



**THE CORPORATION of the UNITED TOWNSHIPS of HEAD, CLARA & MARIA**  
**AGENDA**

May 17<sup>th</sup>, 2022 at 1:00 p.m.

1. Call to Order and Moment of Silence  
*Let us take a moment of silent reflection to contemplate in our own way the responsibility we have to collectively use our skills and experience to ensure the mutual long-term benefit of our Municipality and those we represent.*
2. Traditional Land Acknowledgement  
*As we gather this morning (afternoon), I would like to acknowledge on behalf of Council and our community that we are meeting on the traditional territory of the Algonquin People. We would like to thank the Algonquin people and express our respect and support for their rich history, and we are extremely grateful for their many and continued displays of friendship. We also thank all the generations of people who have taken care of this land for thousands of years."*
3. Roll Call
4. Recital of the Municipal Mission and Vision Statements
5. Disclosure of Pecuniary interest & General Nature Thereof
6. Deputations/Presentations –
  - i. Bruce Howarth – Manager of Planning Services, County of Renfrew  
Draft Planning Agreement and Zoning By-Law Work Plan
  - ii. Jim Beaudin – Council's consideration of installing a boat launch in Bissett Creek
7. Adoption of Minutes of previous meeting
  - Council Minutes
    - i. April 19, 2022
  - Library Board Minutes - none
  - Recreation Committee Minutes – May 10, 2022
  - Public Works Advisory Committee Minutes – April 12, 2022
8. Petitions and Correspondence  
Information Only – (Please advise if you feel any item warrants further consideration)
  - i. Avian Influenza – Ministry of Agriculture, Food and Rural Affairs
  - ii. Municipality of Grey Highlands – HST Rebate on New Homes
  - iii. Paul Gregory – Oceans Day Resolution
  - iv. Victim Services of Renfrew County – Proclamation for Victims and Survivors of Crime Week
  - v. Ministry of Transportation – Draft Transportation Plan for Eastern Ontario
  - vi. Township of South Bruce Peninsula – New Home Tax Rebate
  - vii. Township of Muskoka Lakes – Let's Talk Submission
  - viii. Town of Arnprior – Support for Humanitarian Efforts in Ukraine

- ix. Ontario Provincial Police – 2023 Municipal Billing Property Count
- x. News Release – Deep River Campus of Care Expanding with New Family Health Team Building
- xi. MNDMNRF – Decision Notice – Proposed Regulations under the Aggregate Resources Act
- xii. Algonquin College – Partnership with Ukrainian Diaspora Support Canada
- xiii. Edward Gardiner – Letter to Council Regarding Civic Addressing Requirement
- xiv. Solicitor General – Provincial Animal Welfare Services Act

9. Council Reports –

- i. Report 22/04/19/901 – Mayor’s Report

10. Staff Reports – none

11. Financial Reports – none

12. Unfinished Business

- i. Report 22/05/17/1201 –COVID-19 Restrictions

13. Addendum (New Business)

- i. Report 22/05/17/1301 –Emergency First Aid, CPR and AED Training
- ii. Report 22/05/17/1302 - County of Renfrew Master Transportation Plan RFP
- iii. 2022 Senior of the Year Announcement – Mayor Grills, verbal

14. Notice of Motion - none

15. Policy/By-Law Review –

- i. By-Law 2022-11 To Adopt Accounts Receivable Collection Policy

16. By-Laws

- i. Report 22/05/17/1601 –By-Law 2022-12 Waste Management By-Law

17. Closed Session

- i. To discuss personal information about identifiable individuals

18. Questions and Answers

19. Confirmation of Proceedings By-law

20. Adjournment

Note\* Alternate formats and communication supports are available on request.

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HCM Mission: At your service; working effectively to bring together people, partnerships and potential for a strong, connected community.

HCM Vision: Providing a healthy, connected, and sustainable community teeming with possibilities for our citizens now and into the future.

Personal information on this form is collected in accordance with the *Municipal Freedom of Information and Protection of Privacy Act* and becomes part of the public record. Questions with respect to the collection and use of this information should be directed to the Clerk’s Office at 613-586-2526 or [crystal@headclaramaria.ca](mailto:crystal@headclaramaria.ca)



THE CORPORATION OF THE UNITED TOWNSHIPS OF  
**HEAD, CLARA & MARIA**  
 15 Township Hall Road  
 STONECLIFFE, ONTARIO, K0J 2K0

Phone: (613) 586-2526 | Fax: (613) 586-2596 | E-mail: [twpshcm@xplornet.com](mailto:twpshcm@xplornet.com), Treasurer: [treasurer@xplornet.com](mailto:treasurer@xplornet.com)

**Request for Deputation**

Person Requesting a Deputation: Jim Beaulin

Organization (if applicable): \_\_\_\_\_

Contact Information: Tel # [REDACTED] Email : \_\_\_\_\_

Meeting Date Requested: May 17, 2022

(Note: In accordance with the Procedural By-law, the Clerk's Department has the discretion to reschedule or deny an appearance before Council where: the number of deputations is greater than Council has established; the topic is not within the jurisdiction of the Council; the request due to content or frequency is considered frivolous and vexatious; the matter is such that it requires consultation with staff and a report to accommodate the request.)

Subject Matter: Boat Launch in Bissett Creek,

Brief Description of Purpose of Deputation: Council's consideration of installing a boat launch in Bissett Creek

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Have you been in contact with a member of staff with regard to this matter?

Yes  No  If Yes, provide name: Crystal Fischer

I will have a presentation ...

For Handout at Meeting \* Yes  No

PowerPoint \*\* Yes  No

(I will require use of a \_\_\_\_\_ computer, \_\_\_\_\_ projector, and \_\_\_\_\_ screen.)

\* Handouts require six (6) copies to be provided to the Clerk **prior** to the meeting.

\*\* PowerPoint is to be e-mailed to the Clerk's Office no later than 12:00 Noon on the Tuesday **prior** to the meeting. Any speaking notes should be provided to Council for their records.

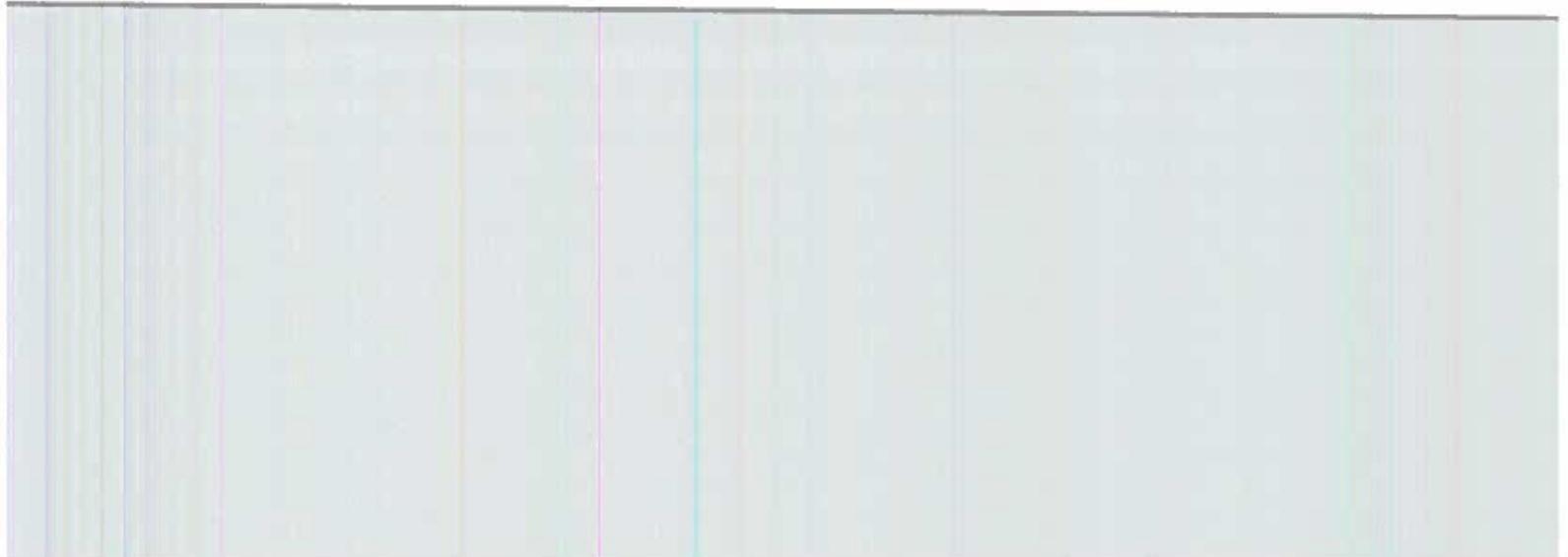
The following are pertinent sections of the Municipal Procedure By-law. Please review these sections and the entire documents on-line so you are sure you understand the requirements and privileges awarded to you in making a deputation to Council.

