watson findings, but given inflation and general roads pressures, it would likely be a safe assumption that the figure has not decreased.

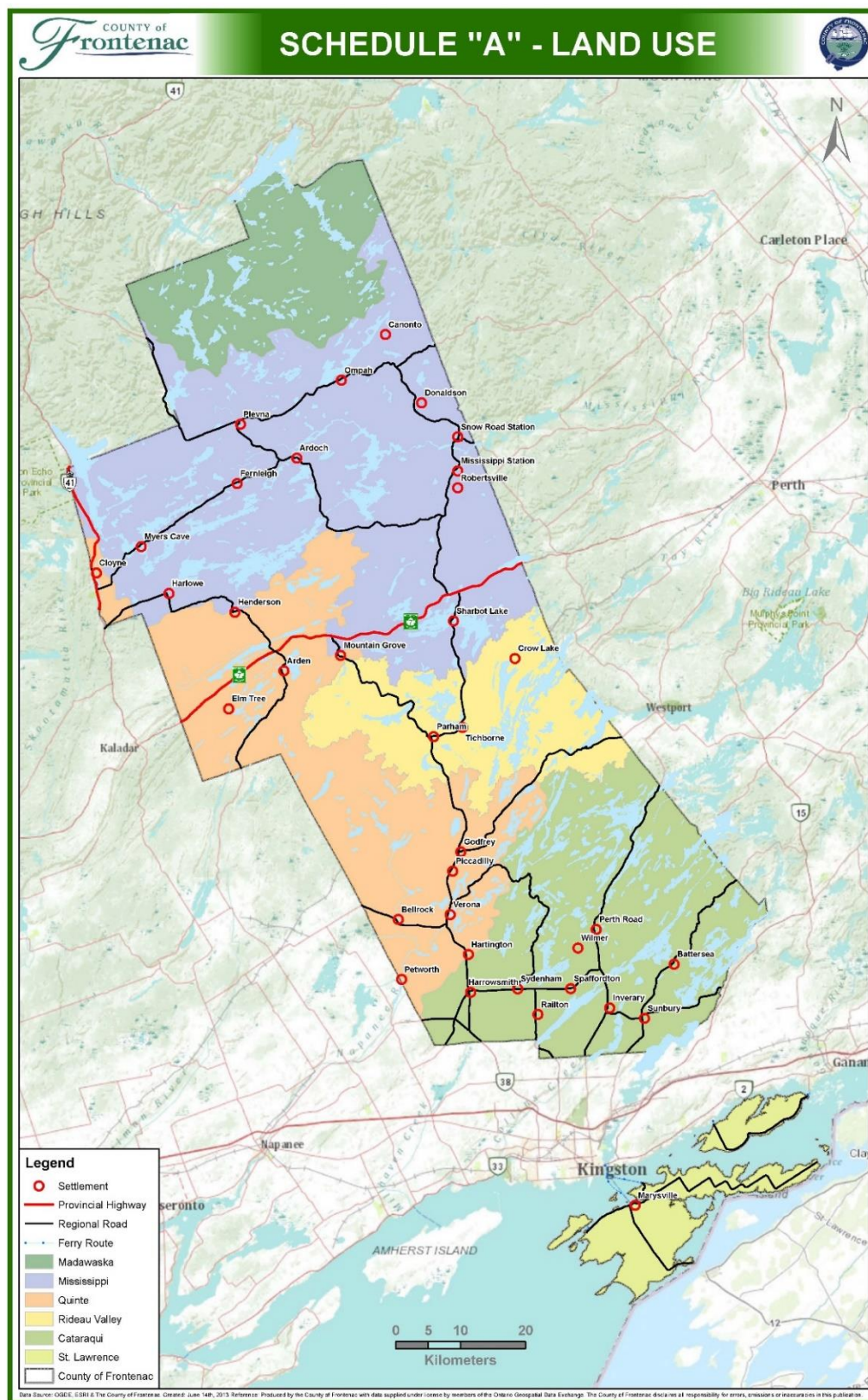
Should all member Councils opt to enter into the regional roads initiative, the D.M. Wills study could be financed by the County. Likely expenditure of between \$25-40,000. Should less than four municipalities elect to participate, each would be responsible for their own share.

As noted in the recommendation, the recently announced MMF would be used by the County to complete the business plan.

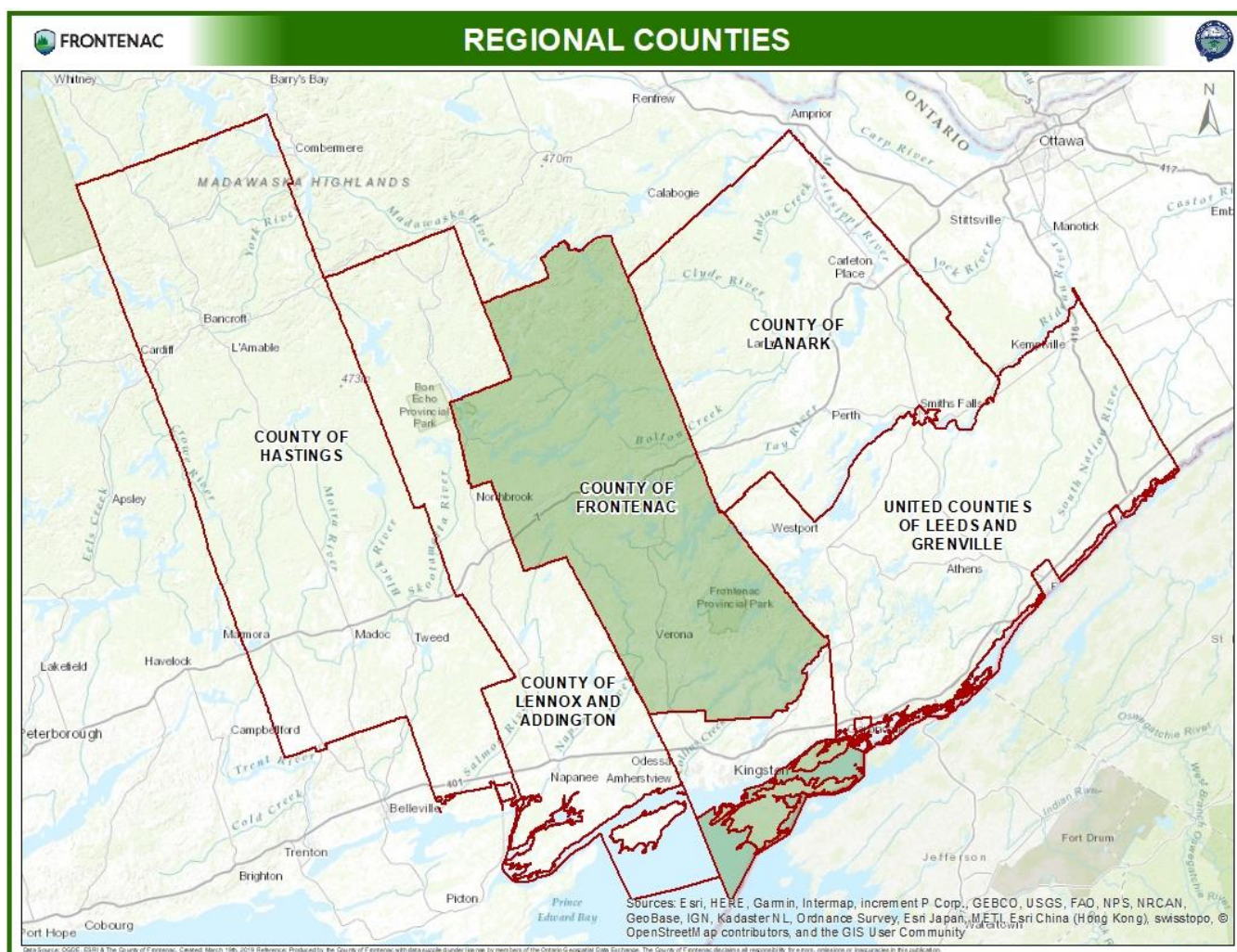
Organizations, Departments and Individuals Consulted and/or Affected

Tony Fleming, David Munday, Cunningham Swan
County Chief Administrative Officers, Treasurers and Public Works Managers
Chief Administrative Officers, Survey Group
Kevin Farrell, Manager of Continuous Improvement

Schedule 'A' – Land Use (and Regional Roads) – County of Frontenac Official Plan



Schedule 'B' – Regional Map of Five County Comparators



Schedule 'C' – Summary of County Roads Involvement

County of Frontenac

Role	None. No involvement in day to day operations or grants. Identified regional roads in Official Plan
Dedicated Staff	None. No engineering or public work employees. No skill level present to deliver service.
Total Budget (less Ferry)	None.

United Counties of Leeds and Grenville

Role Source: Link - UCL&G	The Roads Department is responsible for 636 kilometres of road built over the last one hundred years, and 230 kilometres of former Provincial Highway delegated to the United Counties of Leeds and Grenville from 1993 thru to 1997 totalling 866 kilometres of paved highway. Road assets also include 85 bridges and 34 major culverts. Work includes: • Contract Administration of Construction Projects Under County Jurisdiction; • Tendering of County Owned Capital Works Projects; • Fleet Tendering; • Maintenance & Rebuilding of County Roads; • Winter Maintenance; • Traffic Counts; • Issuance of Moving Permits and Entranceway Permits; • Pavement Marking; • Signage; • Preparation of By-laws, Deeds, Road Right-of-Way.
Dedicated Staff (From 2017 FIR Tab 80A 0225))	30 FT – 4 PT – Seasonal 22.
Total Budget (From 2017 FIR – Tab 40, 0699)	\$22,736,136 (includes inter-functional adjustments).

Lanark County

Role Source: Link - Lanark	The Public Works Department builds, operates, maintains and repairs the County road network consisting of 561 two-lane kilometres of roads, 1 four-lane kilometre of road and 77 bridge and culvert structures with spans greater than three metres. The Department also manages three patrol yards, three gravel pits and two office buildings. The Public Works fleet includes approximately 40 vehicles including light and heavy trucks, heavy equipment, trailers and various tools and equipment. The Department is organized into four divisions: Operations, Construction, Administration and Fleet and Facilities.
Dedicated Staff (From 2017 FIR Tab 80A 0225))	26 FT – 6 PT.
Total Budget (From 2017 FIR – Tab 40, 0699)	\$12,952,285 (includes inter-functional adjustments).

Lennox & Addington County

Role Source: Link - L&A	The County of Lennox & Addington spans 2,777 square kilometres: from Lake Ontario in the south, 130 kilometres northward to Renfrew County. In order to allow people who live and work in the county, visitors to the county community, and people involved in trade and commerce to travel safely, the county maintains a significant transportation grid including: 458 kilometres of urban, semi-urban and rural roads, specifically: • 298 km of hot mix asphalt road¹; • 150 km of surface treated road; • 10 km of concrete road; • 50 bridges and 18 major culvert structures; One roundabout constructed in 2009 at the intersection of County Road 2 and County Road 4 in Loyalist Township; Local municipalities maintain the upper-tier County road system, but these roads remain under the ownership and control of the County. The County is responsible for all costs of the system's road, bridge, paving, and capital construction program.
Dedicated Staff (From 2017 FIR Tab 80A 0225))	5 FT – 2 Seasonal

Total Budget (From 2017 FIR – Tab 40, 0699)	\$11,271,640 (includes inter-functional adjustments).
--	---

Hastings County

Role	None. No involvement in day to day operations or grants. Identified regional roads in Official Plan.
Dedicated Staff	None. No engineering or public work employees.
Total Budget (less Ferry)	\$175,745

Frontenac – Regional Roads Discussion – Summary of Options

April 17, 2019



Issue	Option One Status Quo (Similar to Hastings County)	Option Two Regional Approach – Limited County Involvement (No Known Precedent)	Option Three Regional Approach – Contracted Engineering – Limited County Involvement (No Known Precedent)	Option Four Regional Approach – County Augments Resources at Selected Municipality (No Known Precedent)	Option Five Regional Approach – County Resources (Similar to Lennox & Addington County)	Option Six – Regional Approach – Full County Model (Similar to UCLG and Lanark County)
Description	All roads are local responsibility. No regional road collaboration.	County assumes 1% ownership in regional roads and bridges, but provides no support to the project. All grant applications are developed, submitted, managed and reported by the benefiting municipality. Only County role is “signing off” on grant applications.	County assumes 1% ownership in regional roads and bridges, but provides no support to the project and engages an independent engineering firm to lead the program.	County assumes 1% ownership in regional roads and bridges, but provides no support to the project but would contract with one of the four member municipalities to provide oversight, management of a regional system.	County assumes 1% ownership in regional roads and bridges. Similar to Lennox & Addington County, the County employs a limited engineering staff complement to administer the program, maintain roads needs study and provide project management/support.	County assumes 100% ownership in regional roads and bridges. Similar to Lanark and Leeds & Grenville, the County employs a full engineering staff complement, maintenance and operations staff to administer the program, maintain roads needs study, provide project management/support and provide day to day operations and maintenance of the regional roads.
Operational Model	No change. Roads remain local. Shared procurement where a business case warrants. No County involvement.	Existing municipal public works managers and treasurers assume a larger role.	A contracted engineering firm would be hired by the County to develop a work program that would include maintaining regional road priority schedules, recommending projects, working with township public works managers on project coordination. Working with township treasurers on accounting/reporting. County submits application on behalf of the Township.	County would pay a portion of the Manager of Public Works salary (say 50%), plus an additional FTE dedicated to the regional roads project.	All “on the ground” maintenance works would continue to be local and managed in the same manner as currently. Regional Engineer, plus project manager would be employed commencing in early-mid 2020. Adding a .5 FTE in 2021. (Approximately 50% of the L&A Model)	Based upon a review of comparators models, would require the employment of 25+ employees, plus related fleet and maintenance facilities.
Deficiencies	No ability to apply for regional grants.	There are no County staff or dollars available to support this approach. County may assume some liability for work performed by township employees.	There are no County staff or dollars available to support this approach. County may assume some liability for work performed by township employees. May be cost prohibitive. Consulting fees generally are billed at 2-2.5x the salary of the consultant.	Divided reporting/accounting relationships. May stretch existing municipal resources.	Funding model would need to be developed to address cost sharing and perhaps the cost related with the municipal share of the capital costs.	Highest cost option. Staffing, fleet and property acquisition would be time consuming and protracted.

Frontenac – Regional Roads Discussion – Summary of Options

April 17, 2019



Issue	Option One Status Quo (Similar to Hastings County)	Option Two Regional Approach – Limited County Involvement (No Known Precedent)	Option Three Regional Approach – Contracted Engineering – Limited County Involvement (No Known Precedent)	Option Four Regional Approach – County Augments Resources at Selected Municipality (No Known Precedent)	Option Five Regional Approach – County Resources (Similar to Lennox & Addington County)	Option Six – Regional Approach – Full County Model (Similar to UCLG and Lanark County)
County Impact	No ability to apply for regional roads grants. No increase in grant funding can be anticipated.	Increased liability. Could be resolved through an indemnity agreement. County will incur legal and (perhaps) survey costs to assume 1% ownership in the regional road network. Grant dollars received in excess of current County gas tax allocation would be available for County use on regional projects such as trails and community improvement plans.	No County involvement other than submission of grant applications prepared by the Consultant. Increased liability. Could be resolved through an indemnity agreement. County will incur legal and (perhaps) survey costs to assume 1% ownership in the regional road network.	No County involvement other than submission of grant applications prepared by the contracted municipality. Increased liability. Could be resolved through an indemnity agreement. County will incur legal and (perhaps) survey costs to assume 1% ownership in the regional road network. Grant dollars received in excess of current County gas tax allocation would be available for County use on regional projects such as trails and community improvement plans.	Currently, no physical space allocated for new staff. Additional governance/oversight required by Council/CAO. Increased liability. County will incur legal and (perhaps) survey costs to assume 1% ownership in the regional road network. Grant dollars received in excess of current County gas tax allocation would be available for County use on regional projects such as trails and community improvement plans.	This option would require a considerable phase in period, likely involving negotiations regarding staffing/staff sharing, property and fleet acquisition.
Member Municipality Impact	No change	Now eligible to receive regional grants. Increased work load for public works and treasury staff.	Now eligible to receive regional grants. Increased work load for public works and treasury staff. Township may need to engage additional resources to support this model.	Now eligible to receive regional grants. Increased work load for public works and treasury staff. County to pay for increased staffing required to support the model.	Now eligible to receive regional grants. Regional projects administered solely or jointly with member municipality. Current resources will be freed up.	Now eligible to receive regional grants. Regional projects administered by the County.
Governance	No change. All roads decisions continue to be made locally.	The four public works managers and treasurers prepare an annual report for review by the five chief administrative officers in June of each year for presentation to County Council for consideration in September. The report would highlight works completed in the prior year and recommendations for the following year. County Council approves the final report. Member municipalities would provide input into the plan through their public works manager and CAO as appropriate.	The Consultant working with the four public works managers and treasurers prepare an annual report for review by the five chief administrative officers in June of each year for presentation to County Council for consideration in September. The report would highlight works completed in the prior year and recommendations for the following year. County Council approves the final report. Member municipalities would provide input into the plan through their public works manager and CAO as appropriate.	The contracted municipality working with the three public works managers and treasurers prepare an annual report for review by the five chief administrative officers in June of each year for presentation to County Council for consideration in September. The report would highlight works completed in the prior year and recommendations for the following year. County Council approves the final report. Member municipalities would provide input into the plan through their public works manager and CAO as appropriate.	The Regional Engineer working with the four public works managers and five treasurers prepare an annual report for review by the five chief administrative officers in June of each year for presentation to County Council for consideration in September. The report would highlight works completed in the prior year and recommendations for the following year. County Council approves the final report. Member municipalities would provide input into the plan through their public works manager and CAO as appropriate. Consulting engineering will need to be evaluated on a project by project basis, but would be included in the overall project cost.	Regional plans centrally developed, with input from member municipalities. Final approval rest with County.
Recommendation	Not Recommended	Not Recommended	Recommended for Further Consideration	Not Recommended	Recommended for Further Consideration	Not Recommended



REPORT TO COUNCIL CLERKS DEPARTMENT



AGENDA DATE: May 7, 2019

SUBJECT: Waste Management in Frontenac County – Options for the Future

RECOMMENDATION

Open

BACKGROUND

In February of 2017, County Council directed their staff to investigate options to assist with making the Frontenac County Waste Strategic Goal and to report back on their finding. Public Works Manager and Cambium Inc. determined that the best course of action would be to complete the recommended study in order to take full advantage of the changes that were coming under Bill 151, Waste Free Ontario Act. The report is intended to provide each municipality with the data and tools necessary to develop further strategies for addressing the needs of their citizens while also providing recommendation for continuing to work together on matters such as procurement and data collection.

At a Special meeting of County Council on April 17, 2019, Cambium Inc. presented their report, the “Frontenac Waste Management Review” for review and consideration.

County Council recommended that the Frontenac Waste Management Review be forwarded to each of the Frontenac townships for their review and consideration and that Frontenac County Council defer further discussion on the matter to the June 19, 2019 meeting in order to allow discussion at the Township level.

A copy of the letter from Jannette Amini, Manager of Legislative Services/Clerk outlining the resolutions passed by County Council is attached to this report.

ATTACHMENTS

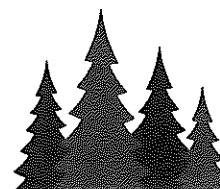
Letter from Jannette Amini, Manager of Legislative Services/Clerk, re:
Resolutions passed by County Council regarding Waste Management and
Regional Roads

Report # 2019-45 –Waste Management Review

Submitted/approved by:

Angela Maddocks
Clerk

frontenacounty.ca

Carried



Report 2019-045

Council Recommend Report

To: Warden and Council of the County of Frontenac

From: Kelly Pender, Chief Administrative Officer

Prepared by: Kelly Pender, Chief Administrative Officer
Jannette Amini, Manager of Legislative Services/Clerk

Date of meeting: April 17, 2019

Re: **Office of the Chief Administrative Officer – Frontenac Waste Management Review**

Recommendation

Be It Resolved That the Council of the County of Frontenac receive for information and except as final, the Frontenac Waste Management Review dated April 2, 2019, prepared by Cambium Inc.

And Further That a copy of the Frontenac Waste Management Review be forwarded to the Frontenac Townships for their review and consideration and that Frontenac County Council defer further discussion on the matter to the June 19, 2019 meeting in order allow for discussion at the Township level.

Background

In June of 2014, County Council adopted a Strategic Plan facilitated by Performance Concepts Consulting Inc., which included public consultation and meetings with each member Council. The approved Strategic Plan included three specific goals that centred on the following:

- **Seniors and the Aging Tsunami**
- **The Future of Waste Management**
- **Long Range Financial Planning and Economic Development**

The implementation plan for Councils goals set out the following with respect to the future of waste management:

Goal #2: Meet the emerging “post landfill” Solid Waste Management challenge for Frontenac residents:

- ✓ **Coordinate the establishment of a “Made in Frontenac” position and financial plan to be executed by the end of the current Council term, to**

inform the Eastern Ontario Wardens caucus on solid waste management solutions, including energy-from-waste.

- ✓ **Frontenac's position will be supported by technical data and financial planning in collaboration with local municipalities.**

In February of 2017, Council directed staff to investigate options to assist Council to make progress with the Frontenac County Waste Strategic Goal and report back their findings, including considering such programs as recently approved by the Ministry of the Environment and Climate Change to divert all organic material to a local Anaerobic Bio-digester on Wolfe Island and current energy-from-waste technologies for non-organic waste.

Public Works Managers and Cambium determined the best course of action would be to complete the recommended study in order to take full advantage of the changes coming under Bill 151, *Waste Free Ontario Act*, which addresses the options to assist Council with progress towards the Frontenac County Waste Strategic Goal. A grant submission to the Continuous Improvement Fund (CIF) to fund a study that identifies opportunities to develop a regional approach to optimize waste diversion in Frontenac County resulted in the County receiving a grant. The study was focused on Central Frontenac, but will provide our member municipalities with an understanding of both their blue box program and waste stream which will allow them to make decisions regarding optimization and/or negotiations with producers regarding recyclables.

The report is intended to provide each municipality with the data and tools necessary to develop further strategies for addressing the needs of their citizens, while also providing recommendations for continuing to work together on matters such as procurement and data collection.

Comment

After extensive work and data collection with the four Public Works Managers, the Frontenac CAO's group met on April 4, 2019 with Cambium and were presented with updates based on previous meetings with both the CAO's as well as the Public Works Managers. Attached is a copy of the final draft report from Cambium. The draft report has been completed based on the comments provided.

Staff are recommending that a copy of the Frontenac Waste Management Review be forwarded to the Frontenac Townships for their review and consideration and that Frontenac County Council defer further discussion on the matter to the June 19 Council meeting in order allow for discussion at the Township level.

Sustainability Implications

The Cambium report is structured such that each municipality can select best practices and recommendations based upon their priorities under the headings of:

1. Maximum Environmental Benefit
2. Extending Life Expectancy
3. Low Cost

The report will provide each municipality with the ability to select a local solution that reflects their needs and resources, while providing baseline data to prepare for the new reality under the *Waste Free Ontario Act*. In particular, the data collection portion report will provide each municipality to prepare for the changes contemplated by the Act and/or prepare for alternative service delivery.

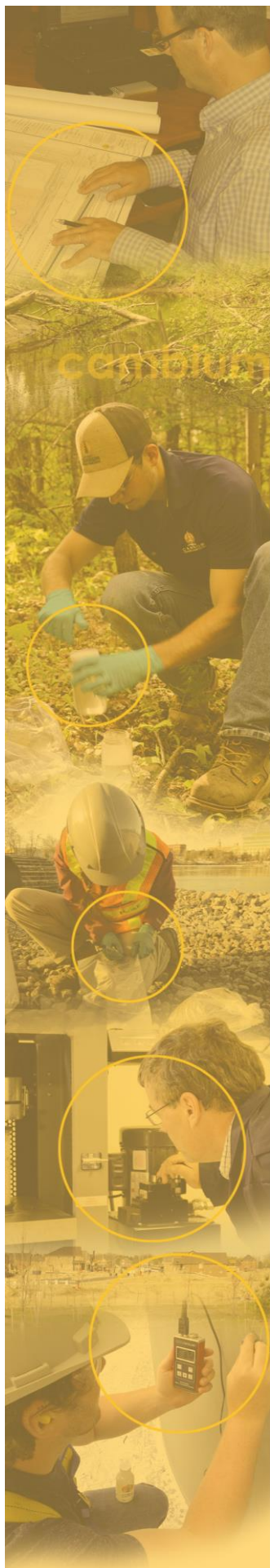
Finally, our appreciation is extended to the four Public Works Managers who have diligently worked with Cambium to collect data and formulate the made in Frontenac recommendations contained in the report. Their time, dedication and skills are appreciated.

Financial Implications

To be determined locally. There are no further financial considerations for the County associated with this report.

Organizations, Departments and Individuals Consulted and/or Affected

Frontenac CAO's Group
Frontenac Public Works Managers



Waste Management Review

Cambium Reference No.: 6164-001

2019-04-11

Prepared for: County of Frontenac



Cambium Inc.

P.O. Box 325

52 Hunter Street East, Peterborough
Ontario, K9H 1G5

Telephone: (866) 217.7900

Facsimile: (705) 742.7907

cambium-inc.com



Executive Summary

An executive summary of this report has been provided as a separate document.

Table of Contents

1.0	Introduction.....	6
1.1	State of Waste in Ontario	6
1.2	WMR Objectives.....	8
1.3	WMR Approach	8
1.4	Potential Impact of Waste Related Legislation	9
2.0	Review of Current Waste Management Programs	11
2.1	Waste Disposal Site Summary	11
2.2	Landfill Capacity Summary.....	12
2.3	Waste Program Summary	13
2.4	Waste Bylaw Summary	16
3.0	Review of Current Waste Management Practices	17
3.1	Waste Collection	17
3.2	Waste Transportation	19
3.3	Waste Processing	20
3.4	Promotion & Education.....	22
3.5	Waste Management Contracts	24
3.6	Sharing Effective Programs & Practices.....	26
4.0	Waste Performance Review	27
4.1	What is Datacall?	27
4.2	Total Waste Generated	27
4.3	Average Waste Generated	32
4.4	Waste Per Capita	33
4.5	Waste Stream Tonnage Breakdown.....	34
4.6	Blue Box Tonnage.....	36
4.7	Diversion Rates	39
5.0	Financial Review.....	43

5.1	Cost of Waste Management.....	43
5.2	Cost of Blue Box Program.....	44
5.3	Revenues from Blue Box program	46
5.4	Cost of Diversion Programs.....	50
6.0	Summary of Waste Free Ontario Act.....	51
6.1	Used Tires Program	51
6.2	Waste Electrical and Electronic Equipment.....	52
6.3	Municipal Hazardous or Special Waste	52
6.4	Blue Box.....	53
6.5	Organics	53
7.0	Summary of Findings – Current Programs, Policies, Practices	55
8.0	Review of Options & Opportunities.....	56
8.1	Competing Objectives	56
8.2	Options Review Process	56
8.3	Options Analysis - Impact on Objectives	65
8.4	Options Rating as Short, Medium, or Long Term	72
8.5	Graphical Summary of Options Analysis	72
9.0	Our ‘Made in Frontenac’ Path Forward	75
9.1	Guiding Strategies.....	75
9.2	Short Term Options – Years 1 – 2.....	76
9.3	Medium and Long Term Options – Years 3+.....	77
9.4	Sample Annual Report	78
10.0	Conclusion	79

Glossary of Terms

List of Inserted Figures

Figure 1 – Waste Disposal Sites – Frontenac County	12
Figure 2 - Average Waste Generated.....	32
Figure 3 – Average Waste Generated per Capita	33
Figure 4 - Average Waste Generated per Household	34
Figure 5 - Blue Box Marketed Tonnage.....	37
Figure 6 - Blue Box Tonnage Annual Breakdown	38
Figure 7– Breakdown of Blue Box Marketed Tonnage per Municipality (2016).....	39
Figure 8 - Waste Diversion Rates.....	40
Figure 9 - Average Diversion Rate vs. Datacall Category	41
Figure 10 - Blue Box - Net Costs per Tonne	45
Figure 11 - Historical Market Prices Paid for Blue Box Materials	49
Figure 12 Graphical Summary of Options Analysis	74

List of Inserted Tables

Table 1 - Waste Disposal Site Summary.....	11
Table 2 - Landfill Capacity Summary.....	13
Table 3 - Waste Diversion Programs Summary	15
Table 4 - Summary of Waste Bylaws	16
Table 5 - Summary of Waste Program Components.....	17
Table 6 - Summary of Operating Hours.....	18
Table 7 - Summary of Waste Collection Methods	19
Table 8 - Summary of Transportation Methods	20
Table 9 - Summary of Waste Processing Methods	21
Table 10 - Summary of Waste Management Contracts.....	25
Table 11 - Total Waste Generated	28
Table 12 - Central Frontenac – Waste Generated Breakdown.....	29
Table 13 - Frontenac Islands - Waste Generated Breakdown.....	29
Table 14 - North Frontenac - Waste Generated Breakdown	29



Table 15 - South Frontenac - Waste Generated Breakdown.....	30
Table 16 - 2016 Population Figures & Sources	31
Table 17 – Waste Stream Tonnage Collected.....	35
Table 18 - Source of Landfill Waste Tonnage	36
Table 19 – 2017 Waste Management Operating Costs per Capita	43
Table 20 Blue Box - Summary of Costs	44
Table 21 – 2015 Blue Box Costs per Tonne versus Category.....	46
Table 22 - 2016 Blue Box Funding Summary.....	47
Table 23 - Cost Description for Diversion Programs	50
Table 24 - Comparison of Used Tire Programs	52
Table 25 – Summary of Options – Impact on Objectives	66

List of Appendices

- Appendix A Operating Hours of Waste Disposal Sites
- Appendix B Datacall Diversion Calculations
- Appendix C Prioritization of Options
- Appendix D Sample Annual Report

1.0 Introduction

Cambium Inc. (Cambium) was retained to assist the municipalities of Frontenac County (County) in completing a Waste Management Review (WMR).

The review was initiated by the County, through its 2014 “Wildly Important Goal” of working with its municipalities to develop a “Made in Frontenac” position and financial plan on solid waste management. Additional factors supporting the WMR include: increasing waste management costs, decreasing landfill capacity, the County’s Integrated Community Sustainability Plan and the recently enacted Waste Free Ontario Act.

The four (4) municipalities included in the WMR are: the Municipality of Central Frontenac, the Municipality of Frontenac Islands, the Municipality of North Frontenac and the Municipality of South Frontenac.

Each municipality has a unique set of circumstances (i.e. size, density, island community) that has influenced the design of their waste management program. In addition, each municipality currently operates their waste management program entirely independently of the others, and there is no involvement by the County in any of the programs.

1.1 State of Waste in Ontario

This WMR is being undertaken at a time where a relatively high level of both uncertainty and opportunity exists in the waste arena.

The Waste Free Ontario Act, enacted in 2016, represents an opportunity to move the province toward the circular economy (where waste is essentially eliminated) and shift the responsibility for waste from municipalities to the producers (see Section 1.4 for further discussion).

However, the recent change in provincial government has caused uncertainty in the province’s commitment to fully implement the act.

The market for recycled waste streams, mainly Blue Box items, has become unstable following the implementation of China’s National Sword program in January 2018. The program has either banned various streams entirely, or reduced the acceptable contamination rate to such a level that it is not achievable by most municipalities. Other markets for these Blue Box

materials (e.g. Vietnam, Malaysia) are following suit which is severely limiting to places where these items are sent. The result has been stories of diversion cost increases, stockpiling of various streams, and sending others directly to landfill.

The cost of municipal diversion programs continues to rise. New products and materials are entering the market quicker than the waste/recycling industry is able to develop management strategies for them. In the interim, they are disposed of via landfill or incineration. In addition, the amount of heavy materials (e.g. newspapers, magazines and glass jars) in the Blue Box has been declining, while the amount of light, thin and complex plastics has been rising. Manufacturers often prefer lighter products and packaging, which can save them money, consume fewer raw materials and require less energy to transport. But these lighter, thinner, more complex plastics and other packaging materials also increase recycling costs. This trend of “the evolving tonne” continues, whereby lighter plastic and combination packaging are replacing heavier cardboard, glass and fibre materials. The result is a higher cost per tonne.

The overall landfill life remaining in Ontario is approximately 14 years, which is quite short given the requirements and time necessary to open new landfills.¹

While the current Blue Box funding structure remains in place, disagreement will likely continue between the municipalities and the producers on the calculation for 50% coverage of the program’s cost. Status quo is expected to continue for the short to medium term.

Food waste is becoming a very high profile; both from a social point of view and a greenhouse gas emissions point of view (food waste in the landfill generates GHG emissions). A growing effort is underway to reduce food waste for both reasons stated. In addition, the federal government’s mandate to reduce GHG emissions has the potential to impact the food waste issue and possibly waste related transportation.

¹ Source: Ontario Waste Management Association, 2017

1.2 WMR Objectives

Based upon discussion with the County and the Municipal Public Works managers, the objective for the project was to explore opportunities for the four municipalities to collaborate to achieve one or more of the following (listed in order to priority):

- Increase waste diversion;
- Reduce the net costs for waste management; and
- Reduce the negative environmental impacts associated with waste management.

Increasing diversion entails increasing the success of the current diversion programs and/or adding new diversion programs. Reducing net costs can be accomplished through increasing the revenue derived from the current waste management programs and/or reducing operating costs (increasing efficiency, eliminating programs). Reducing negative environmental impacts involves diverting more environmentally hazardous waste and reducing greenhouse gas emissions generated from the waste management programs.

Most of the municipalities were in agreement on the prioritization order of the objectives; however, North Frontenac did rank the environmental objective slightly ahead of the financial one. In addition, the best options were anticipated as those which helped achieve more than one objective while not adversely impacting the other(s).