## **12.0 DEPUTATIONS**

- 12.1. Persons requesting to present information verbally on matters of fact, give a presentation to or make a request of Council shall give verbal/written notice to the Clerk at least five (5) business days prior to the next regular meeting of the Council. Any information received later than that date may be withheld to the next regular meeting of Council.
- 12.2. Written documentation of the contents of the deputation shall be provided to the Clerk in order to allow staff time to prepare a report to Council.
- 12.3. Notwithstanding Section 12.1, delegations not listed with the Clerk prior to the meeting may be heard upon unanimous consent of Council however; any decision shall be deferred on the matter in question until a staff report can be prepared for further consideration by Council or Committee.
- 12.4. Deputation requests are screened by the Municipal Clerk, in consultation with the Head of Council. The Clerk will contact the requester by telephone or email to confirm or deny the request. The Clerk will inform Council of requests not granted through the Clerk's report.
- 12.5. Persons wishing to present information verbally on matters of fact or to make a request of Council shall be limited in speaking to not more than ten (10) minutes excluding points of clarification or questioning.
- 12.6. Notwithstanding Section 12.5, delegations consisting of more than five (5) persons shall be limited to two (2) speakers, each restricted to speaking not more than ten (10) minutes.
- 12.7. Modifications to these limits shall be at the discretion of the majority of members of Council.
- 12.8. During or following a deputation Council members may ask the delegate questions relating to the presentation for the purpose of clarification without statement or comment.
- 12.9. A limit of 5 minutes per Council Member, including the question and the response is to be allowed.
- 12.10. If the delegate has written materials to support any presentation, even if the presentation is verbal, a copy shall be provided to Council and to staff for official record.
- 12.11. Any matter put before Council by a delegate shall be referred to staff for a report prior to any decision being made by Council.
- 12.12. The subject matter of the deputation must fall within municipal jurisdiction.
- 12.13. No delegate shall speak to any subject other than that for which they have received prior approval to address Council. Straying from that issue (those issues) may result in the deputation being terminated.
- 12.14. All content, debate or presentation material shall be germane to the issue or subject of the presentation, must be courteous and respectful and no one may impugn the motives of another.
- 12.15. Delegates are to be respectful of everyone in attendance including Council, the Public and Staff and are not to use offensive words or gestures, un-parliamentary language, disobey the rules of civil procedure or any decision or direction of Council.
- 12.16. No more than two deputations shall be scheduled for any Council meeting, subject to the necessity to deal with matters of an urgent nature.
- 12.17. Deputations to Council from declared candidates for elected office shall not be permitted.
- 12.18. A delegation is an opportunity to make a presentation to or request of Council. Delegates are to address Council only and not staff or the gallery without express permission of the majority of Council and should stand facing Council during their entire presentation.
- 12.19. Except as required by law, any person appearing before Council who has previously appeared before the same board or before the same committee on the same subject matter shall be limited to providing only new information in their second and subsequent appearances and are further limited by our reconsideration clause 24.6.
- 12.20. Failure to comply with the above rules or abuse of the process may result in the deputation being terminated and/or the privilege being denied to the individual in the future at the discretion of Council.

## **13.0 COMMENTS AND PRESENTATION BECOMES PART OF THE PUBLIC RECORD**

- 13.1. Written comments together with the personal information of the delegate will become part of the public record.
- 13.2. If written comments on an item are submitted prior to the agenda being published, they will be reproduced in the printed version of the agenda.
- 13.3. If written comments are received after the printed agenda has been distributed, the correspondence will be copied and distributed to all Members of Council and relevant Municipal staff.
- 13.4. Copies will also be made available for public inspection at the meeting and posted on-line.
- 13.5. If an individual is presenting in a personal capacity, he/she will be listed as a correspondent in any relevant agenda, decisions and minutes. These documents will be posted online, so the individual's name in connection with an agenda item or future reports to Council may be indexed by internet search engines. A full copy of correspondence will be made available for public inspection.
- 13.6. When a delegate appears before Council, the entire presentation becomes part of the public record.
- 13.7. Council records all meetings of council and/or committee, so it is possible that all presentations, deputations and delegations will be recorded and remains a permanent part of the public record. Council reserves the right to record all proceedings in audio and/or video formats.





**THE CORPORATION OF THE UNITED TOWNSHIPS  
OF HEAD, CLARA & MARIA**

**Minutes of April 19, 2022**

Minutes of a regular meeting of Council held on April 19, 2022 at 1:00 p.m.

1. **CALL TO ORDER & MOMENT OF SILENT REFLECTION** – Let us take a moment of silent reflection to contemplate in our own way the responsibility we have to collectively use our skills and experience to ensure the mutual long-term benefit of our Municipality and those we represent.
2. **TRADITIONAL LAND ACKNOWLEDGEMENT**  
*As we gather this afternoon, I would like to acknowledge on behalf of Council and our community that we are meeting on the traditional territory of the Algonquin People. We would like to thank the Algonquin people and express our respect and support for their rich history, and we are extremely grateful for their many and continued displays of friendship. We also thank all the generations of people who have taken care of this land for thousands of years.*
3. **ROLL CALL** – The following persons were present: Mayor Debbi Grills Councillors: Chris Dowser, Fran Kelly-Chamberlain, and Ernie Villeneuve  
**Staff:** Crystal Fischer, Clerk/ Treasurer  
**Absent/Regrets:** Councillor Brent Aleen
4. **RECITAL OF THE MUNICIPAL MISSION AND VISION STATEMENTS** – Councillor Dowser  
**HCM Mission:** At your service; working effectively to bring together people, partnerships and potential for a strong, connected community.  
**HCM Vision:** Providing a healthy, connected and sustainable community teeming with possibilities for our citizens now and into the future.  
  
Resolution No.: 22/04/19/1001  
Moved by Councillor Villeneuve and seconded by Councillor Kelly-Chamberlain  
**BE IT RESOLVED THAT** that Council of the United Townships of Head, Clara and Maria does hereby amend the agenda to include Report 22/04/19/1303- 2021 Council Statement of Expenses Report under New Business.  
Carried Unanimously
5. **DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF** – none
6. **DEPUTATIONS/PRESENTATIONS** – none
7. **ADOPTION OF MINUTES OF PREVIOUS MEETINGS (INCLUDING COMMITTEES)**  
Resolution No.: 22/04/19/001  
Moved by Councillor Kelly-Chamberlain and seconded by Councillor Villeneuve  
**BE IT RESOLVED THAT** the minutes of March 22, 2022 be accepted as presented.  
Carried Unanimously

## 8. CORRESPONDENCE & PETITIONS

Petitions - none

### Correspondence

- i. Township of Horton – County of Renfrew Planning Services
- ii. Ontario Provincial Police - Recorded Patrol for Safe Communities Project
- iii. OFMEM – Annual Compliance
- iv. Municipality of Clarington – Comprehensive Zoning By-Law Review
- v. City of Cambridge – Notice of Motion to Impose Moratorium on New Gravel Applications
- vi. Ontario Volunteer Service Award – 2022 Senior of the Year  
**Action: Mayor Grills to create poster for staff to advertise.**
- vii. MMAH – More Homes for Everyone Plan
- viii. MMAH – Orders Under the Reopening Ontario Act
- ix. Deputy Mayor Villeneuve – Considering Drone Technology  
**Action: Clerk to post a link to the report on the municipal website.**
- x. City of Waterloo – Ontario Must Build it Right the First Time
- xi. Mandy Cannon - Sustane Technologies  
**Action: Clerk to invite Mayor Peckett to the June meeting of Council.**
- xii. Town of Fort Erie – Climate Change Action

### Late Correspondence

- i. Ontario Provincial Police – Quarterly Report

## 9. COUNCIL REPORTS

- i. Report #22/04/19/901 – Mayor's Report

## 10. STAFF REPORT

- i. Report 22/04/19/1001 – Clerk-Treasurer's Report  
**Action: Clerk to confirm with MTO that Dunlop Crescent entrance will be closed, and not the entire road.**

## 11. FINANCIAL REPORTS

- i. Report 22/04/19/1101 – Revenue and Expense Report  
Resolution No.: 22/03/22/002  
Moved by Councillor Dowser and seconded by Councillor Villeneuve  
**BE IT RESOLVED THAT** Council of the United Townships of Head, Clara and Maria does hereby accept the Revenue and Expense Report ending March 31, 2022 as presented.

Carried Unanimously

## 12. UNFINISHED BUSINESS

- i. Report 22/04/19/1201 – Draft Agreement for Recycle Bins  
Motion to Defer  
Moved by Councillor Villeneuve and seconded by Councillor Kelly-Chamberlain  
I move to defer 22/01/19/1201 until June 22 so that PWAG can look into it.

| Recorded Vote        |   |   |
|----------------------|---|---|
| Allen, B             | Yea                                     | Nay                                     |
| Dowser, C            | Yea                                     | Nay <input checked="" type="checkbox"/> |
| Grills, D            | Yea                                     | Nay <input checked="" type="checkbox"/> |
| Kelly-Chamberlain, F | Yea <input checked="" type="checkbox"/> | Nay                                     |
| Villeneuve, E        | Yea <input checked="" type="checkbox"/> | Nay                                     |

Defeated

Resolution No.: 22/04/19/003

Moved by Councillor Dowser and seconded by Councillor Kelly-Chamberlain

**WHEREAS** Council has received a request to supply local businesses with 20 yard recycle bins;

**AND WHEREAS** a Memorandum of Agreement has been drafted for Council approval to ensure a mutual understanding of each parties' responsibilities;

**THEREFORE BE IT RESOLVED THAT** Council of the United Townships of Head, Clara and Maria does hereby authorize the execution of the Memorandum of Agreement that includes a waiver of liability to provide local businesses with recycle bins.

| Recorded Vote        |   |   |
|----------------------|---|---|
| Allen, B             | Yea                                     | Nay                                     |
| Dowser, C            | Yea <input checked="" type="checkbox"/> | Nay                                     |
| Grills, D            | Yea <input checked="" type="checkbox"/> | Nay                                     |
| Kelly-Chamberlain, F | Yea <input checked="" type="checkbox"/> | Nay                                     |
| Villeneuve, E        | Yea                                     | Nay <input checked="" type="checkbox"/> |

Carried

ii. Report 22/04/19/1202 – Resolution for RFP Road Resurfacing

Resolution No.: 22/03/22/005

Moved by Councillor Villeneuve and seconded by Councillor Kelly-Chamberlain

**WHEREAS** Council has received Report 22/04/19/1201 concerning Municipal Road Resurfacing and the corresponding Draft Request for Proposal;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Township of Head, Clara and Maria does hereby direct staff to issue the Request for Proposal to have staff decision on roads to be considered (Clerk-Treasurer) not Pine Valley Road.

| Recorded Vote        |   |   |
|----------------------|---|---|
| Allen, B             | Yea                                     | Nay                                     |
| Dowser, C            | Yea                                     | Nay <input checked="" type="checkbox"/> |
| Grills, D            | Yea <input checked="" type="checkbox"/> | Nay                                     |
| Kelly-Chamberlain, F | Yea <input checked="" type="checkbox"/> | Nay                                     |
| Villeneuve, E        | Yea <input checked="" type="checkbox"/> | Nay                                     |

Carried

**13. NEW BUSINESS –**

- i. Report 22/04/19/1301 – County of Renfrew Planning Agreement – for information only.
- ii. Report 22/04/19/1302 - PWAG Recommendation

Resolution No.: 22/04/19/005

Moved by Councillor Dowser and seconded by Councillor Villeneuve

**WHEREAS** Council has received a recommendation from the PWAG to have a letter sent to MTO in consideration of extending the length of time that public rest/comfort stations are opened throughout the year;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Township of Head, Clara and Maria does hereby direct staff to send the letter as amended provided by the PWAG to the Ministry of Transportation.

Carried Unanimously

- iii. Report 22/04/19/1303 – 2021 Council Statement of Expenses Report

Resolution No.: 22/04/19/1303

Moved by Councillor Dowser and seconded by Councillor Villeneuve

**WHEREAS** under the Municipal Act, 2001, the Treasurer of each municipality shall in each year provide to the Council of the municipality, an itemized statement of remuneration and expenses paid in the previous year to each member of Council in respect of his or her services as a member of the council;

**THEREFORE BE IT RESOLVED THAT** the Statement of Expenses for Council for the year 2021 totalling \$36,328.29 be accepted as presented.

Carried Unanimously

**14. POLICY AND PROCEDURE REVIEW - none**

**15. BY-LAWS**

- i. Report 22/04/19/1601 – Draft OPG Licence

Resolution No.: 22/04/19/006

Moved by Councillor Kelly-Chamberlain and seconded by Councillor Dowser

**WHEREAS** Council has received Report 22/04/19/1601 and a Draft Agreement concerning a Land Lease Agreement between the Municipality and Ontario Power Generation for lands located at LaCroix Park;

**THEREFORE BE IT RESOLVED THAT** By-Law 2022-09 being a by-law to enter into a Land Lease Agreement with Ontario Power Generation be read a first, second and third time passed this 19th day of April, 2022.

**AND FURTHER THAT** the Lease Agreement form an appendix to the By-Law as "Schedule A".

Carried Unanimously

**16. CLOSED SESSION -**

Resolution No.: 22/04/19/007

Moved by Councillor Kelly-Chamberlain and seconded by Councillor Dowser

**WHEREAS** the Municipal Act allows for closed meetings under section 239(2)(b);

**THEREFORE BE IT RESOLVED THAT** this meeting go into an in camera session at 2:33 p.m. to discuss personal information about identifiable individuals and adopt minutes of previous meetings.

Carried Unanimously

Resolution No.: 22/04/19/008

Moved by Councillor Dowser and seconded by Councillor Kelly-Chamberlain

**WHEREAS** Council went into closed session to discuss personal information about identifiable individuals and to adopt the minutes of the previous meeting;

**THEREFORE BE IT RESOLVED THAT** this meeting come out of closed session at 3:29 p.m. and the public portion of the meeting continue.

Carried Unanimously

Resolution No.: 22/04/19/009

Moved by Councillor Villeneuve and seconded by Councillor Kelly-Chamberlain

**BE IT RESOLVED THAT** Council of the United Townships of Head, Clara and Maria does hereby adopt the closed meeting minutes of March 31, 2022.

Carried Unanimously

## 17. QUESTIONS AND ANSWERS

Phone call from resident – how often is calcium applied? Can it be done more often?

Calcium is currently applied once year, as that is the amount budgeted for. If a complaint is received at the municipal office, public works will investigate and may manually apply calcium to a problem area.

Can we have a separate meeting for the audit or the planning deputation? Yes, Clerk to determine meeting once more information is provided regarding the audit.

Bag Tags – description in the newsletter is not correct. The municipality no longer uses bag tags.

Recreation Advisory Committee – new applicants have expressed interest in serving on the committee.

Resolution No.: 22/04/19/1002

Moved by Councillor Dowser and seconded by Councillor Villeneuve

**BE IT RESOLVED** that Council of the United Townships of Head, Clara and Maria does hereby appoint Hope Ezerins, Darrin Ezerins and Rachel Richer to the Recreation Advisory Committee to serve until the end of current Council's term.

Carried Unanimously

## 18. CONFIRMATION OF PROCEEDINGS

Resolution No.: 22/04/19/010

Moved by Councillor Villeneuve and seconded by Councillor Dowser

**BE IT RESOLVED THAT BE IT RESOLVED THAT** By-Law 2022-10 being a by-law to confirm proceedings of the Council of Tuesday, April 19, 2022 be read a first time short and passed.

Carried Unanimously

## 19. ADJOURNMENT

Resolution No.: 22/04/19/011

Moved by Councillor Dowser seconded by Councillor Villeneuve

**BE IT RESOLVED THAT** this meeting adjourn at 3:59 p.m. to meet again on Tuesday, May 17<sup>th</sup>, 2022 at 1:00 p.m.

Carried Unanimously

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**MAYOR**

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**CLERK**

THE UNITED TOWNSHIPS OF HEAD, CLARA & MARIA  
HCM RECREATION COMMITTEE  
**Minutes**

Tuesday, May 10th, 2022– 1:00 p.m.

1. Roll Call:

Committee Members: Glenn Stewart, Bonnie Stewart, Hope Ezerins and Darrin Ezerins

Council Reps: Mayor Debbi Grills

Chairperson: Councillor Chris Dowser

Staff: Stephany Rauche

Absent:

Guests: Cathy Sutherland

Adoption of agenda:

Previous meeting minutes: To be brought to the next meeting for approval

2. Unfinished Business: none

3. New Business

I. Canada Day

The RAC Committee has decided to host a Canada Day celebration. The Library Board was asked to provide a meal for Canada Day with an approximate number of 200 guests. The Library Board will use the Municipal BBQ's. The menu will consist of hot dogs, pop, water and chips at no cost however, the library board will be accepting donations. Food will be served between 3:00 p.m. until 7:00 p.m. We will need to have areas blocked off for parking. The committee decided to have some activities; badminton, horse shoes, ring toss and face painting. The fireworks will take place at 10:00 p.m.

**Action: Stephany to see what supplies we have for Canada Day in the attic. Ask Jesse about the barricades to block off sections of Old Mackey Park. Create advertising for the events to be posted in the newsletter before July 1<sup>st</sup>. Ask Jesse to bring the BBQ's, barricades and 10 x 10 tent down the park on Thursday June 30<sup>th</sup>. Follow up with the Clerk and Brent regarding fireworks. Organize enough hand sanitizer for Old Mackey Park.**

**Action: Cathy Sutherland will ask Jan's Valu Mart if the supplies can be purchased at cost.**

**Action: Hope will be volunteering to face paint between 3:00 p.m. until 7:00 p.m.**

**Action: Councillor Chris Dowser and Darrin Ezerins will volunteer to set off the fire works.**

**Action: Councillor Chris Dowser will organize the adult games.**

**Action: Rachel will pick up and drop off the games for the Canada Day event at the municipal hall.**

II. Baseball Tournament

Adam asked staff about hosting a baseball tournament in Stonecliffe with a possible date of August 20<sup>th</sup>, 2022.

**Action: Stephany to follow up with Adam to let him know that there is a RAC committee meeting on June 17<sup>th</sup> @ 2:00 p.m., whoever is looking to organize the ball tournament must attend the meeting to be able to proceed. Relay the message that the date of August 20<sup>th</sup> is not available.**

III. Meeting Dates

The next RAC meeting to be held on June 17<sup>th</sup> @ 2:00 p.m. Starting in July and going forward all other RAC committee meetings will take place on the first Monday of the month at 2:00 p.m.

IV. Terms of Reference

**Action: Mayor Debbi Grills and Councillor Chris Dowser will bring this to the Integrity Commissioner for feedback.**

V. Community Garden

Hope Ezerins has planted some vegetable seeds in the community garden, she was also looking to plant some flowers and tomatoes. The RAC Committee would like to have a community garden sign for the community garden boxes. Hope suggested having an event for children to plant seeds next year, Mayor Debbi Grills would provide pumpkin seeds to any children who are interested in joining the community garden and enter in a pumpkin growing contest (to be grown at home) and judge the contest in the fall.

**Action: Stephany to speak to the Clerk concerning a community garden sign being brought to Council.**

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**Action: Councillor Chris Dowser will bring the idea of a community garden expansion to the Council.**

**Action: Mayor Debbi Grills will donate flower and pumpkin seeds.**

4. Financials – None

5. Events

6. Questions and Answers:

Adjournment:

Be it resolved that this meeting adjourn at 3:19 p.m. to meet again on June 17 at 2:00 p.m.