1.3 WMR Approach

The approach to the WMR involved four phases:

1. Complete a detailed review of current waste management programs and practices.
2. Complete a detailed review of the performance of the four waste management programs.
3. Complete a financial review of the four waste management programs.
4. Develop, analyze and prioritize options and opportunities that would assist in achieving the WMR goals.

The approach involved a considerable amount of data gathering, research, site visits and engagement of the municipal Public Works Managers. It was important to gain a very clear

understanding of the current waste management situation in the municipalities, including: program similarities and differences, waste performance and how it was measured, and the financial costs associated with the four programs.

1.4 Potential Impact of Waste Related Legislation

In November 2016, the province of Ontario introduced the most progressive waste legislation in decades – The Waste Free Ontario Act (WFOA). With the vision of creating a “circular economy”, the WFOA sets out two bold objectives: zero waste and zero greenhouse gas emissions from the waste sector. The zero waste objective has the potential to extend landfill life by diverting more waste away from them and the zero greenhouse gas emissions objective has the potential to reduce negative environmental impact of landfills.

The associated WFOA strategy established aggressive targets for waste diversion (i.e. waste being “diverted” from landfills through reuse and recycling): 30% diversion by 2020, 50% diversion by 2030 and 80% diversion by 2050.

A foundational component of the WFOA is extended producer responsibility (EPR), whereby the producers must take on greater responsibility (financial and operational) to recover their products, specifically paper and packaging. This will potentially have significant impacts on municipalities, particularly pertaining to the Blue Box Program (BBP). Municipalities may have the opportunity to receive full (100%) funding for their BBP operation. Municipalities may also have the option to leave BBP altogether for the producers to develop and deliver their own program. In completing the WMR, the potential impacts of the Waste Free Ontario Act were considered and highlighted.

In December 2018, the Province unveiled its new environment plan - *Preserving and Protecting our Environment for Future Generations*. In respect to waste, the following actions were proposed:

- Reduce and divert food and organic waste from households and businesses;
- Reduce plastic waste;
- Increase opportunities for Ontarians to participate in waste reduction efforts;

- Make producers responsible for the waste generated from their products and packaging;
- Explore opportunities to recover the value of resources in waste;
- Provide clear rules for compostable products and packaging;
- Support competitive and sustainable end markets for Ontario's waste; and,
- Reduce litter in our neighbourhoods and parks.

Specific details on the above actions are still to come. Of particular interest was the action related to extended producer responsibility, which indicates support of movement in that direction.

2.0 Review of Current Waste Management Programs

This section provides a summary of the current landfill capacity, along with an overview of the waste streams accepted by each municipality at both their landfills and transfer stations. The section also provides a summary of each municipality's waste management bylaws.

2.1 Waste Disposal Site Summary

Each municipality in the County has a unique combination of landfills and transfer stations. In total, there are 11 operating landfills and five (5) transfer stations, as shown in Table 1.

Frontenac Islands has no operating landfills, following the closure of their Wolfe Island landfill in 2015.

Table 1 - Waste Disposal Site Summary

	Central Frontenac	Frontenac Islands	North Frontenac**	South Frontenac	Total
Number of Operating Landfills	2*	0	4	5	11
Number of Transfer Stations	1	2	2	1***	5
Total	3	2	6	6	17

* Oso landfill scheduled to close in 2022.

** Addington Highlands (AH) and North Frontenac share the Cloyne waste disposal site, but AH waste is collected, transported and tracked separately. AH residents can only utilize the 506 waste disposal site for household hazardous waste, which is also tracked & invoiced separately.

*** Permanent Household Hazardous Waste Depot

Figure 1 below highlights the locations of all waste disposal sites in the County and denotes landfills with a yellow dot and transfer stations with a red dot.

Figure 1 – Waste Disposal Sites – Frontenac County



2.2 Landfill Capacity Summary

Landfill capacity is the estimated number of years remaining before the landfill is full. It is calculated using the landfill's remaining volume of capacity and its current annual waste generation figures. It does not consider the impact of future potential waste diversion improvements - in other words, it's a "business as usual" scenario.

Table 2 provides a summary of the landfill capacities for each municipality and for the County combined. Note that Frontenac Islands has no operating landfills.

Table 2 - Landfill Capacity Summary

Central Frontenac		North Frontenac		South Frontenac	
Site	Years Remaining ¹	Site	Years Remaining ¹	Site	Years Remaining ¹
Oso	4.5	506	34.0	Portland	27.1
Olden	34.0	Kashwakamak	44.0	Loughborough	7.6
		Mississippi	38.0	Bradshaw	9.5
		Plevna	32.0	Salem	9.5
				Green Bay	14.7
Combined	34.1	Combined	36.0	Combined	20.3
Frontenac County – Combined Years Remaining: 25					
¹ Remaining Site Life as of October 2017. Source: 2017 Annual Reports for Waste Disposal Sites: Oso, Olden, 506, Kashwakamak, Mississippi Station, Plevna, Portland, Loughborough, Bradshaw, Salem, and Green Bay.					

The landfill capacities are updated yearly during the completion of annual monitoring reports. The “years remaining” may increase or decrease depending on a variety of factors.

In the case of Central Frontenac, it is projected that the Oso WDS will close in 2022; therefore, the calculation considered the waste volume that will be added to the Olden WDS following closure.

Overall, if waste practices and diversion follow the current trend, Frontenac County is estimated to have a combined site life of 25 years, meaning it will meet landfill capacity by the end of 2042. As the municipalities look to work more closely together, the option of sharing landfills could be explored.

Point of Interest – it takes 5-10 years to receive approval for the creation of a new landfill.

2.3 Waste Program Summary

All four (4) municipalities offer a combination of waste management programs involving both garbage (waste to landfill) and diversion (re-use, recycle) programs. Garbage programs are



offered at all municipalities while diversion programs vary somewhat, even within the municipalities themselves, as outlined in Table 3 below.

Although all of the municipalities provide a Blue Box recycling program, only South Frontenac, due to its larger population, is required to do so, as any municipality over 10,000 that provides curb side garbage collection must provide Blue Box collection. All other diversion programs offered by the municipalities are “voluntary”. However, the benefits of these programs include extending the life of the landfill, reducing environmental impacts, generating revenue and meeting residents’ expectations.

Table 3 - Waste Diversion Programs Summary

DIVERSION PROGRAM OFFERED	Central Frontenac	Frontenac Islands	North Frontenac	South Frontenac
Mixed Containers (Plastic ¹ , Aluminum)	Yes	Yes	Yes	Yes
Mixed Fibres/Paper	Yes	Yes	Yes	Yes
Cardboard/OCC	Yes	Yes	Yes	Yes
Glass ²	Yes	Yes	Yes	Yes
Household Hazardous Waste	No	No	Yes	Yes
Organics	No	Yes (Wolfe Is)	No	No
Appliances, Scrap Metal	Yes	Yes	Yes	Yes
Leaf & Yard	Yes	No	Yes	Yes
Construction	Yes	No	No	Yes
Bulky Plastics ³	No	Yes	Yes	Yes
Electronics, Tires	Yes	Yes	Yes	Yes
Textiles (Clothing)	No	Yes	Yes	No
Styrofoam ⁴	Yes	Yes	Yes	No
Returnable Bottles	Yes	Yes	Yes	No
Mattresses ⁵	Yes	Yes (Wolfe Is)	Yes	Yes
Re-Use Centre	Yes	No	No	Yes

Notes:

¹ All municipalities accept plastics #1 through #7, except South Frontenac which does not accept PVC (#3), colored Styrofoam (#6), and other plastics (#7)

² All municipalities accept clear and coloured glass; glass must be clean and food grade bottles/jars only. Wolfe Island also accepts mirrors, windows, and broken glass.

³ All municipalities accept bulky rigid plastics. Central Frontenac adds bulky plastics to the landfill; South Frontenac currently stockpiles bulky plastics until a hauler is contracted to remove this waste from the site.

⁴ White Styrofoam packaging (no "peanuts").

⁵ All municipalities accept mattresses; mattresses are landfilled in South Frontenac.

NF accepts household garbage and Blue Box recycling at all WDSs and accepts Construction / Demolition waste and large household items at Plevna, 506 and Mississippi. NF also offers a battery recycling program. Batteries are collected at the 506, Plevna, and Mississippi Sites, then transported and processed by KIMCO.

North Frontenac plans to open a Re-Use Centre in 2019 at their 506 waste disposal site. The centre will serve both North Frontenac and Addington Highlands' residents.

Impact of Waste Free Ontario Act – will attempt to harmonize the eligible Blue Box items across the province.

2.4 Waste Bylaw Summary

Each municipality has one or more current waste related by-laws in place, which dictate how waste is to be handled. Table 4 provides a high-level by-law summary.

Table 4 - Summary of Waste Bylaws

Municipality	Bylaw	Year	Areas of Focus
Central Frontenac	#2012-10	2012	Waste site logistics and provisions. Various waste schedules including accepted/prohibited materials, recycling and burning policies and tipping fees.
Frontenac Islands	#07-2016	2016	Waste site logistics and information on accepted/prohibited materials, tipping fees, and direction on the disposal of HHW in Kingston.
North Frontenac	#60-17	2017	Waste site logistics and provisions. Various waste schedules, including accepted/prohibited materials, accepted materials by site, and recycling and burning policies.
North Frontenac	#61-17	2017	Landfill Tipping Fees
South Frontenac	#2005-98	2005	Waste site logistics and provisions. Various waste schedules, including accepted/prohibited materials, HHW agreement, Provincial Offences Act & Fines, and tipping fees.

3.0 Review of Current Waste Management Practices

Waste management practices are the methods in which the waste programs are delivered. Practices include the collection, transportation, and processing of the various waste streams as well as the promotion and education of the programs.

The sections below provide a summary of collection, transportation and processing by waste stream and municipality.

3.1 Waste Collection

Waste collection is the process by which the waste stream is gathered. The main methods include curbside pickup and depot/landfill drop-off. Each municipality offers a slightly different approach to waste collection, as noted in Table 5.

Table 5 - Summary of Waste Program Components

	Central Frontenac	Frontenac Islands	North Frontenac	South Frontenac
Curbside or Depot	Depot	Both	Depot	Both
Permit Required to Access Site	Yes*	No	Yes	No
Bag Limit – Garbage	No	No	No	No
Bag Tag Program	No	No	Yes**	Yes
Clear Bag Required	Yes***	No	Yes	No
Bag Inspection	Yes	No	Yes	No

*Proof required from contractors

**Each clear bag of waste accompanied by an equivalent Blue Box recycling bag is free

***Municipal bags only

Operating Hours

The total operating hours for each municipality's waste disposal sites are provided in Table 6 along with the total number of waste disposal sites. The specific operating hours for each municipality's WDS is detailed in Appendix A.

Table 6 - Summary of Operating Hours

MUNICIPALITY	Central Frontenac	Frontenac Islands	North Frontenac	South Frontenac
Winter Hours (per week)	80	28	60	56
Summer Hours (per week)	80	37.5	123	56
Total Annual Hours per WDS	4,160	1,590	4,380	2,912
Total # Waste Disposal Sites	2	2	6	5

Frontenac Islands and North Frontenac reduce operating costs by reducing their waste disposal site hours during the winter months. Central and South Frontenac should consider a similar approach.

Collection Method

The specific waste collection methods by municipality for each waste stream are provided in Table 7.

Table 7 - Summary of Waste Collection Methods

PROGRAM	WASTE COLLECTION METHOD			
	Central Frontenac	Frontenac Islands	North Frontenac	South Frontenac
Garbage	Drop-off	Drop-off - Wolfe Curbside - Howe	Drop-off	Curbside (municipal roads only)
Plastic, Cans, Paper, Cardboard, Glass	Drop-off	Drop-off	Drop-off	Curbside (municipal roads only)
Electronics	Drop-off	Drop-off	Drop-off	Drop-off*
Household Hazardous	Not offered	Not offered	Drop-off	Drop-off*
Organics (Kitchen)	Not offered	Drop-off – Wolfe Not offered – Howe	Not offered	Not offered
Appliances, Scrap Metal	Drop-off	Drop-off	Drop-off	Drop-off
Leaf & Yard	Drop-off	Not offered	Drop-off	Drop-off
Construction	Drop-off	Not offered	Drop-off	Drop-off
Bulky Plastics	Drop-off	Drop-off – Wolfe Island only	Drop-off	Drop-off
Tires	Drop-off	Drop-off	Drop-off	Drop-off
Textiles**	Not offered	Drop-off	Not offered	Not offered
Styrofoam	Drop-off	Drop-off – Wolfe Island only	Drop-off	Curbside (white only)
Returnable Bottles	Drop-off	Drop-off – Wolfe Island only	Drop-off	Not offered
Mattresses	Drop-off	Drop-off – Wolfe Island only	Drop-off	Drop-off

*Drop-off at Keeley Rd. facility only

**North Frontenac textiles are placed in the KIMCO bin with the bulky items. Cost is included in the KIMCO costs. North Frontenac transports all mixed containers to their Plevna site to be compacted, before transporting it to HGC for processing.

3.2 Waste Transportation

Waste transportation is the manner in which the waste stream is moved from its initial collection point to its place of processing or its final resting place. The two main methods are municipal transport or 3rd party contractor transport.

Table 8 provides a summary of the transportation methods by municipality for each waste stream.

Table 8 - Summary of Transportation Methods

PROGRAM	WASTE TRANSPORTATION METHOD			
	Central Frontenac	Frontenac Islands	North Frontenac	South Frontenac
Garbage	In-house; transfer to landfill	Manco (Wolfe Is.); Island Property Mgmt. (Howe)	In-house	In-house & 3 rd party (various)*
Plastics, Cans, Paper, Cardboard, Glass	In-house**	Manco	In-house***	Percy Snider / Brian Larmon
Electronics	Waste Management	Tomlinson	Dumpy'z	Goat Transport
Household Hazardous	Not offered	Not offered	Drain-All & KIMCO (batteries)	Brendar Environmental
Organics	Not offered	Debruin Farms (Wolfe Is.)	Not offered	Not offered
Appliances, Scrap Metal	KIMCO	Manco (Wolfe Is.); Kimco (Howe Is.)	KIMCO	Snider / Whaley
Leaf & Yard	In-house	Not offered	In-house	In-house
Construction	In-house	Not offered	In-house	In-house
Bulky Plastics	In-house	Manco (Wolfe Is.)	KIMCO	In-house
Tires	OTS****	OTS	OTS	OTS
Textiles	Not offered	Canadian Diabetes Assoc. (Wolfe Is.)	Not offered	Not offered
Styrofoam	In-house	Manco	In-house	Snider/Larmon
Returnable Bottles	Lion's Club	Various Community Groups	Lion's Club	Not offered
Mattresses	KIMCO	Manco (Wolfe Is.)	KIMCO	In-house

*South Frontenac – uses in-house haulers for Portland area garbage and Percy Snider / Brian Larmon for the rest
 **Central Frontenac – in-house haulers transport BB items from each site directly to HGC (Belleville) for processing.
 ***North Frontenac – in-house haulers transport BB items to Plevna site for compacting, then to HGC (Belleville) for processing
 ****Ontario Tire Stewardship

Transportation of diverted materials represents a significant cost for the municipalities, particularly Central and North Frontenac who handle transportation in-house. The municipalities could consider partnering on transportation to processors of diverted materials.

3.3 Waste Processing

Waste processing is the manner in which the waste stream managed once it is transported. Generally, garbage is sent to a landfill (municipally-owned or 3rd party-owned) where it remains. Divertible materials are generally sent to processing facilities (materials recovery

facilities or MRFs) where they are sorted, bundled and either processed on site or sold to a processor elsewhere. MRFs can also be municipally owned or 3rd party owned.

Table 9 - Summary of Waste Processing Methods

PROGRAM	WASTE PROCESSING METHOD			
	Central Frontenac	Frontenac Islands	North Frontenac	South Frontenac
Garbage	Own landfill	Waste Management	Own landfill	Own landfill & 3 rd party (Storrington area)
Plastics, Cans, Paper, Cardboard, Glass	HGC Belleville	Manco	HGC Belleville	KARC*
Electronics	Waste Management	Tomlinson	Dumpy'z	GOAT Transport
Household Hazardous	Drain-all	Not offered	Drain-all & KIMCO (batteries)	Brendar Environmental
Organics	Not offered	Debruin Farms	Not offered	Not offered
Appliances / Scrap Metal	KIMCO	KIMCO (Wolfe Is.)	KIMCO	KIMCO
Leaf & Yard	In-house; burned	Not offered	In-house; burned w/ brush	In-house; chipped and added as cover
Construction	In-house; stockpiled or chipped and used as cover (Olden)	Not offered	In-house; compacted and landfilled	Drywall & shingles – stockpiled Other – grinded
Bulky Plastics	In-house; landfilled	KIMCO	KIMCO	Stockpiled – Portland Landfill
Tires	OTS**	OTS**	OTS**	OTS**
Textiles	Not offered	Canadian Diabetes Assoc.	Not offered	Not offered
Styrofoam	HGC Management	Manco Recycling	HGC Management	KARC*
Returnable Bottles	LCBO, Beer Store	LCBO, Beer Store	LCBO, Beer Store	Not offered
Mattresses	KIMCO	KIMCO	KIMCO	Waste Connections

*KARC – Kingston Area Recycling Centre
** OTS – Ontario Tire Stewardship

It is noted that Central Frontenac brought in a compactor to increase the lifespan of their sites as well as a shredder to reduce piles of materials. This could become a shareable practice for processing waste onsite.

Impact of Waste Free Ontario Act – if extended producer responsibility is implemented it will partially or fully eliminate the responsibility for municipalities to collect, transport, and process Blue Box streams.

3.4 Promotion & Education

Internal and external promotion and education (P&E) of municipal waste management programs is crucial to their success, particularly when trying to increase diversion. P&E works best when the message is consistent and the delivery method is creative.

Currently, each municipality has their own P&E program. Common methods of communication utilized include flyer handouts, websites, site signage and one-on-one conversations with residents at the WDSs. More unique methods include in-person school education sessions and reaching new homeowners through local real estate agents.

Potentially, the best education option involves the one-on-one conversation with residents with the combination of a clear bag policy and thorough bag inspections by site staff. While clear bags are considered a best practice in the industry, not all municipalities are in favour of the option.

A summary of each municipality's P&E program is provided below.

Central Frontenac

Currently, the municipality offers various handouts to its residents, either online or as a physical copy, including:

- Central Frontenac Recycling Guidelines – Outlines the acceptable and prohibited materials for each recyclable waste stream;
- Waste Disposal Overview – Details logistic information such as operating hours/days, site locations, associated fees, and waste programs and policies;

 Central Frontenac Recycling Guidelines 			
Group	Acceptable Materials	Material Examples	Not Accepted (Goes in Garbage)
Mixed Fibers	✓ Paper cores ✓ Office paper ✓ Newspapers ✓ Magazines ✓ Soft cover books ✓ Hard cover books (covers removed) ✓ Milk & juice containers	✓ Detergent, cereal, shoe boxes, toilet paper & paper towel rolls, egg cartons, greeting cards, etc. ✓ Kraft bags (brown paper bags) ✓ Milk cartons, tetra packs & juice boxes	✗ Wood ✗ Soiled tissue or paper towel ✗ Waxed paper ✗ Laminated paper ✗ Label paper ✗ Wrapping Paper
Corrugated Cardboard	✓ Cardboard	✓ Shipping/Packing Boxes	✗ Waxed Boxes ✗ Heavily soiled cardboard or boxboard (ex. Pizza boxes)
Mixed Containers	✓ Plastic containers & bottles ✓ Aluminum & tin cans	✓ Plastic bottles, jugs and tubs with numbers 1 to 7 ✓ Metal food & beverage containers ✓ Aluminum foil ✓ Coffee/jug cups lid	✗ Vinyl, rubber gloves, toys, bubble wrap ✗ Oil containers (take to Household Hazardous Waste Day)
Glass (Lids must be Removed)	✓ Clear & Colored glass bottles & jars (Rinsed out)	✓ Jam jars ✓ Pickle jars ✓ Beer bottles	✗ Mirrors, ceramics, dishware, window glass & light bulbs, glass cups
Styrofoam	✓ Styrofoam ✓ Only White Styrofoam accepted	✓ White Styrofoam (clean and free of tape or wood)	✗ Packing Peanuts ✗ Pool Noodles ✗ Styrofoam kids toys ✗ SM Rigid Blue/Pink ✗ Insulating house foam with aluminum backing ✗ Colored Styrofoam ✗ Meat Trays ✗ Takeout Containers
Plastic Bags	✓ Any Plastic Bag with Recycling Loop or similar plastic (ex. grocery bags, Milk bags/ bread bags)	✓ Grocery Bags ✓ Milk Bags including 1 liter bags inside (rinsed out) ✓ Clean saran Wrap	✗ Chip bags ✗ Ziploc Bags ✗ Bubble Wrap

- E-Waste and Battery Recycling – Provides several locations accepting e-waste and dry cell batteries free of charge; and
- A Waste Site Location Map.

In addition to these handouts, each waste policy (i.e. recycling and hazardous waste) is provided on the municipal website.

Frontenac Islands

Currently, the Wolfe Island WDS and Howe Island WDS offer different waste programs, including their P&E programs. P&E material offered by each site is as follows:

- Wolfe Island: Handout flyers outlining accepted/prohibited items for recycling and for organic waste.
- Howe Island: Handout flyers outlining accepted/prohibited items for recycling, operational hours and waste disposal data/information on the WFOA.

In addition, the Wolfe Island site attendant has been teaching proper recycling and its benefits at the local elementary schools and plans to add a lesson on organic composting in the future.

Past P&E events on Howe Island include the Pitch-In and Open House events. However, those events are no longer offered.

North Frontenac

North Frontenac's waste diversion rate has more than doubled since 2014 and the staff feel that their P&E program is a major reason. Their P&E is consistent at each site across their municipality and includes handouts, a website, and site signage. Their website information in particular is very thorough, and not only includes the common waste information but also the benefits of recycling and the various uses for recycled products and packaging.

Recently, the municipality has begun working through local realtors to distribute P&E material to new homeowners. Staff feel that this is also a major contributor to their strong waste diversion rate.

South Frontenac

Given that South Frontenac is the only municipality that provides curbside pick-up of garbage and Blue Box recyclables, their P&E program is somewhat different. The municipality provides the following to residents:

- A Recycle Calendar, to establish which recyclables are picked up and on which day;
- Notices to residents when their Blue Box recyclables are not picked up, explaining why it was rejected and how to fix the issue;
- A waste handout, detailing accepted/prohibited materials and how they should be grouped (i.e. bagged, bundled, or boxed);
- An online explanation of each plastic recycling symbol;
- Information and tips on backyard composting;
- An online explanation of the Household Hazardous Waste program and a list of accepted hazardous and e-waste;
- Information on tire recycling and communal bins; and,
- Local newspaper ads that serve to remind residents of proper waste disposal practices, update them on changes to waste programs, inform the transient community on waste policies and additional ways they can Reduce, Reuse and Recycle.

In addition, South Frontenac offers a Communal Bin & Recycle Station Assistance program (which includes a 50/50 cost share) to encourage seasonal residents to use curbside collection.

3.5 Waste Management Contracts

All four municipalities use 3rd party contractors for a portion of their waste management programs. In some cases, the contracts are formal while in other cases they are a continuation of previous agreements and based on a historical working relationship.

Table 10 summarizes the waste contracts that are currently in place.

Table 10 - Summary of Waste Management Contracts

Contract Details		Contractor(s)	Expiry	Termination Rights
Central Frontenac	Automotive Materials	Automotive Materials Stewardship Inc.	N/A	Yes
Frontenac Islands	Garbage – Transfer Station – Wolfe Island	Haulage & Processing – Island Property Management	N/A	N/A
	Garbage – Curbside Pickup – Howe Island	Haulage & Processing – Manco	N/A	N/A
	Organics – Transport / Processing (Wolfe Island only)	Debruin Farms	N/A	N/A
North Frontenac	Electronics	Dunphy's	Month to Month	N/A
	Hazardous Waste	Drain-All	November 15, 2018	Yes
	Appliances / Scrap Metal / Textiles / Mattresses	KIMCO	Month to Month	N/A
South Frontenac	Garbage – Pickup / Transport	Brian Larmon Percy Snider	August 31, 2020	Yes
	Recyclables – Curbside Pickup	Brian Larmon, Percy Snider	August 31, 2020	Yes
	Blue Box Processing	KARC	Year to Year	No

Both Central and North Frontenac use HGC (Belleville) for the processing of their Blue Box waste streams; however, there is no contract in place for this service.

Frontenac Islands currently uses Manco to transport and process their Blue Box items, however, there is no contract in place for this service.

South Frontenac currently uses Kingston Area Recycling Centre to process their Blue Box materials. The contract originated in 2006 and remains in place until terminated by either party.

WFOA Impact: with the planned move to extended producer responsibility, it is suggested that municipalities avoid long term contracts and ensure that any contracts entered into have a termination right for the municipality.



3.6 Sharing Effective Programs & Practices

Through the analysis of the current waste management programs and practices of all four municipalities, a number of sharable options were identified which can be adopted by one or more of the municipalities. These include options in collection, transportation, processing and P & E. This is one strategy for achieving the WMR objectives (with the other being the adoption of new programs, policies and practices). A detailed review of the sharable options can be found in Section 8.0.

4.0 Waste Performance Review

The waste performance review evaluated the performance of the various waste management programs in recent years and compares the findings across the four (4) municipalities.

The main source for the waste performance review involved the provincial Datacall information. In addition, supplemental information was gathered directly from each municipality and their various third party contractors.

The analysis presented several significant (and sometimes unexpected) differences in performance between the municipalities. However, it was noted that each municipality uses a variety of methods and sources, particularly for Datacall submissions, to determine the various waste performance metrics. Thus, while comparison across the four municipalities was helpful in determining opportunities for improvement, the results, in some cases, were taken as an opportunity to explore a more consistent or uniform approach.

4.1 What is Datacall?

Datacall is a program operated by the Resource Productivity and Recovery Authority (RPPRA), which collects data annually to determine the net Blue Box cost and allocation of funding under the Blue Box Program Plan. The annual Datacall is also the source of information used by RPPRA to determine the residential waste diversion rates by municipal program, municipal grouping and the province overall.

It should be noted that for 2016, the Short Form Datacall (SFD) form was introduced and offered to all municipal programs with a population under 30,000. With the SFD, only limited Blue Box data is required to be submitted by eligible municipalities. Central Frontenac and Frontenac Islands have begun using the SFD submission; therefore, 2016 data for these two (2) municipalities is limited.

4.2 Total Waste Generated

One aspect of the waste performance assessment was the total waste generated by each municipality. The total waste generated consists of the waste sent to landfill and the waste diverted from landfill. The 2013 - 2016 totals for each municipality are presented in Table 11.

Diverted waste includes any waste that is not disposed in a landfill while landfilled waste is all waste sent to landfill because it cannot be diverted anywhere else. Examples of diverting materials may include: burning clean wood, sending blue box material to a recycling facility, donating bottles through LCBO/Beer Store programs and donating clothing. Landfill waste can consist of garbage bags, treated wood, construction material and mattresses.

Table 11 - Total Waste Generated

Total Waste Generated (Tonnes)					
	2013	2014	2015	2016	2017*
Central Frontenac	1,259	1,420	1,536	-	-
Frontenac Islands	737	735	726	-	-
North Frontenac	1,019	1,319	1,312	2,758	2,113
South Frontenac	7,829	7,720	8,397	6,340	5,391
Total	10,844	11,194	11,971	9,098**	7,504**
*Source: 2017 Datacall entry sheets (not final report)					
** Total waste for Central Frontenac and Frontenac Islands is not available due to use of the short-form Datacall					
Source: Datacall Reports: 2013, 2014, 2015, 2016					

South Frontenac produced the most waste each year while Frontenac Islands produced the least, both of which were expected based on the population of each municipality. Two items of note from the table include the significant jump in North Frontenac's numbers from 2015 to 2016 and the significant drop in South Frontenac's numbers over the same two years.

In addition, the total waste generated shows an increasing trend over the 2013-2015 period; however, data is not available for Central Frontenac and Frontenac Islands in 2016 due to their switch to Datacall's Short Form report. A more detailed breakdown for each municipality is presented below.

Central Frontenac

Table 12 provides the breakdown for Central Frontenac, which has shown an increasing trend in diverted tonnage, specifically between 2013 to 2014 when it increased by approximately 35%. Their diversion rate increased by 7.6% over that same period.

Table 12 - Central Frontenac – Waste Generated Breakdown

Central Frontenac				
	2013	2014	2015	2016
Landfill (tonnes)	773	765	857	Not Available
Diverted (tonnes)	486	655	679	Not Available
Total (tonnes)	1,259	1,420	1,536	Not Available
Diversion Rate	38.6%	46.2%	44.2%	Not Available
Source: Datacall				

Frontenac Islands

Table 13 shows a detailed breakdown for Frontenac Islands. From 2013 to 2014, Frontenac Islands saw a decrease of 45% in diverted materials and an increase of 22% in landfilled waste. Over the three years, diverted tonnage and the corresponding diversion rates have declined.

Table 13 - Frontenac Islands - Waste Generated Breakdown

Frontenac Islands				
	2013	2014	2015	2016
Landfill (tonnes)	432	525	525	Not Available
Diverted (tonnes)	305	210	201	Not Available
Total (tonnes)	737	735	726	Not Available
Diversion Rate	41.4%	28.6%	27.7%	Not Available
Source: Datacall				

North Frontenac

Table 14 provides a detailed breakdown for North Frontenac. Between 2015 and 2016, North Frontenac showed a significant increase in its landfilled waste (up 44%), diverted waste (up 227%) and its diversion rate (up 55%).

Table 14 - North Frontenac - Waste Generated Breakdown

North Frontenac				
	2013	2014	2015	2016
Landfill (tonnes)	772	1,021	838	1,210
Diverted (tonnes)	247	298	474	1,549
Total (tonnes)	1,019	1,319	1,312	2,758
Diversion Rate	24.2%	22.6%	36.1%	56.1%
Source: Datacall				

In 2016, North Frontenac experienced a large increase in both its landfilled waste and its diverted tonnage. The change in diverted tonnage was due mainly to their improved tracking of diverted waste streams, specifically wood. The wood tonnage consists of clean (untreated) construction waste wood and trees/brush, both of which are estimated in cubic yards by the site attendant and converted to tonnes. In 2016, North Frontenac reported 1,158 tonnes of diverted wood waste (no wood waste was reported the previous year), which made up the majority of the 227% increase in total diverted tonnes. All clean wood is burned at the end of the season as a training opportunity for the Fire Department, and thus is diverted from landfill.

South Frontenac

Table 15 shows the breakdown for South Frontenac. In 2016, South Frontenac experienced a decrease of 34% in landfilled material and an increase of 11% in diverted materials; resulting in a diversion rate increase of almost 10%.

Table 15 - South Frontenac - Waste Generated Breakdown

South Frontenac				
	2013	2014	2015	2016
Landfill (tonnes)	6,530	6,081	6,709	4,461
Diverted (tonnes)	1,299	1,639	1,688	1,879
Total (tonnes)	7,829	7,720	8,397	6,340
Diversion Rate	16.6%	21.2%	20.1%	29.6%
Source: Datacall				

According to the municipality, the drop in landfilled tonnes from 2015 to 2016 was due in part to a miscalculation in 2015 reporting, where IC&I tonnage was included.

For diverted materials, between 2015 and 2016, the municipality collected roughly the same amount of blue box recyclables; however, they collected an additional 193 tonnes of non-blue box recyclables. These non-blue box materials consisted of bulky goods (303 tonnes), scrap metal (100 tonnes) and wood (150 tonnes). Prior to 2016, there was no wood tonnage recorded, and as such it appears to be the main reason for the diverted waste increase.

4.2.1 Impact of Population

The population of a municipality plays a key role in waste generation and waste statistics. Generally, the higher the population, the higher the total waste generated. In addition, the

municipal population is used to determine various “per capita” figures, which allow for comparison of waste performance across various municipalities.

The Datacall population utilizes the population figures (both permanent & seasonal) supplied by the municipalities and applies a formula to determine the full-time equivalent population, as follows:

$$\text{Permanent Population} = \text{Reported Population} + \frac{\text{Reported Seasonal Households}}{2.4}$$

The Reported Seasonal Households is divided by 2.4 because it is assumed that seasonal residents are only in the specified municipality for 5 months of the year.

Table 16 provides a summary of each municipality’s calculated population and its source.

Table 16 - 2016 Population Figures & Sources

Municipality	Reported 2016 Population*	Seasonal Population	Full-time Equivalent Population	% Seasonal	Population Source
Central Frontenac	3,841	854	4,695	18%	Municipal Property Assessment Corporation
Frontenac Islands	1,649	211	1,860	11%	Ministry of Municipal Affairs
North Frontenac	1,842	1,069	2,911	37%	Statistics Canada
South Frontenac	18,646	1,263	19,909	6%**	Statistics Canada

*Source: 2016 Municipal Datacall Input Sheets

While the Datacall figures indicate a 6% increase, the municipality itself estimates a population increase of almost 50% in the summer, greatly increasing the demand for waste services.

It is noted that three different sources for the population numbers are used across the four municipalities. In pursuing a more consistent approach, the municipalities may consider using the same source for their population data.