THE UNITED TOWNSHIPS OF HEAD, CLARA & MARIA  
PUBLIC WORKS ADVISORY COMMITTEE  
**MINUTES**

Tuesday, April 12<sup>th</sup>, 2022 at 9:30 a.m.

1. Roll Call

Committee Members: Jim Gibson and Pat McGurran

Council Reps: Mayor Debbi Grills

Staff: Crystal Fischer

Chairperson: David Balla-Boudreau

Absent: Jesse Gagnon, John Miller and Ken Giroux

Neville Chamberlain provided his resignation to the Clerk.

Jim Gibson requested that the Draft Letter to MTO be added to the agenda under Unfinished Business.

2. Adoption of Minutes of previous meeting – March 8<sup>th</sup>, 2022

Moved by Jim Gibson Seconded by Pat McGurran

Accepted as presented.

3. Reviewed Report to PWAG submitted by Clerk

4. Unfinished Business

a) LaCroix Park

Need to discuss where dock will be stored over the winter months. Ongoing discussion to confirm resting place during off season.

**Action: Clerk to follow up to see if site prep for the park be will completed early.**

b) Steps at Mackey Park – Jesse will be meeting with Daryl from Mackey Construction to review step replacement.

c) Street Lighting – group consensus that Aultman's would be best choice for streetlight installation.

d) Left Turn Lane at Pine Valley Road –

**Action: David will visit Brent Allen to obtain the information.**

Any request for address change prompts MTO to look at accident rate – which is zero at this location. Doesn't hurt to ask but likely response would likely be no.

e) Closure of Dunlop Crescent

**Action: Jim to put together a draft construction plan to MTO will discuss with Pat Stewart, to be reviewed at the May meeting of PWAG.** Will speak with representative from MTO – as volunteer not on behalf of Council; seeking basic information.

5. New Business

Draft letter to Ministry of Transportation regarding prolonging availability of rest stations.

**Action: David to further revise the letter that Jim sent, will send back to Jim and the Clerk to be provided to Council for further revision and be sent by Council to MTO.**

6. Questions and Answers

7. Adjournment –

Next Meeting Date: May 10<sup>th</sup>, 2022 at 9:30 a.m.

Ministry of Agriculture,  
Food and Rural Affairs

Office of the Minister

77 Grenville Street, 11th Floor  
Toronto, Ontario M7A 1B3  
Tel: 416-326-3074  
www.ontario.ca/OMAFRA

Ministère de l'Agriculture, de  
l'Alimentation et des Affaires rurales

Bureau du ministre

77, rue Grenville, 11<sup>e</sup> étage  
Toronto (Ontario) M7A 1B3  
Tél. : 416 326-3074  
www.ontario.ca/MAAARO



April 8, 2022

Charlotte Toope  
Clerk/Treasurer  
United Townships of Head, Clara and Maria  
clerk@headclaramaria.ca

Dear Ms. Toope,

The Canadian Food Inspection Agency (CFIA) has confirmed cases of highly pathogenic avian influenza (H5N1) in Ontario.

While the CFIA leads the disease response for highly pathogenic avian influenza, and has imposed permitting requirements in defined areas of the province, I am writing to inform you and your constituents that Ontario is taking action to help limit the spread of the virus in the province.

On the advice and recommendation of the Chief Veterinarian for Ontario, I have issued a Minister's Order under the *Animal Health Act, 2009*, for the purpose of limiting the commingling of birds from different locations in Ontario, in order to reduce the likelihood of disease transmission in domestic birds by limiting direct contact.

Effective April 9, 2022, this Order temporarily prohibits events where birds commingle, such as bird shows, bird sales and swaps, portions of fairs where birds are exhibited, sport and educational displays where birds are brought from multiple locations, vaccination gatherings for birds from multiple locations, and prohibits the movement of birds to those events. Temporarily reducing direct contact between birds from different locations will limit the spread of avian influenza and protect flock health. This Order will expire on May 9, 2022, but may be extended if required.

This Order builds on the government's actions to limit the spread of avian influenza, including increasing surveillance and testing capacity and providing education and resources for all those along the poultry supply chain. As well, the Ontario government has expanded mental health supports for farmers and their families.



Good things grow in Ontario  
À bonne terre, bons produits

Ministry Headquarters: 1 Stone Road West, Guelph, Ontario N1G 4Y2  
Bureau principal du ministère: 1, rue Stone ouest, Guelph (Ontario) N1G 4Y2

I also continue to encourage your constituents to further enhance their biosecurity measures.

If your municipality permits backyard flocks, I strongly encourage you to share these essential resources with them. Additionally, I am asking you to take a proactive approach in limiting public events that involve the commingling of birds.

Avian influenza subtype H5N1 has been identified in Ontario, and eight other provinces, including Nova Scotia, and Alberta, as well as numerous US states. Avian influenza is not a threat to food safety but impacts domesticated and wild birds. Ontario poultry and eggs are safe to eat when, as always, proper handling and cooking takes place. People working with poultry should take additional precautions and are strongly encouraged to follow all public health guidelines and maintain strict biosecurity.

I understand that temporarily stopping participation in these activities is disappointing news for many Ontario farmers, bird owners and hobbyists. By pausing these activities in the short term, I firmly believe we will help protect the poultry industry for the long term.

For more information on the Minister's Order, please visit [NEWSROOM](#) and [OMAFRA's Avian Influenza webpage](#).

The Ontario Ministry of Agriculture, Food and Rural Affairs continues to monitor this quickly developing situation and may implement further measures as part of the response to this disease.

I appreciate your cooperation as we continue to work together to enhance biosecurity and reduce the spread of avian influenza.

Sincerely,



Lisa M. Thompson  
Minister of Agriculture, Food and Rural Affairs

**Resources:**

- [OMAFRA Avian Influenza Website](#)
  - [CFIA Avian Biosecurity – Protect Poultry, Prevent Disease](#)
  - [Checklist to Implementing an Effective Biosecurity Plan](#)
  - [Suggested Solutions for Farmers – Deterring Migratory Birds](#)
  - [Biosecurity Recommendations for Small Flock Poultry Owners](#)
  - [How to prevent and detect disease in backyard flocks and pet birds](#)
  - [Biosecurity for Small Poultry Flocks During High Risk Periods for Avian Influenza](#)
  - [Mental health resources for farmers](#)
-

April 06, 2022

Sent via email

Office of the Prime Minister  
 80 Wellington Street  
 Ottawa, ON  
 K1A 0A2

Dear Mr. Trudeau:

**Re: Resolution # 2022-241 – HST rebate on new homes in Ontario**

Please be advised that the following resolution was passed at the April 06, 2022 meeting of the Council of the Municipality of Grey Highlands.

**2022-241**

**Paul Allen, Dane Nielsen**

**Whereas attainable housing has been a concern of hopeful homeowners for many years; and**

**Whereas attainable housing is a priority of all levels of government; and**

**Whereas the Government of Ontario will rebate a portion of the provincial part of HST paid for a house to a maximum of \$24,000 if HST was paid on the land, or \$16,080 if HST was not paid on the land regardless of the fair market value of the house; and**

**Whereas the Government of Canada will rebate a portion of the federal part of HST paid for a house only if the fair market value is under \$450,000; and**

**Whereas the average fair market value of a new home in Ontario is well above the \$450,000 threshold; now**

**Therefore be it resolved that the Municipality of Grey Highlands requests that the Federal government remove or increase the \$450,000 fair market value threshold to reflect today's housing costs; and**

**That council direct staff to circulate this resolution to Prime Minister Justin Trudeau, Premier Doug Ford, MP Alex Ruff, MPP Bill Walker, Provincial and Federal Finance Ministers, The Ministry of Municipal Affairs and Housing, AMO, Grey Bruce Home Builders and Trades Association, Ontario Home Builders Association and all Municipalities in Ontario.**

**CARRIED.**

**The Municipality of Grey Highlands**

206 Toronto Street South, Unit One - P.O. Box 409 Markdale, Ontario N0C 1H0  
 519-986-2811 Toll-Free 1-888-342-4059 Fax 519-986-3643  
[www.greyhighlands.ca](http://www.greyhighlands.ca) [info@greyhighlands.ca](mailto:info@greyhighlands.ca)

If you require anything further, please contact this office.

Sincerely,

*Amanda Fines-VanAlstine*

Amanda Fines-VanAlstine  
Council & Committee Coordinator  
Municipality of Grey Highlands

cc. Premier, Doug Ford  
MP, Alex Ruff  
MPP, Bill Walker  
Federal Minister of Finance, Chrystia Freeland  
Provincial Minister of Finance, Peter Bethlenfalvy  
Ministry of Municipal Affairs and Housing  
Association of Municipalities Ontario  
Grey Bruce Home Builders' Association  
Ontario Home Builders' Association  
All Municipalities in Ontario

**The Municipality of Grey Highlands**

206 Toronto Street South, Unit One - P.O. Box 409 Markdale, Ontario N0C 1H0  
519-986-2811 Toll-Free 1-888-342-4059 Fax 519-986-3643  
www.greyhighlands.ca info@greyhighlands.ca

---

His/Her Worship Mayor,

I'm writing to you on behalf of Nature Canada's ocean protection team with an opportunity to help create positive change for your community, and the natural world we all rely on.

Canada has the longest coastline in the world. With it comes the duty to be leaders in protecting and restoring the ocean. As part of the Global Deal for Nature in the Paris Accords, our government **has promised to protect 30 percent of oceans by 2030** through establishing Marine Protected Areas. In 2015 only one percent of Canadian oceans were protected. But as of 2020, due advocacy by Canadians like you, nearly 14 percent of the world's oceans are now safeguarded for generations to come.