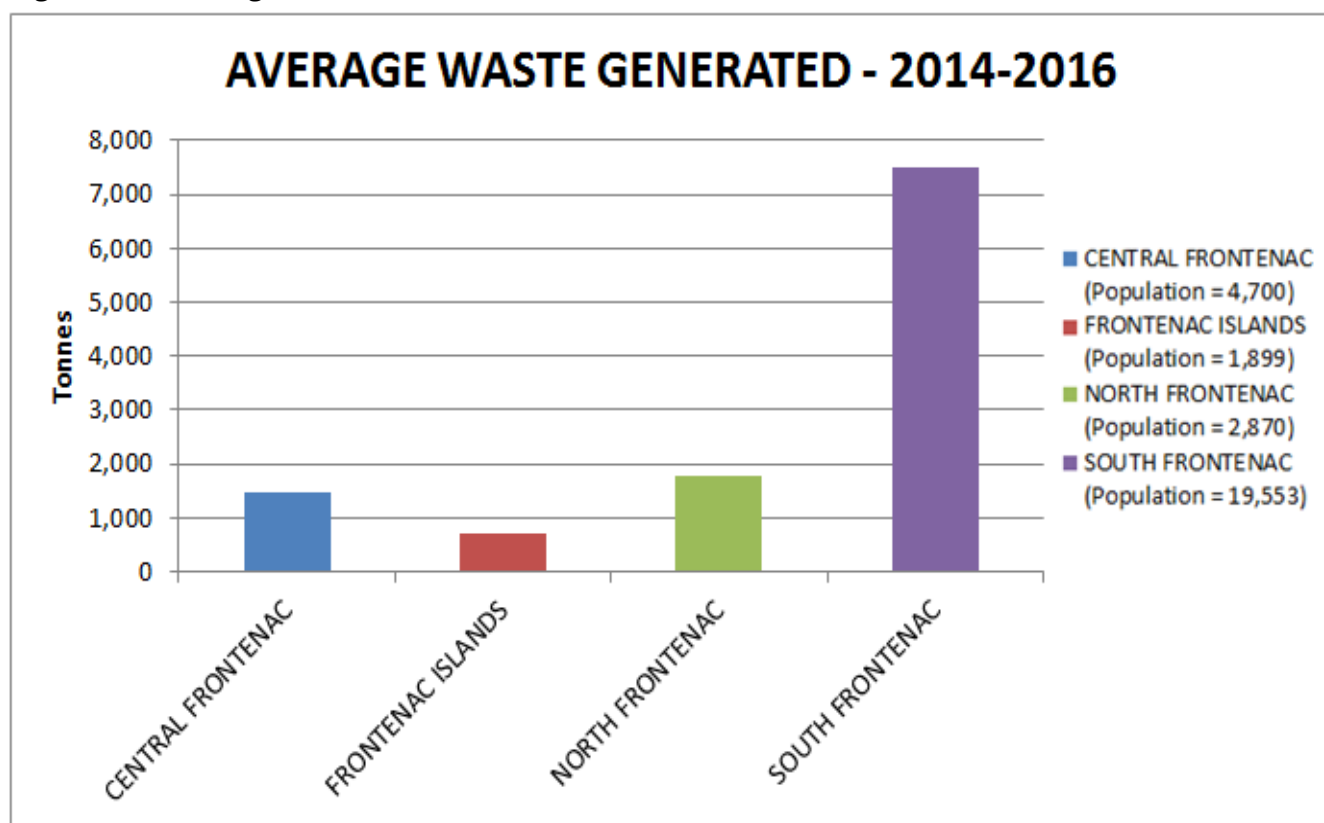
It is also noted that North Frontenac has the highest percentage of seasonal residents. Further on in our report (Figure 3), it is noted that North Frontenac generates more total waste per capita (landfilled + diverted) than the other three municipalities and the province. These two factors may be linked: seasonal residents generate more waste than permanent residents. It is recommended that this connection be explored.

One factor that may not be captured by the current population calculations is the use of the waste disposal sites by the institutional, commercial and industrial (ICI) sector – particularly campgrounds, trailer parks and resorts. This would be less prevalent in South Frontenac, which offers curbside pickup.

4.3 Average Waste Generated

For comparison, the average annual waste generated over the 2014 – 2016 period (2014-2015 in the case of Central Frontenac and Frontenac Islands) was calculated. The results are shown in Figure 2.

Figure 2 - Average Waste Generated



Source: RPRA Datacall 2014 - 2016

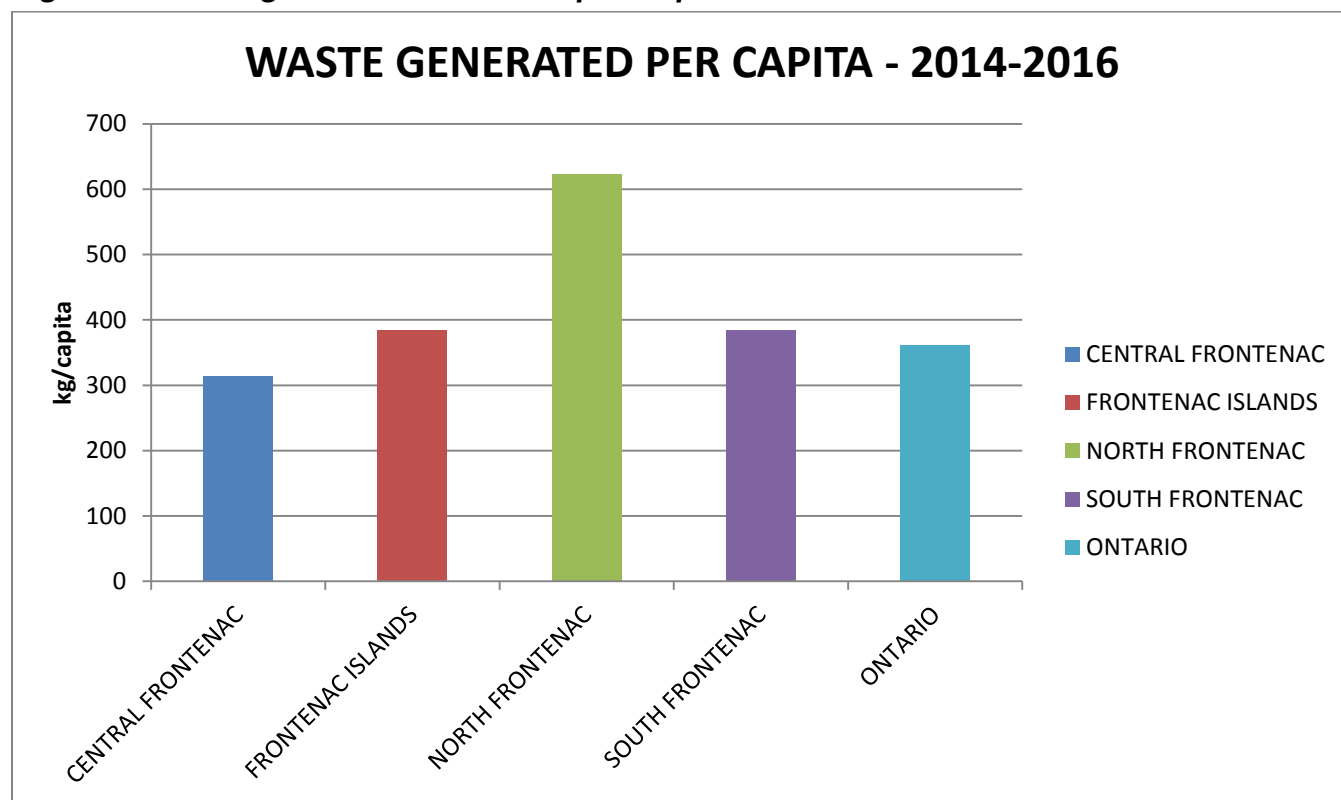
The results generally fall in line with the municipal populations – meaning the higher the population the higher the waste generated. The exception to that is North Frontenac whose average waste was higher, but population was lower, than Central Frontenac.

4.4 Waste Per Capita

The waste distribution among the four municipalities was further illustrated by assessing the waste generated per capita (Figure 3) and the waste generated per household (Figure 3). The provincial average of waste generated per capita is 361 kilograms (kg). Frontenac Islands (385 kg) and South Frontenac (383 kg) generally align with the Ontario average. Central Frontenac (315 kg) has consistently produced less waste per capita than the average Ontarian, while North Frontenac (624 kg) generates more.

The provincial average for waste generated per household is 661 kilograms. Central Frontenac generated the least at 359 kilograms per household (kg/HH). North Frontenac generated 511 kg/HH, Frontenac Islands generated 526 kg/HH and South Frontenac generated the most waste per household, 738kg/HH.

Figure 3 – Average Waste Generated per Capita

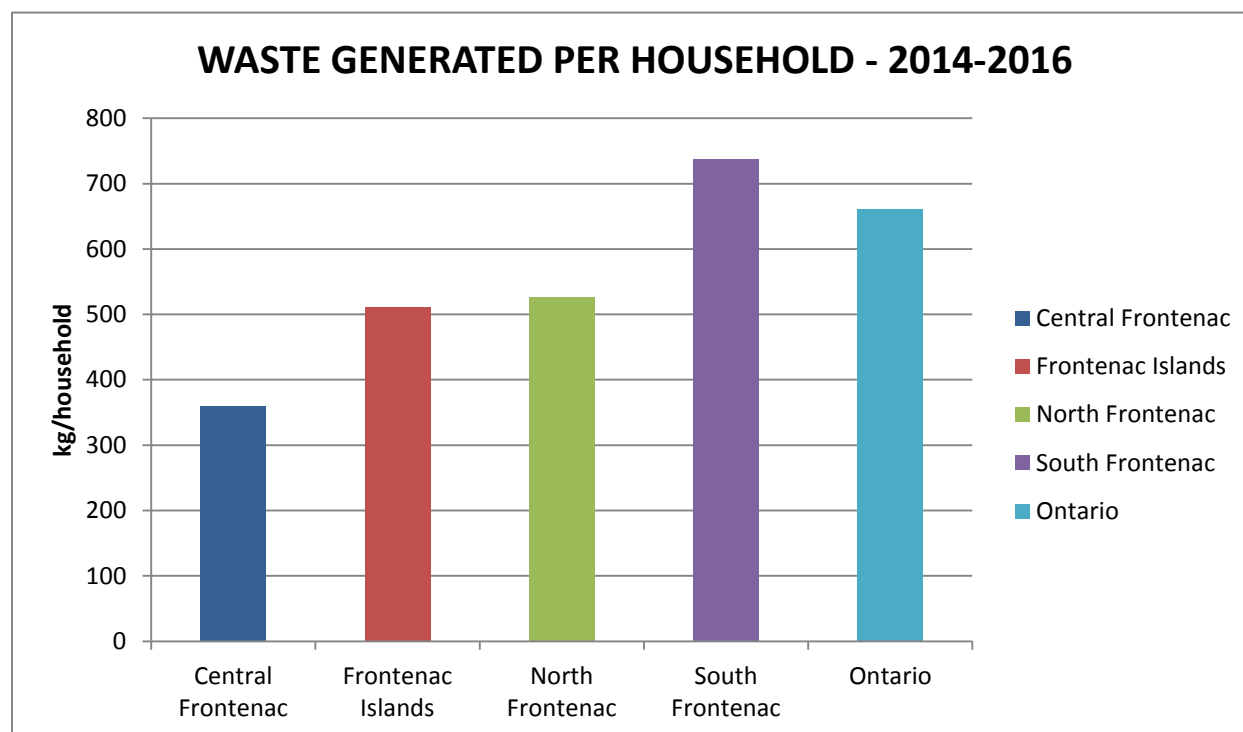


Source: RPRA Datacall 2014 - 2016

In North Frontenac, each property receives two (2) access passes to their waste disposal sites. However, since 2017, it was noted that a considerable number of additional passes have been

issued for various reasons to property owners in the municipality. It is possible that these passes are being used by patrons from short term recreational property rentals. This increased occupancy is not reflected in the per capita analysis. The occurrence should be confirmed and quantified if possible.

Figure 4 - Average Waste Generated per Household



Source: RPRA Datacall 2014-2016

4.5 Waste Stream Tonnage Breakdown

Each waste stream is displayed below in Table 17 and includes total tonnage for 2016 and 2017. The tonnages were drawn from several sources including Datacall, 3rd party contractors and the municipalities themselves.

Table 17 – Waste Stream Tonnage Collected

	CF		FI		NF		SF	
	2016	2017	2016	2017	2016	2017	2016	2017
Garbage*	1,016	1,036	267	355	1,210	893	4,461	3,538
Mixed Containers (Plastics, Aluminum, Metals)**	93	94	43	41	74	73	272	278
Mixed Fibres**	122	111	65	60	53	56	498	467
Cardboard / OCC**	43	45	28	31	20	25	121	123
Mixed Glass**	31	19	3	11	20	22	119	112
Electronics***	19	16	12	15	9	8	30	32
Hazardous***	Not Available		Not Offered		13	16	60	64
Scrap Metal/Appliances**	78	90	13	8	61	92	100	85
Leaf/Yard (Organics)***	Not Reported		Not Reported		Not Reported		207	199
Wood***	Not Reported		Not Reported		1,158	1,219	150	0
Construction / Mattresses / Bulky Items**	17	38	37	48	131	160	303	418
Tires	Generally Not Tracked.							
Styrofoam (Polystyrene)	1.3	1.7	0.7	0.2	0.5	0.7	1.0	3.3

*Source: FI tonnage based on 3rd party weigh scale tonnage. NF, SF tonnage based on Datacall (2017 unaudited). CF tonnage based on landfill assessment conversion (volume to tonnage).
** Source: 3rd Party Waste Contractors
*** Source: Datacall and/or Municipal Staff

As would be expected, South Frontenac had the highest tonnages in 2016 and 2017 for each waste stream, while Frontenac Islands generally had the lowest. Items of note include:

- North Frontenac's wood tonnage in both years
- Frontenac Island's high construction/mattress/bulky item tonnage relative to its size and the other municipalities
- all four municipalities showed a noticeable increase in construction/bulky items in 2017

Differing Approaches to Landfill Waste Tonnage

Landfill waste tonnage is a key number used in the calculation of performance metrics (i.e. diversion rate) and landfill life. However, the source and method of calculating the tonnage varies across the municipalities, as outlined in Table 18.

Table 18 - Source of Landfill Waste Tonnage

Municipality	Source
Central Frontenac	Based on estimate of annual volume of landfill waste (completed through annual topographic survey) which was converted to tonnage
Frontenac Islands	Based on weigh scale tonnage supplied by 3 rd party landfills
North Frontenac	Based on estimated number of bags disposed, multiplied by average weight per bag. Previously, it was (prior to 2016) based on estimate of annual volume of landfill waste which was converted to tonnage
South Frontenac	Based on weigh scale tonnage of their landfill and a 3 rd party landfill. Was previously (prior to 2017) based on estimate of annual volume of landfill waste, which was converted to tonnage

In addition, the landfill waste (or waste disposed), as reported in the Datacall records, adds a residual waste figure to that reported by the municipalities. The residual waste is comprised of the estimated portion of the diverted waste tonnage that was not “recyclable” or “reusable” - essentially the contamination.

Other Recyclables Tonnage Estimate

In addition, each municipality has a different means of estimating “other recyclables” tonnage (including textiles, bulky goods, scrap metal, drywall, wood, brick and concrete, other C&D recyclables). Based on available Datacall records, the following examples were noted:

- South Frontenac uses weigh scales to estimate bulky goods and scrap metal
- North Frontenac uses weigh scales to estimate scrap metal and bulky goods
- North Frontenac also uses volume estimates for drywall and wood material.

4.6 Blue Box Tonnage

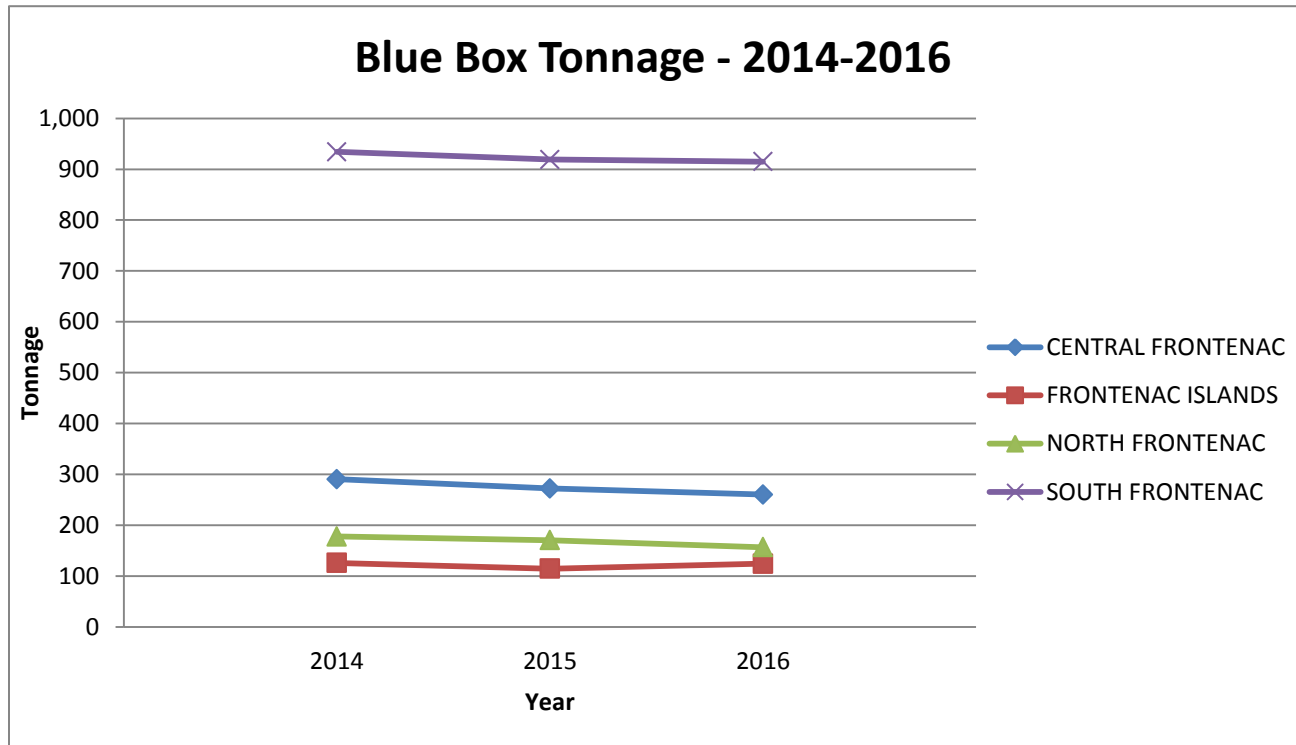
The Blue Box program holds particular interest for the municipalities due to its increasing operational costs and its pending changes as a result of the WFOA.

Blue Box items are generally grouped into four categories: paper, plastic, metal and glass. The total “marketed” tonnage of those categories over the past 3 years is shown in Figure 5Error! Reference source not found.. Marketed tonnage is calculated by subtracting the total of all Blue Box materials collected with the non-recyclable items, or “contaminants”.

In cases where the municipality does not have its marketed tonnage available, the residual figure is calculated through the Datacall system based on the collection type. If the collection

type is multi-stream, then it's calculated as 7% of the collected tonnage. If the collection type was single stream, it's calculated as 11% of the collected tonnage.

Figure 5 - Blue Box Marketed Tonnage

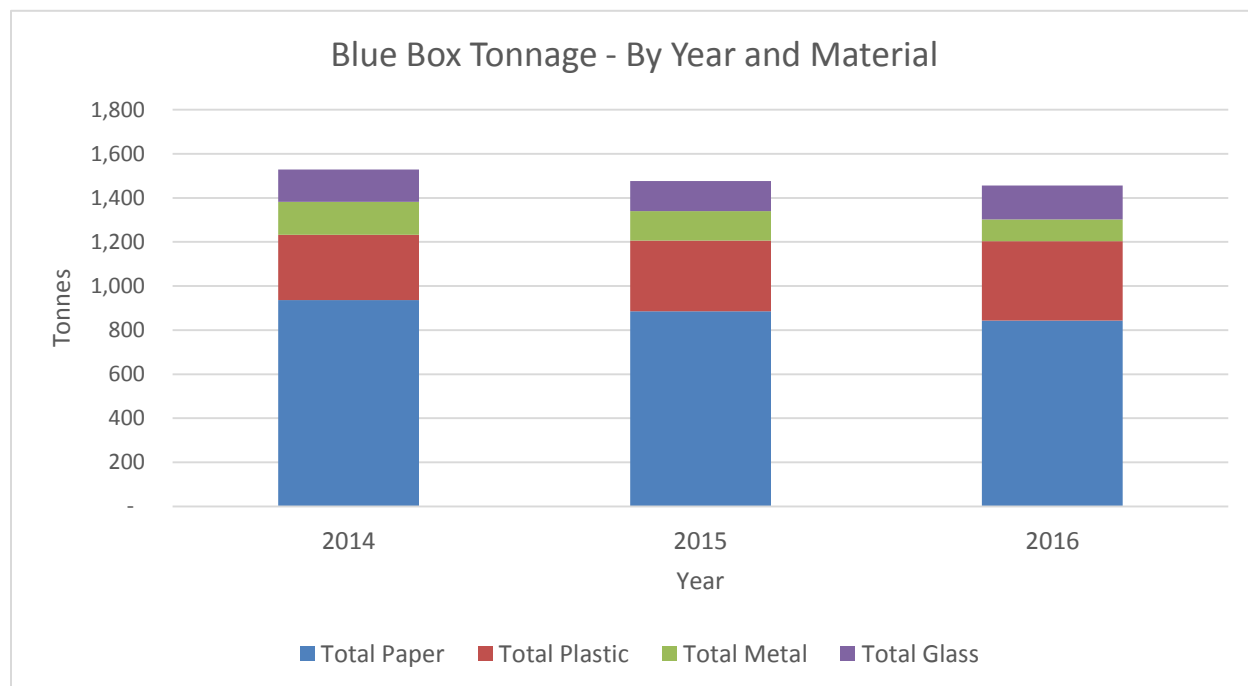


Source: RPRA Datacall 2014 - 2016

Looking at the combined Blue Box tonnage by year and material (Figure 6) between 2014 and 2016, two important trends are noted:

- a decrease in the total tonnage collected over the past 3 years, and
- a shift in materials collected – paper and metal are decreasing, while plastic is increasing.

Figure 6 - Blue Box Tonnage Annual Breakdown



Source: RPRA Datacall 2014 - 2016

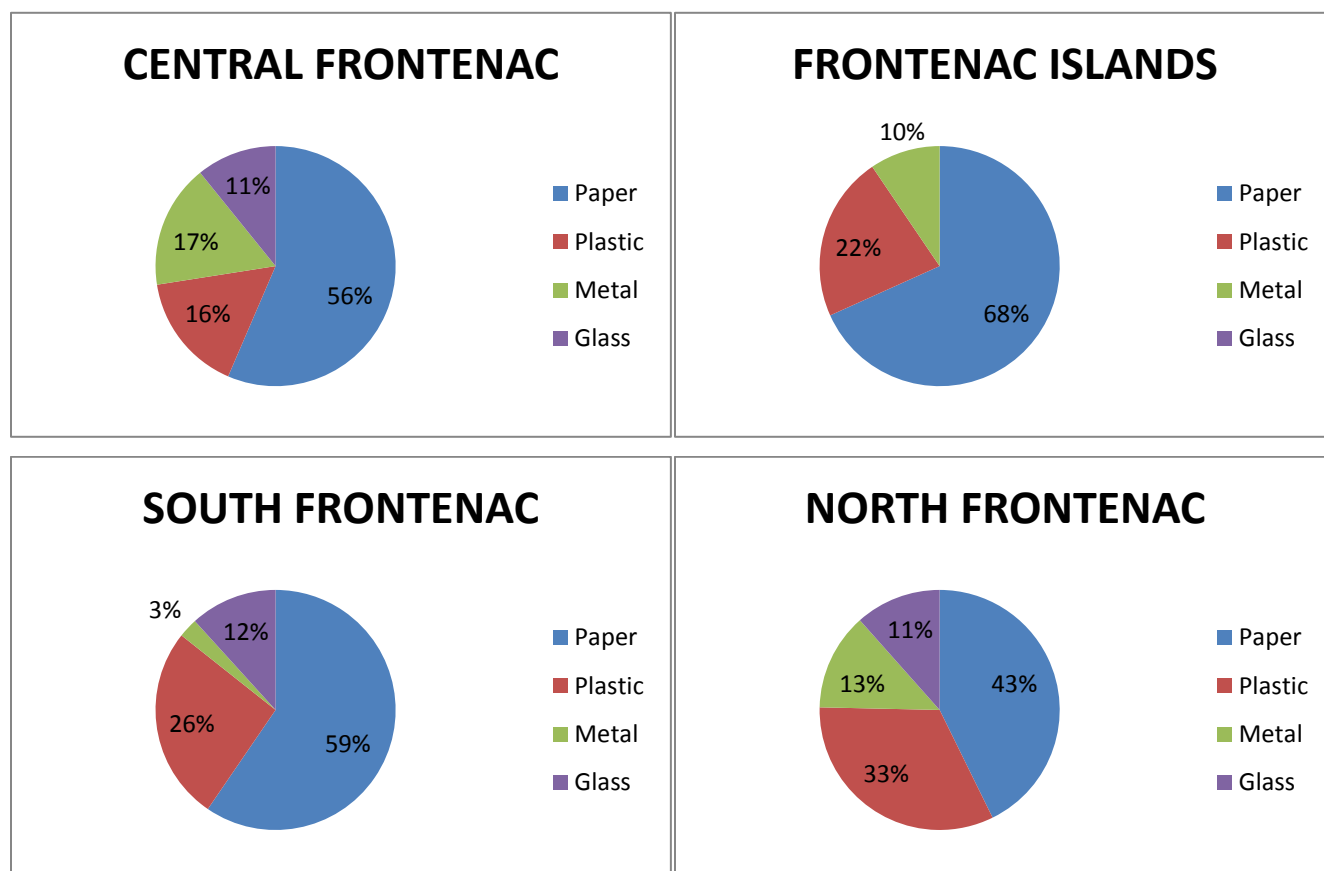
Both trends align with what is happening across the province and beyond, where there has been a shift from the traditional packaging materials of metal, paper and glass to lightweight plastics and laminates. This is referred to as the “evolving tonne” and results in lighter blue box loads that are more expensive to sort and transport.

The analysis also observed the breakdown of Blue Box materials by municipality, as shown in Figure 7. Paper constitutes printed materials and paper packaging such as newsprint, magazines and catalogues, gable top and aseptic containers, paper laminates, corrugated cardboard, boxboard and other paper packaging.

Plastic constitutes plastic packaging such as PET bottles, HDPE bottles and jugs, LDPE/HDPE film, expanded polystyrene, non-expanded polystyrene and plastic laminates.

Metal constitutes aluminium packaging such as aluminium food and beverage containers, aluminium aerosol containers and other aluminium packaging. Metal also constitutes steel and other metal packaging such as steel aerosol containers, steel paint cans, other steel and metal containers and packaging. Glass constitutes clear and coloured glass packaging.

Figure 7– Breakdown of Blue Box Marketed Tonnage per Municipality (2016)



Source: RPRA Datacall 2014 – 2016

Generally, the tonnage of Blue Box materials for each municipality in order from greatest to least was: paper, plastic, metals, glass. The only exception was South Frontenac, whose glass tonnage was higher than its metal tonnage. Each municipality saw the greatest tonnage in paper; however, all have had an increasing tonnage of plastics, as previously discussed.

4.7 Diversion Rates

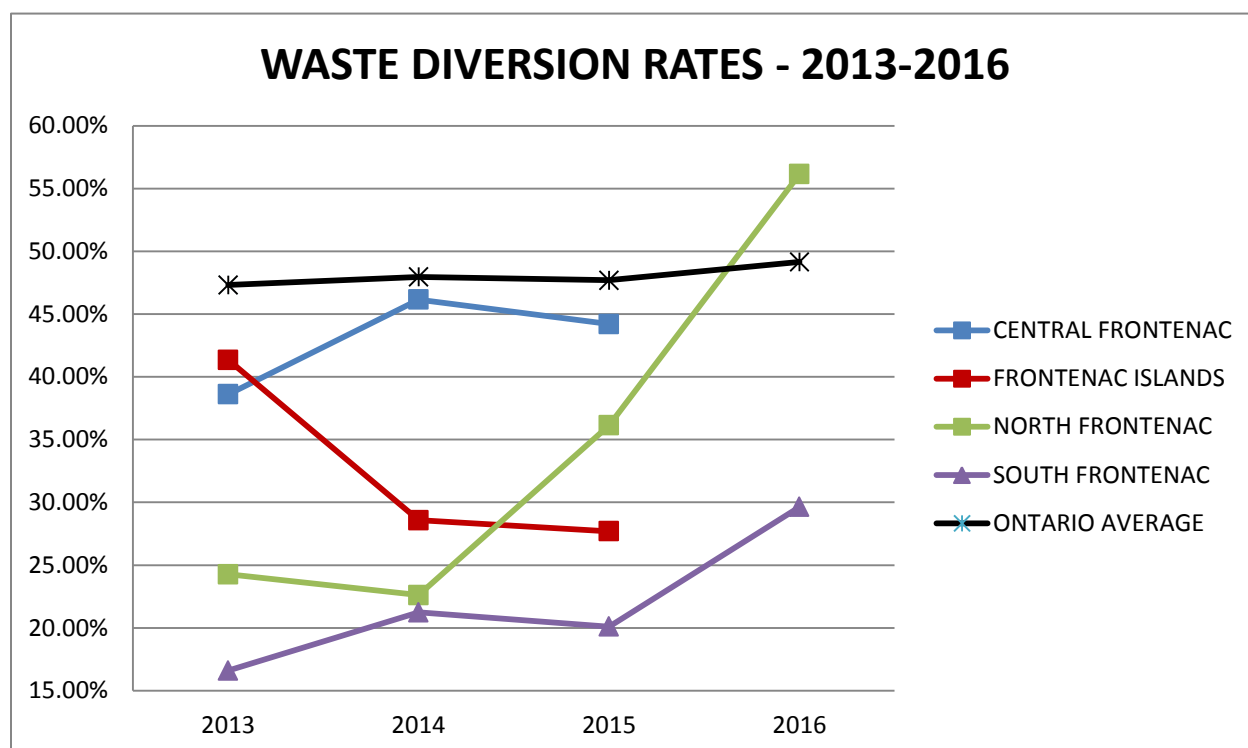
The diversion rate is the key metric used in the waste industry to measure the success of waste diversion programs. It is the percentage of the total waste generated that is diverted from a landfill through diversion programs (Blue Box, composting, etc.) and is determined by the following formula:

$$\text{Diversion Rate} = \frac{\text{Waste Diverted from Landfill}}{\text{Waste Diverted} + \text{Waste Sent to Landfill}}$$

Based on Datacall information, Ontario diverts nearly half of its residential waste (49.2% in 2016), a rate which has hovered in that range over the past 5 years (2012 – 2016)²

In comparison, the 2013 - 2016 diversion rates for each of the four municipalities are shown in Figure 8.

Figure 8 - Waste Diversion Rates



Source: RPRA Datacall 2014 – 2016

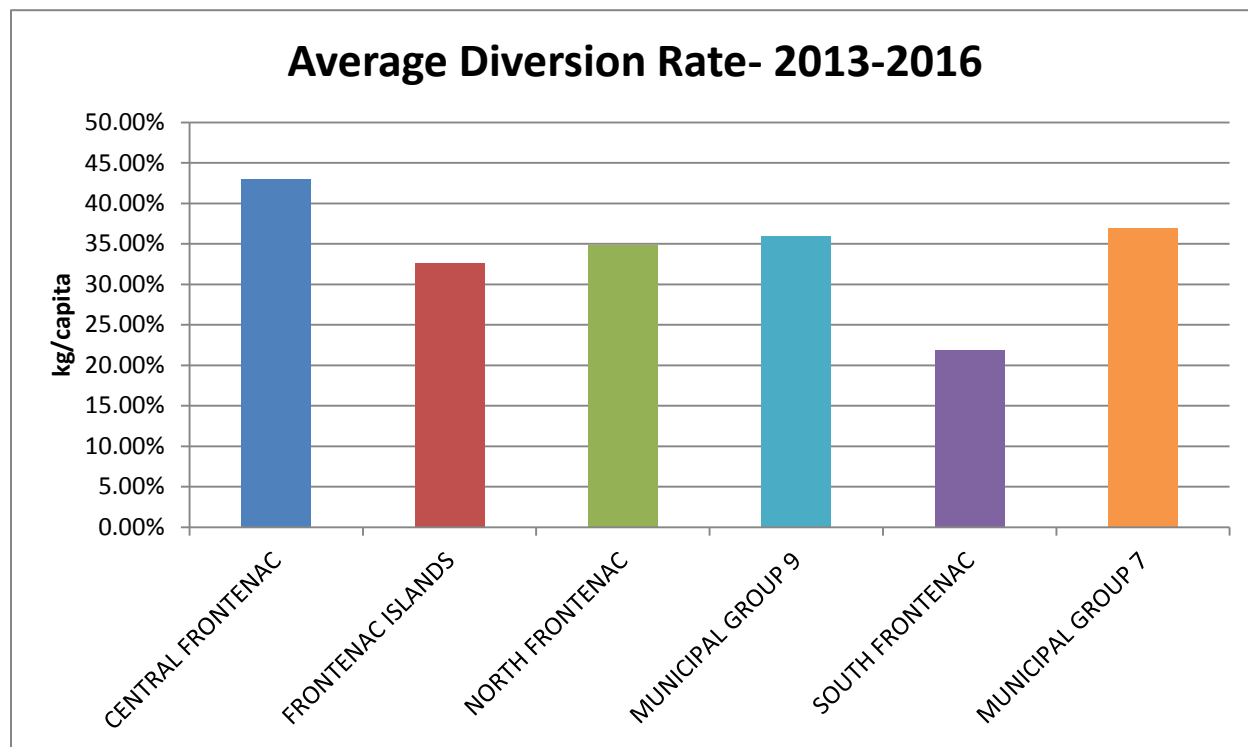
The wide variation and yearly fluctuation in diversion rates for the municipalities, versus the more stable Ontario rate, indicates that changes in reporting, tracking or measuring may have occurred. North Frontenac's more detailed tracking of wood waste as of 2016 is one such example.

Figure 9 compares the average diversion rate (2013-2016) of each municipality with the respective Datacall category averages. With the exception of Central Frontenac, all municipalities are running below their category average. However, it should be noted that the

² Source: <https://rprra.ca/wp-content/uploads/2018/02/2016-Residential-Diversion-Rates.pdf>

Central Frontenac and Frontenac Islands figures are only three year averages, as the 2016 data is not available as a result of the short call.

Figure 9 - Average Diversion Rate vs. Datacall Category



4.7.1 Datacall Diversion Rate Calculation

This section summarizes the methods that Datacall uses to calculate diverted tonnage, disposed tonnage, and the diversion rate (see Appendix B for a more in depth discussion). Note that the values of each waste stream are largely dependent on the type of information that each municipality entered into Datacall; therefore, these explanations are more of an overview. It is suggested to conduct further investigation of the similarities and differences between those municipalities in each of the two relevant municipal groupings (i.e. year-round versus seasonal residents).

Calculation of Diverted Tonnage

Datacall calculates diverted tonnage using the following formula:

$$\text{Diverted Tonnage} = D.1 + D.2 + D.3 + D.4 + D.5 + D.6$$

Each component is explained below.



D.1 =	Residential Component Deposit, Return and Stewardship Program	Datacall calculates at 5.51 kg/capita.
D.2 =	Residential Reuse	Tonnage collected through municipally sponsored or supported activities.
D.3 =	Residential On-Property Management	Mainly backyard composting (100 kg/composter distributed). Also includes grasscycling, in-home burning and onsite (open) burning.
D.4 =	Residential Recyclables Diverted	Blue Box, scrap metal, WEEE, bulky items, and used tires (7.1 kg/capita). Also includes energy from waste residuals.
D.5 =	Residential Organics Diverted	Yard and kitchen waste
D.6 =	MHSW Treatment	Hazardous waste recycled or reused

Calculation of Disposed Tonnage

Datacall calculates disposed tonnage using the following formula:

$$\text{Disposed Tonnage} = D.7 + D.8 + D.9$$

Each component is explained below.

D.7 =	Energy from Waste (EFW) Mass Reduction	
D.8 =	Hazardous Waste Disposal	Hazardous materials that were not reused or recycled.
D.9 =	Landfill of Residential Waste	A combination of landfill waste quantities, EFW related waste, and processing residues from diversion programs.

5.0 Financial Review

Our financial review looked at the total costs for each municipality's waste management program. In addition, we reviewed the specific costs associated with each municipality's Blue Box program.

5.1 Cost of Waste Management

Table 19 provides a summary of the 2016 & 2017 net waste management operating costs for each municipality, as well as the net cost per capita and per household. The values do not include capital items.

Table 19 – 2017 Waste Management Operating Costs per Capita

	Central Frontenac		Frontenac Islands		North Frontenac		South Frontenac	
	2016	2017	2016	2017	2016	2017	2016	2017
Total Expenses*	\$358,630	\$324,285	\$205,790	\$232,589	\$545,165	\$502,089	\$2,008,335	\$2,154,538
Total Revenues*	\$198,112	\$178,187	\$25,806	\$89,361	\$172,589	\$137,611	\$535,899	\$652,505
Net Cost*	\$160,519	\$146,097	\$179,984	\$143,228	\$372,576	\$364,478	\$1,472,436	\$1,502,129
Population**	4,695	4,708	1,860	1,860	2,911	2,973	19,910	19,924
Households**	4118	4128	1361	1368	3554	3553	10336	10425
Net Cost per Capita	\$34	\$31	\$97	\$77	\$128	\$123	\$74	\$75
Net Cost per HH	\$39	\$35	\$132	\$105	\$105	\$103	\$142	\$144

*Source: Municipal Financial Records

**Source: 2017 Datacall entry sheets

The table indicates a wide variation in the net operating costs, which translates to variation in cost per capita and cost per household figures. Central Frontenac operates at a lower cost per capita and per household than the other three (3) municipalities. Part of the reason may be the fact that the municipality operates only three (3) WDS's, which leads to lower operating costs versus those operating more sites.

It's interesting to note the difference between net cost per capita and net cost per household. Three of the four municipalities have a higher figure for net cost per household, while North

Frontenac's figure is lower as a result of their number of households being higher than their population. This situation requires further investigation.

South Frontenac's higher expenses are driven by its curbside pick-up service and much larger population.

Given the small population of Frontenac Island, expenses are relatively high because the island locations result in added costs for transportation (time and ferry crossings).

5.2 Cost of Blue Box Program

The cost of each municipality's Blue Box program is outlined below.

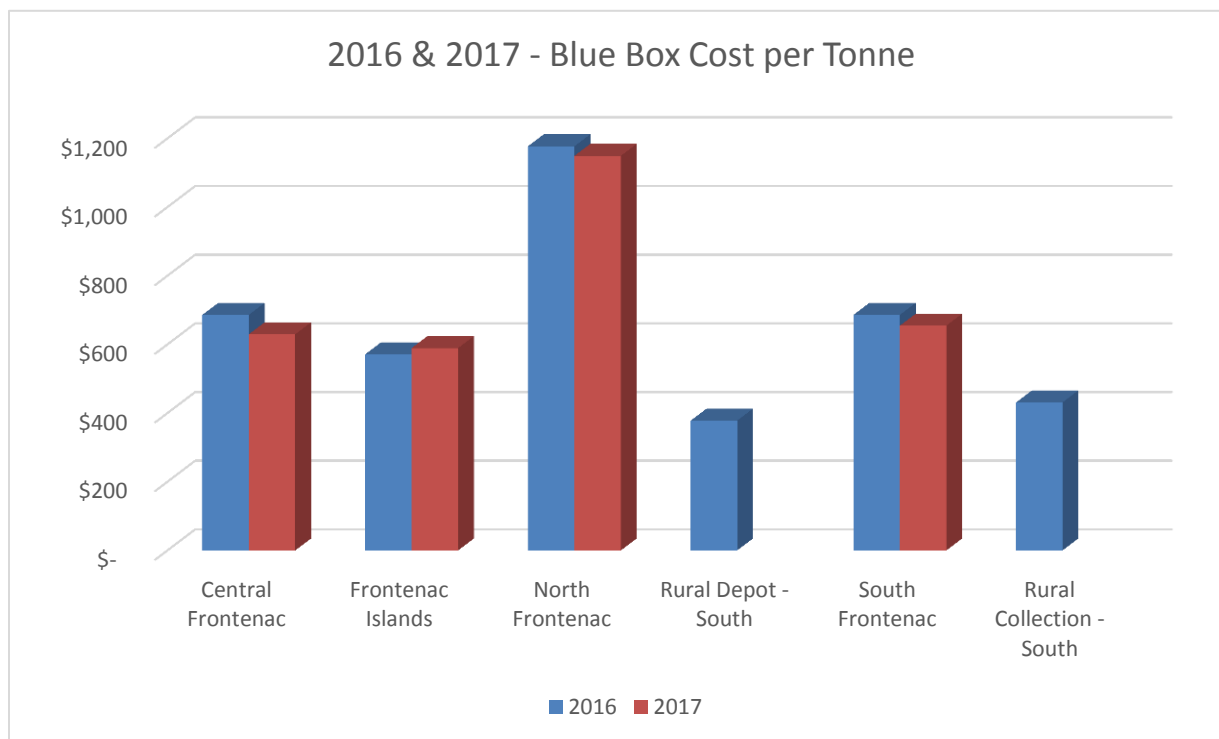
Table 20 Blue Box - Summary of Costs

	2014*	2015*	2016*	2017**
Central Frontenac				
Net Cost	\$213,821	193,858	\$178,434	Not Available
Net Cost per Tonne	\$736	\$713	\$686	\$629
Frontenac Islands				
Net Cost	\$55,786	\$65,606	\$70,919	Not Available
Net Cost per Tonne	\$443	\$573	\$571	\$589
North Frontenac				
Net Cost	\$125,349	\$206,231	\$184,344	Not Available
Net Cost per Tonne	\$706	\$1,211	\$1,177	\$1,149
South Frontenac				
Net Cost	\$576,718	\$598,802	\$627,259	Not Available
Net Cost per Tonne	\$617	\$652	\$686	\$655
* Source: 2014 – 2016 - Datacall annual reports				
** Source: 2017 – estimated from Datacall entry sheets				

As shown in Figure 10, the net costs per tonne for all four municipalities are significantly higher than their category average. Central Frontenac, North Frontenac and Frontenac Islands are part of the "Rural Depot – South" category, while South Frontenac is part of the "Rural Collection – South" category.

The 2017 category averages were not available at the time of the report.

Figure 10 - Blue Box - Net Costs per Tonne



Net costs per tonne for the Blue Box program are driven by two factors: the net costs and the marketed tonnes. In seeking to understand the reasons for the higher Blue Box costs relative to their categories, a comparison of both categories was completed. The year 2015 was chosen for the comparison as it is the last year that all municipalities completed the long form Datacall. The results are shown in Table 21.

Table 21 – 2015 Blue Box Costs per Tonne versus Category

Blue Box Program - 2015					
Municipality	Marketed Tonnes	Net Costs	Net Costs / Tonne	Tonnes / Capita	Net Cost / Capita
Central Frontenac	272	\$193,858	\$713	.058	\$41
Frontenac Islands	114	\$65,606	\$573	.061	\$35
North Frontenac	170	\$206,231	\$1,211	.060	\$72
Datacall Category 9 Average	288	\$145,651	\$506	.055	\$28
South Frontenac	919	\$598,802	\$652	.047	\$31
Datacall Category 7 Average	579	\$248,543	\$429	.048	\$20
Central Frontenac, Frontenac Islands, and North Frontenac are part of Datacall Category 9. South Frontenac is part of Datacall Category 7					

All municipalities, except South Frontenac, reported less marketed tonnes than their category average, but more marketed tonnes per capita.

All municipalities, except Frontenac Islands, reported higher net costs than their category average. However, all municipalities are higher than their category average from a net cost per capita point of view.

5.3 Revenues from Blue Box program

Revenue from Stewardship Ontario

The Blue Box program is eligible for funding from the stewards (producers) of the Blue Box items. The complex revenue calculation is completed by Stewardship Ontario and is outlined below.

$$\text{Total Blue Box Funding Allocation} = \text{Net Cost Allocation} + \text{Recovered Cost Allocation} + \text{Best Practices Allocation}$$

Funding Component	Maximum	Description
Allocation re Net Cost	50%	Based on municipal percentage of provincial total net costs (up to a maximum cost threshold for each grouping)
Allocation re Recovered Cost	35%	Based on municipal percentage of provincial total tonnage collected
Allocation re Best Practices	15%	Based on Best Practices Score

Table 22 provides a summary of the 2016 Blue Box funding for each municipality, along with percentage of net Blue Box costs funded.

Table 22 - 2016 Blue Box Funding Summary

Allocation Component	Municipality			
	Central Frontenac	Frontenac Islands	North Frontenac	South Frontenac
Net Cost (50%)	\$ 42,703	\$ 16,972	\$ 41,113	\$ 129,776
Recovered Tonnage (35%)	\$ 12,945	\$ 6,184	\$ 7,793	\$ 45,532
Best Practices (15%)	\$ 10,020	\$ 2,238	\$ 12,701	\$ 32,161
Total Blue Box Funding	\$ 65,668	\$25,394	\$ 61,607	\$ 207,469
Total Net Blue Box Costs	\$178,434	\$70,918	\$184,342	\$609,832
% of Net Blue Box Cost Recovered	37%	36%	33%	34%

It should be noted that each year's funding is based on results from 2 years prior. Therefore, the 2018 funding reimbursement is based on the costs and performance from the 2016 Blue Box program. Funds are paid out by Stewardship Ontario in equal quarterly installments.

Revenue opportunities noted from the analysis include:

- Increasing best practice scores. In 2016, North Frontenac scored 83% while Central Frontenac, Frontenac Islands and South Frontenac scored 59%, 24% and 63%, respectively.
- Keeping net costs within the category threshold. In 2016, North and South Frontenac's net costs were over their category threshold by \$12,000 (7%) and \$60,000 (12%) respectively, meaning those costs were not eligible for reimbursement.
- Increasing recovered tonnage from diversion programs.

Revenue from the Sale of Blue Box Materials

In addition to revenue from Stewardship Ontario, municipalities have historically received funds from the sale of various Blue Box items (e.g. plastic, aluminum, cardboard) to recycling processors. Over the years, these rebates have fluctuated based on prices paid by the end-users of the recycled waste streams, or in other words, based on "market conditions."

In 2018, market conditions changed significantly with the world's largest end-user, China, banning or placing severely limiting acceptable contamination rates on many recycled waste streams. In recent months, other countries (e.g. Vietnam) have also placed bans on these

materials. The result is that most, if not all Blue Box streams, are now strictly an expense, with no associated rebate.

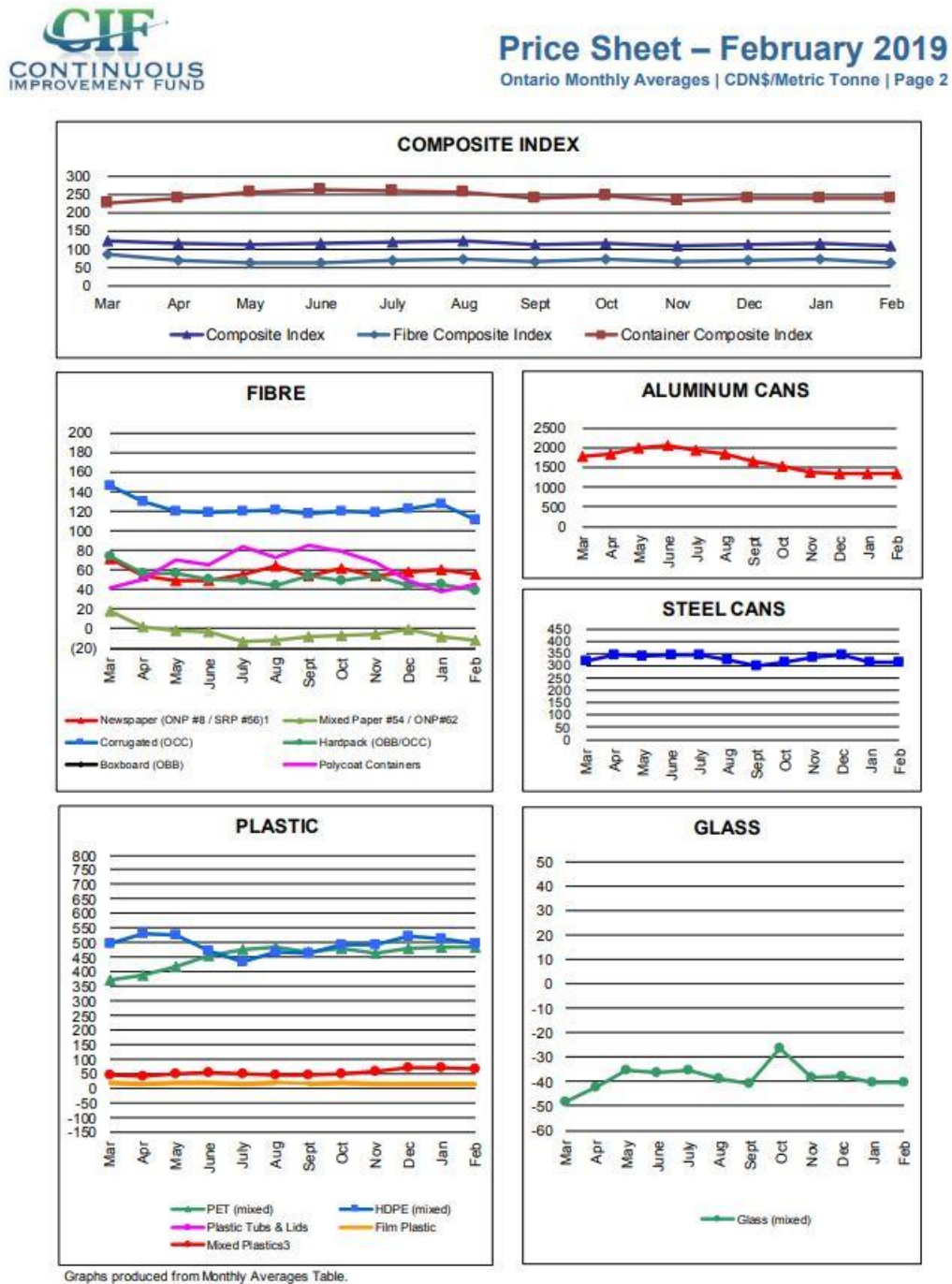
All four municipalities have seen the impact, with processors eliminating rebates and or increasing costs on waste streams such as cardboard and mixed plastics.

An illustration of the changing market is presented in Figure 11.

The fibre market (mixed paper, cardboard) in particular has seen a dramatic decrease in market price, while other streams, such as steel and aluminum cans have maintained or increased their market price.

The municipalities should explore the possibility of source separating higher value streams such as aluminum, in order to generate additional revenue.

Figure 11 - Historical Market Prices Paid for Blue Box Materials



For more information:
Neil Menezes, Reclay StewardEdge
nmenezes@reclaystewardedge.com, 416-644-8349

© CIF 2019

Produced for CIF by:
Reclay StewardEdge
Product Stewardship Solutions

5.4 Cost of Diversion Programs

Some municipal diversion programs generate revenues (through rebates per tonne), while others are strictly an expense. In addition, some waste streams are eligible for full or partial funding from industry stewardship organizations. Below is a summary of each.

Table 23 - Cost Description for Diversion Programs

Waste Stream	Details
Mixed Containers (Plastic, Aluminum) Mixed Fibres/Paper Cardboard/OCC	Total costs sometimes reduced by material rebate (fluctuates). Total net cost eligible for 50% funding through Stewardship Ontario.
Glass	All program costs are paid for by municipality. Total net cost eligible for 50% funding through Stewardship Ontario
Household Hazardous Waste	Collection & transportation costs are paid for by the municipality. Processing costs are partially paid for by producer organizations (i.e. Stewardship Ontario, Product Care)
Appliances, Scrap Metal	Total costs sometimes reduced by material rebate (fluctuates).
Electronics	All program costs are paid for by the producers through the Ontario Electronics Stewardship (OES)
Tires	Collection costs are paid for by the municipality. Transportation and Processing costs are potentially paid for the producer organization (Ontario Tire Stewardship)
Leaf & Yard Construction & Demolition Bulky Plastics Textiles Styrofoam Mattresses Re-Use Centre Organics	All program costs are paid for by municipality

6.0 Summary of Waste Free Ontario Act

The implementation of the WFOA continues, with four programs in particular being transitioned toward the extended producer responsibility model: used tires, waste electronics and electrical equipment, municipal hazardous & special waste, and Blue Box. An overview of each is described below.

6.1 Used Tires Program

The Ontario Tire Stewardship wound up its operations in December 2018. A new tire regulation came into effect on January 1 2019. Under the new regulation, tire producers will be required to meet mandatory collection and management targets. Collection refers to collecting used tires at their end of life and management refers to reusing, retreading or processing used tires after they have been collected.

A producer's annual collection target is based on the producer's tire supply and the tire management target is calculated based on what a producer actually collects in the year. The tire collection and management targets must be met according to the Tire Regulation. Producers have the option of setting up and managing their own collection and management systems to achieve their targets or engaging the services of a producer responsibility organization (PRO) to set up and manage the required collection and management systems. At the time of writing, six (6) PRO's had been established in Ontario.

A comparison summary between the two programs is provided below:

Table 24 - Comparison of Used Tire Programs

ITEM	CURRENT	WFOA
Materials	New & Used Tires	Same
Funding	Producers paid fee/tire to OTS	Producers paid fee/tire to PROs
Responsibility	OTS	PROs
Collection	OTS registered Collector	RPRA Registered Collector
Management	OTS	PROs
P&E	OTS, Processors	PROs
Municipalities		
Obligations	None	None
Common Practice	Collect at WDS- charge/no charge – OTS pick up	Redirect to local collectors
Process	Register as collector with OTS	No registration required Sign up with PRO for pick-up
Costs	• Space for collecting tires • Labour time re paperwork	Ad/Sign on website/Collection site redirecting users to bring their tires elsewhere
Advantages	• Service to residents • Revenue source	• Zero responsibility • Safety: Zero

Also at the time of writing, all four municipalities were planning to continue to collect tires as a service to their residents and avoid improper disposal of tires (i.e. left on vacant properties).

6.2 Waste Electrical and Electronic Equipment

The Ontario Electronic stewardship currently operates and oversees the collection and recycling of end-of-life electronics. In February 2018, the provincial government issued directions to wind up the Waste Electrical and Electronic Equipment (WEEE) Program on June 30, 2020. This will enable the transition of electronic waste to individual producer responsibility under the Resource Recovery and Circular Economy Act 2016. This new “outcomes based” producer responsibility regime holds responsible persons accountable for recovering resources and reducing waste associated with their products and packaging.

6.3 Municipal Hazardous or Special Waste

In April 2018, the Minister of the Environment and Climate Change issued direction to Stewardship Ontario to wind up the Municipal Hazardous or Special Waste (MHSW) program on December 31, 2020. This wind up will allow the transition of materials collected under the

program to individual producer responsibility under the Resource Recovery and Circular Economy Act 2016.

In December 2018, the Minister of the Environment, Conservation and Parks amended the timelines for the wind up of single-use batteries. The waste diversion program for single-use batteries will now cease operation on June 30, 2020, to allow for coordination with waste electrical and electronic equipment. Programs for other MHSW materials will continue to cease operation on December 31, 2020.

6.4 Blue Box

On August 2017, the Minister of the Environment and Climate Change issued directions to the Authority and Stewardship Ontario to work collaboratively with stewards, municipalities and affected stakeholders to develop a proposal for an amended Blue box Program plan and if approved, to submit the proposal by February 2018 for the Minister's consideration. The amended Blue Box plan reflects those elements that stewards have been advocating for some time, such as:

- A transition from the current shared responsibility model to full Extended Producer Responsibility (EPR) is achieved in a thoughtful, orderly and step-wise manner that ensures no disruption to residential recycling services;
- The transfer of operational control over recycling decision occurs as producers' financial obligations increase;
- A consistent recycling experience is provided for all Ontario residents by establishing a broad and uniform set of paper products and packaging to be collected across the province.

6.5 Organics

In addition to the four programs above, the WFOA has also focused on addressing food waste (organics). In April 2018, the Ontario government released the Food and Organic Waste Framework. The framework aimed to reduce food waste, redistribute surplus food, compost organics and restore healthy soils. It also included government commitments related to



organics, and policy statements that directed municipalities and private businesses to take action. For smaller municipalities, the direction was focused on a “best efforts” to reduce organics. At the time of writing, the current provincial government had not taken any further steps to implement an organics strategy.

7.0 Summary of Findings – Current Programs, Policies, Practices

Given the review of the policies, programs, and practices of the four municipalities, along with the current state of the waste in Ontario (Section 1.1), a number of high level findings are noted below.

- A small rural municipal waste management program may be at a disadvantage when weathering the current uncertainty in the provincial waste sector. A collaborative, unified approach across the county and even beyond represents an opportunity to reduce operating costs through efficiencies, and strengthen their “bargaining” position for any pending changes.
- The municipalities would benefit from having a clearer understanding of tonnages and full costs for each waste stream. Better and more accurate data tracking is needed. This is echoed by the Association of Municipalities of Ontario and Stewardship Ontario (via the Continuous Improvement Fund) in anticipation of potential changes driven by the Waste Free Ontario Act.
- A detailed review of the Datacall information revealed low confidence in the relevance of reporting due to questionable completeness of data and an inconsistent approach (e.g. the inclusion of North Frontenac’s wood waste tonnage in 2016 resulted in an artificially high diversion rate). Going forward, the Datacall program should be used as a vehicle to achieve maximum funding for the Blue Box program, but not necessarily as a performance reporting tool.
- Collectively, the four municipalities have an estimated landfill life beyond that of the province.
- If the province does not push forward on extended producer responsibility in the near future, it will likely remain “business as usual” for the next five to ten years. As such, the cost of the Blue Box or other diversion programs will continue to rise.
- Increasing diversion while lowering waste management costs will not be possible over the medium to long term, and municipalities may have to choose one or the other.
- The four municipalities are not receiving 50% recovery of their eligible Blue Box costs.

8.0 Review of Options & Opportunities

8.1 Competing Objectives

One of the challenges encountered in the project was the “competing” nature existing between the three objectives (increase diversion, reduce net operating costs and reduce environmental impact) in that there are few options that assist in achieving all three at the same time.

Increasing diversion (and extending landfill life) and/or reducing environmental impact generally results in higher net operating costs. A focus on reducing net operating costs will likely impede efforts to increase diversion and reduce environmental impact.

In the short term (1-2 years), some movement forward on the three objectives may be achievable, particularly if the four municipalities work collectively.

However, over medium and longer terms (3+ years), it may prove difficult to achieve the highest diversion rate, the lowest environmental impact, and the lowest net costs. Therefore, a decision will likely have to be made on which to pursue.

8.2 Options Review Process

The options for achieving the WMR objectives have been derived from two categories: 1) sharable options currently in use by one or more of the Frontenac municipalities, and 2) new options currently not in use by any of the Frontenac municipalities (and which generally involve working collectively).

The options review process involved two steps:

1. The options were reviewed according to their ability to achieve the objectives
2. With Step 1 in mind, the options were categorized by each municipality as short term, medium term, or long term.

Following that the options were recommended as either short-term (Years 1 – 2) or medium / long-term (Years 3+).

8.2.1 Options Review - Impact on Objectives

The review of each option's impact on the WMR objectives includes the following two components:

- A listing of all options considered along with a brief description (Section 0 & 0)
- An analysis of each option in terms of its impact on each of the WMR objectives (Section 8.3)

The options are not listed in any particular order.

Description of Sharable Options - Programs, Practices and Policies

1. Implement a County Wide Textile/Clothing Recovery Program

A simple way to combat large quantities of textiles from entering landfills is to provide textile collection bins at Waste Disposal sites, community centers, municipal offices, local businesses, etc. Third party contractors could be used to collect, maintain and transport clothing to thrift stores such as The Salvation Army or Value Village (via Diabetes Canada). Frontenac Islands currently provides this program.

2. Implement a Returnable Liquor Bottles Program

Diverting returnable bottles (i.e. liquor and beer bottles) can increase diversion and reduce operating costs. The income gained could be returned to the community as well, which could incentivize recycling. Currently, North Frontenac, Central Frontenac and Frontenac Islands have such a program in place. Third party, non-profit organizations (e.g. service clubs) could be used to collect, maintain and transport returnable bottles in return for being able to inject the deposit monies into their organizations.

3. Implement Construction & Demolition (C & D) Waste Re-use Program

A program that requires contractors or building owners to source separate aggregates, roof shingles, wood, drywall, metals, glass, plastics, carpeting and all other forms of construction waste could be implemented. Emphasis must be placed on source separating construction waste at the time of loading or unloading. In addition, adding a "deconstruction process" requirement to demolition permits could further reduce waste to landfill by encouraging reuse

of construction materials where possible. Such a process would require the owner of the permit to leave the building 'open' for a specified time period to allow reusable materials to be salvaged prior to the demolition.

4. Add Re-Use Centres at Waste Disposal Sites

Consider installing a re-use centre at all waste disposal sites (WDS) that allows residents to drop off gently used items and others to pick them up - all free of charge. This program has the potential to increase diversion and extend landfill life. Currently, South Frontenac offers this program and North Frontenac is preparing to launch this year at their 506 waste disposal site.

5. Reduce WDS Operating Hours for Winter Season

Both North Frontenac and Frontenac Islands reduce their operating hours in the winter to reflect the lower seasonal population during that time of year. Both Central and South Frontenac may want to consider a similar approach given that they also have significant seasonal populations. This change would lower operating costs with minimal impact on diversion performance.

6. Implement A Clear Bag Policy With Inspection/Enforcement

Clear bag policies for waste often assist in increasing diversion, even more so when combined with a clear bag inspection policy. With reference to Section 4.0 of this WMR, it is noted that Central Frontenac and North Frontenac have both clear bag and inspection policies, and also have the highest diversion rates of the four municipalities. South Frontenac and Frontenac Islands may want to consider implementing these types of policies.

7. Encourage Greater Use of Backyard Composting

Backyard composting offers the potential to increase diversion, reduce environmental impact and lower net operating costs. Currently, North Frontenac, South Frontenac, and Frontenac Islands offer subsidized composters. Central Frontenac could benefit by adding the program, and all four municipalities could benefit from a stronger, county-wide promotion & education push to increase the use of backyard composters for residents and businesses.

8. Implement 'Bag for a Bag' Program

North Frontenac recently implemented a unique “bag tag” program which has the potential to increase diversion in each municipality. Residents of North Frontenac are required to purchase a bag tag (\$2.00) for each bag of garbage they wish to dispose of. However, for every bag of recycling brought to a WDS, the resident receives one free bag tag for their garbage. If they bring in recycling, they would receive one free bag tag for any additional bags of recycling compared to the number of bags of waste. In municipalities without bag tag programs (Central and Frontenac Islands), it may be worthwhile to initiate one.

9. Utilize a Permit Policy for Access to WDSs

Central and North Frontenac have implemented a permit policy, whereby residents and/or contractors must present a permit in order to use the WDS. This option can reduce waste by preventing residents from other municipalities from using their WDS.

10. Eliminate Waste Amnesty Days

A popular, previous program involved waste amnesty days, where tipping fees at WDSs for various streams were temporarily waived, but current best practices have eliminated this offering. By doing so, municipalities can increase diversion and lower their net operating costs. Central Frontenac continues to offer this program, and should consider eliminating it.

Description of New Options - Programs, Practices and Policies

11. Implement Mattress Recycling Events

With this option, each municipality would carry out one annual mattress recycling event, utilizing one of several mattress recyclers that currently operate in the province. Mattresses could be dropped off at each WDS over a 2 day period (Sat/Sun) and stored in delivery trucks. Residents would be required to pay a mattress recycling fee that would be set to cover the costs of collection and transportation. All the mattresses collected from this event would be delivered to the recycler.

12. Improve Consistency of Waste Disposal Site Experience

Maintaining consistency throughout the sites (diversion programs, disposal process, staff training, etc.) allows residents to become better educated in diversion, thereby increasing diversion and reducing the need for hands-on assistance from site staff, which will reduce costs.

13. Implement Shared / Combined Transportation of Blue Box Items

All municipalities would work together to transport and/or store their Blue Box streams. For example, as commingled recyclables in front end bins. These bins would then be serviced by a single truck that would carry out a "milkrun" across all WDSs across the County of Frontenac. Costs would be shared by all four municipalities, but would likely be lower than the current situation due to economies of scale.

14. Purchase or Contract out a County-wide Mobile Shredder

The municipalities would collectively purchase or contract out a single mobile shredder that would shred all bulky waste. The shredder would be used across all four municipalities equally. Shredded waste would vastly reduce the volume of material being sent to landfill.

15. Improve Tracking of WDS User Behaviour

North Frontenac's extensive tracking system (tracking each vehicle and different waste streams; counting number of bags) has allowed them to measure more accurately the amount of waste users bring in to the depot. Once further reduction and recycling programs are set in place, this system will aid in measuring the overall success of a program. The other municipalities may want to consider this option.

16. Hire a Part-time County Wide Waste Management Coordinator

It would be very difficult to work collectively without such a role. A Waste Coordinator would be responsible for coordinating and overseeing efficiency of waste management operations, reporting to RPRA, creating a "Made in Frontenac" playbook, tendering contracts, researching options, implementing shareable practices, etc.

The role would be funded jointly by the four municipalities, and could be a contract or permanent position.

17. Develop a Datacall “Playbook” with a Consistent and Simplified Approach to Quantifying Waste

Most of the Datacall information is based on estimates, which vary between the municipalities. A standardized approach would be used by all four municipalities to estimate the weight of various materials. A similar format would be used for determining population and seasonal population. For example, counting the number of bags dropped off at each WDS could 1) assist in estimating the weight of materials sent to landfill and 2) measure success of various diversion programs.

18. Implement Fully Costed Tipping Fees for Waste Disposal

Fully costed tipping is an emerging best practice for municipal waste operations.³ Often, tipping fees do not reflect the long term cost of ownership for landfill and transfer station operations, such as annual monitoring programs and future closure costs. Fully costed tipping fees tend to be higher, and can improve waste diversion and lower operating costs. The first step in implementing fully costed fees involves detailed analysis of the net costs of waste management operations and a survey surrounding municipalities and private transfer stations.

19. Implement Rotating Two-Season Waste Audits

Waste audits provide insight into the success and opportunities for waste diversion programs. The municipalities should consider rotating 2-season waste audits for two municipalities per year. Alternatively, they could lobby Stewardship Ontario’s Continuous Improvement Fund to include Frontenac in its future annual audits.

³ Ecofiscal Commission Report, 2018

20. Implement a More Market-Based Approach to the Collection & Processing of Blue Box Streams

Given the market uncertainty for Blue Box waste streams, the municipalities should consider working to cater their programs to market conditions and projections, and focus on getting high value streams to market, while possibly stockpiling, landfilling or shredding other streams as necessary.

21. Enforce Recycling Practices at IC&I Centres Across all Four Municipalities

Collection may be carried out by a private hauler, but waste from the IC&I sector is brought to the same landfill. The municipalities should consider introducing a PAYT program for IC&I sectors with greater enforcement.

22. Lead by Example

The municipalities should lead by example with their internal waste management activities and ensure that proper and consistent diversion program infrastructure is in place at all municipal properties (offices, arenas, community centres, etc.). If working collectively, they could complete group purchases of infrastructure (e.g. multi-stream bins) to achieve economies of scale.

23. Implement a Disposal Ban on Organics and Textiles

A disposal ban could be implemented after backyard composters and textile depots are fully provided across all four municipalities. This is a long term solution and would depend on the provincial direction taken with the Waste Free Ontario Act.

24. Investigate Possibility of Developing a Centralized, Mini Materials Recovery Facility or a Regional Transfer Station

Consider building a regional transfer station or mini material recovery facility that would be used to consolidate materials from all four municipal sites. The transfer station/material recovery facility could be maintained and operated by a third party agency or handled directly by the County. Material collected at the transfer station could be marketed by the agency or directly by the County.

25. Implement a County-Wide Promotion and Education Program.

All of the Municipalities have promotion and education (P & E) programs in place to better inform its residents of appropriate waste disposal to increase diversion. Many of these practices can be adopted by those municipalities without such a program/practice in place.