Municipalities can be powerful change agents in the goal to protect 30 percent of the world's oceans by 2030. We have seen this leadership in action in combating climate change, when cities and towns across the world stepped up to reduce their greenhouse gas emissions and pressured federal governments to do the same. Whether on the coast or far inland, municipalities rely on ocean ecosystems for seafood production, climate regulation, and the preservation of unique and beautiful animals and ecosystems.

**Municipalities are on the front lines of climate change and feel effects firsthand, from extreme heat to extreme precipitation.**

Reaching our ocean protection goal will help us win the fight against global warming. Municipalities are on the front lines of climate change and feel effects firsthand, from extreme heat to extreme precipitation. The oceans play a pivotal role counteracting climate change as the largest carbon sink, providing more than half our oxygen while storing fifty times more carbon than the atmosphere. Oceans also regulate weather, helping to balance the uneven distribution of solar radiation.

**Here's why we need you:** Your voice as a municipality can influence national governments and have a direct effect on the quality of life for your residents. It's as easy as having the council pass the attached resolution. By taking this simple step, you will be helping our policy team show government officials that Canadians support National Marine Protected Areas and encourage them to implement effective policies.

It would mean a great deal to us if you could sign on to help secure a future for our generation and the generations to come.

In solidarity with you and with our natural world,

Paul Gregory  
Senior Oceans Campaigner

*Nature Canada is one of the oldest national nature conservation charities in Canada. For 80 years, we've helped protect over 110 million acres of parks and wildlife areas in Canada and countless species. Today, Nature Canada represents a network of over 130,000 members and supporters, guided by more than 1,200 nature organizations.*



**A RESOLUTION IN SUPPORT OF MUNICIPALITY X RECOGNIZING AND CELEBRATING  
WORLD OCEANS DAY 2022 AND THE ADVANCEMENT OF OCEAN CONSERVATION IN  
CANADA**

WHEREAS, Wednesday, June 8, 2022, is the 30th annual World Ocean's Day. World Oceans Day is the United Nations day for celebrating the role of the ocean in everyday life and inspiring action to protect it.

WHEREAS, Countries around the world, including Canada as a prominent leader, have committed to protecting 30% of their ocean territory by 2030 in order to reverse nature loss in the ocean and safeguard at-risk marine life.

WHEREAS, The ocean is home to hundreds of species at risk, vulnerable ecosystems, and is a crucial carbon sink shielding us from the worst of climate change.

WHEREAS, The ocean produces over half of the world's oxygen and absorbs 50 times more carbon dioxide than our atmosphere. Therefore protecting the ocean is in the interest of all life on Earth, and communities both coastal and inland, as it is essential to our shared future.

WHEREAS, It is the jurisdiction of the Government of Canada, under various pieces of legislation and regulation, to establish marine protected areas in consultation with Indigenous Peoples. Many Indigenous nations and communities are leading in the conservation of the ocean, and have been stewards of the ocean since time immemorial.

WHEREAS, It is important for municipal leaders to demonstrate support for actions to safeguard the ocean, as they have for action on climate change and other environmental matters of national importance.

WHEREAS, In celebrating the ocean, and protecting its habitats and ecosystems, we can together raise the profile of ocean conservation's critical role in improving planetary health and slowing the crisis of species collapse and ecosystem decline.

**Therefore be it resolved** that the MUNICIPALITY OF X recognizes the 30th anniversary of World Oceans Day on June 8th, 2022 and supports national and international efforts to protect 30% of the ocean by 2030.

---

**HCM Clerk-Treasurer**

**From:** lisa@victimservicesrenfrewcounty.ca  
**Sent:** April 21, 2022 9:50 AM  
**To:** HCM Clerk-Treasurer  
**Subject:** FW: Request for Proclamation  
**Attachments:** FINAL 2022 - Proclamation for Victims and Survivors of Crime Week 05 22.docx

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hello

We are respectfully requesting that you proclaim this very important week that is occurring May 14 - 21. I have attached a proposed proclamation. We received a Dept of Justice Canada grant and are working in partnership with Algonquins of Pikwàkanàgon First Nations Mental Health Team to raise awareness and host a free virtual conference on May 17th - The Power of Collaboration: Second Annual Day of Care and Healing. Please contact me if you require any additional information. I can be reached via this email address or at 613.649.2852. Thanking you in advance for considering this request.

*Lisa Oegema*

Lisa Oegema  
Anti-Human Trafficking Program Manager  
Victim Services of Renfrew County  
1766 Barr Line, RR#1  
Douglas, ON K0J 1S0  
613-649-2852 / 877-568-5730  
[lisa@victimservicesrenfrewcounty.ca](mailto:lisa@victimservicesrenfrewcounty.ca)  
[www.victimservicesrenfrewcounty.ca](http://www.victimservicesrenfrewcounty.ca)

I acknowledge the land I live, work and play on is the unceded traditional territories of the Algonquin Nation. (ORD-P)



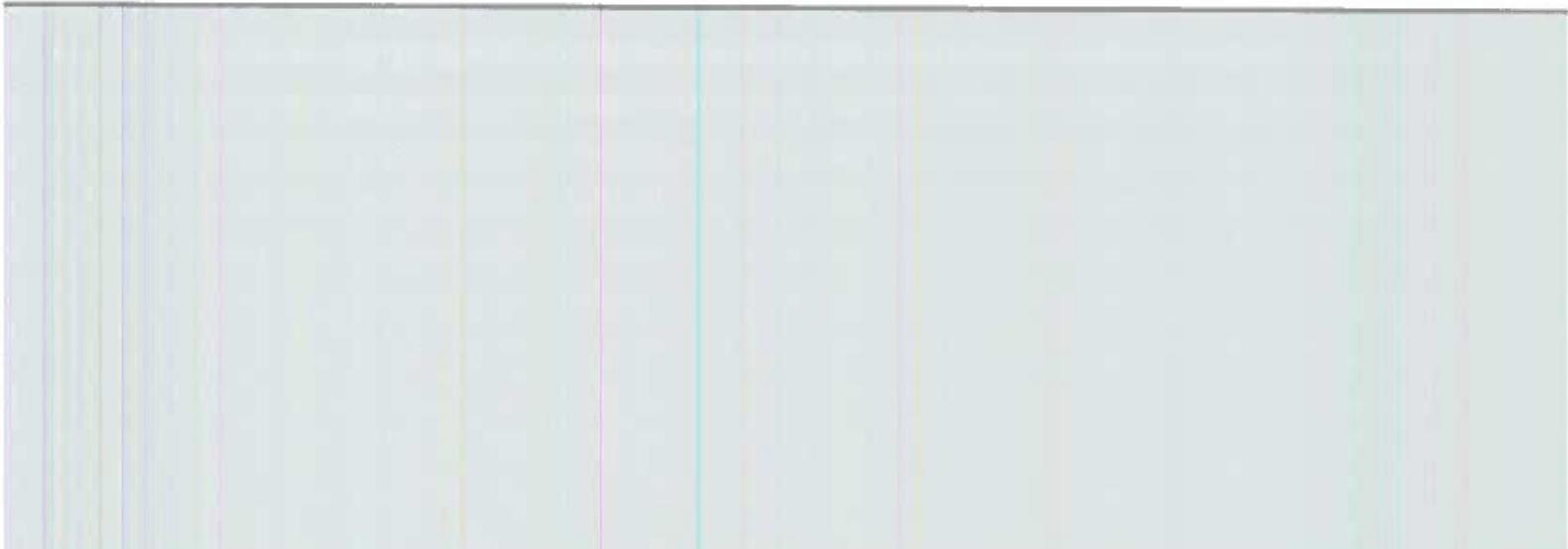
Every Victim Matters ~ Chaque Victime est importante.

Helping those victimized by crime and tragedy take those first steps forward. Aider les victimes d'actes criminels et de circonstances tragiques entreprendre ces premiers pas pour aller de l'avant.



**ONTARIO NETWORK OF  
VICTIM SERVICE PROVIDERS**

\*\*\*\*\*  
This e-mail may be privileged and/or confidential, and the sender does not waive any related rights and obligations. Any distribution, use, or copying of this e-mail, or the information it contains by other than an intended recipient, is unauthorized. If you received this e-mail in error, please advise me (by return e-mail or otherwise) immediately. Please destroy this information once it has served its purpose and is no longer required.  
\*\*\*\*\*



## **Proposed Proclamation**

WHEREAS, when a crime occurs, it doesn't affect just one person, but their family members and the entire community; and

WHEREAS, Victims and Survivors of crime and their families deserve support from their community; and

WHEREAS, many victim service providers, police officers, and professionals working in the criminal justice system provide assistance to Victims and Survivors of crime and their families; and

WHEREAS, Victims and Survivors of crime need to know that they have a voice in our criminal justice system and that there are laws in place to help them; and

WHEREAS, Victims and Survivors of Crime Week, May 15 to May 21, 2022 offers an opportunity to raise awareness about victim issues, and about the services and laws in place to help Victims, Survivors and their families; and

WHEREAS, the theme for Victims and Survivors of Crime Week – The Power of Collaboration - will help to promote greater understanding of victim issues; and

WHEREAS, an increased awareness of issues faced by Victims and Survivors of crime and the disproportionate impact for racialized community members will encourage citizens to discuss the impact of crime; and

WHEREAS, public demonstrations of support for Victims and Survivors of crime help to build a community's capacity for compassion to assist them and their families and the community as a whole; and

WHEREAS, addressing victim and survivor issues requires the support and dedication of the whole community; and

WHEREAS, the support of \_\_\_\_\_ [name of council or municipal body] will encourage a greater number of citizens to participate in Victims and Survivors of Crime Week; therefore be it

RESOLVED THAT I, \_\_\_\_\_, [title] of the [municipality] of \_\_\_\_\_, do hereby proclaim May 15 to May 21, 2022 as Victims and Survivors of Crime Week in the [municipality] of \_\_\_\_\_;

RESOLVED THAT during Victims and Survivors of Crime Week and throughout the year, [municipality] will recognize Victims and Survivors of crime and those who assist them and be it further

RESOLVED THAT [municipality] will remain committed to addressing and advancing the issues faced by Victims and Survivors of crime.