26. Investigate the Possibility of a County-Wide Mobile Compactor for High Value Waste Streams

Purchasing or contracting out a front end truck with compaction ability could enable the County to pick up high value waste streams such as aluminium or cardboard. The mobility of the equipment and the ability to have it taken directly to a processor provides an advantage.

27. Pursue Joint Tenders for Waste Related Contracted Services

Consider creating joint tenders for waste related services to reduce costs. Benefits of the services would also be shared between all four municipalities.

28. Explore the Use of Norterra Or Debruin Farms to Support an Organics Diversion Program

Norterra has two facilities in the Kingston area that have the capacity to support composting for up to 20,000MT. The company has advised that it would welcome organics collected by the County. Debruin Farms currently accepts a portion of Wolfe Island's organics but has the capacity to accept more.

29. Investigate Possibility of Crushing Glass and Sending to Landfill

Glass is costly to transport and to process. However, it does not biodegrade or create greenhouse gas emissions, and thus could be crushed and mixed with landfill cover material. This avoids transportation and processing costs from recycling.

30. Use the Capacity of Smaller Landfills First, Then Close Them

By closing smaller landfills first, human resources could be shifted from one landfill to another. It would also spur increase in cost to dispose and improve diversion.

31. Investigate the Benefits of All Municipalities Using the Same Processor

Using the same processor could result in economies of scale and lower operating costs.

32. Develop a More Detailed Understanding of Net Costs for Each Diversion Program

A detailed understanding of net costs can improve the search for inconsistencies with each program. Better solutions can be found if cost is brought into the equation.

33. Implement Front-end Bins Instead of Roll-off Bins

Most waste disposal sites currently have Roll-off bins to collect recyclable materials.

Implementing front-end bins can reduce costs by at least a third, if not more, of the total cost of transportation. It will also increase the serviceability of each site.

8.3 Options Analysis - Impact on Objectives

Each option was reviewed for its impact on the three objectives and rated as positively impacting the objective (given a "+"), negatively impacting the objective (given a "-"), or no impact on the objective (given a "0"). The results of the analysis are shown in below. A brief overview of each objective is as follows:

Increase Waste Diversion

Decreasing the amount and percentage of waste sent to landfill by reducing, reusing, recycling, repairing, etc.

Reduce Net Waste Management Costs

Decreasing the net operating costs of waste management programs. Could be increasing waste related revenue or reducing waste related costs. Does not include capital expenditures.

Reduce Environmental Impact

Reduces environmental impact in three ways:
a) prevents hazardous waste from entering landfill
b) reduces greenhouse gas emissions from landfill
c) reduces greenhouse gas emissions from transportation.

Table 25 – Summary of Options – Impact on Objectives

Option No.	OPTIONS	IMPACT ON THE 3 OBJECTIVES		
		Increase Waste Diversion /	Reduce Net Operating Costs for	Reduce Environmental Impact
SHAREABLE OPTIONS				
1	Implement County Wide Textile/Clothing Recovery	+	+	0
	Currently practicing: FI.	All collection costs at expense of processor.		
2	Implement Returnable Liquor Bottles Program	0	+	0
	Currently practicing: CF & FI	Less glass to be processed.		
3	Implement C&D Waste Reuse	+	+	0
	Currently practicing: CF, NF & FI	Construction waste diverted from landfill. Resident/Contractor must source separate. Less C&D reduces transportation & processing costs.		
4	Add Re-Use centres at waste disposal sites	+	+	+
	Currently practicing: CF & SF	These centres could include re-usable construction waste, toys, books, souvenirs and re-usable furniture. Long term cost savings from reduced disposal of C&D and bulky waste overshadow cost of building a re-use centre. Frequency of bulk waste pickups decrease and decrease in amount of		
5	Reduce WDS operating hours during winter season	0	+	0
	Currently practicing: NF & FI	Reducing operating hours at all waste disposal sites can reduce operation costs.		
6	Implement clear bag policy + inspection / enforcement	+	0	+

Option No.	OPTIONS	IMPACT ON THE 3 OBJECTIVES		
		Increase Waste Diversion /	Reduce Net Operating Costs for	Reduce Environmental Impact
	Currently practicing: CF & NF	Clear bags will indicate if recyclables, organics, hazardous or electronic material is in the garbage		
7	Encourage greater use of backyard composting	+	+	+
	Currently practising: All municipalities have voluntary purchase program. Consider using FCM Funding to procure backyard composters for all residents	Reduced presence of organics in landfill and extended landfill life. One time initial expenditure on backyard composter. Extended landfill life saves money long term. Reduced methane gas from landfill, replenished nutrients into soil.		
8	Implement 'Bag for a Bag'	+	+	+
	Currently practising: NF	Residents are required to purchase a bag tag to dispose of one bag of waste. However if they bring in recycling, they will receive one free bag tag for any additional bags of recycling compared to number of bags of waste.		
9	Utilize a permit policy for	+	0	0
	Currently practising: CF & NF	A waste site permit is required to gain access into all of the waste sites. If a resident is unable to show a permit, access into the waste site will be denied.		
10	Eliminate waste amnesty days	+	+	+
	Currently practising: SF, NF & FI	Residents are currently allowed to dispose of a single load of household refuse at no charge (up to \$40 limit). Eliminating this will reduce		
NEW OPTIONS				
11	Implement a rotating mattress recycling event	+	0	0

Option No.	OPTIONS	IMPACT ON THE 3 OBJECTIVES		
		Increase Waste Diversion /	Reduce Net Operating Costs for	Reduce Environmental Impact
	Mattresses have high volume. Recycling them would see increased diversion and reduced volume use at landfill			
12	Improve the consistency of the waste disposal site experience	+	+	0
	Consistency at waste disposal sites will ensure increased familiarity of the program for residents. This will lead to an overall decrease in contamination rates			
13	Implement shared/combined transportation of blue box	0	+	+
	Group purchase and/or sharing of truck. Cost reduction due to economies of scale. Transportation related GHG's reduced due to less trips overall.			
14	Collectively purchase or contract out a mobile shredder for use on bulky items	+	-	+
	Reduces volume of waste. Increases landfill life.			
15	Improve tracking of WDS user behaviour	+	+	+
	Tracking WDS user behaviour will allow the ability to increase awareness amongst residents about the recyclability of an item. This can increase landfill life.			
16	Hire a part-time waste management coordinator	+	-	+
	Higher focus on waste management activities & diversion activities. Potentially cost neutral or minimal cost as a result of savings from economies of scale.			
17	Develop a Datacall "Playbook"	+	+	0
	Developing such a playbook will not only allow all four municipalities create a standardized approach but it can also help focus on revenue maximization			

Option No.	OPTIONS	IMPACT ON THE 3 OBJECTIVES		
		Increase Waste Diversion /	Reduce Net Operating Costs for	Reduce Environmental Impact
18	Implement full cost of tipping fees for waste disposal (includes monitoring,	+	+	0
	Completely covers operation costs, cost of monitoring, etc.			
19	Implement rotating 2-season waste audits - two municipalities per year	+	-	+
	A waste audit is essential for maximizing the effectiveness of a program, measuring success and improving operations.			
20	Implement a more market-based approach to the collection & processing of	-	+	0
	Current diverted streams may end up in landfill. Avoids cost of selling diverted items at a loss.			
21	Enforce recycling practices at IC&I centres across all four municipalities	+	+	+
	Waste from ICI also going to same landfill. Focus on ICI can reduce waste. Initial cost from P&E towards ICI, but possible source of revenue from establishing bag tag programs and capturing divertible.			
22	Lead by example - township owned facilities & spaces	+	+	+
	All four municipalities need to lead by example and source separate at their own facilities and spaces.			
23	Consider a disposal ban on organics and textiles across all four municipalities	+	+	+

Option No.	OPTIONS	IMPACT ON THE 3 OBJECTIVES		
		Increase Waste Diversion /	Reduce Net Operating Costs for	Reduce Environmental Impact
	A disposal ban on organics and textiles across all four municipalities will ensure maximum diversion of these items, which can lead to increased landfill life and reduced environmental impact.			
24	Investigate possibility of developing a centralized, mini materials recovery facility or a regional transfer station to take advantage of market	+	-	0
	Developing a centralized MRF or transfer station can greatly reduce operation costs that arise from haulage.			
25	Implement county wide promotion and education program	+	-	+
	Would see higher diversion and participation.			
26	Investigate the possibility of a shared mobile compactor for high value waste streams (aluminium, cardboard)	+	+	+
	A shared mobile compactor for high value waste streams such as aluminium cans can increase revenue.			
27	Pursue joint tenders for waste related contracted services	0	+	0
	Pursuing joint tenders for waste related contracted services can reduce operational costs.			
28	Explore the use of Norterra or Debruin Farms to support an organics program	+	-	+

Option No.	OPTIONS	IMPACT ON THE 3 OBJECTIVES		
		Increase Waste Diversion /	Reduce Net Operating Costs for	Reduce Environmental Impact
	Norterra Organics has the capacity to compost organics generated from all four municipalities. Debruin Farms can partially support such a program.			
29	Investigate possibility of crushing glass and sending it to landfill	-	-	+
	Such a program will reduce operational costs arising from hauling glass. Glass can instead be used as cover.			
30	Use capacity of smaller landfills first then close them	+	+	-
	Cost of operations will reduce- less landfills to manage; possibility to convert into transfer station and focus on generating revenue from recyclables.			
31	Investigate the benefits of using the same diversion stream processors for all 4 municipalities	0	+	+
	Using the same processor could result in lower operating costs.			
32	Develop a more detailed understanding of net costs for each diversion program	0	+	0
	Can improve search for inconsistency with each program.			
33	Implement front-end bins instead of roll-off bins	0	+	+
	Implementing front-end bins can reduce costs by at least a third, if not more, of the total cost of transportation. It will also increase the serviceability of each site.			

8.4 Options Rating as Short, Medium, or Long Term

The second step of the options review involved rating the options as short, medium, or long-term. This step considered the impact of each option on the objectives, but also included subjectivity on the part of the consulting team and the Public Works Managers, based on experience, best practices, and the practicality of implementation.

Specifically, if an option achieved all three objectives it wasn't automatically ranked as a short-term option. For example, Option 23 (Implement a disposal ban on organics and textiles) supports all three objectives but is not feasible in the short-term due to the unavailability of sufficient diversion options for organics and textiles. Similarly, if an option achieved only one objective it was not automatically ranked as a long-term option. Option 27 (Pursue joint tenders for contracted waste services) supports only the "reduce costs" objective but still is feasible sense to pursue in the short-term.

The other consideration involved the desire of the four municipalities to work closer together, and the project team agreed that options which were unanimous were more practical to pursue in the short-term.

Based upon feedback received from the municipalities, a number of the options were unanimously chosen for implementation in the short-term. The others were to be considered for implementation in the medium to long term. However, changes in market conditions or individual municipal situations may make it more practical to push off short-term options or expedite longer term options.

A summary of prioritization of options by each municipality is shown in Appendix C.

8.5 Graphical Summary of Options Analysis

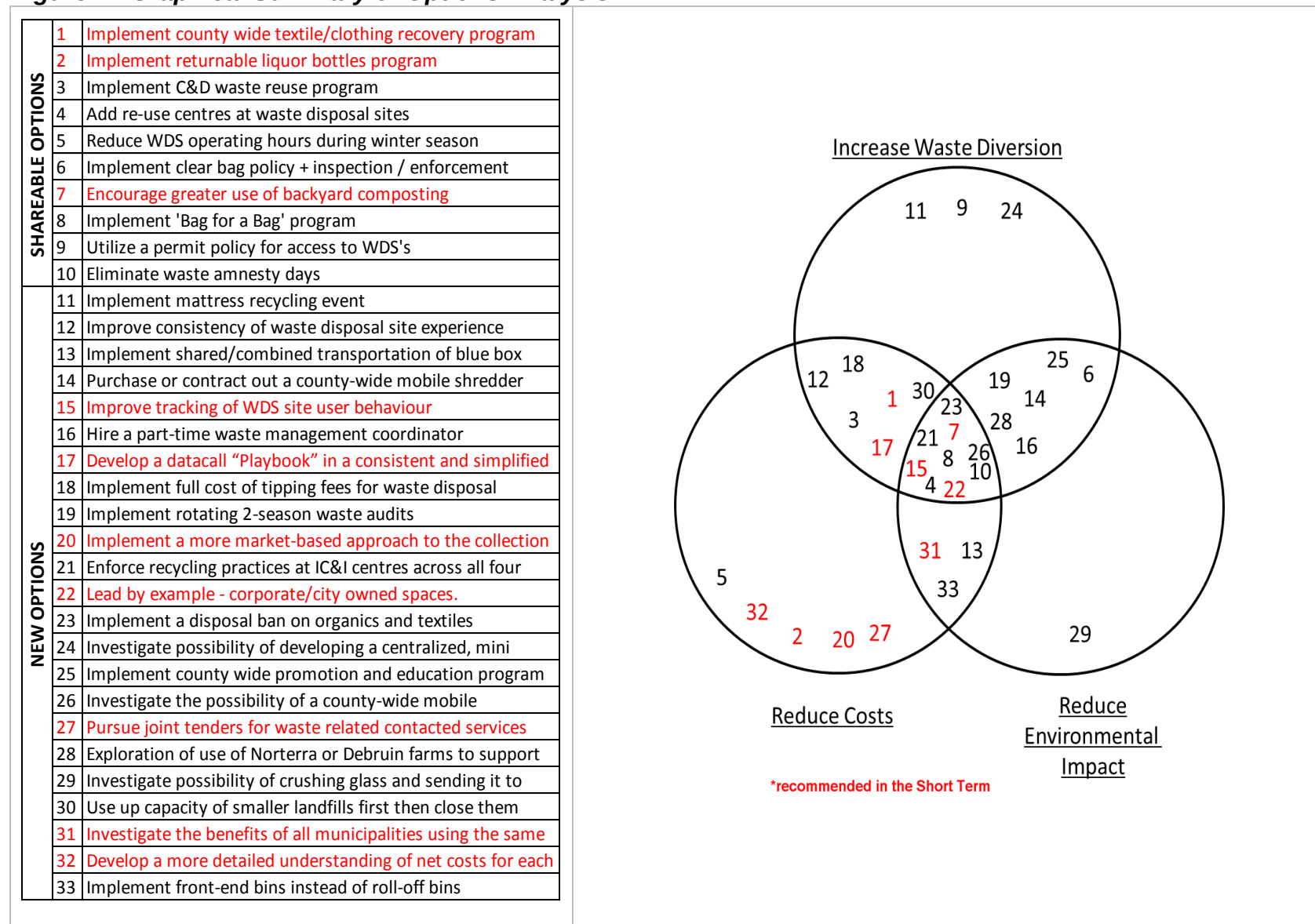
Following the options analysis above, the results were summarized graphically in Figure 12. The figure allows for easy identification of which objectives are achieved by which options, and which options were recommended in the short-term (highlighted by their red font).

The graphical summary reveals that, at minimum, all of the short-term options supported the 'Reduce Costs' objective. Only three short term options supported all three objectives.



The result of the analysis led to the creation of an approach that is unique to the region, and forms the “Made in Frontenac” path forward found in Section 9.0.

Figure 12 Graphical Summary of Options Analysis



9.0 Our ‘Made in Frontenac’ Path Forward

This WMR was initiated by the County, through its 2014 “Wildly Important Goal” of working with its municipalities to develop a “Made in Frontenac” position and financial plan for solid waste management. There was desire expressed by the municipalities to take control of their own destiny, which included working more closely together on waste management.

In addition, throughout the review the municipalities expressed an openness to trying new approaches to waste management. Given the current uncertainty of the state of waste in Ontario, this willingness to break away from the status quo can bode well. As expressed by one Public Works Manager during the WMR, “the current waste management procedures, specifically the Blue Box program, were developed during a different time with different conditions. It doesn’t mean that they make sense now”.

9.1 Guiding Strategies

As noted in the WMR, it is nearly impossible to achieve all three objectives: the highest diversion rate, the lowest environmental impact, and the lowest net operating costs. In the short-term (1 – 2 years), some movement forward on the three objectives may be achievable, particularly if the four municipalities work together. However, over the medium to long term (3+ years), a decision will likely have to be made between the objectives, and this may be impacted by changes related to the Waste Free Ontario Act.

Thus, the path forward begins with a more collective approach among the four Frontenac municipalities. This is also prudent to be better positioned to deal with future changes in the waste sector in Ontario.

Our Made in Frontenac approach to waste management will be based on the following guiding strategies:

- Create as much consistency as possible/pragmatic in the policies, processes and practices of all four municipalities
- Develop a collective approach, where possible/pragmatic, to waste collection, transportation, processing and promotion & education

- Report collectively and annually to municipal Council & the communities
- Develop a Frontenac approach to waste performance reporting including Datacall reporting
- Continue to improve the understanding of the performance and costs of waste management programs
- Remain fully engaged in evolving waste management legislation in Ontario
- Explore opportunities to work with others beyond Frontenac County
- Begin exploring opportunities to support the transition to a circular economy

9.2 Short Term Options – Years 1 – 2

The short term options will centre on developing the ability for the four municipalities to work more closely together and to implement the actions that will have the most impact on the three objectives: increase waste diversion/increase landfill life, reduce net operating costs and reduce environmental impact.

Recommended Options

- Implement county wide textile/clothing recovery program
- Implement returnable liquor bottles program
- Encourage greater use of backyard composting
- Improve tracking of WDS site user behaviour
- Develop a Datacall “Playbook” to standardize the approach & focus on revenue maximization
- Lead by example
- Pursue joint tenders for waste related contracted services
- Investigate the benefits of using the same diversion stream processors for all 4 municipalities
- Develop a more detailed understanding of net costs for each diversion program

- Implement a more market-based approach to the collection & processing of Blue Box.

9.3 Medium and Long Term Options – Years 3+

The medium term options will be partially dictated by how the state of the waste industry evolves over the next three years – in particular, individual producer responsibility and the Blue Box program. Over the medium to long term (3+ years), it may prove very difficult to achieve all three objectives as diversion program costs will continue to rise. In that case, a choice between the objectives or prioritization will have to be made.

Recommended Options

- Hire part-time county wide waste management coordinator
- Add Re-Use Centres at waste disposal sites
- Reduce WDS operating hours during winter season
- Implement clear bag policy and/or bag inspection/enforcement
- Eliminate waste amnesty days
- Investigate the possibility of a county-wide mobile compactor for high value waste streams(aluminium, cardboard)
- Investigate possibility of crushing glass and sending it to landfill
- Implement Front-end bins instead of Roll-off bins
- Implement rotating 2-season waste audits – two municipalities per year to short term from medium term.
- Implement shared/combined transportation Blue Box items
- Improve the consistency of the WDS experience
- Utilize a permit policy for access to WDSs
- Implement C&D Waste Reuse Program
- Implement fully costed tipping fees for waste disposal (includes cost of monitoring, expansion, etc.)

- Investigate possibility of developing a centralized, mini materials recovery facility or a Regional Transfer Station to take advantage of market conditions
- Explore the use of Norterra or Debruin Farms to support an organics program
- Implement a strategy of using up capacity of smaller landfills first, then closing them
- Implement 'Bag for a Bag' program
- Implement a rotating mattress recycling event
- Collectively purchase or contract out a mobile shredder for use on bulky items
- Enforce recycling practices at IC&I centres across all four municipalities
- Implement County Wide Promotion and Education program

9.4 Sample Annual Report

One of the guiding strategies calls for annual collective reporting on waste management. A sample annual report can be found in Appendix D

10.0 Conclusion

The County of Frontenac's waste management review looked at the current policies, programs, practices and costs of all four municipalities. It identified options for a more efficient and effective approach in managing waste. These options place emphasis on improving the performance of existing waste diversion programs and include future initiatives that will further increase their diversion efforts.

The objectives of reducing costs, increasing diversion and reducing environmental impact were used to analyse these initiatives. This analysis, which included significant input from the municipalities, produced a series of short-term recommendations and longer term options.

Overall, greater collaboration amongst the municipalities was the consistent message, particularly in light of the current state of waste in Ontario.

The result was a 'Made in Frontenac' path forward on waste management, which includes all four municipalities working more closely together.

Glossary of Terms

Bag Tag	A clearly identifiable sticker approved for sale by resolution of the Council of the Municipality and used to indicate that a fee has been paid for the disposal of the tagged waste.
Best Practices	Waste system practices concerning diversion programs that result in the attainment of provincial and municipal material diversion goals in the most cost-effective way possible.
Blue Box	A plastic container, often blue in colour, for conveying acceptable recyclable materials. Also refers to a municipal curbside or transfer station recycling program.
Capture Rate	The amount of materials diverted from the waste stream for recycling expressed as a percentage of the total quantity generated of those materials.
Co-mingled	Recycling programs where a number of different materials are mixed together, not collected separately.
Composting	The controlled microbial decomposition of organic matter, such as food and yard wastes, in the presence of oxygen, into humus, a soil-like material. Compost can be used in vegetable and flower gardens, hedges, etc.
Construction & Demolition Waste (C & D)	Solid waste produced in the course of residential, commercial, industrial, or institutional building construction, demolition or renovation (e.g. lumber, concrete, brick, plaster, glass, stone, drywall, wire, paint, etc.).
Continuous Improvement Fund (CIF)	Provides grants and loans to municipalities to execute projects that will increase the efficiency of municipal Blue Box recycling and help boost system effectiveness.
Disposal	Final placement or destruction of wastes. Disposal is typically accomplished through the use of approved sanitary landfills or incineration with or without energy recovery.

Diversion	The process of reducing, recycling, or reusing materials with the purpose of keeping waste out of landfills.
Diversion Rate	The percentage of waste diverted from landfill through means of diversion programs (Blue Box, composting, etc.). The diversion rate is determined by dividing the total quantity of waste diverted by the total amount diverted and disposed. Also known as the waste diversion rate.
Environmental Compliance of Approval (ECA)	A license or permit issued by the Ministry of Environment, Conservation and Parks for the operation of a waste management site/ facility or system.
Extended Producer Responsibility (EPR)	A policy to shift the responsibility of a product's life cycle away from the municipality to the producers and to provide incentives for producers to consider the environmental impacts in the selection of materials and the design of their product(s).
Federation of Canadian Municipalities (FCM)	A national organization that represents the interests of municipalities in Canada.
Green Municipal Fund (GMF)	A funding program established by the Federation of Canadian Municipalities to support municipal sustainability initiatives, including waste management projects and studies.
Hazardous Waste	Any residual hazardous materials which by their nature are potentially hazardous to human health and/or the environment, as well as any materials, wastes or objects assimilated to a hazardous material. Hazardous waste is defined by Ontario Regulation 347 and may be explosive, gaseous, flammable, toxic, radioactive, corrosive, combustive or leachable.
Landfill	An approved, engineered site/facility used for the long-term or permanent disposal of waste.



Municipal Hazardous or Special Waste (MHSW)	Includes the following materials that are considered hazardous waste materials generated from the municipal sector (paints, solvents, adhesives, pesticides, acids/bases, aerosols, fuels and batteries). Also sometimes referred to as Household Hazardous Waste.
MOLOK™	A patented type of container used to hold source separated organics.
Ontario Electronic Stewardship (OES)	The Industry Funding Organization (IFO) for Waste Electrical and Electronic Equipment. Companies that are designated as stewards for Waste Electrical and Electronic Equipment can discharge their legal obligations under the Waste Diversion Act by registering, reporting and paying fees to OES.
Ontario Tire Stewardship (OTS)	The Industry Funding Organization established to develop a diversion program for used tires. Companies that are designated as stewards for used tires can discharge their legal obligations under the Waste Diversion Act by registering, reporting and paying fees to OTS.
Organic Waste	Waste of animal or plant origin, typically food, yard waste, and paper. It is what feeds a compost site.
Pay As You Throw / User Pay	A program in which every individual bag or container of waste to be disposed of is paid for directly by the resident, commonly by the purchase of bag tags.
Plastics #1	Polyethylene Terephthalate (PETE or PET): typically used to make soda/water bottles, mouthwash/peanut butter containers, etc. This plastic can be safe, but is known to allow bacteria to accumulate.
Plastics #2	High Density Polyethylene (HDPE): typically opaque plastic that is used to make milk jugs, juice bottles, shampoo bottles, etc. One of the 3 plastics considered to be safe.
Plastics #3	Polyvinyl chloride (PVC): typically used to make food wrap, plumbing pipes, detergent bottles, etc. It is linked to several health issues and contains the carcinogen, DEHA.

Plastics #4	Low Density Polyethylene (LDPE): typically found in squeezable bottles, shopping bags, clothing, carpet, bread bags, etc. One of the 3 plastics considered to be safe.
Plastics #5	Polypropylene (PP): typically found in yogurt containers, ketchup bottles, medicine bottles, etc. Considered one of the safer plastics.
Plastics #6	Polystyrene (PS): Styrofoam; found in egg cartons, meat trays, and disposable plates/cups. This plastic poses a health risk, leaching potentially toxic chemicals, especially when heated.
Plastics #7	Other/miscellaneous plastic; typically found in sunglasses, iPod and computer cases, hard plastic toys, etc. Includes polycarbonate, which contains the toxic chemical bisphenol-A (BPA), linked to several health issues.
Promotion & Education Materials (P&E)	Materials prepared and distributed by a municipality to help promote the proper participation in waste management and waste diversion programs.
Recyclables	Any material destined for recycling, often through the Blue Box program. Includes materials such as: glass, metal food and beverage cans, aluminum foil, rigid shell plastic, containers, newspaper, cardboard, fine paper, boxboard.
RPRA	The Resource Productivity and Recovery Authority. The regulatory authority supporting the new Waste Free Ontario Act.
Source Separated Organics (SSO)	This includes residential organic waste such as food waste and non-recyclable paper that is segregated for composting or other organic waste processing. Some municipalities have widened the definition of SSO to include diapers, sanitary products and pet waste.
Stewardship Ontario	The Industry Funding Organization (IFO) that operates the Blue Box (recycling) and Orange Drop (municipal hazardous & special wastes) programs.

Transfer Station	A depot-style location where residents of a Municipality may come to dispose of their wastes; residents generally separate wastes into designated areas. Accumulated wastes are transferred to a disposal site or diversion facility.
Waste	A general term that describes all waste generated including “garbage,” recyclables, organic waste, leaf and yard waste, MHSW, and WEEE.
Waste Audit	Exercise of determining the quantity and composition of waste which is disposed.
Waste Diversion Ontario (WDO)	A non-crown corporation created under the Waste Diversion Act (WDA) on June 27, 2002. WDO was established to develop, implement and operate waste diversion programs for a wide range of materials (Blue Box Waste, Used Tires, Used Oil Material, Waste Electrical and Electronic Equipment and Municipal Hazardous or Special Waste) under the WDA.
Waste Electrical and Electronics Equipment (WEEE)	Any broken or unwanted electrical or electronic appliances including computers, phones and other items that have reached the end of their usable life.
Waste Management Plan (WMP)	A plan designed to help an organization, such as municipality, achieve goals and best practices in the area of waste management.
Waste Stream	The waste output of a community, region, or facility. Total waste can be categorized into different waste stream components (e.g., organic waste, construction waste, household hazardous waste, or white goods).
White Goods	Refers to larger home appliances (e.g. refrigerators, washing machines, etc.) that are often finished in white enamel. It is becoming more common for these items to have different finishes, however the name still refers to these types of appliances.



Appendix A

Operating Hours of Waste Disposal Sites

10.1.1 Municipality of Central Frontenac

Table 26 - CF Operating Hours

Winter/Summer	Oso	Olden	Hinchinbrooke
MONDAY	8 AM - 12 PM	CLOSED	1 PM - 5 PM
TUESDAY	1 PM - 5 PM	CLOSED	8 AM - 12 PM
WEDNESDAY	CLOSED	8 AM - 5 PM	CLOSED
THURSDAY	CLOSED	8 AM - 5 PM	CLOSED
FRIDAY	8 AM - 12 PM	8 AM - 5 PM	1 PM - 5 PM
SATURDAY	8 AM - 12 PM	8 AM - 5 PM	1 PM - 5 PM
SUNDAY	1 PM - 5 PM	8 AM - 5 PM	8 AM - 12 PM
SITE TOTAL	20 hours	40 hours	20 hours

Notes: All sites are closed between 12 – 1 PM.

10.1.2 Municipality of Frontenac Islands

Table 27 - FI Operating Hours

Winter/Summer	Wolfe Island	Howe Island
MONDAY	9 AM - 5 PM	CLOSED
TUESDAY	CLOSED	6 PM - 8 PM
WEDNESDAY	9 AM - 5 PM	CLOSED
THURSDAY	CLOSED	6 PM - 8 PM ¹
FRIDAY	CLOSED	CLOSED
SATURDAY	9 AM – 5 PM	8:30 AM – 12 PM
SUNDAY	9 AM – 5 PM ¹	CLOSED
SITE TOTAL	22.5/30 hours	5.5/7.5 hours

Notes:

All sites are closed between 12 – 12:30 PM.

¹ Summer operating hours: June – September (Wolfe Island) or May – September (Howe Island).

10.1.3 Municipality of North Frontenac

Table 28 - NF Winter Operating Hours

Winter	506	Kashwakamak	Mississippi	Plevna	Ompah	Cloyne
MONDAY	9 AM - 1 PM	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED
TUESDAY	CLOSED	CLOSED	10 AM - 2 PM	CLOSED	CLOSED	CLOSED
WEDNESDAY	CLOSED	CLOSED	CLOSED	10 AM - 4 PM ¹	CLOSED	1 PM - 4 PM
THURSDAY	9 AM - 1 PM	CLOSED	CLOSED	CLOSED	CLOSED	Closed
FRIDAY	1 PM - 4 PM	CLOSED	CLOSED	10 AM - 4 PM ¹	CLOSED	9 AM - 12 PM
SATURDAY	9 AM - 1 PM	CLOSED	10 AM - 2 PM	CLOSED	CLOSED	CLOSED
SUNDAY	CLOSED	12 PM - 4 PM	CLOSED	10 AM - 4 PM ¹	12 PM - 4 PM	9 AM - 4 PM ¹
SITE TOTAL	15 hours	4 hours	8 hours	16.5 hours	4 hours	12.5 hours

Notes: New operating hours effective March 2017. Winter hours: October – May.

¹Select sites are closed between 1 – 1:30 PM.

Table 29 - NF Summer Operating Hours

Summer	506	Kashwakamak	Mississippi	Plevna	Ompah	Cloyne
MONDAY	9 AM - 2 PM	CLOSED	CLOSED	CLOSED	CLOSED	9 AM - 4:30 PM ¹
TUESDAY	9 AM - 2 PM	CLOSED	10 AM - 2 PM	CLOSED	CLOSED	CLOSED
WEDNESDAY	9 AM - 6 PM ¹	CLOSED	CLOSED	8:30 AM – 4:30 PM ¹	10 AM - 2 PM	9 AM - 1 PM
THURSDAY	CLOSED	12 PM - 5 PM	CLOSED	9 AM - 2 PM	CLOSED	Closed
FRIDAY	1 PM - 5 PM	CLOSED	CLOSED	9 AM - 5 PM ¹	12 PM - 4 PM	9 AM - 1 PM
SATURDAY	12 PM - 5 PM	9 AM - 1 PM	10 AM - 4 PM ¹	CLOSED	CLOSED	9 AM - 2 PM
SUNDAY	10 AM - 3 PM	10 AM - 4 PM ¹	CLOSED	9 AM - 5 PM ¹	1 PM - 5 PM	9 AM - 4:30 PM ¹
SITE TOTAL	32.5 hours	14.5 hours	9.5 hours	27.5 hours	12 hours	27 hours

Notes: New operating hours effective March 2017. Summer hours: May – September.

¹Select sites are closed between 1 – 1:30 PM.

10.1.4 Municipality of South Frontenac

Table 30 - SF Operating Hours

Winter/Summer	Portland	Loughborough	Bradshaw	Salem	Green Bay
MONDAY	CLOSED	8:30 AM - 4:30 PM	CLOSED	CLOSED	CLOSED
TUESDAY	CLOSED	CLOSED	CLOSED	8:30 AM - 4:30 PM	CLOSED
WEDNESDAY	8:30 AM - 4:30 PM	CLOSED	CLOSED	CLOSED	CLOSED
THURSDAY	CLOSED	CLOSED	8:30 AM - 4:30 PM	CLOSED	CLOSED
FRIDAY	CLOSED	CLOSED	CLOSED	CLOSED	8:30 AM – 4:30 PM ¹
SATURDAY	8:30 AM - 4:30 PM	8:30 AM - 4:30 PM	CLOSED	CLOSED	CLOSED
SUNDAY	CLOSED	CLOSED	CLOSED	CLOSED	12:30 PM – 4:30 PM ²
SITE TOTAL	16 hours	16 hours	8 hours	8 hours	8 hours

Notes:

¹ Winter operating hours shown. Summer operating hours: June – October; 8:30 AM – 12:30 PM.

² Summer operating hours: June – October.



Appendix B

Datacall Diversion Calculations

Datacall Diversion Rate Calculation

This section summarizes the methods that Datacall uses to calculate diverted tonnage, disposed tonnage, and the diversion rate. Note that the values of each waste stream are largely dependent on the type of information the municipality entered into Datacall; therefore, most explanations are high level.

Calculation of Diverted Tonnage

Datacall calculates diverted tonnage using the following formula:

$$\text{Diverted Tonnage} = D.1 + D.2 + D.3 + D.4 + D.5 + D.6$$

Where:

- D.1 = Residential Component Deposit, Return and Stewardship Program
- D.2 = Residential Reuse
- D.3 = Residential On-Property Management
- D.4 = Residential Recyclables Diverted
- D.5 = Residential Organics Diverted
- D.6 = MHSW Treatment/Refuse/Recycling

D.1 Residential Component Deposit-Return and Stewardship Program

- Refers to activities where certain components of the residential waste stream are managed through programs that are independent or parallel to the municipal waste management system.ⁱ (i.e. The Beer Store deposit return program)
- Tonnage is his is input by the municipality.