---

**Ministry of  
Transportation**

**Ministère des  
Transports**

Office of the Minister

Bureau de la ministre

777 Bay Street, 5<sup>th</sup> Floor  
Toronto ON M7A 1Z8  
416 327-9200  
www.ontario.ca/transportation

777, rue Bay, 5<sup>e</sup> étage  
Toronto ON M7A 1Z8  
416 327-9200  
www.ontario.ca/transports



April 22, 2022

107-2022-1367

Debbi Grills  
Mayor  
United Townships of Head, Clara and Maria  
d.grills@headclaramaria.ca

Dear Mayor Grills:

I am pleased to announce that the province has released its plan to build a better transportation system in eastern Ontario. Connecting the East: A Draft Transportation Plan for Eastern Ontario contains more than 50 near-and long-term actions that will support population and employment growth, reduce gridlock, connect local communities, and improve access to jobs, housing, health care and education.

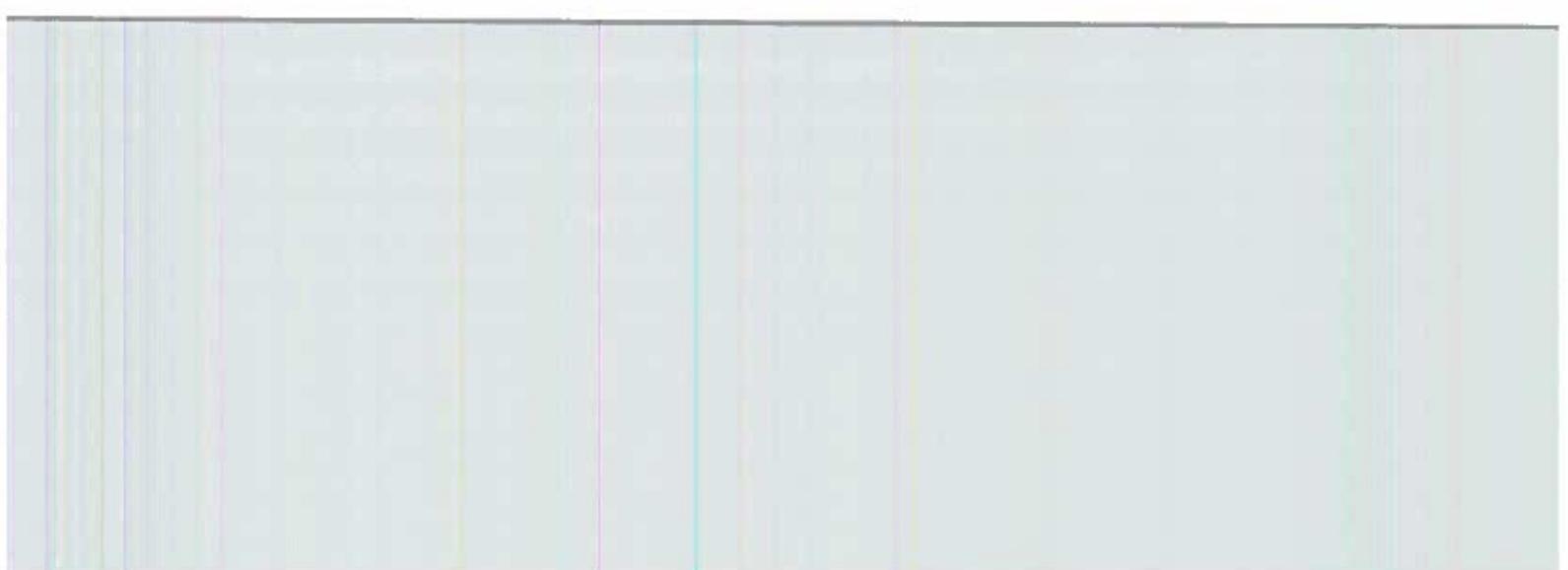
Eastern Ontario is a diverse and thriving region with unique transportation needs. The plan considers many challenges including addressing gaps between urban and rural areas, unlocking economic growth, the impacts of climate change, new technologies, and shifting demographics that present new and increased demands on Ontario's current and future transportation systems.

The plan includes infrastructure, service improvements and policies organized under five goals:

- Connecting people and places
- Supporting a competitive and Open for Business environment
- Providing more choice and convenience
- Improving safety and inclusion
- Preparing for the future.

Municipalities have been important partners at every stage of the planning process and will be essential to support implementation of our plan. The plan is an evergreen, living document that will continue to evolve as the ministry works closely with municipalities, Indigenous nations, communities and organizations, Francophone residents and organizations, transportation agencies and local businesses to implement the plan actions.

2/...



The release of this regional plan brings us one step closer to our vision for eastern Ontario, delivering on our promise to help build a safe, reliable, and connected transportation network to make life more convenient for travellers and keep goods moving across the province.

If you have any questions or comments, or require additional information, please do not hesitate to email the project team at [EasternTransportationPlan@ontario.ca](mailto:EasternTransportationPlan@ontario.ca).

Sincerely,



Caroline Mulroney  
Minister of Transportation

c. [EasternTransportationPlan@ontario.ca](mailto:EasternTransportationPlan@ontario.ca)

---



April 21, 2022

Prime Minister Justin Trudeau  
80 Wellington Street  
Ottawa, ON K1A 0A2

Dear Prime Minister Trudeau:

**Re: New Home Tax Rebate Program**

At the regular Council meeting held on April 19, 2022, the Council for the Corporation of the Town of South Bruce Peninsula discussed the New Home Tax Rebate Program. Our Council is focused on increasing the instances where both attainable and affordable housing are available to more residents of not only South Bruce Peninsula, but all across Canada. Council is pleased that the New Home Tax Rebate Program exists, and they applaud the government's commitment to assisting new home buyers.

Council, in their review of the program, respectfully requests that the Federal Government reconsiders their portion of the program. Council is encouraged by the Province of Ontario's program and would like to see the Federal Government either mirror the rebate program implemented by the Province of Ontario, or alternatively, increase the purchasing threshold to an amount which is greater than the current \$450,000 ceiling. In today's housing market, the instances of new houses being purchased for anything under \$450,000 is extremely rare, making the receipt of Federal rebate money not possible for most new home buyers.

Council adopted resolution R-144-2022 which is attached to this correspondence. We look forward to your consideration of this important issue and receiving a response with regard to same.

Should you have any questions, please do not hesitate to contact our office.

Yours very truly,

Janice Jackson  
Mayor  
519-534-1400 ext 200  
[janice.jackson@southbrucepeninsula.com](mailto:janice.jackson@southbrucepeninsula.com)

Enclosure

cc: Premier Doug Ford, MP Alex Ruff, MPP Bill Walker, all Ontario municipalities

📍 PO Box 310, 315 George Street  
Warton, Ontario N0H 2T0

☎ Tel : 519-534-1400  
1-877-534-1400

📠 Fax: 519-534-4862  
🌐 [www.southbrucepeninsula.com](http://www.southbrucepeninsula.com)



## Excerpt from Council Meeting Minutes – April 19, 2022

### 28. Notice of Motion – Mayor Jackson, New Home Tax Rebate Program

Discussion included the purchasing of homes and the government programs.

**R-144-2022**

It was **Moved** by J. Jackson, **Seconded** by K. Durst and **Carried**

**Whereas** attainable housing has been a concern for residents across Canada;

**And whereas** attainable housing is a priority for all levels of government;

**And whereas** the Government of Canada and the Province of Ontario have implemented HST and GST rebate programs for those purchasing newly constructed and majorly renovated homes;

**And whereas** the Province of Ontario rebate program applies to the first \$400,000 of the purchase price of the new home and land, as the case may be, with a maximum rebate of \$24,000;

**And whereas** the Government of Canada rebate program applies only to new home and land purchases, as the case may be, under \$450,000, with an incremental decrease in rebate as the purchase price reaches \$450,000 and the maximum rebate being \$6,000;

**And whereas** the cost of new home construction has risen exponentially such that the majority of Canadians cannot afford to purchase a newly constructed home;

**And whereas** the Province of Ontario rebate program goes a long way toward assisting Ontarians purchase newly constructed homes.

**Now therefore** be it resolved that the Corporation of the Town of South Bruce Peninsula requests that the Government of Canada reviews its rebate program and considers implementing their rebate program in the same manner as that of Ontario meaning that there is no incremental decrease applied to the rebate and instead a maximum rebate is established for new home purchases under \$450,000;

**And that** alternatively, if the Government of Canada does not see fit to mirror the rebate program of the Province of Ontario, that the Government of Canada increases its new home purchasing threshold to an amount significantly higher than \$450,000 which is reflective of today's housing market;

**And further that** Council's position on this matter is circulated to Prime Minister Justin Trudeau, Premier Doug Ford, MP Alex Ruff, MPP Bill Walker and all municipalities in Ontario.