D.2 Residential Reuse

- Refers to tonnages collected through municipally sponsored or supported activities such as bins in drop off areas or during special collection days to allow people to drop off used items, or municipal reuse centers such as the Halton Reuse Centre
- Tonnage is estimated by municipality and input into Datacall. If no municipally sponsored program exists, the value is zero.

D.3 Residential On-Property Management

- Refers to the combination 6 factors:
 - backyard composting - tonnage estimated by multiplying number of composters x an average composter diversion rate of 100kg/unit/year. The resulting tonnage is considered diverted.
 - grasscycling – grass clippings as a percentage of leaf & yard waste stream. Tonnage is estimated based on municipal policies on grass clippings. The resulting tonnage is considered diverted.
 - garburators – tonnage estimated by multiplying number of garburators x 72 kg/units/year. Tonnage could be considered diverted or disposed depending on end use.
 - evapotranspiration – refers to the weight reduction that occurs when transporting organics from the house and the curb. It is only applicable where municipalities use aerated carts for source separation organics collection. This would be estimated by the Municipality. The resulting tonnage is considered diverted.
 - in-home burning – tonnage burned in fireplace. This tonnage is considered disposed (garbage)
 - onsite (open) burning – tonnage burned in barrel or fire pit. This tonnage is considered disposal (garbage)
- Tonnage is estimated by municipality and input into Datacall

D.4 Residential Recyclables Diverted

- Refers to a combination of factors:
 - Residential Recyclables Marketed (Blue Box, Bulky Goods, Scrap Metal, WEEE, Other),
 - Residential Waste Incineration & EFW, Bottom Ash Recycled; GAP C.6,
 - Residential Waste Incineration & EFW, and
 - Residential Tonnes, Used Tires Program.
- All are input by the Municipality.

D.5 Residential Organics Diverted

- Refers to the combination of yard and kitchen waste, and is calculated by deducting Residue from Processed. This is input by the Municipality.

D.6 MHSW Treatment/Refuse/Recycling

- Refers to MHSW that is reused and/or recycled. If MHSW is recycled/reuse then is considered diverted. Otherwise it is considered disposed. Tonnage is input by the municipality based on documentation.

Note on Marketed Tonnage

The diverted tonnage used to calculate the diversion rate is the marketed tonnes, as opposed to collected tonnes. The collected tonnage is described as the entirety of the material collected, and the marketed tonnage is described as the total material collected minus residue/non-recyclables. Therefore, the collected tonnage will always be greater than the marketed tonnage.

According to the RPRA, many municipalities do not know their marketed tonnage. As a result, RPRA calculates marketed tonnes using a Municipal Funding Allocation Model.

Calculation of Disposed Tonnage

At a high level, Datacall calculates disposed tonnage using the following formula:

$$\text{Disposed Tonnage} = D.7 + D.8 + D.9$$

Where:

- D.7 = Residential Energy from Waste (EFW) Mass Reduction
- D.8 = Hazardous Waste Disposal
- D.9 = Landfill of Residential Waste

D.7 Residential Energy from Waste (EFW) Mass Reduction

Residential Energy from Waste (EFW) Mass Reduction comes from Garbage, Residential Garbage Disposed, total of column Tonnes Disposed at EFW Facilities or at Other Facilities as Fuel less total of GAP Questions p) if disposed or recycled, q), r) and s).

D.8 Hazardous Waste Disposal

- Refers to materials such as paint, pesticides, used oil, etc.
- Tonnage is input by municipality based on documentation. If documentation shows tonnage reused and recycled, then HSW is diverted. Otherwise HSW should be considered disposed.

D.9 Landfill of Residential Waste

- Refers to a combination of garbage including:
 - Landfilled waste quantities
 - EFW related waste (ash, residue)
 - Processing Residues from diversion program (Blue Box, WEEE, textiles, bulky goods, scrap metal, drywall, wood, C & D)
- Tonnage is input by municipalities based on documentation and estimates.

Calculation of Diversion Rate

$$\text{Diversion Rate} = \frac{\text{Total Residential Waste Diverted}}{\text{Total Residential Waste Generated}}$$



Appendix C

Prioritization of Options

			Legend		Short Term	1-2 Years
					Medium Term	3-5 Years
					Long Term	5+ Years
Options			MUNICIPALITY A	MUNICIPALITY B	MUNICIPALITY C	MUNICIPALITY D
SHAREABLE OPTIONS	1	Implement county wide textile/clothing recovery program	Short Term	Short Term	Short Term	Short Term
	2	Implement returnable liquor bottles program	Short Term	Short Term	Short Term	Short Term
	3	Implement C&D waste reuse program	Medium Term	Medium Term	Medium Term	Medium Term
	4	Add re-use centres at waste disposal sites	Short Term	Long Term	Long Term	Long Term
	5	Reduce WDS operating hours during winter season	Short Term	Short Term	Short Term	Long Term
	6	Implement clear bag policy + inspection / enforcement	Short Term	Long Term	Short Term	Short Term
	7	Encourage greater use of backyard composting	Short Term	Short Term	Short Term	Short Term
	8	Implement 'Bag for a Bag' program	Short Term	Long Term	Medium Term	Long Term
	9	Utilize a permit policy for access to WDS's	Short Term	Long Term	Medium Term	Long Term
	10	Eliminate waste amnesty days	Short Term	Long Term	Short Term	Short Term
NEW OPTIONS	11	Implement mattress recycling event	Long Term	Long Term	Long Term	Long Term
	12	Improve consistency of waste disposal site experience	Medium Term	Medium Term	Medium Term	Short Term
	13	Implement shared/combined transportation of blue box	Medium Term	Medium Term	Short Term	Long Term
	14	Purchase or contract out a county-wide mobile shredder	Medium Term	Long Term	Long Term	Medium Term
	15	Improve tracking of WDS site user behaviour	Short Term	Short Term	Short Term	Short Term
	16	Hire a part-time waste management coordinator	Medium Term	Medium Term	Short Term	Medium Term
	17	Develop a datacall "Playbook" in a consistent and simplified	Short Term	Short Term	Short Term	Short Term
	18	Implement full cost of tipping fees for waste disposal	Medium Term	Long Term	Medium Term	Medium Term
	19	Implement rotating 2-season waste audits	Short Term	Long Term	Short Term	Long Term
	20	Implement a more market-based approach to the collection	Short Term	Short Term	Short Term	Short Term
	21	Enforce recycling practices at IC&I centres across all four	Long Term	Long Term	Long Term	Long Term
	22	Lead by example - corporate/city owned spaces.	Short Term	Short Term	Short Term	Short Term
	23	Implement a disposal ban on organics and textiles	Long Term	Long Term	Long Term	Long Term
	24	Investigate possibility of developing a centralized, mini	Long Term	Long Term	Long Term	Long Term
	25	Implement county wide promotion and education program	Medium Term	Short Term	Short Term	Short Term
	26	Investigate the possibility of a county-wide mobile	Medium Term	Long Term	Medium Term	Long Term
	27	Pursue joint tenders for waste related contacted services	Short Term	Short Term	Short Term	Short Term
	28	Exploration of use of Norterra or Debruin farms to support	Medium Term	Long Term	Medium Term	Short Term
	29	Investigate possibility of crushing glass and sending it to	Short Term	Long Term	Medium Term	Medium Term
	30	Use up capacity of smaller landfills first then close them	Long Term	Short Term	Short Term	Long Term
	31	Investigate the benefits of all municipalities using the same	Short Term	Short Term	Short Term	Short Term
	32	Develop a more detailed understanding of net costs for each	Short Term	Short Term	Short Term	Short Term
	33	Implement front-end bins instead of roll-off bins	Long Term	Medium Term	Medium Term	Long Term



Appendix D

Sample Annual Report

COUNTY OF FRONTENAC
SOLID WASTE MANAGEMENT
2017 ANNUAL REPORT



1.0 State of Waste in Ontario – Review & Preview

The Waste Free Ontario Act, enacted in 2016, represents an opportunity to move the province towards the circular economy (where waste is essentially eliminated) and shift the responsibility for waste from municipalities to the producers (see section 1.4 for further discussion). However, the recent change in provincial government has resulted in uncertainty in the province's commitment to fully implement the act.

The market for recycled waste streams, mainly Blue Box items, has become unstable following the implementation of China's National Sword program in January 2018. The program has either banned various streams entirely, or reduced the acceptable contamination rate to such a level, that it is not achievable by most municipalities. Other markets for these materials (e.g. Vietnam, Malaysia) are following suit which is severely limiting places where these items can be sent. The result has been stories of diversion cost increases, stockpiling various streams, and sending others straight to landfill.

The cost of municipal diversion programs continues to rise. For years, the amount of heavy materials (like newspapers, magazines and glass jars) in the Blue Box has been plunging, while the amount of light, thin and complex plastics has dramatically risen. Manufacturers often prefer lighter products and packaging, which can save them money, consume fewer raw materials and require less energy to transport. But these lighter, thinner, more complex plastics and other packaging materials also increase recycling costs.

The overall landfill life remaining in Ontario is approximately 14 years, which is quite short given the requirements and time necessary to open new landfills. (OWMA 2017)

While the current Blue Box funding structure remains in place, disagreement will likely continue between the municipalities and the producers on the calculation for 50% coverage of the program's cost. Status quo is likely to continue.

New products and materials continue to enter the market quicker than the waste industry is able to develop ways to deal with these new materials. In the interim they are disposed of via landfill or incineration. The trend of "the evolving tonne" continues, whereby lighter plastic and combination packaging are replacing heavier cardboard, glass, and fibre materials. The result is a higher cost per tonne.

Food waste is becoming very high profile, both from a social point of view and a greenhouse gas emissions point of view (food waste in the landfill generates GHG emissions). A growing effort is being made to reduce food waste for both reasons stated. In addition, the federal government's mandate to reduce GHG emissions has the potential impact the food waste issue, and possible waste related transportation.

2.0 Financial Review

Our financial review looked at the total costs for each municipality's waste management program over the past year. In addition, we reviewed the specific costs associated with each municipality's Blue Box program.

2.1 Net Cost of Waste Management

Figure 1 provides a summary of the 2017 net waste management operating costs, as well as the net cost per capita. The values do not include capital items.

County of Frontenac - Solid Waste Services
2017 Annual Report (Sample)

Figure 1 - 2017 Net Waste Management Costs

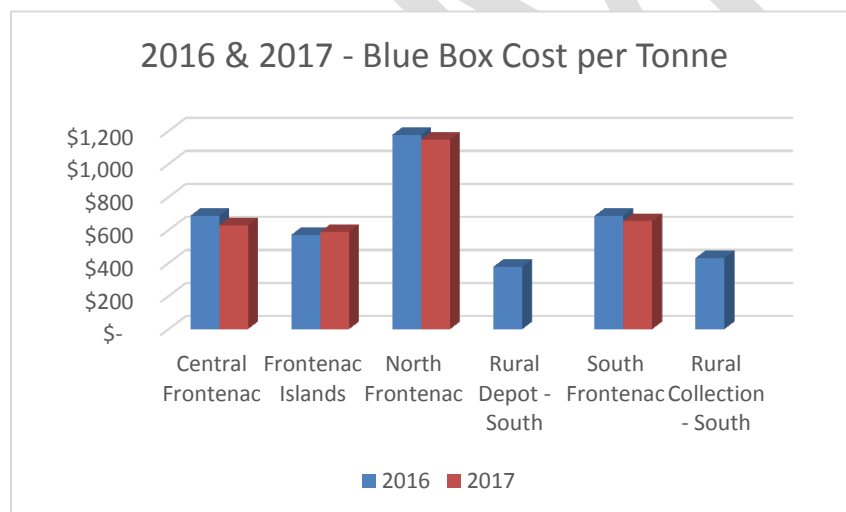
	Central Frontenac	Frontenac Islands	North Frontenac	South Frontenac	County Total
	2017	2017	2017	2017	2017
Total Expenses*	\$324,285	\$232,589	\$502,089	\$2,014,147	\$3,073,110
Total Revenues*	\$178,187	\$89,361	\$137,611	\$369,018	\$774,177
Net Cost*	\$146,097	\$143,228	\$364,478	\$1,645,129	\$2,298,933
Population**	4,708	1,860	2,973	19,924	29,465
Net Cost per Capita	\$31	\$77	\$123	\$83	\$78

The table indicates a wide variation in the net operating costs and the costs per capita. Central Frontenac operates at a significantly lower cost per capita, while North Frontenac is significantly higher. One key difference of note between those two municipalities is that Central Frontenac operates three (3) waste disposal sites, while North Frontenac operates six, likely resulting in higher operating costs (e.g. wages). South Frontenac's higher expenses are driven by its curbside pick-up service and much larger population. Given their much smaller population, Frontenac Island's expenses are relatively high; however, their island locations result in added cost for transportation (time and ferry crossings).

2.2 Cost Per Tonne - Blue Box Program

As shown in Figure 2, the net costs per tonne for all four municipalities are significantly higher than their category average. Central Frontenac, North Frontenac and Frontenac Islands are part of the "Rural Depot – South" category, while South Frontenac is part of the "Rural Collection – South" category. The 2017 category averages were not yet available at the time of the report.

Figure 2 - Blue Box Cost per Tonne



Source: Datacall Reports

2.3 Revenues from Blue Box program (Stewardship Ontario)

Figure 3 provides a summary of the 2016 Blue Box funding for each municipality, along with percentage of net Blue Box costs funded.

Figure 3 - 2016 Blue Box Revenue

Allocation Component	Municipality				
	Central Frontenac	Frontenac Islands	North Frontenac	South Frontenac	County Total
Net Cost (50% Maximum)	\$ 42,703	\$ 16,972	\$ 41,113	\$ 129,776	\$230,564
Recovered Tonnage (35% Maximum)	\$ 12,945	\$ 6,184	\$ 7,793	\$ 45,532	\$72,454
Best Practices (15% Maximum)	\$ 10,020	\$ 2,238	\$ 12,701	\$ 32,161	\$57,120
Total Blue Box Funding	\$ 65,668	\$25,394	\$ 61,607	\$ 207,469	\$360,138
Total Net Blue Box Costs	\$178,434	\$70,918	\$184,342	\$609,832	\$1,043,526
% of Net Blue Box Cost Recovered	37%	36%	33%	34%	35%

It should be noted that each year's funding is based on results from 2 years prior – so the 2018 funding reimbursement is based upon the costs and performance from the 2016 Blue Box program. Funds are paid out by Stewardship Ontario in equal quarterly installments.

Revenue opportunities noted from the analysis include:

- Increasing best practice scores. In 2016 North Frontenac scored 83% while Central Frontenac, Frontenac Islands, and South Frontenac scored 59%, 24%, and 63% respectively.
- Keeping net costs within the category threshold. In 2016, North and South Frontenac's net costs were over their category threshold by \$12,000 (7%) and \$60,000 (12%) respectively, meaning those costs were not eligible for reimbursement.
- Increasing recovered tonnage from diversion programs.

2.4 Revenue from the Sale of Diverted Materials

In addition to revenue from Stewardship Ontario, municipalities have historically received funds from the sale of various Blue Box items (e.g. plastic, aluminum, cardboard) to recycling processors. Over the years, these rebates have fluctuated based on prices being paid by the end-users of the recycled waste streams, or in other words based on "market conditions."

In 2018 market conditions changed significantly with the world's largest end-user, China, banning or placing severely limiting acceptable contamination rates on many recycled waste streams. In recent months, other countries (e.g. Vietnam) have also placed bans on these materials. The result is that most, if not all Blue Box streams, are now strictly an expense, with no associated rebate.

All four municipalities have seen the impact, with processors eliminating rebates and or increasing costs on waste streams such as cardboard and mixed plastics.

The fibre market (mixed paper, cardboard) in particular has seen a dramatic decrease in market price, while other streams, such as steel and aluminum cans have maintained or increased their market price.

The municipalities should explore the possibility of source separating higher value streams such as aluminum, in order to generate additional revenue.

3.0 Waste Performance Review

The waste performance review looked at how the various waste management programs have performed in recent years, and compares the findings across the four (4) municipalities.

County of Frontenac - Solid Waste Services
2017 Annual Report (Sample)

The main source for the waste performance review was the provincial Datacall information. In addition, supplemental information was gathered directly from each municipality and their various third party contractors.

3.1 Total Waste Generated & Diverted

One aspect of the waste performance assessment was the total waste generated by each municipality. The total waste generated consists of the waste sent to landfill plus the waste diverted from landfill. The 2013 - 2016 totals for each municipality are shown in Table 1.5.

Diverted waste includes any waste that is not placed in a landfill while landfilled waste is classified as all waste that cannot be diverted somewhere else. Examples of diverted materials may include: burning clean wood, sending blue box material to a recycling facility, donating bottles through LCBO/Beer Store programs, and donating clothing. Landfill waste can consist of garbage bags, treated wood, construction material, and mattresses.

Figure 4 - Total Waste Generated

2017 Waste Performance				
	Landfilled Waste	Diverted Waste	Total* Waste	Diversion Rate
Central Frontenac	1,536	-	-	
Frontenac Islands	726	-	-	
North Frontenac	1,312	2,758	2,113	
South Frontenac	8,397	6,340	5,391	
County Total	11,971	9,098**	7,504**	
*Source: 2017 Datacall entry sheets (not final report)				
** Total waste for Central Frontenac and Frontenac Islands is not available due to the short-form Datacall being used.				
Source: Datacall Reports: 2013, 2014, 2015, 2016				

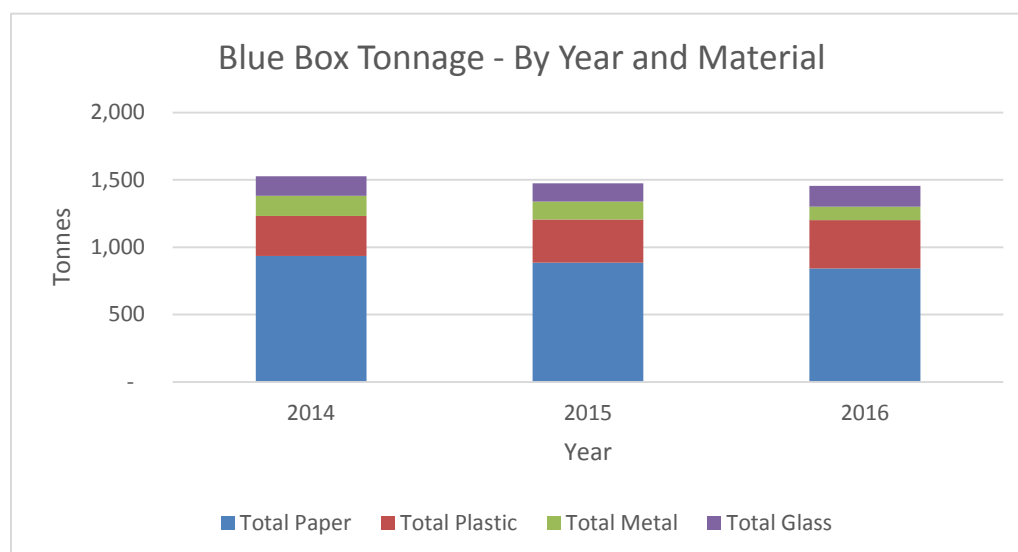
In addition, the total waste generated shows an increasing trend over the 2013-2015 period, however, data is not available for Central Frontenac and Frontenac Islands in 2016, due to their switch to Datacall's Short Form report. A more detailed breakdown for each municipality is shown below.

3.2 Blue Box Tonnages

Looking at the combined Blue Box tonnage by year and material (**Error! Reference source not found.**) between 2014 and 2016, two important trends are noted:

- a decrease in the total tonnage collected over the past 3 years, and
- a shift in materials collected – paper and metal are dropping, while plastic is increasing.

Figure 5 - Breakdown of Blue Box Tonnage



Source: Datacall 2014 - 2016

Both trends are in line with what is happening across the province and beyond, where there has been a shift away from the traditional packaging materials of metal, paper and glass and towards lightweight plastics and laminates. This is referred to as the “evolving tonne”, and the result is lighter blue box loads that are more expensive to sort and transport.

4.0 Challenges & Opportunities

One of the challenges encountered in the project was the “competing” nature existing between the three objectives (increase diversion, reduce net operating costs, and reduce environmental impact) in that there are few options that assist in achieving all three.

Increasing diversion (and extending landfill life) generally results in higher operating costs. Reducing environmental impact also generally results in higher operating costs. And thus, a focus on reducing net operating costs will likely impede efforts to increase diversion and reduce environmental impact.

In short, it’s nearly impossible to have the highest diversion rate, the lowest environmental impact, and the lowest net costs. So over the medium to long term (5+ years), a decision will have to be made on which to pursue.

In the short-term (1 – 5 years) some movement forward on the three objectives may be achievable, particularly if the four municipalities work collectively.

The options for achieving the WMR objectives have been derived from two categories: 1) sharable options currently being used by one or more municipalities, and 2) new options currently not being used by any of the Frontenac municipalities.

Heritage Committee
November 26, 2018

Time: 6:30 PM

Location: Council Chambers



Present: Wilma Kenny, Chair, Councillor Brad Barbeau, Linda Caird, Michael Gemmell, David Jefferies, Mark Millar, Pat Barr

Staff: Claire Dodds, Director of Development Services, Angela Maddocks, Deputy Clerk

1. Call to Order
 - a) The Chair called the meeting to order at 6:30 pm.
2. Declaration of pecuniary interest and the general nature thereof
 - a) There were no declarations of pecuniary interest.
3. Approval of Minutes
 - a) July 23, 2018 Minutes

Resolution No. 2018-HC-11/26-01

Moved by David Jefferies

Seconded by Brad Barbeau

THAT the minutes of the July 23, 2018 Heritage Committee meeting be approved.

Carried

4. Business Arising from the Minutes
 - a) Update on Ranked Priority Initiatives

Wilma Kenny will continue to work on developing the handout for distribution to the public. She will send the complete draft version to committee members for review.

Mike Gemmell has researched forms from across Canada, all having their own slant on basic information. The City of Ajax has a good example to use as a guideline and he agreed to meet with Brad Barbeau and draft a form suitable for South Frontenac that will include information on heritage designation processes.

Claire Dodds noted the accessibility component to consider when creating forms.

- b) Community Foundation Grants

David Jefferies committed to looking into the grant in the spring of 2019.

- c) Distribution of Heritage Tool Kits

Heritage Tool Kits were given to Pat Barr for the Bedford Heritage Society and to David Jefferies for the Portland District and Area Heritage Society. Two copies will remain at the municipal office and a copy kept on file for public access at the Sydenham Library.

5. New Business

a) Update on Smiths Falls Annual Heritage Symposium

Claire Dodds reviewed her presentation with regard to the village of Brussels, Ontario in Huron County that had been a topic at the symposium in Smiths Falls. The presentation provided highlights on the various ways in which that community guided the upgrading and development of buildings with historical significance. The committee members who had attended the symposium with Ms. Dodds felt it had been very informative and interesting.

Claire Dodds reviewed the resources/websites/ publications available to committee members.

There is funding allocated in the 2019 budget for some publications and memberships.

b) Committee Appointments

Existing council members were reminded about the application process for re-apply. There will be advertising on the website and in the Frontenac News regarding all committee appointments.

c) Pat Barr noted the upcoming "Heritage House Tour" where homes are decorated for the Christmas season by professionals. The cost is \$30.00 per ticket and there is more information available in local newspapers.

6. Next Meeting

a) The Director of Development Services will schedule meetings for 2019 once the new committee appointments are confirmed by Council early in the New Year.

7. Adjournment

a) Resolution

Resolution No. 2018-HC-11/26-02

Moved by Mike Gemmell

Seconded by Pat Barr

THAT the meeting be adjourned at 7:45 pm.

Carried

Loughborough District Parks and Recreation Canada Day Sub-Committee

March 27, 2019 – 7 p.m.

Attendance: Chair Mike Howe, John Trousdale, Janet Knights, Carol Spalding

Report from the Committee

Fireworks Report

- Tim Laprade is in process of ordering fireworks. He is trying to find a local vendor instead of ordering from the east coast.

Flyers/Advertisements/Website

- Jason Silver has committed to operating the website again. Please forward him info to add to it.
- Joanne Barr has agreed to do update and produce the brochure.
- Melanie Blair and Laura Hackett are recruiting volunteers through Facebook and will be running the social media aspect.
- A note will be posted on website and in the local newspaper as a thank you for donations.

Volunteers

- Approximately 6 volunteers are needed for facepainting.
- Volunteers will be needed for the set up and evening crew.
- Chair Mike Howe wants someone other than himself to shut the event down at the end of the night. He is looking for a mature volunteer/senior student but will give a small stipend as well.
- There will be no t-shirt order this year as we ordered double last year.
- Janet Knights will need 3 or 4 volunteers for the cookie decorating activity.

Fundraising/Finances

- \$5000 was received from the heritage grant.
- John Trousdale will have Lyle start canvassing at the end April for donations

Parade

- John Trousdale will ask the Legion about taking part in the parade
- John called the OPP so they are aware that the parade is happening and asked them to take part, if possible.

Activities

- Chair Mike Howe is to ask Councillor Ross Sutherland who the singer was for the little kids at the Lakes and Trails Festival.

- OPP dog demo is not available this year.
- The petting zoo should be on the other side of the path in the shade as it was too hot in the sun last year.
- The fishing derby was extremely popular. The committee would like to run it once again.
- Janet Knights will be organizing the cookie decorating table once again.
- The bouncy castles have been booked. They are the same models that we ordered last year. The down payment made and the set up will be at the same location. Chair Mike Howe to look into getting a permanent power source set up.
- Joanne Barr will be coordinating the face-painting station once again.
- Joanne Deline will arrange the petting zoo again this year.
- John Trousdale will talk to the fire-chief about having the water slide again. Mark Segsworth will have public works help to set it up.
- The Arthur's Pet Supply will help with the dog show. Carol Spalding offered to discuss it with them further.
- Tables and chairs will be brought down from the high school for face-painting etc. They can be put into the bunker early so they are ready.

Food

- The canteen will be offered to the Boy Scouts again. The committee will donate \$300 towards the purchase of meat. If not, the Canoe Club or minor baseball may be interested
- There is no news on vendors so far.

Music

- Charlie King is booked and confirmed.
- Red Rose Express and Jack and The Gang are the bands that have been confirmed. Chair Mike Howe is looking into more band options.
- Verona lions club stage has been confirmed for use for Canada Day at The Point. Public Works hopefully will be able to transport it.
- A stage was submitted into the capital budget for 2019.
- Chair Mike Howe will go to the elementary school and see if there are any interested singers/bands.

Miscellaneous

- N/A

Next Meeting: April 24, 2019

Adjournment: 7:45 p.m.

Recording Secretary: Sarah Vandewal

Minutes of Development Services
March, 25, 2019

Time: 8:30 AM

Location: Council Chambers



Present: Chair Councillor Sutherland, Councillor Norm Roberts, Councillor Randy Ruttan, Mayor Ron Vandewal

Staff: Claire Dodds, Director of Development Services, Wayne Orr, Chief Administrative Officer, Emily Caird, Executive Assistant

1. Call to Order
 - a) The Chair called the meeting to order at 8:30 am.
2. Declaration of pecuniary interest and the general nature thereof
 - a) Councillor Roberts declared a pecuniary interest in the agenda item 6. b) with specific reference to the Collins Lake development. His personal residence currently abuts this land.
3. Approval of Agenda
 - a) Resolution

Resolution No. 2019-DCS-03/25-01
Moved by Mayor Vandewal
Seconded by Councillor Roberts
That the agenda be adopted as presented.

Carried

4. Approval of Minutes
 - a) February 25, 2019

Resolution No. 2019-DCS-03/25-02
Moved by Councillor Roberts
Seconded by Mayor Vandewal
That the minutes from the February 25th, 2019 Development Services Committee meeting be adopted as presented.

Carried

5. Business Arising from the Minutes
 - a) Potential effects on Water Bills due to Changes to Development Charges

The Chair presented a copy of an email announcement from the Peel Region outlining their concerns about the restructuring of development charges and the effect it may have on residential and commercial water bills.

Claire Dodds addressed the topic by explaining that the consultants, Watson & Associates, chosen to help with the updating of the Townships Development Charge Bylaw are plugged into the provincial government's current review of the Development Charges Act. Township staff continue to work closely with the consultants. She also noted that many of the larger cities in the GTA are the

primary sources expressing concerns. Some of the bigger cities have had to incur large amounts of bed in order to expand water and sewer works ahead of developments. These municipalities have typically included water and sewer infrastructure cost into the calculations of their development charges. Claire Dodds explained that changes to the way development charges are calculated could leave many of these metropolitan cities at a loss for funding, hence their concerns. This topic was less of a concern for the Township's water works system, as it is separately funded outside of development charges. Claire Dodds stated that more information may be available on this topic in June 2019.

The Chair inquired as to if the Township requires subdivision developers to absorb the full cost of new builds within the water service area. Clair Dodds confirmed that all new lines and connection costs are bore by the developer, however, if the plant requires system upgrades due to new development, this cost would potentially be shared between the developer and the Township.

6. New Business

a) Agreements for Temporary Dwellings & Trailers for Temporary Living Accommodation

Claire Dodds addressed the Committee on the topic of temporary dwelling and trailer agreements to accommodate residents while building a new house on the property. She brought forth an example from the Committee of Adjustment that involved a resident living in the existing dwelling while construction took place on a new dwelling. This was permitted on the basis that the old structure would be demolished once the new dwelling was completed. Upon completion of the new dwelling, the applicant stated that they wanted to re-purpose the existing dwelling as opposed to demolishing it, and applied for a minor variance. This request was denied by the Committee of Adjustment, but brought attention to the issue of two dwellings on one lot.

Claire Dodds noted that Tom Berriault, CBO, and herself had done research on how to approach this issue. She explained to the Committee that the building by-law allows the municipality to require an agreement be entered into between the Township and the property owner. This concept would consist of a legally binding agreement that is signed by the property owner, as well a mandatory 'security deposit' being provided to the Township. For temporary trailers there would be a \$227.00 administrative fee and a deposit of \$3000.00 collected, and for a temporary dwelling there would be a security deposit of \$10,000 collected.

Claire Dodds explained that the Townships lawyer has been consulted in the creation of the agreements and given his final review. She noted that this puts the Township in a better position and highlighted the strengths of a legally binding agreement.

Mayor Vandewal inquired as to is the deposit amount would be a bond? Claire Dodds explained that the amount would need to be cash or certified funds. The Township would not pay interest on this deposit. Not only does this structure give more incentive for residents to complete their projects in a timely manner and stay on course, but it also ensures that should a a situation of non-compliance arise, the municipality will have securities to pull from. Claire Dodds explained that the deposit would be returned to the applicant once the trailer or original dwelling was removed to the satisfaction of the CBO.

Councillor Ruttan expressed concerns about the deposit amount being insufficient should a the Township be required to demolish a secondary structure. Claire Dodds confirmed that a potential demolition would be

Minutes of Development Services
March, 25, 2019

significantly higher. She noted that both agreements have a clause stating that any additional costs incurred would be billed back to the property owner. She explained that this type of agreement provided protection and options to the municipality, currently there is nothing that protects the Township in these types of situations as it has not been part of our practice to collect the fee or have an agreement.

The Committee agreed that the introduction of legally binding agreement in this instance was a good idea.

Resolution No. 2019-DCS-03/25-03

Moved by Councillor Ruttan

Seconded by Councillor Roberts

THAT the Development Services Committee recommend to Council that the attached template agreements be used when the Building Department is issuing permits for two temporary dwellings on one lot and for trailers for temporary living accommodation during construction.

Carried

b) Status of Plans of Subdivision and Condominium in South Frontenac

Claire Dodds presented a map of all of the plan of subdivisions and condominiums in the Township and their current status.

She started the discussion about referencing projects that were still in the application stage, projects nearing draft plan approval, and developments that have already received final approval.

She explained that there were two projects, Johnston Point and Cranberry Cove, with draft plan approval set to expire in June of 2019. She noted that this stage of the process requires a significant amount of staff resources, and the Department is working to streamline processes as much as possible.

She opened the floor to questions from the Committee.

Council Ruttan inquired about the consistency and collection of securities from developers. Claire Dodds noted that securities are collected after the final approval of the draft plan and that 100% of the cost of works for plans of subdivisions is required via a letter of credit. Claire Dodds explained that the Lyon's Landing subdivision is an unusual case as the securities collected were obtained during the 1970's and 1980's. This has left the Township with very little funds to draw from for Lyon's Landing.

Councillor Ruttan also inquired about what options the Township has should a developer choose to work outside the rules. Claire Dodds responded by noting that the Township has the authority to deny final approval, which means the developer would be unable to sell any lots or units. Claire Dodds also explained that she is researching options for a site alteration bylaw and tree cutting bylaw as the Township currently has neither. This would put more protection controls in place for the municipality.

The Chair inquired if the Township could advise residents in advance of the public meeting process. He felt that the studies required by the Township do not always address the community's concerns. Claire Dodds explained that there is a clause in the Planning Act that allows for the distribution of a notice of application completeness, separate from a public meeting notice. This would provide the public with information and study results for review prior to the public meeting. This is something that could be discussed with the County, who

circulates Subdivision & Condominium applications.

Claire Dodds explained to the Committee that once applications get to the final draft plan stages, the Township will work with the developer to find solutions to any outstanding issues. She noted that a lot of staff time is spent at this point as there are large volumes of detailed work and coordinating with other Departments and entities. Councillor Ruttan inquired about compensation for developments that tend to take significantly longer than expected. Claire Dodds confirmed that although the Township collects application fees, it is difficult to account for stalls in the process. She noted that in the newer Plan of Subdivision and Condominium agreements, there is the option for the Township to bill the developer for planning time, legal invoices, and engineering costs incurred. Claire Dodds also noted that the Development Services department is looking into the merits of having a contract engineer on staff to assist with the review and implementation of plans of Subdivision & Condominium.

The Committee then asked Claire Dodds to go through each development on the map and provide a status update.