---



P.O. Box 129, 1 Bailey Street, Port Carling, Ontario, P0B 1J0  
Website: [www.muskokalakes.ca](http://www.muskokalakes.ca)  
Phone: 705-765-3156  
Fax: 705-765-6755

April 19, 2022

Subject: Township of Muskoka Lakes Support Decibel Limits on Boat Motor Noise –  
Let's Talk Submission

---

Dear Sirs:

Excessive noise from boat motor noise on our waterways is a pervasive, persistent and growing problem in the Township of Muskoka Lakes. The current legislation requires boat motors to have a working muffler but has no performance requirements for sound emissions measured in decibels limits. Because of this police are reluctant to lay charges with regard to the muffler law.

On March 10, 2021 our council passed a resolution to join the Decibel Coalition and support their efforts to have the Small Vessel Regulations amended to include such standards.

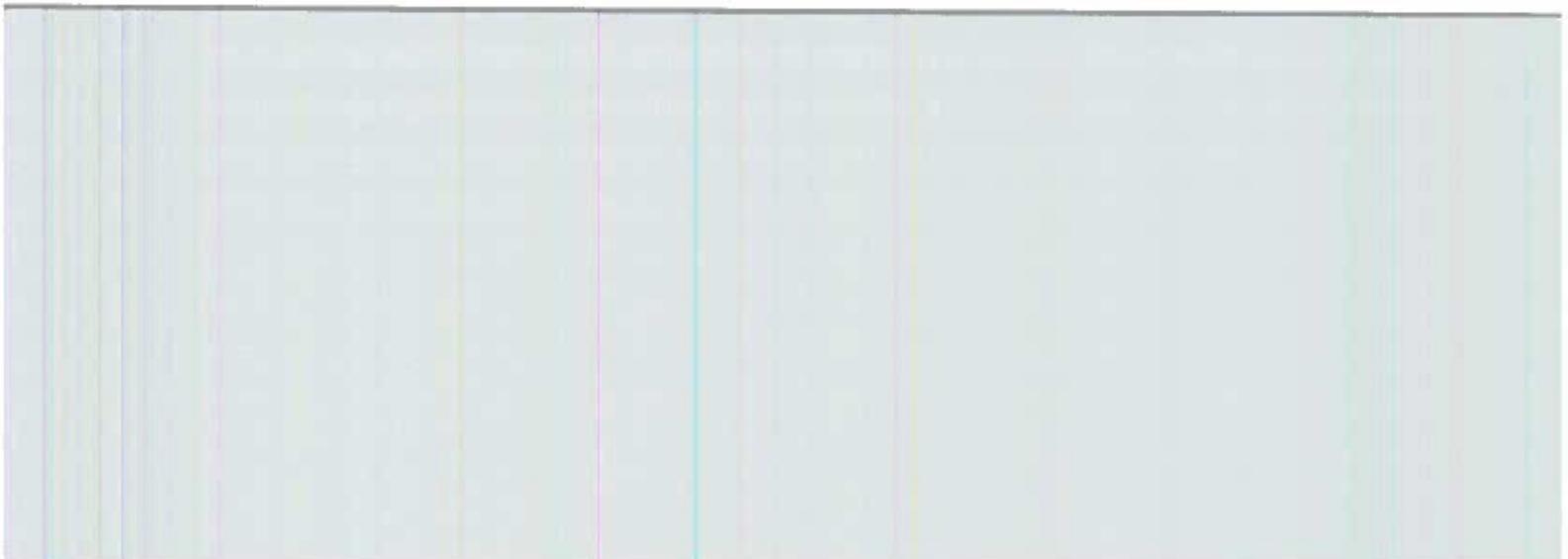
We understand that Transport Canada is formally asking for public input on this topic through their "Let's Talk" web portal. ([Let's Talk small vessels noise emissions | Let's Talk Transportation- Canada.ca \(letstalktransportation.ca\)](http://Let's Talk small vessels noise emissions | Let's Talk Transportation- Canada.ca (letstalktransportation.ca)) ).

The Township of Muskoka Lakes believes that option #5 "Introduce performance standards for manufacturers and vessel operators to follow" is the most viable option to ensure that enforcement agencies and the federal government have this tool to help address this problem. We also believe that it must be accompanied by effective and easy enforcement procedures.

We fully understand that jurisdiction over Canadian waterways lies exclusively with the Federal Government and as such municipalities cannot make by- laws for our lakes and rivers. The Township of Muskoka Lakes would welcome enactment of these improved regulations in the interests of our community, and we urge the government to take immediate action.

We will communicate our support of option #5 with the township community in Ontario lake country and encourage them to do the same.

Yours truly,





**SUPPLEMENTARY COUNCIL AGENDA  
MEETING**

Agenda Item 7.a.

Date: April 13, 2022

C- 3 -13/04/22

**MOVED BY: Councillor Bridgeman**

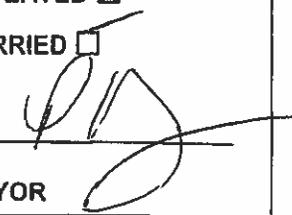
**SECONDED BY: Councillor Mazan**

WHEREAS Council passed a resolution on March 21, 2021 to become a member of the Decibel Coalition and support its objectives to have Transport Canada Small Vessel Regulation SOR-2010-91 enhanced by the Federal Government/Transport Canada to include decibel limits on the amount of noise from boat motors and provisions for effective and easy enforcement procedures; and

WHEREAS Transport Canada has asked for public input through their 'Let's Talk' web portal which offers 5 potential solutions; and

WHEREAS Council wishes to express its support for option #5: "Introduce performance standards for manufacturers and vessel operators to follow" to be known to the Federal Government;

NOW THEREFORE be it resolved that Council direct staff to submit the letter attached as Appendix 'I' to this motion via the 'submit' tab on the Transport Canada Let's Talk web portal.

| RECORDED VOTE:                         | NAYS                     | YEAS                     |  |
|--|--------------------------|--------------------------|--|
| COUNCILLOR BRIDGEMAN                   | <input type="checkbox"/> | <input type="checkbox"/> | DEFEATED <input type="checkbox"/><br>CARRIED <input checked="" type="checkbox"/><br><br>MAYOR |
| COUNCILLOR EDWARDS (Deputy Mayor)      | <input type="checkbox"/> | <input type="checkbox"/> |  |
| COUNCILLOR HAYES (Acting Deputy Mayor) | <input type="checkbox"/> | <input type="checkbox"/> |  |
| COUNCILLOR JAGLOWITZ                   | <input type="checkbox"/> | <input type="checkbox"/> |  |
| COUNCILLOR KELLEY                      | <input type="checkbox"/> | <input type="checkbox"/> |  |
| COUNCILLOR MAZAN                       | <input type="checkbox"/> | <input type="checkbox"/> |  |
| COUNCILLOR NISHIKAWA                   | <input type="checkbox"/> | <input type="checkbox"/> |  |
| COUNCILLOR ROBERTS                     | <input type="checkbox"/> | <input type="checkbox"/> |  |
| COUNCILLOR ZAVITZ                      | <input type="checkbox"/> | <input type="checkbox"/> |  |
| MAYOR HARDING                          | <input type="checkbox"/> | <input type="checkbox"/> |  |
| TOTALS                                 |                          |                          |  |
| Recorded Vote Requested by:            | _____                    | _____                    |  |
| _____                                  |                          |                          |  |



ARNPRIOR

## **Town of Arnprior Support for Humanitarian Efforts in Ukraine**

To Whom it may concern,

Council of the Corporation of the Town of Arnprior passed the following resolution regarding supporting Ukraine in these difficult times. Council at their meeting, requested staff provide this resolution to all municipalities in the province of Ontario for their information.

**Whereas** the Council of the Corporation of the Town of Arnprior supports our Federal, Provincial and local municipalities in condemning the aggression and violent acts that Russia is taking upon Ukraine; and

**Whereas** on March 2, 2022 Mayor Stack issued a press release voicing the Town's support of "the Ukrainian people, who are fighting bravely against the invading Russian forces" and asked that everyone in Arnprior keep "these brave souls in our hearts and minds, and hope for a swift end to this conflict," and

**Whereas** the clock at the D.A. Gillies (Museum) will stay lit in blue and yellow until the attacks cease.

**Therefore Be It Resolved That:**

1. That Council support the humanitarian efforts in Ukraine with a \$1000.00 donation to the Canadian Red Cross Ukraine Humanitarian Crisis Appeal.
2. That the Mayor send a letter to the Ukrainian Embassy in Ottawa in support and solidarity of those in Ukraine, their friends and families across the globe and those of Ukrainian heritage within our community.

The Town of Arnprior has sent a donation to the Canadian Red Cross Ukraine Humanitarian Crisis Appeal, and the Mayor has issued a letter to the Ukrainian Embassy in Ottawa, as noted.

Sincerely,

Kaila Zamojski  
Deputy Clerk  
Town of Arnprior  
613-623-4231 Ext. 1818

Ontario  
Provincial  
Police  
  
Police  
provinciale  
de l'Ontario



Municipal Policing Bureau  
Bureau des services policiers des municipalités

777 Memorial Ave.  
Orillia ON L3V 7V3

777, ave Memorial  
Orillia (ON) L3V 7V3

Tel: (705) 329-6200

Fax: (705) 330-4191

File number/Référence: 4000- GOV

Date: April 14, 2022

The Townships of Head, Clara and Maria  
15 Township Hall Road  
Stonecliffe, ON K0J 2K0

Dear Chief Administrative Officer:

Re: **2023 Municipal Policing Billing Statement Property Count**

Please find below your municipal property count that has been provided to the OPP by the Municipal Property Assessment Corporation (MPAC).