Johnston Point Condominium:

- Claire Dodds noted that the Township has reached out to the new Planner project managing this development. She noted that until the Condominium agreement is signed, the Township does not have legal authority to visit the property or enforce any conditions.
- She explained that the Development Services Department is still getting up to speed on the entirety of the file, and are working very closely with the County.
- Councillor Roberts inquired about the materials used in the construction of the walking bridge that had recently been brought to Council's attention. Claire Dodds noted that the Conservation Authority approved the materials used and the construction and based on a review of the file it appeared that there was no consultation with the Township. She noted that there should still be a building permit issued by the Township from the Development Service's perspective.

McFadden Rd Subdivision:

- Claire Dodds explained that this development was fairly unique. It is a small Plan of Subdivision but has no internal works and consists of 5 lots.
- No securities were collected due to lack of internal works.
- Claire Dodds noted that this process is going smoothly and the Subdivision agreement will be brought to Council in April.

Valleyview Estates Subdivision:

- This Plan of Subdivision is almost completely built out.
- Claire Dodds noted that the Township is working with the Developer to look at options for a six-plex. This would help address the current rental/housing shortage in Township. It is predicted to come to Council within the next two months.
- The Chair inquired about the outcome of public concerns in relations to swallow and drainage issues, and the street lights drawing power from individual houses as opposed to be separately wired. Claire Dodds noted that she was not aware of these two issues and would consult with Mark Segsworth, Director of Public Services.

Willowbrook Subdivision:

- This Plan of Subdivision has final approval and is ready to go with 7 building lots.
- Claire Dodds confirmed that all of the securities for internal works has been collected.

Minutes of Development Services
March, 25, 2019

- Councillor Roberts commented that he believed there to be three (3) dwellings either completed or in progress within the development.

Brett Campbell Subdivision:

- There is currently no active application for this proposed 24 lot Plan of Subdivision.

Collins Lake Subdivision:

- Claire Dodds noted that a formal application has been made for a 51 lot Plan of Subdivision.
- Claire Dodds explained that there were previously concerns with this developer finding enough water to support this development, however, the developer has reached out and confirmed that they will be sharing their new data on the hydrogeological investigation soon. Claire Dodds assured the Committee that this information would be peer reviewed.
- The Chair inquired about the change in development size from 108 units to 51 units, and the potential possibility of another public meeting on the topic. Claire Dodds noted that with the changes following the introduction of LPAT, this developmental may require an zoning additional review as it its outside of the settlement area. She explained that further planning analysis is required, and would recommend a further public meeting be held.

Ouellette Subdivision:

- Claire Dodds informed the Committee that the draft plan for this Plan of Subdivision is due to expire July 17, 2019. She also noted that the property is currently for sale and as such this may have an effect on a potential extension.

Lyons Landing Subdivision:

- Claire Dodds noted that there are approximately four (4) lots left to build on in Phase 2 and fifteen (15) left in Phase 3 of this development.
- There have been concerns from residents in regards to roads. Mark Segsworth has been in contact with the developer to address these concerns. This ensures that roads are in the proper condition prior to being assumed by the Township.

Hartington Subdivision:

- Claire Dodds explained to the Committee that there had not been much activity since LPAT made their decision on this Subdivision in 2018.

Sandstone Shores Subdivision:

- Claire Dodds noted that this Plan of Subdivision had been almost completely built out and that there is a current agreement in place and the Township is in possession of the correct securities .
- She Confirmed that the next step would be for the Township to assume the road.
- Councillor Roberts inquired as to whether or not the street light issues in 2018 has been resolved. Claire Dodds confirmed that David Holliday and and Jamie Brash had been working with the developer and now both Hydro One and Township appear to be satisfied.
- Claire Dodds noted that there are a few details to be reviewed prior to recommending the assumption of the road.

Applewood Condominium:

- Claire Dodds confirmed that there were some outstanding compliance issued with this development, including the collection of parkland fees and some house keeping issues in relation to holding zones.
- The CAO inquired as to if the Township is holding future building permits until the parkland fees are paid. Claire Dodds responded that the

Minutes of Development Services
March, 25, 2019

developer has been advised that building permits will not be issued until the developer is in compliance with the development agreement.

- Claire Dodds then explained that there is currently now signed agreement for this property and that the draft plan is due to lapse July 16, 2019. She anticipates a request for an extension.

Shied Shores Condominium:

- Claire Dodds noted that this development is now moving forward. Previous concerns from Council included issues arising from a shallow water body - this is no longer an issue. There has also been a minor change to the road structure.
- Claire Dodds explained that the Township is now working with the County and the developer. All agencies will complete one final review and then the project should be ready to bring to Council in the next two months.
- Mayor Vandewal inquired about the possibility of the roads being surface treated. Claire Dodds explained that the township required the roads be brought to private lane standards.

Pine Point Condominium:

- Claire Dodds explained to the Committee that there was an active application for this project, however, there are currently outstanding concerns from Public Health that the developer has yet to address. Claire Dodds noted that until this is addressed, there will be no movement on this application.

Mayor Vandewal requested a status updated on any changes to the zoning of the Scofield Camp property. Claire Dodds noted that there had been very little activity. She explained that due to the property being on Buck Lake, any development would require various impact studies as the lake is considered a highly sensitive, at capacity lake. The owner has been advised of this information.

Mayor Vandewal also inquired about the topic of tiny homes and how the this trend may play into the review of the Official Plan. Claire Dodds explained that the community had definitely shown interest in the concept of tiny homes, however, the existing zoning bylaw had a minimum square footage requirement that is larger than most tiny home designs. She noted that other townships have moved away from the minimum size requirements, leaving the size of the dwelling to be established by the Building Code Minimums. Claire Dodds felt there was merit in having public input on the topic through the Official Plan process.

7. Information Items
8. Other Business:
9. Next Meeting; April 29, 2019
10. Adjournment
- a) The meeting was adjourned at 10:17 am.

Resolution No. 2019-DCS-03/25-04

Moved by Councillor Roberts

Seconded by Councillor Ruttan

THAT the meeting be adjourned at 10:17 am.

Carried

HARROWSMITH BEAUTIFICATION COMMITTEE

MEETING MINUTES

WEDNESDAY APRIL 3, 2019

1. Meeting called to order at 7:15pm.
2. Present: Brenda Crawford, Aimanda Dirksen, Brenda Taylor, Ray Leonard, Pam Redden.
Regrets: Sean Irish.
3. Approval of Minutes from Previous Meeting: Moved by Brenda Crawford, Seconded by Brenda Taylor. No errors or omissions.
4. Treasurer Report. No change.
5. Business Arising from Minutes March 6 Meeting: Brenda Crawford spoke with Rick Law who will have measuring and plans for Remembrance Day sculpture to be completed by our next meeting
6. New Business: Tom Bruce in attendance on behalf of Social and Athletic Club.
 - a. Electronic sign too costly for right now. Committee to look into grants for next year.
 - b. Ray to talk to Mark Segsworth about a walk around village for directions in placing plants and benches.
 - c. Ray reported back to Committee that Canada Post does not allow structures over their mailboxes. At the time mailboxes were placed in Centennial Park there to be sidewalks constructed on Notre Dame Street to Centennial Park.
 - d. Mark Segsworth has approved a Christmas tree to be planted in Parkette.
 - e. Atkinson's Home Hardware and Trousdale Home Hardware have donated gazebos size, specifications and building permits have to be worked out with Building Department.

Adjourn: Moved by Brenda Taylor and Seconded by Ray Leonard to adjourn at 8:15pm.

Next Meeting Wednesday, May 1, 2019, 7:00pm Golden Links Hall

BEDFORD DISTRICT RECREATION

DATE: APRIL 23rd 2019

TIME: 2:00 PM

PLACE: GLEN POWER HALL

ATTENDANCE: COUNCILLOR PAT BARR, LOIS WEBSTER, RICHARD WEBSTER, WOLFE ERICHMAN, SECRETARY LEEDILLABOUGH

1. CALL TO ORDER

THE VICE CHAIR WOLFE ERICHMAN CALLED THE MEETING TO ORDER AT 2:00 PM, AS THE CHAIR DONNA BROWN WAS NOT AVAILABLE.

2. APPROVAL OF MINUTES

MOVED BY WOLFE ERICHMAN TO APPROVE THE AUG. 30, 2018 MINUTES, SECONDED BY RICHARD WEBSTER, CARRIED

3. NEW BUSINESS - DISCUSSIONS ON CHANGES TO RECREATION COMMITTEES

MOVED BY WOLFE ERICHMAN AND SECONDED BY LOIS WEBSTER, THAT BEDFORD RECREATION COMMITTEE TO CONTINUE AS LOCAL COMMITTEE WITH POSSIBLE ADJUSTMENTS EG, SIZE ETC, ALSO CENTRAL COMMITTEE TO CONTINUE WITH BEDFORD REPRESENTATION

4. NEW BUSINESS

A. DISCUSSED STARTING A GAMES NIGHT WITH POTLUCK SUPPER ONE NIGHT EACH MONTH.

P 2 of 2.

BEDFORD DISTRICT RECREATION APR. 23rd 2019

B. BLUE SKY FIDDLE GROUP TO PERFORM MAY 15th 2019
AT SCHOOLS, VERONA 9:15, HARRIS SMITH THEN
Loughborough

MABERY HALL MAY 4th 2019, MUSIC AND PIPE BAND
12:00 - 5:00

5. ADJOURNMENT AT 3:15 PM

MOVED BY RICHARD WEBSTER, SECONDED BY LOIS
WEBSTER

NEXT MEETING AT CALL OF THE CHAIR

RECORDING SECRETARY: LEE DILLBOUGH

**TOWNSHIP OF SOUTH FRONTENAC
BY-LAW 2019-27**

A BY-LAW TO APPOINT A BUILDING INSPECTOR

WHEREAS Section 3 (1) of the Building Code Act, R. S. O. 1990. Chapter B. 13, as amended, provides that the Council of each municipality is responsible for the enforcement of the Building Code Act in the municipality; and,

WHEREAS Section 3 (2) of the Building Code Act, R. S. O. 1990, Chapter B.13, as amended, requires that the Council of each municipality shall appoint a Chief Building Official and such inspectors as necessary for the enforcement of the Act;

NOW THEREFORE THE CORPORATION OF THE TOWNSHIP OF SOUTH FRONTENAC, BY ITS COUNCIL, HEREBY ENACTS AS FOLLOWS:

1. Christopher Beeg is hereby appointed as a Building Inspector for the Township of South Frontenac, effective May 8, 2019.
2. All other by-laws, resolutions or actions of Council that are not consistent with or which are contrary to the provisions of this by-law are hereby repealed.
3. This by-law shall come into force and take effect on May 8, 2019.

Dated at Sydenham this 7th day of May 2019.

Read a first and second time this 7th day of May 2019.

Read a third time and finally passed this 7th day of May 2019.

**The Corporation of the
Township of South**

Mayor Ron Vandewal

Angela Maddocks, Clerk



Payment Listing
For the period of April 17, 2019 to May 7, 2019

Accounts Payable Payment Listing: 579,558.33
For the period of April 17, 2019 to May 7, 2019

Payroll Payment Listing:

Pay Period #19-09 Pay date April 24, 2019 84,320.16
For the period of April 07, 2019 to April 20, 2019

Council Honorarium: Pay date April 30, 2019 14,883.09
For the period of April 1, 2019 to April 30, 2019

Total Payments \$ 678,761.58

RECOMMENDATION:

1. It is recommended that Council receive for information the listing of the Accounts Payable and Payroll for the period ending May 7, 2019 in the amount of \$ 678,761.58

Submitted by:
Mark Foster - Accounting Clerk

Approved by:
Stephanie Kuca - Deputy-Treasurer

Township of South Frontenac

CHEQUE DISTRIBUTION REPORT

Ranges:From:2019-04-17

To:2019-05-07

Distribution Types Included:
PURCH, MISC

10 GG

0000 Gen

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000011184	2019-05-07	69672	THE FRONTENAC NEWS	Ad- Apr 4,11,18,25	\$2,645.76
Total EFT000000011184					\$2,645.76
EFT000000011232	2019-05-07	IN-63183-01	ZYCOM TECHNOLOGY INC.	1 Year Backup Server	\$12,019.89
Total EFT000000011232					\$12,019.89
Total Gen					\$14,665.65

1000

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000011162	2019-05-07	6182	ASSELSTINE HARDWARE	Water Softener Salt	\$24.39
Total EFT000000011162					\$24.39
EFT000000011173	2019-05-07	3046	DEDICATED ENVIRONMENTAL SERVICES INC	Install 3 Wells	\$3,894.07
Total EFT000000011173					\$3,894.07
EFT000000011176	2019-05-07	8969	D.MARTIN WELDING & FABRICATING	Mailbox	\$413.78
Total EFT000000011176					\$413.78
EFT000000011186	2019-05-07	9198	GREENSHIELD PEST CONTROL INC	Clean False Ceiling	\$381.60
Total EFT000000011186					\$381.60
EFT000000011198	2019-05-07	197906	LONDRY ALARMS	Add Users C.B. + M.R.	\$40.70
Total EFT000000011198					\$40.70
EFT000000011205	2019-05-07	19/04-OFFICE	R&D NELSON GENERAL MAINTENANCE	19/03+19/04 General Maint.	\$1,327.97
		19/04-OFFICE		19/03+19/04 General Maint.	\$181.13
Total EFT000000011205					\$1,509.10
EFT000000011211	2019-05-07	3125	SIGNS PLUS	Hours of Op. Applied to Door	\$40.70
Total EFT000000011211					\$40.70
EFT000000011215	2019-05-07	24539762	SUPERIOR PROPANE INC.	2078.5L @.51	\$1,144.26
Total EFT000000011215					\$1,144.26
EFT000000011221	2019-05-07	9276	TROUSDALE'S FOODLAND	First Aid Kit Supplies	\$11.49
Total EFT000000011221					\$11.49
EFT000000011222	2019-05-07	91490	TROUSDALE'S HOME HARDWARE	Key	\$3.04
Total EFT000000011222					\$3.04
Total					\$7,463.13

1100 Counc

Cheque	Date	Inv #	Vendor	Description	Amount
070182	2019-05-07	1035	TWO BOUNCE SOLUTIONS	6X Pickleball Net	\$1,293.36
Total 070182					\$1,293.36
Total Counc					\$1,293.36

1250 Clk

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000011221	2019-05-07	8138	TROUSDALE'S FOODLAND	Coffee+Sugar+Cream	\$29.69
		338		Coffee+Sugar	\$39.97
		8081		Cream	\$6.03
		1142		Filters+Milk+Cream	\$12.85
		7269		Cream+Milk+Sweetner	\$16.15
Total EFT000000011221					\$104.69
Total Clk					\$104.69

1275 Fin

Cheque	Date	Inv #	Vendor	Description	Amount
070161	2019-05-07	STHFT-1904B	APPLIED GEOLOGICS INC	2019 AGL Subscription	\$534.24
		STHFT-1904A		2019 Cartelite Subscription	\$913.40
Total 070161					\$1,447.64
070164	2019-05-07	ARHD00295976	CANADA COMPUTERS	6X Solid State Drives	\$314.37
Total 070164					\$314.37
EFT000000011161	2019-05-07	IAA-SOUFRO-44333	ALLAN & PARTNERS LLP	2018 Second Interim Audit	\$6,105.60
Total EFT000000011161					\$6,105.60
EFT000000011175	2019-05-07	117	DIXON ACTUARIAL SERVICES	Actuarial Report	\$2,849.28

Township of South Frontenac
CHEQUE DISTRIBUTION REPORT

Total EFT0000000011175				\$2,849.28	
EFT0000000011185	2019-05-07	N655254	GRAND & TOY LIMITED		
			Mouse	\$21.21	
Total EFT0000000011185				\$21.21	
Total Fin				\$10,738.10	
1280 HR					
Cheque	Date	Inv #	Vendor	Description	Amount
070165	2019-05-07	12030	CORNERSTONES MANGEMENT SOLUTIONS LIMITED		
			Health+Safety Consulting	\$1,780.80	
Total 070165				\$1,780.80	
EFT0000000011185	2019-05-07	N650716	GRAND & TOY LIMITED		
			2X First Aid Signs	\$11.36	
Total EFT0000000011185				\$11.36	
EFT0000000011188	2019-05-07	43983	INDEPENDENT TELEPHONE SERVICES		
			Ext 2290 J.M.	\$86.50	
Total EFT0000000011188				\$86.50	
Total HR				\$1,878.66	
Total GG				\$36,143.59	
20 PP&P					
2100 Fire					
Cheque	Date	Inv #	Vendor	Description	Amount
070176	2019-05-07	42533	ORMSBEE'S MERCANTILE		
			Pizza+ Dessert	\$81.36	
Total 070176				\$81.36	
070178	2019-05-07	20190042002	RECEIVER GENERAL RADIO LICENCES		
			2019 Radio Licence Renewal	\$451.00	
Total 070178				\$451.00	
070181	2019-05-07	27-19	TOWNSHIP LEEDS AND THE THOUSAND ISLANDS		
			NFPA Training S.P.	\$300.00	
Total 070181				\$300.00	
EFT0000000011158	2019-05-07	29429	BOULTON SEPTIC/LARMON'S		
			Holding Tank Pumped	\$244.22	
Total EFT0000000011158				\$244.22	
EFT0000000011159	2019-05-07	A1561220 A1566340 A1569853	ABELL PEST CONTROL INC.		
			19/03 Pest Control	\$39.40	
			19/03 Pest Control	\$46.45	
			19/03 Pest Control	\$48.61	
Total EFT0000000011159				\$134.46	
EFT0000000011160	2019-05-07	145645 145262 145262 145571	AJ STONE COMPANY LIMITED		
			6X Gloves+Wipes	\$831.35	
			20X Helmets	\$6,624.74	
			5X Helmets	\$1,656.18	
			Pant Repair	\$172.99	
Total EFT0000000011160				\$9,285.26	
EFT0000000011162	2019-05-07	6156	ASSELSTINE HARDWARE		
			Water Softner Salt	\$8.13	
Total EFT0000000011162				\$8.13	
EFT0000000011168	2019-05-07	38523	COMMERCIAL DOOR SYSTEMS LTD.		
			2X Remote Control	\$101.76	
Total EFT0000000011168				\$101.76	
EFT0000000011170	2019-05-07	55691	COUNTY OF FRONTENAC		
			Meraki Renewal	\$147.55	
Total EFT0000000011170				\$147.55	
EFT0000000011179	2019-05-07	440459	FIRE SERVICE MANAGEMENT		
			Wash+Repair	\$236.69	
Total EFT0000000011179				\$236.69	
EFT0000000011182	2019-05-07	131594 131593	FRASSO AUTOMOTIVE SERVICE		
			Check for Leaks	\$95.25	
			Check Valve	\$330.11	
Total EFT0000000011182				\$425.36	
EFT0000000011189	2019-05-07	13645	JODY CAMPBELL'S SEPTIC SERVICE		
			Portable Toilet Rental	\$101.76	
Total EFT0000000011189				\$101.76	
EFT0000000011191	2019-05-07	KP62239	KENWORTH ONTARIO - KINGSTON		
			Coolant	\$16.99	
Total EFT0000000011191				\$16.99	
EFT0000000011193	2019-05-07	146-163938 146-164100	KROWN RUST CONTROL		
			Rust Spray	\$203.52	
			Rust Spray	\$203.52	
Total EFT0000000011193				\$407.04	
EFT0000000011195	2019-05-07	0647-983297 0647-986621 0647-60541C 1057-991426 1057-985515 1057-989293 1057-987387 1057-990189 1057-992411 1057-992429 1057-992604 1057-986967 1057-57994	LEONARD FUELS		
			1357.6L @.861	\$1,189.47	
			58.80L @.9903	\$59.25	
			2X Service Furnace	\$447.64	
			286.8L @.915	\$267.04	
			498.1L @.801	\$406.00	
			605.8L @.907	\$559.13	
			510.1L @.815	\$423.04	
			26.2L @.946	\$25.22	
			47.31L @1.0699	\$50.54	
			61.44L@.9460	\$57.90	
			84.01L @1.0699	\$89.75	
			86.00L @.9637	\$82.59	
			Service Furnace	\$211.91	

Township of South Frontenac
CHEQUE DISTRIBUTION REPORT

		1057-60540C	Service HVAC	\$223.97
		1057-993294	57.01L @1.0876	\$61.93
Total EFT000000011195				\$4,155.38
EFT000000011196	2019-05-07		LEONARD, ELIZABETH	
		19/04/16-34	Cleaning	\$60.00
Total EFT000000011196				\$60.00
EFT000000011197	2019-05-07		MESSER CANADA INC.	
		2100511317	Oxygen	\$451.71
		2100568802	Oxygen	\$359.85
Total EFT000000011197				\$811.56
EFT000000011202	2019-05-07		NORTHWAY HARDWARE	
		21577	V Belt	\$7.11
Total EFT000000011202				\$7.11
EFT000000011208	2019-05-07		R. THURSTON TECHNOLOGIES	
		11326	19/04-19/06 Site Rental	\$381.60
Total EFT000000011208				\$381.60
EFT000000011209	2019-05-07		SAFEDESIGN APPAREL LTD.	
		253855	Boots K.S.	\$126.08
		253959	Boots M.D.	\$126.08
Total EFT000000011209				\$252.16
EFT000000011213	2019-05-07		SNIDER, LISA	
		19/01+19/02+19/03	Cleaning	\$210.00
Total EFT000000011213				\$210.00
EFT000000011215	2019-05-07		SUPERIOR PROPANE INC.	
		24556609	1402.9L @.51	\$792.47
Total EFT000000011215				\$792.47
EFT000000011219	2019-05-07		TOTAL POWER LTD	
		SALES0072930	Service+Inspection- Generator	\$850.71
Total EFT000000011219				\$850.71
EFT000000011220	2019-05-07		TRIM-LINE OF SOUTH EAST	
		43919	7X Helmet Numbers	\$35.62
Total EFT000000011220				\$35.62
EFT000000011222	2019-05-07		TROUSDALE'S HOME HARDWARE	
		91343	Canadian Flag	\$21.94
Total EFT000000011222				\$21.94
EFT000000011224	2019-05-07		UNIVERSAL SUPPLY GROUP	
		896-922743	Head Light Bulb	\$13.07
Total EFT000000011224				\$13.07
Total Fire				\$19,533.20

2110 Cvc#

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000011211	2019-05-07		SIGNS PLUS		
		3123		6X Civic Signs	\$54.95
Total EFT000000011211					\$54.95
Total Cvc#					\$54.95

2400 Police

Cheque	Date	Inv #	Vendor	Description	Amount
070175	2019-05-07		MINISTER OF FINANCE-POLICE SERVICES		
		111504190858092		19/04 Policing Services	\$250,492.00
Total 070175					\$250,492.00
Total Police					\$250,492.00

2605 Build

Cheque	Date	Inv #	Vendor	Description	Amount
070170	2019-05-07		KC SPENCER & ASSOCIATES		
		19/04/17		WSIB Cert. P.S.	\$300.19
Total 070170					\$300.19
070172	2019-05-07		LAND OF LAKES CHAPTER OBOA		
		2019 MEMBERSHIP C.B.		OBOA Membership C.B.	\$40.00
Total 070172					\$40.00
070179	2019-05-07		SANTINI, KELLY		
		170407		Legal Fees	\$753.02
Total 070179					\$753.02
EFT000000011188	2019-05-07		INDEPENDENT TELEPHONE SERVICES		
		43965		Ext 2227 C.B.	\$66.14
Total EFT000000011188					\$66.14
Total Build					\$1,159.35

2620 Anml Ctl

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000011155	2019-04-30		FRONTENAC MUNICIPAL LAW		
		SF-AC-2019-APRIL		19/04 ANIMAL CONTROL	\$3,256.19
Total EFT000000011155					\$3,256.19
EFT000000011192	2019-05-07		KINGSTON HUMANE SOCIETY		
		SF_KHS POUND_19-3		19/03 Pound Services	-\$186.83
		SF_KHS POUND_19-3		19/03 Pound Services	-\$45.00
		SF_KHS POUND_19-3		19/03 Pound Services	\$16.00
		SF_KHS POUND_19-3		19/03 Pound Services	\$1,157.14
Total EFT000000011192					\$941.31
Total Anml Ctl					\$4,197.50

Township of South Frontenac

CHEQUE DISTRIBUTION REPORT

2640 Bylaw enf

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000011155	2019-04-30		FRONTENAC MUNICIPAL LAW		
		SF-P-2019-APRIL		19/04- PARKING BYLAW	\$457.92
		SF-P-2019-APRIL		19/04- PARKING BYLAW	\$634.98
Total EFT000000011155					\$1,092.90
EFT000000011183	2019-05-07		FRONTENAC MUNICIPAL LAW		
		SF-B-2019-JANUARY		19/01 Bylaw Enforcement	\$729.41
		SF-B-2019-FEBRUARY		19/02 Bylaw Enforcement	\$528.54
Total EFT000000011183					\$1,257.95
Total Bylaw enf					\$2,350.85
Total PP&P					\$277,787.85

30 Trans

3000 PW OH

Cheque	Date	Inv #	Vendor	Description	Amount
070174	2019-05-07		LLOYD BURNS MCINNIS LLP		
		14552		Insurance Deductible	\$4,971.72
Total 070174					\$4,971.72
070190	2019-05-07		VELDMAN, TONY		
		19/04/01-TIRE		Tire	\$1,088.11
Total 070190					\$1,088.11
EFT000000011221	2019-05-07		TROUSDALE'S FOODLAND		
		3393		Drinks+ Food	\$119.52
Total EFT000000011221					\$119.52
EFT000000011230	2019-05-07		W.I. VILLAGER LTD		
		212887		101 Umbrellas	\$995.51
Total EFT000000011230					\$995.51
Total PW OH					\$7,174.86

3005 RdAdmOH

Cheque	Date	Inv #	Vendor	Description	Amount
070161	2019-05-07		APPLIED GEOLOGICS INC		
		STHFT-1904B		2019 AGL Subscription	\$2,136.96
		STHFT-1904A		2019 Cartelite Subscription	\$3,653.59
Total 070161					\$5,790.55
070176	2019-05-07		ORMSBEE'S MERCANTILE		
		42533		Pizza+ Dessert	\$81.36
Total 070176					\$81.36
EFT000000011221	2019-05-07		TROUSDALE'S FOODLAND		
		6683		Drinks for Training	\$22.70
Total EFT000000011221					\$22.70
Total RdAdmOH					\$5,894.61

3010

Cheque	Date	Inv #	Vendor	Description	Amount
070162	2019-05-07		ATKINSON HOME BUILDING CENTRE		
		200390		Tape Measure	\$30.52
		618669		2 way Radios	\$61.05
Total 070162					\$91.57
070170	2019-05-07		KC SPENCER & ASSOCIATES		
		19/04/17		WSIB Cert. S.M.	\$300.19
Total 070170					\$300.19
EFT000000011158	2019-05-07		BOULTON SEPTIC/LARMON'S		
		29461 A		Brushing	\$122.11
		29526		Flagging	\$506.76
Total EFT000000011158					\$628.87
EFT000000011163	2019-05-07		BATTLEFIELD EQUIPMENT RENTALS		
		24226837		3X Chainloops	\$69.67
		24227024		Paint	\$24.35
Total EFT000000011163					\$94.02
EFT000000011174	2019-05-07		DIG'N DIRT LTD.		
		1222		Float Roller- Keeley- Round Lk	\$254.40
		1218		Took Roller from Cat to Keeley	\$254.40
Total EFT000000011174					\$508.80
EFT000000011180	2019-05-07		FISH, DOROTHY		
		5999		Cleaning	\$320.00
Total EFT000000011180					\$320.00
EFT000000011195	2019-05-07		LEONARD FUELS		
		0363-998391		112.5L @.9991	\$114.37
		1058-994738		83.35L @.9106	\$75.54
		1058-995518		80.53L @.9106	\$72.97
		1058-996780		98.52L @.9283	\$91.05
		1058-997102		74.50L @.9283	\$68.87
		1058-997687		98.79L @.9991	\$98.41
		1058-997989		55.85L @.9991	\$55.64
		1058-998521		75.73L @.9991	\$75.45
		1058-999166		75.73L @.9991	\$91.51
		1058-999572		77.83L @.9814	\$76.14
		1058-100021		77.83L @.9814	\$73.95
		1058-100105		104.34L@.9903	\$103.01
		1058-100126		88.03L @.9903	\$86.92
		1058-100183		80.00L @1.0434	\$83.31
		1058-996898		711.7L @.895	\$648.18

Township of South Frontenac
CHEQUE DISTRIBUTION REPORT

		1058-993666	824.6L @.917	\$769.47
		1056-998945	LUBES	\$182.92
Total EFT0000000011195				\$2,767.71
EFT0000000011196	2019-05-07		LEONARD, ELIZABETH	
		19/04/27-35	Cleaning	\$300.00
Total EFT0000000011196				\$300.00
EFT0000000011204	2019-05-07		PRO-TECH TRAINING SERVICES INC.	
		544	22X Air Brake Course	\$2,910.34
Total EFT0000000011204				\$2,910.34
EFT0000000011205	2019-05-07		R&D NELSON GENERAL MAINTENANCE	
		19/04-G,B,P	19/03+19/04 General Maint.	\$128.22
		19/04-G,B,P	19/03+19/04 General Maint.	\$109.90
		19/04-G,B,P	19/03+19/04 General Maint.	\$90.22
		19/04-G,B,P	19/03+19/04 General Maint.	\$90.22
Total EFT0000000011205				\$418.56
EFT0000000011206	2019-05-07		RIGNEY BUILDING SUPPLIES	
		2505462	Ceiling Tiles	\$56.07
Total EFT0000000011206				\$56.07
EFT0000000011216	2019-05-07		SWEET'S SAND & GRAVEL	
		S-0058216	Float Rental	\$498.62
Total EFT0000000011216				\$498.62
EFT0000000011217	2019-05-07		SWISH MAINTENANCE LIMITED	
		K609018	Garbage Bags+Paper Towels	\$212.62
		K609605	Garbage Bags	\$100.58
Total EFT0000000011217				\$313.20
EFT0000000011221	2019-05-07		TROUSDALE'S FOODLAND	
		3615	Water	\$59.80
		6614	Coffee+Cream+Sugar+Water	\$32.41
		6614	Coffee+Cream+Sugar+Water	\$32.42
Total EFT0000000011221				\$124.63
EFT0000000011222	2019-05-07		TROUSDALE'S HOME HARDWARE	
		91791	Nozzle+Utility Blades	\$360.75
		91749	Strapping+Staples+Rope+Tape	\$151.77
		221684	Ceiling Panel	\$23.48
		221759	5X Marking Paint	\$35.56
		603721	Steel Roof Edge	\$10.16
		603720	Electical Box	\$45.78
		91342	Plywood to Fix Roof	\$30.47
		506261	Ceiling Rail	\$46.24
Total EFT0000000011222				\$704.21
EFT0000000011225	2019-05-07		UCF/MCKEOWN & WOOD FUELS	
		836520	803.20L @.921	\$796.66
		834091	1768.50l @.901	\$1,718.10
Total EFT0000000011225				\$2,514.76
EFT0000000011227	2019-05-07		VERONA HARDWARE LIMITED	
		101021918	Batteries+Rake	\$35.19
Total EFT0000000011227				\$35.19
Total				\$12,586.74

3210 Brushing

Cheque	Date	Inv #	Vendor	Description	Amount
070167	2019-05-07		GIDDY, RYAN		
		19/04/18		Remove Birch+ Prune 3 Maples	\$1,221.12
Total 070167					\$1,221.12
070180	2019-05-07		SNIDER, PERCY		
		19/03/28-33		Flagging	\$413.40
		19/03/29-34		Flagging	\$413.40
		19/04/02-35		Flagging	\$413.40
		19/04/04-36		Flagging	\$413.40
		19/04/10-43		Flagging	\$438.59
		19/04/11-44		Flagging	\$211.91
		19/04/16-11		Flagging	\$463.77
		19/04/17-12		Brushing	\$463.77
Total 070180					\$3,231.64
EFT0000000011158	2019-05-07		BOULTON SEPTIC/LARMON'S		
		29525		Flagging	\$485.39
		29556		Brushing	\$485.39
		29554		Brushing	\$485.39
		29557		Brushing	\$485.39
		29555		Brushing	\$485.39
Total EFT0000000011158					\$2,426.95
EFT0000000011163	2019-05-07		BATTLEFIELD EQUIPMENT RENTALS		
		24226657		Hot Patching	\$119.09
		24226837		Geotextile	\$539.18
Total EFT0000000011163					\$658.27
EFT0000000011174	2019-05-07		DIG'N DIRT LTD.		
		1219		Float 904+ Bush Hog	\$381.60
Total EFT0000000011174					\$381.60
EFT0000000011194	2019-05-07		L.D. POWER SPORTS		
		43452		Chainsaw Chain	\$76.31
Total EFT0000000011194					\$76.31
EFT0000000011216	2019-05-07		SWEET'S SAND & GRAVEL		
		S-0058232		Brush Cutter Rental	\$5,604.94
		S-0058212		Brush Cutter Rental	\$6,923.75
Total EFT0000000011216					\$12,528.69
Total Brushing					\$20,524.58

Township of South Frontenac
CHEQUE DISTRIBUTION REPORT

3215 Drainage

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000011216	2019-05-07	S-0058213	SWEET'S SAND & GRAVEL	Gravel	\$200.78
Total EFT000000011216					\$200.78
Total Drainage					\$200.78

3310 Hardtop Patching

Cheque	Date	Inv #	Vendor	Description	Amount
070180	2019-05-07	19/04/05-45 19/04/09-47 19/04/10-48 19/04/10-49 19/04/11-50 19/04/11-01 19/04/12-13 19/04/15-14 19/04/16-15 19/02/26-11	SNIDER, PERCY	Patching Patching Patching Patching Patching Patching Patching Patching Patching Patching	\$934.16 \$934.16 \$934.16 \$934.16 \$934.16 \$934.16 \$817.39 \$934.16 \$934.16 \$992.55
Total 070180					\$9,283.22
EFT000000011158	2019-05-07	29527 29528	BOULTON SEPTIC/LARMON'S	Hot Patching Hot Patching	\$4,721.66 \$944.33
Total EFT000000011158					\$5,665.99
EFT000000011203	2019-05-07	42171	O. BETTSCHEN	Cold Patch	\$10,663.73
Total EFT000000011203					\$10,663.73
EFT000000011222	2019-05-07	988309	TROUSDALE'S HOME HARDWARE	Patching	\$5,182.13
Total EFT000000011222					\$5,182.13
Total Hardtop Patching					\$30,795.07

3315 Sweeping

Cheque	Date	Inv #	Vendor	Description	Amount
070180	2019-05-07	19/04/01-04 19/03/29-02 19/04/02-05 19/04/03-06 19/04/04-07 19/04/05-08	SNIDER, PERCY	Sweeping Sweeping Sweeping Sweeping Sweeping Sweeping	\$732.67 \$366.34 \$412.13 \$732.67 \$356.16 \$676.70
Total 070180					\$3,276.67
Total Sweeping					\$3,276.67

3405 Washout

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000011203	2019-05-07	42191 42191 42137 42129 42129 42129 42130 42127 42128 42128	O. BETTSCHEN	Gravel Gravel Gravel Gravel Gravel Gravel Gravel Gravel Gravel Gravel	\$419.99 \$127.48 \$54.88 \$468.83 \$2,015.39 \$177.82 \$1,560.05 \$268.31 \$635.57 \$2,865.14
Total EFT000000011203					\$8,593.46
EFT000000011216	2019-05-07	S-0058173 S-0058295 S-0058281	SWEET'S SAND & GRAVEL	Gravel Gravel Gravel	\$4,181.36 \$3,183.35 \$322.66
Total EFT000000011216					\$7,687.37
Total Washout					\$16,280.83

3425 Gradng & Grvl resurf

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000011203	2019-05-07	42191 42137 42168	O. BETTSCHEN	Gravel Gravel Gravel	\$666.62 \$250.79 \$1,595.59
Total EFT000000011203					\$2,513.00
EFT000000011216	2019-05-07	S-0058173 S-0058213 S-0058282 S-0058281 S-0058174	SWEET'S SAND & GRAVEL	Gravel Gravel Grader Rental Gravel Gravel	\$115.59 \$2,671.98 \$1,738.06 \$2,534.10 \$1,518.00
Total EFT000000011216					\$8,577.73
Total Gradng & Grvl resurf					\$11,090.73

3502 Winter Prop Damage

Cheque	Date	Inv #	Vendor	Description	Amount
--------	------	-------	--------	-------------	--------

Township of South Frontenac

CHEQUE DISTRIBUTION REPORT

EFT000000011218	2019-05-07		3957	SYDENHAM LANDSCAPE PRODUCTS		
				Grass Seed		\$131.27
Total EFT000000011218						\$131.27
Total Winter Prop Damage						\$131.27
3506 Snow Clearing Sidewalks						
Cheque	Date	Inv #	Vendor	Description		Amount
070180	2019-05-07		SNIDER, PERCY			
		19/01/16-24-2		Snow Plowing		\$193.34
		19/01/16-24-2		Snow Plowing		\$101.76
		19/02/24-02		Sanding		\$315.46
		19/02/25-03		Sanding		\$437.57
		19/02/25-03		Sanding		\$183.17
Total 070180						\$1,231.30
Total Snow Clearing Sidewalks						\$1,231.30
3515 Stock Snd&Slt						
Cheque	Date	Inv #	Vendor	Description		Amount
EFT000000011190	2019-05-07		K+S WINDSOR SALT LTD			
		5300432284		Winter Salt		\$3,493.49
Total EFT000000011190						\$3,493.49
Total Stock Snd&Slt						\$3,493.49
3615 Street signs						
Cheque	Date	Inv #	Vendor	Description		Amount
EFT000000011164	2019-05-07		BMR MANUFACTURING INC.			
		361036		Sign Posts+Signs		\$4,054.24
Total EFT000000011164						\$4,054.24
EFT000000011211	2019-05-07		SIGNS PLUS			
		3127		Street Sign		\$37.59
Total EFT000000011211						\$37.59
EFT000000011222	2019-05-07		TROUSDALE'S HOME HARDWARE			
		91791		Lumber		\$29.27
		91885		Lumber		\$54.52
Total EFT000000011222						\$83.79
Total Street signs						\$4,175.62
3620 Reg signs						
Cheque	Date	Inv #	Vendor	Description		Amount
EFT000000011164	2019-05-07		BMR MANUFACTURING INC.			
		361036		Sign Posts+Signs		\$6,076.12
Total EFT000000011164						\$6,076.12
EFT000000011211	2019-05-07		SIGNS PLUS			
		3123		3X Street Signs		\$82.27
Total EFT000000011211						\$82.27
Total Reg signs						\$6,158.39
3625 RR cross mnt						
Cheque	Date	Inv #	Vendor	Description		Amount
EFT000000011167	2019-05-07		CANADIAN PACIFIC RAILWAY			
		11110744		19/04 Flasher Contract		\$744.00
Total EFT000000011167						\$744.00
Total RR cross mnt						\$744.00
3640 Warning Sgns						
Cheque	Date	Inv #	Vendor	Description		Amount
EFT000000011164	2019-05-07		BMR MANUFACTURING INC.			
		361035		50X "Overhead Wire" signs		\$349.04
Total EFT000000011164						\$349.04
Total Warning Sgns						\$349.04
3800 Crssng Guards						
Cheque	Date	Inv #	Vendor	Description		Amount
EFT000000011169	2019-05-07		COMMISSIONAIRES SECURITY SOLUTIONS			
		86449		Crossing Guards		\$1,022.31
Total EFT000000011169						\$1,022.31
Total Crssng Guards						\$1,022.31
Total Trans						\$125,130.29
40 Env						
5005 SW & Fac OH						
Cheque	Date	Inv #	Vendor	Description		Amount
EFT000000011162	2019-05-07		ASSELSTINE HARDWARE			
		6193		Rake		\$39.66
Total EFT000000011162						\$39.66
EFT000000011222	2019-05-07		TROUSDALE'S HOME HARDWARE			
		91787		Ratchet Straps		\$30.52
Total EFT000000011222						\$30.52

Township of South Frontenac

CHEQUE DISTRIBUTION REPORT

Total SW & Fac OH

5105 Garb coll

Cheque	Date	Inv #	Vendor	Description	Amount
070159	2019-04-30		SNIDER, PERCY		
		19/04 DISPOSAL		19/04 DISPOSAL	\$11,940.74
		19/04 DISPOSAL		19/04 DISPOSAL	\$9,856.55
		19/04 DISPOSAL -FUEL		19/04 DISPOSAL Fuel Adj	\$94.95
		19/04 DISPOSAL -FUEL		19/04 DISPOSAL Fuel Adj	\$78.37
Total 070159					\$21,970.61
EFT000000011154	2019-04-30		BOULTON SEPTIC/LARMON'S		
		COLLECTION 19/04		COLLECTION 19/04	\$12,197.80
		COLLECTION19/04-FUEL		COLLECTION 19/04- Fuel Adj.	\$96.99
Total EFT000000011154					\$12,294.79
Total Garb coll					\$34,265.40

5110 Gab disp

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000011157	2019-04-30		WHALEY, GEORGE		
		19/04 DISPOSAL		19/04 DISPOSAL	\$1,935.80
Total EFT000000011157					\$1,935.80
EFT000000011200	2019-05-07		MCNICHOLS CONSTRUCTION LTD		
		19/04/17-SALEM DUMP		Excavator+Triaxle Rental	\$2,706.82
Total EFT000000011200					\$2,706.82
EFT000000011203	2019-05-07		O. BETTSCHEN		
		42195		Shot Rock	\$946.90
Total EFT000000011203					\$946.90
EFT000000011229	2019-05-07		WHALEY, GEORGE		
		812364		19/04 Landfill Services	\$5,271.17
Total EFT000000011229					\$5,271.17
Total Gab disp					\$10,860.69

5200 Recyc

Cheque	Date	Inv #	Vendor	Description	Amount
070183	2019-05-07		VIP DISTRIBUTION (2000) INC.		
		30812		100X Mesh Covers	\$934.96
Total 070183					\$934.96
Total Recyc					\$934.96

5205 Recyc Coll

Cheque	Date	Inv #	Vendor	Description	Amount
070159	2019-04-30		SNIDER, PERCY		
		19/04 DISPOSAL		19/04 DISPOSAL	\$12,881.10
		19/04 DISPOSAL		19/04 DISPOSAL	\$11,232.19
		19/04 DISPOSAL		19/04 DISPOSAL	\$11,989.49
		19/04 DISPOSAL -FUEL		19/04 DISPOSAL Fuel Adj	\$102.44
		19/04 DISPOSAL -FUEL		19/04 DISPOSAL Fuel Adj	\$89.31
		19/04 DISPOSAL -FUEL		19/04 DISPOSAL Fuel Adj	\$95.34
Total 070159					\$36,389.87
EFT000000011154	2019-04-30		BOULTON SEPTIC/LARMON'S		
		COLLECTION 19/04		COLLECTION 19/04	\$10,492.73
		COLLECTION19/04-FUEL		COLLECTION 19/04- Fuel Adj.	\$83.44
Total EFT000000011154					\$10,576.17
Total Recyc Coll					\$46,966.04

5305 HHW

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000011165	2019-05-07		BRENDAR ENVIRONMENTAL INC.		
		20190067		19/03 HHW Services	\$6,090.60
Total EFT000000011165					\$6,090.60
Total HHW					\$6,090.60

Total Env

\$99,187.87

70 Cem

7000 Health

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000011153	2019-04-30		D G YOUNGE CONCRETE BURIAL VAULTS		
			SERVICES 19/04	SERVICES 19/04	\$875.14
Total EFT000000011153					\$875.14
Total Health					\$875.14

Total Cem

\$875.14

80 Rec

8000 Rec

Cheque	Date	Inv #	Vendor	Description	Amount
070163	2019-05-07		CANADIAN RAMP COMPANY		
		2582		Skakeboard Park Study 50%	\$6,750.00
Total 070163					\$6,750.00
070168	2019-05-07		GOWER, TERRA		

Township of South Frontenac

CHEQUE DISTRIBUTION REPORT

		19/04/23 LOUGH REC	19/04/23 LOUGH REC	\$32.47
Total 070168				\$32.47
070169	2019-05-07	HOLLAND, TRACY		
		19/04/01 SF REC	19/04/01 SF REC	\$32.47
		19/04/01 SF REC	19/04/01 SF REC	\$3.07
		19/04/23 LOUGH REC	19/04/23 LOUGH REC	\$32.47
Total 070169				\$68.01
070177	2019-05-07	PARFITT, HELEN		
		19/04/23 LOUGH REC	19/04/23 LOUGH REC	\$32.47
Total 070177				\$32.47
EFT000000011156	2019-04-30	LEONARD, ELIZABETH		
		19/04 MAINTENANCE	19/04 MAINTENANCE	\$142.50
Total EFT000000011156				\$142.50
EFT000000011162	2019-05-07	ASSELSTINE HARDWARE		
		6152	Water Softener Salt	\$48.77
Total EFT000000011162				\$48.77
EFT000000011166	2019-05-07	BROWN, DONNA		
		19/04/01 SF REC	19/04/01 SF REC	\$32.47
		19/04/01 SF REC	19/04/01 SF REC	\$44.58
Total EFT000000011166				\$77.05
EFT000000011177	2019-05-07	ERLICHMAN, WOLFE		
		19/04/01 SF REC	19/04/01 SF REC	\$32.47
		19/04/01 SF REC	19/04/01 SF REC	\$37.14
Total EFT000000011177				\$69.61
EFT000000011178	2019-05-07	EVERTEMP INC		
		33570	Thermostat	\$624.41
		33571	Service Heat Pump	\$246.56
Total EFT000000011178				\$870.97
EFT000000011181	2019-05-07	FOX, KEVIN		
		19/04/01 SF REC	19/04/01 SF REC	\$32.47
		19/04/01 SF REC	19/04/01 SF REC	\$31.70
Total EFT000000011181				\$64.17
EFT000000011187	2019-05-07	HOWE, MIKE		
		19/04/01 SF REC	19/04/01 SF REC	\$32.47
		19/04/01 SF REC	19/04/01 SF REC	\$4.96
		19/04/23 LOUGH REC	19/04/23 LOUGH REC	\$32.47
Total EFT000000011187				\$69.90
EFT000000011198	2019-05-07	LONDRY ALARMS		
		198051	19/05 Monitoring+Rental	\$28.49
		198051	19/05 Monitoring+Rental	\$28.49
Total EFT000000011198				\$56.98
EFT000000011201	2019-05-07	MOREY, PAM		
		19/04/01 SF REC	19/04/01 SF REC	\$32.47
		19/04/01 SF REC	19/04/01 SF REC	\$5.25
Total EFT000000011201				\$37.72
EFT000000011205	2019-05-07	R&D NELSON GENERAL MAINTENANCE		
		19/04-G,B,P	19/03+19/04 General Maint.	\$348.02
		19/04-G,B,P	19/03+19/04 General Maint.	\$90.23
Total EFT000000011205				\$438.25
EFT000000011206	2019-05-07	RIGNEY BUILDING SUPPLIES		
		2505462	Ceiling Tiles	\$56.07
Total EFT000000011206				\$56.07
EFT000000011210	2019-05-07	SCHJERNING, MARK		
		19/04/01 SF REC	19/04/01 SF REC	\$32.47
		19/04/01 SF REC	19/04/01 SF REC	\$4.16
		19/04/23 LOUGH REC	19/04/23 LOUGH REC	\$32.47
Total EFT000000011210				\$69.10
EFT000000011212	2019-05-07	SLEETH, SARAH		
		19/04/26-46	Cleaning	\$560.00
Total EFT000000011212				\$560.00
EFT000000011216	2019-05-07	SWEET'S SAND & GRAVEL		
		S-0058280	Stone Dust	\$885.80
Total EFT000000011216				\$885.80
EFT000000011218	2019-05-07	SYDENHAM LANDSCAPE PRODUCTS		
		3968	Sand-Horseshoe Pits	\$152.64
Total EFT000000011218				\$152.64
EFT000000011222	2019-05-07	TROUSDALE'S HOME HARDWARE		
		91372	Lumber+Hardware	\$132.31
		91790	Solar Dock Light+ Caps	\$83.92
		91464	Key+Utility Box Cover	\$4.56
Total EFT000000011222				\$220.79
EFT000000011226	2019-05-07	VANDEWAL, SARAH		
		19/04/23 LOUGH REC	19/04/23 LOUGH REC	\$65.00
Total EFT000000011226				\$65.00
EFT000000011228	2019-05-07	WASH, PAUL		
		19/04/23 LOUGH REC	19/04/23 LOUGH REC	\$32.47
Total EFT000000011228				\$32.47
EFT000000011231	2019-05-07	WOOD, ALVIN		
		19/04/01 SF REC	19/04/01 SF REC	\$32.47
		19/04/01 SF REC	19/04/01 SF REC	\$21.80
Total EFT000000011231				\$54.27
Total Rec				\$10,855.01
8036 Family Day				
Cheque	Date	Inv #	Vendor	Amount
EFT000000011228	2019-05-07		WASH, PAUL	
		261	Family Day Photography	\$300.00
Total EFT000000011228				\$300.00

Township of South Frontenac

CHEQUE DISTRIBUTION REPORT

Total Family Day

\$300.00

8250 HSMITH BEAUT. COMM.

Cheque	Date	Inv #	Vendor	Description	Amount
070173	2019-05-07	19/04/12-16	LAW, RICK	2X Metal Poppy Sprays	\$400.00
Total 070173					\$400.00
Total HSMITH BEAUT. COMM.					\$400.00

8405 Ver&Dis Hist

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000011184	2019-05-07	69703	THE FRONTENAC NEWS	Ad-Frontenac Visitor Guide	\$178.08
Total EFT000000011184					\$178.08
Total Ver&Dis Hist					\$178.08

Total Rec

\$11,733.09

90 Plan

9000 Plan

Cheque	Date	Inv #	Vendor	Description	Amount
070166	2019-05-07	19/04 COA 19/04 COA	GEE, KEN	19/04 COA 19/04 COA	\$200.00 \$109.96
Total 070166					\$309.96
070184	2019-05-07	25127	WATSON & ASSOCIATES ECONOMISTS LTD	Background Study and By-law	\$1,428.46
Total 070184					\$1,428.46
070188	2019-05-07	19/04 COA 19/04 COA	NOLAN, MIKE	19/04 COA 19/04 COA	\$100.00 \$140.16
Total 070188					\$240.16
EFT000000011170	2019-05-07	55685	COUNTY OF FRONTENAC	COA Training	\$396.51
Total EFT000000011170					\$396.51
EFT000000011187	2019-05-07	19/04 COA 19/04 COA	HOWE, MIKE	19/04 COA 19/04 COA	\$50.00 \$14.86
Total EFT000000011187					\$64.86
EFT000000011199	2019-05-07	36809	MARCHANT MARKING DEVICES LTD.	Commissioner Stamp M.H.	\$56.93
Total EFT000000011199					\$56.93
Total Plan					\$2,496.88

Total Plan

\$2,496.88

99

9999

Cheque	Date	Inv #	Vendor	Description	Amount
070186	2019-05-07	2019 TAX REFUND	MALTBY CENTRE	Tax Refund	\$1,542.08
Total 070186					\$1,542.08
EFT000000011207	2019-05-07	634139 634140 634138 634137 634136 634134 634135 634133 633750 633747 633746 633745 633748 633752 633751 633668 633644 633647 633643 633864 633863 633862 633867 633749	ROSEN ENERGY GROUP	B 692.3L CLR @1.0637 B 885.1L MKD @.9307 B 440.6L GAS @1.1272 P 585.7L MKD @.9307 P 878.2L CLR @1.0637 F 994.7L CLR @1.0637 F 884.8L MKD @.9307 F 372.9L GAS @1.1272 B 688.3L GAS @1.0642 F 1057.5L MKD @.9077 F 609.2L CLR @1.0407 F 1312.6L GAS @1.0642 P 1540.2L CLR @ 1.0407 B 1140.8L MKD @.9077 B 783.7L CLR @1.0407 SUN 638.4L CLR @ 1.0387 F 1015.4L CLR @1.0407 F 1811.9L MKD @.9077 F 2300.2L GAS @ 1.0152 F 1599.2L MKD @.9087 F 656.2L CLR @1.0417 F 1535.6L GAS @1.0872 SUN 631.4L CLR @1.0417 P 1163.9 L MKD @.9077	\$749.36 \$838.26 \$505.38 \$554.69 \$950.58 \$1,076.69 \$837.97 \$427.72 \$745.38 \$976.79 \$645.15 \$1,421.45 \$1,631.11 \$1,053.17 \$829.95 \$674.77 \$1,075.32 \$1,673.61 \$2,376.26 \$1,478.76 \$695.59 \$1,699.22 \$669.30 \$1,075.06
Total EFT000000011207					\$24,661.54
Total					\$26,203.62

Total

\$26,203.62

Total

\$579,558.33



REPORT TO COUNCIL TREASURY DEPARTMENT



AGENDA DATE: May 7, 2019

SUBJECT: 2019 Community Grants

RECOMMENDATION:

For information.

BACKGROUND:

On April 30th, the Corporate Services Committee met and reviewed the staff recommendation on the received community grants.

2019 is the sixth year that the Township accepted applications for the Community Project Grant program. Website and newspaper ads were placed soliciting applications. The program's scope and guidelines were expanded for 2019 along with an increase in the available funding from \$20,000 to \$35,000. In addition, there was a carryover from 2018 of \$1,707. On March 19th, Council endorsed the revised Community Grants Policy, attached.

The revised program includes:

- allow capital projects up to an amount of \$5,000 as long as the applicant was also providing matching funding.
- Increase the limit for other projects or events from \$2,000 to a maximum \$2,500
- Expand the scope to also allow sponsorship of community events provided that the requested amount is for a specific aspect of the event and that the sponsorship be clearly acknowledged and promoted with the event and in all materials.

Some pre-existing guidelines remain unchanged, such as:

- The organization or group must operate a business, provide a service or event within the geographic boundaries of the Township of South Frontenac
- Community organizations are defined as not for profit including unincorporated groups or registered charities.

Due to the change in the program, the normal March 31st deadline was extended to April 15th.

20 applications were received. The CAO and Treasurer reviewed and evaluated the applications against the Community Project Grant Policy. The applications were summarized along with recommendations and presented to the Corporate Services Committee. The attached document provides a summary of all applications received along with the allocations approved by the Committee. A remaining amount of \$4,965 will be carried over for the 2020 Community Grants program.

ATTACHMENTS

Summary of applications received and allocations

Submitted/approved/prepared by:

Louise Fragnito, Director of Corporate Services & Treasurer

Summary of Grant Applications received and recommended:

2019 Budget

36,707.00

Applicant	Purpose	Amount requested	Comments	Eligible Amount	Staff Recommended	Committee Approved
Sponsorship						
South Frontenac Rides	Entertainment	1,750.00		1,750.00	1,750.00	1,750.00
Battersea Pumpkin Festival	Festival supplies and rentals	2,500.00		2,500.00	2,500.00	2,500.00
Sydenham Women's Institute	100th celebration	2,500.00	not for laptop, printer or digitizing	2,500.00	2,000.00	2,500.00
Capital						
S&A Club	Façade/parking lot repairs	5,000.00	No financials and no matching funds , recommend for CIP	0.00	0.00	0.00
Queen's Biological - Elbow lake	new accessible trail	5,000.00		5,000.00	4,500.00	0.00
Sydenham Lake Canoe Club	2nd dock	2,200.00	submitted late	0.00	0.00	0.00
Fourteen Island North Feeder Lake Association	Lane signage/blue box storage	1,000.00	62 households	1,000.00	1,000.00	1,000.00
Inverary Youth	Bathroom renovations	5,000.00		5,000.00	5,000.00	5,000.00
Community Assets						
Sydenham Minor Softball Association	Canteen upgrades	2,500.00	submitted late	0.00		
VCA	Cenotaph sidewalks and benches	2,500.00	in conjunction with Lions Club	2,500.00	2,500.00	2,500.00
Lions Club of Verona	Cenotaph bench	2,500.00	in conjunction with VCA, bench cost is 1,492.17	1,492.17	1,492.00	1,492.00
Sydenham & District Lions Club	Sydenham Village entrance lighting - Rutledge Road (West entrance)	2,000.00		2,000.00	1,500.00	2,000.00
Operating						
Sydenham Minor Softball Association	20 helmets and screen to meet new safety standards	2,500.00	no financials provided	0.00	0.00	0.00
Portland and District Heritage Society	Student - Digitize records - Harrowsmith, Sydenham and Battersea	2,000.00	May not be sufficient dollars for staffing	2,000.00	1,500.00	2,000.00
New Leaf Link (NeLL)	New Summer Program	2,000.00	Council endorsed	2,000.00	2,000.00	2,000.00
Frontenac 4H Horse Club	Start up costs for season	1,500.00	no financials provided	1,500.00	1,500.00	1,500.00
Wintergreen Studios	Establish bee program and apiary	2,079.25		2,079.25	1,965.00	0.00
Frontenac Fury	Coach and player development program	2,500.00		2,500.00	2,500.00	2,500.00
Bellrock Community Hall	Computer, composter and community gardens - community access	2,500.00		2,500.00	2,500.00	2,500.00
Frontenac Minor Hockey Association	IP/Minor Equipment Purchase	2,500.00		2,500.00	2,500.00	2,500.00
Total		52,029.25		38,821.42	36,707.00	31,742.00
Grant previously provided in 2018 or not fully funded in 2019			Remaining Budgeted Funds (to be carried over to 2020)		-	4,965.00



April 16, 2019

Below is a copy of a Resolution adopted by Brantford City Council at its meeting held March 26, 2019. In keeping with City Council's direction, a copy is being distributed to other municipalities in the Province of Ontario.

C. Touzel
City Clerk

RESOLUTION

6.1 Single-Use Plastic Straws

WHEREAS section 8(1) of the *Municipal Act, 2001* requires that the powers of a municipality are to be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues; and

WHEREAS section 8(3) of the *Municipal Act, 2001* permits the municipality to pass by-laws under section 10 and 11 which: regulates or prohibits the matter; and to require persons to do things respecting the matter; and

WHEREAS section 10(2) of the *Municipal Act, 2001* permits single-tier municipalities to pass by-laws respecting the following matters: economic, social and environmental well-being of the municipality, including respecting climate change; and

WHEREAS the Council of The Corporation of the City of Brantford wishes to consider regulating or prohibiting the sale and distribution of single-use plastic straws in the municipality in order to reduce: (a) littering; (b) the impact on landfills; (c) the impact on sewers; and (d) the contribution to climate change;

NOW THEREFORE BE IT RESOLVED THAT City Staff BE DIRECTED to:

1. Analyze the impacts of single-use plastic straws in the municipality; and how to reduce those impacts through the regulation and prohibition of single-use plastic straws;

2. Consult with the public and impacted industries, including but not limited to:
 - i. Retail Stores;
 - ii. Restaurants;
 - iii. Manufacturers and Distributors, as applicable;
 - iv. Chamber of Commerce;
 - v. Brantford Accessibility Advisory Committee; and
 - vi. Brantford Environmental Policy Advisory Committee;
3. THAT City Staff REPORT BACK to Council on the results of their analysis and consultation; along with a process, including timelines, to:
 - a. In the first phase, regulate the sale and distribution of single-use plastic straws, taking into account existing inventories and the sourcing of alternate suppliers; and
 - b. In the final phase, prohibit the sale and distribution of single-use plastics straws.
4. THAT a copy of this resolution BE FORWARDED to the MP and MPP Brantford-Brant, the Association of Municipalities of Ontario (AMO), the Federation of Canadian Municipalities (FCM) and other municipalities in the Province of Ontario.



Elections Ontario

News Release

FOR IMMEDIATE RELEASE

Elections Ontario reports on transformative election

TORONTO, April 18, 2019 – Elections Ontario today released its 2018 general election report, [*Modernizing Ontario's Electoral Process*](#). In the report, the Chief Electoral Officer makes 13 recommendations for legislative change to further enhance elections in Ontario.

Key recommendations include creating a single address authority, taking responsibility for municipal voters lists, and advancing a number of legislative revisions to better ensure the integrity of provincial elections.

The 2018 general election was the first time technology had been used in polls across Ontario for a provincial election. Over 50% of voting locations used electronic poll books (e-Poll books) and vote tabulators to serve 90% of Ontario's voters on election day.

Election officials used e-Poll books to quickly strike names off the voters list, while vote tabulators electronically counted ballots—delivering results within 15 minutes of the close of polls.

Recommendations

- **Establish a single address authority** to standardize addressing across Ontario and improve services that rely on address information.
- **Make Elections Ontario responsible for municipal voters lists** to increase consistency and accuracy between voters lists.
- **Extend the election calendar** to ensure the successful delivery of provincial elections.
- **Allow Elections Ontario to levy administrative penalties** to address minor infractions of the *Election Act* and *Election Finances Act*.
- **Provide a regular, scheduled review of electoral district boundaries** to maintain effective representation for Ontario's growing population.
- **Establish standards for voting technology** to preserve the integrity of the vote for Ontario elections.
- **Change election day to a day when school is not in session** to provide easier access to schools as voting locations, while enhancing the safety and security of school children.



Elections Ontario

- **Set a threshold for audit of financial statements from political entities** to reduce the subsidies paid to auditors by Elections Ontario.
- **Subject Ontario's political parties to privacy laws** to protect the personal information of voters.
- **Establish 10 days of rotating advance voting** to support a growing interest in alternative voting options.
- **Make administrative and technical adjustments to the *Election Act* and *Election Finances Act*** to streamline processes and meet changing needs.

Quote

"I am pleased to share this report and the journey that led to the introduction of technology in the polls. I have made a number of recommendations to build upon this success and to continue improving elections for voters in this province."

– Greg Essensa, Chief Electoral Officer of Ontario

Elections Ontario is the non-partisan agency responsible for administering provincial elections, by-elections and referenda. For more information, visit elections.on.ca or call 1.888.668.8683 (TTY: 1.888.292.2312).

Aussi disponible en français

Contact

Elections Ontario Media
media@elections.on.ca
1.866.252.2152

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister

777 Bay Street, 17th Floor
Toronto ON M5G 2E5
Tel.: 416 585-7000
Fax: 416 585-8470

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre

777, rue Bay, 17^e étage
Toronto ON M5G 2E5
Tél. : 416 585-7000
Téléc. : 416 585-8470



19-002850

Dear Head of Council:

Ontario's Government for the People is committed to building more housing and bringing down costs for the people of Ontario. To help fulfill this commitment, we have developed a broad-based action plan to address the barriers getting in the way of new ownership and rental housing.

[More Homes, More Choice](#) (the action plan) outlines our government's plan to tackle Ontario's housing crisis, while encouraging our partners to do their part. We are taking steps to make it faster and easier for municipalities, non-profits and private firms to build the right types of housing in the right places, to meet the needs of people in every part of Ontario.

As part of the action plan, we are proposing changes that would streamline the complex development approvals process to remove unnecessary duplication and barriers, while making costs and timelines more predictable. We are also proposing changes that would make it easier to build certain types of priority housing such as second units.

On May 2, 2019, the government introduced Bill 108 (the bill), the proposed More Homes, More Choice Act, 2019, in the Ontario Legislature. While the bill contains initiatives from various ministries, I would like to share some details regarding initiatives led by the Ministry of Municipal Affairs and Housing.

Planning Act

Schedule 12 of the bill proposes changes to the Planning Act that would help make the planning system more efficient and effective, increase housing supply in Ontario, and streamline planning approvals.

If passed, the proposed changes would:

- Streamline development approvals processes and facilitate faster decisions,
- Increase the certainty and predictability of the planning system,
- Support a range and mix of housing options, and boost housing supply,

- Make charges for community benefits more predictable, and
- Make other complementary amendments to implement the proposed reforms, including how the proposed changes would affect planning matters that are in-process.

Amendments to the Planning Act are also proposed to address concerns about the land use planning appeal system. Proposed changes would broaden the Local Planning Appeal Tribunal's jurisdiction over major land use planning matters (e.g., official plan amendments and zoning by-law amendments) and give the Tribunal the authority to make a final determination on appeals of these matters. The Ministry of the Attorney General is also proposing changes to the Local Planning Appeal Tribunal Act, 2017 to complement these changes (see Schedule 9 of the bill).

Development Charges Act

Schedule 3 of the bill proposes changes to the Development Charges Act that would make housing more attainable by reducing costs to build certain types of housing and would increase the certainty of costs to improve the likelihood of developers proceeding with cost sensitive projects, such as rental housing.

If passed, the proposed changes would:

- Make it easier for municipalities to recover costs for waste diversion,
- Increase the certainty of development costs in specific circumstances and for certain types of developments,
- Make housing more attainable by reducing costs to build certain types of homes, and
- Make other complementary amendments to implement the proposed reforms.

Further consultation on the Planning Act and Development Charges Act

We are interested in receiving any comments you may have on the proposed changes to the Planning Act and the Development Charges Act. Comments on these proposed measures can be made through the [Environmental Registry of Ontario](#) as follows:

- Planning Act: posting number 019-0016
- Development Charges Act: posting number 019-0017

The Environmental Registry postings provide additional details regarding the proposed changes.

A Place to Grow: Growth Plan for the Greater Golden Horseshoe

[A Place to Grow: Growth Plan for the Greater Golden Horseshoe](#) is an important part of the action plan that addresses the needs of the growing population, the diversity of the region and its people, and the local priorities. With A Place to Grow, we will make it faster and easier to build housing so that the growing number of people who live and work in the Greater Golden Horseshoe can find a home.

We recognize that different parts of Ontario need different solutions, including Northern and rural Ontario. While the Growth Plan for Northern Ontario continues to guide long-term economic growth in the North, our government is taking steps right now to support this growth by reducing red tape and burdens in Ontario's Northern and rural communities with **More Homes, More Choice**.

Taken together, the actions outlined in **More Homes, More Choice** - including the proposed changes detailed above - will make it easier to build the right types of housing in the right places, make housing more affordable and help taxpayers keep more of their hard-earned dollars. Building more housing will make the province more attractive for employers and investors, proving that Ontario is truly Open for Business.

This action plan is complemented by our recently announced [Community Housing Renewal Strategy](#), which will help sustain, repair and grow our community housing system. Together these two plans will ensure that all Ontarians can find a home that meets their needs.

At the same time, **More Homes, More Choice** underscores our commitment to maintain Ontario's vibrant agricultural sector and employment lands, protect sensitive areas like the Greenbelt, and preserve cultural heritage. Our plan will ensure that every community can build in response to local interests and demand while accommodating diverse needs.

Our government recognizes the key role that municipalities will play in implementing the action plan, and we know that you share our desire to bring more housing to the people of Ontario. I look forward to working with you as we implement **More Homes, More Choice**.

Sincerely,



Steve Clark
Minister

c:
Chief Administrative Officer
Clerk

**TOWNSHIP OF SOUTH FRONTENAC
BY-LAW 2019-28**

**A BY-LAW TO CONFIRM GENERALLY PREVIOUS ACTIONS OF THE
COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF SOUTH
FRONTENAC.**

THEREFORE THE CORPORATION OF THE TOWNSHIP OF SOUTH FRONTENAC, BY ITS COUNCIL, HEREBY ENACTS AS FOLLOWS:

- 1. The actions of the Council of the Corporation of the Township of South Frontenac at its Council Meeting of May 7, 2019 be confirmed.
- 2. Execution by the Mayor and the Clerk of all Deeds, Instruments and other Documents necessary to give effect to any such Resolution, Motion or other action and the affixing of the Corporate Seal to any such Deed, Instruments or other Documents is hereby authorized and confirmed.
- 3. This By-law shall come into force and take effect on the date of its passage.

Dated at the Township of South Frontenac this 7 day of May, 2019.

Read a first and second time this 7 day of May, 2019.

Read a third time and finally passed this 7 day of May, 2019.

**THE CORPORATION OF THE
TOWNSHIP OF SOUTH FRONTENAC**

Ron Vandewal, Mayor

Angela Maddocks, Clerk