The property count data is based on the requirements defined in O. Reg. 267/14 of the Police Services Act (PSA). The counts are based upon the 2021 Assessment Roll data delivered by MPAC to municipalities for the 2022 tax year. The property counts will be used by the OPP to help determine policing costs in the 2023 Annual Billing Statements.

| Municipality                           | Household | Commercial & Industrial | Property Count |
|--|-----------|-------------------------|----------------|
| The Townships of Head, Clara and Maria | 354       | 15                      | 369            |

The Household count is reflected in your 2021 Year-end Analysis Report 5 (Household count), which you receive annually from MPAC, with adjustments to exclude Canadian Force Base (CFB) counts and timeshare units. The Commercial and Industrial counts reflect properties having the designated Realty Tax Class and Realty Tax Qualifiers (RTC/RTQ). Please find the details on <http://www.opp.ca/billingmodel> (search for Property Count Description document).

Please review the count for your municipality and if you have any questions or concerns, please contact your local MPAC Account Manager, Municipal and Stakeholder Relations within 60 days from the issue date on this letter.

Any error in the 2021 year end municipal property count determined as a result of your review, will be confirmed through MPAC and your 2023 municipal billing will be adjusted for the applicable changes.

Yours truly,

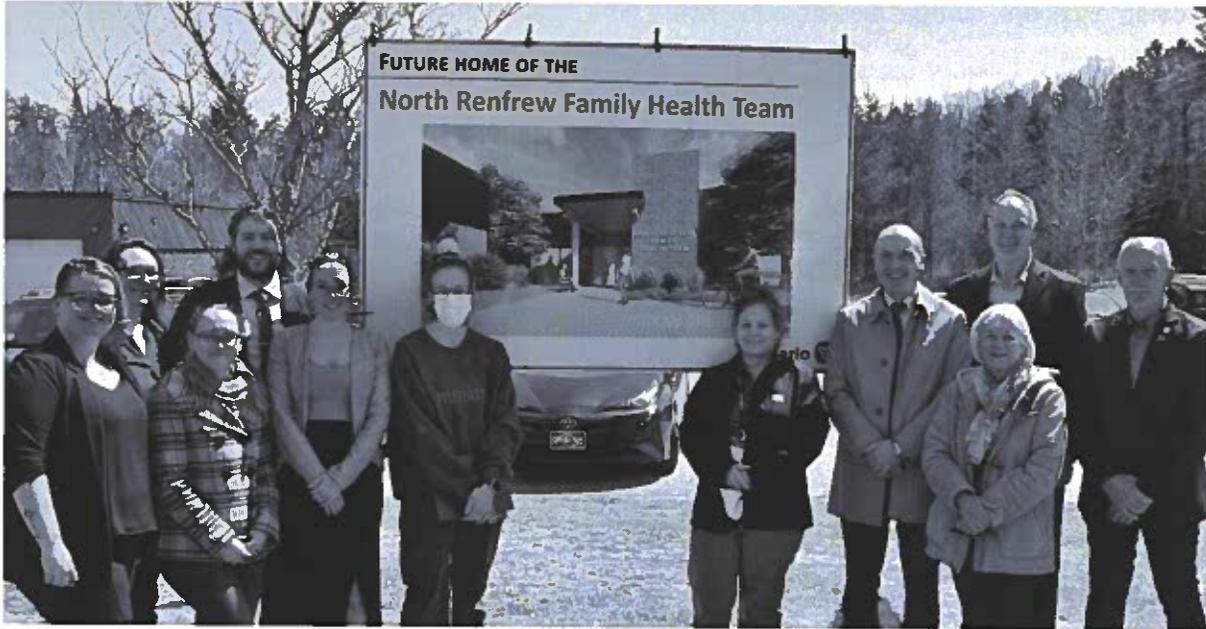
Phil Whitton, Superintendent  
Bureau Commander  
Municipal Policing Bureau

## NEWS RELEASE

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2022-04-29

### DEEP RIVER CAMPUS OF CARE EXPANDING WITH NEW FAMILY HEALTH TEAM BUILDING



*Helping to unveil the sign showing the future home of the North Renfrew Family Health Team (NRFHT) from left to right is Tabitha Kearney – DRDH Chief Nursing Executive, Janna Hotson – DRDH President and CEO, April Wolfgram – DRDH Manager of Clinical Services, William Willard – DRDH Chief Financial Officer, Michelle Govereau – NRFHT Office Coordinator, Maddison O’Neil – NRFHT Nurse, Jackie Harris – NRFHT Receptionist, Chris Carroll – DRDH Board Chair, Debbie Grills – Mayor of Head, Clara and Maria. John Yakabuski – MPP for Renfrew-Nipissing-Pembroke, and Glenn Doncaster – Reeve for the Town of Deep River.*

As part of the expanding campus of care in Deep River, the North Renfrew Family Health Team has been approved for development of a new primary care building. With this exciting announcement, the health campus in Deep River will receive an investment from the Ministry of Health for over \$9 for the construction of a new building.

The government’s investment in the North Renfrew Family Health Team is currently the largest financial commitment towards a capital development project for any Family Health Team across the Province. This funding will help ensure the Family Health Team is a safe and accessible space for patients, clinicians, and healthcare professionals for years to come.

The \$9 million dollar capital investment will fully fund construction and furnishing costs for a new one-story 9,800 square foot primary care building, located on the current health campus at 117 Banting Drive in Deep River. The new building will improve patient experience and ensure the

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Family Health Team and its service providers can continue to deliver important medical services to the clinic's 3,600 enrolled patients of Deep River and surrounding communities.

The new Family Health Team clinic space will include exam rooms, counselling rooms, and administrative space, allowing flexibility to meet evolving community needs into the future.

Today, MPP John Yakabuski was on-site at the Deep River and District Hospital (DRDH) to make the new building announcement locally.

"This project, funded by the Ontario government, is a welcome expansion to our campus of care here at the Deep River and District Hospital. Our campus is expanding, innovating, and modernizing to better serve our communities, and this new space will further our ability to provide excellent, compassionate care, every time," said Janna Hotson, President and CEO.

"With this new building, we will be able to create additional space for Family Health Team community programs and provide space for visiting specialists and community organizations who deliver care to enrolled patients close to home."

"We are delighted about this commitment by the province that will provide the communities we serve with a safe new space and allow our organization to better care for our patient population," said Chris Carroll, Chair of the Board of Directors for the North Renfrew Family Health Team, Deep River and District Hospital, and Four Seasons Lodge Long-Term Care.

MPP John Yakabuski emphasised that today's announcement is a tremendous success for primary care in Renfrew County and thanked the DRDH leadership team for their "persistent work and advocacy for this project over the last several years. These things don't happen without a tremendous amount of commitment and leadership on the local level, which is something I have seen first-hand, and those at the Ministry have seen as well. This project is a great example of things that we can get done when we work together for the betterment of our communities."

The North Renfrew Family Health Team provides access to a number of primary health care services from family doctors, nurse practitioners, registered practical nurses, social workers, dietitians and other allied health professionals who work collaboratively to deliver patient-centered care. Programs and services offered to enrolled patients include Heart Health, Smoking Cessation, Nutrition, Mental Health, Cancer Screening, Diabetes Education and Episodic Care.

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Ministry of Northern Development,  
Mines, Natural Resources and  
Forestry

Resources Planning and Development  
Policy Branch  
Policy Division  
300 Water Street  
Peterborough, ON K9J 3C7

Ministère du Développement du Nord,  
des Mines, des Richesses Naturelles et  
des Forêts

Direction des politiques de planification et  
d'exploitation des ressources  
Division de l'élaboration des politiques  
300, rue Water  
Peterborough (Ontario) K9J 3C7

**Subject: Decision Notice - Proposed Regulation Changes under the Aggregate Resources Act**

Greetings,

Further to my letter dated January 11<sup>th</sup>, I am writing to inform you that a decision notice has been posted regarding the Proposed regulatory changes for the beneficial reuse of excess soil at pits and quarries in Ontario ([ERO #019-4801](#)). The Ministry of Northern Development, Mines, Natural Resources and Forestry made changes so that requirements in [Ontario Regulation 244/97](#) under the *Aggregate Resources Act* are consistent with provincial requirements that exist under the *Environmental Protection Act* for excess soil. The proposal was posted for 45 days and during that time we received over 390 comments from key stakeholders including industry, municipalities, Indigenous communities, community groups and individuals. Most comments received were supportive of consistency with the [Rules for Soil Management and Excess Soil Quality Standards](#) referenced in the [On-site and Excess Soil Management Regulation](#) under the *Environmental Protection Act*.

The amendments to *Ontario Regulation 244/97*, which take effect July 1, 2022, include:

- Alignment with the Soil Rules and Excess Soil Standards referenced in *Ontario Regulation 406/19 On-site and Excess Soil Management*
- Requirements for importation, storage, and placement of excess soil
- Specific quality standards for excess soil placed below the water table, or on Crown land
- Record-keeping requirements to document soil quality, quantity, source site(s), and final placement
- Requirements for licensees and permittees to retain a Qualified Person (i.e., professional engineer or geoscientist) for large sites that import more than 10,000 m<sup>3</sup> of excess soil, or sites where excess soil will be placed below the water table
- Self-filing – for licences/permits approved before July 1, 2022, rules have been added that, when followed, enable some conditions to be removed from a site plan when filed with the ministry; and
- Other policy changes to support the beneficial reuse of excess soil at pits and quarries in Ontario

For complete details of these changes please refer to the decision notice posted on the Environmental Registry at the following address: [www.ero.ontario.ca](http://www.ero.ontario.ca); then search for notice: **019-4801**.

If you have any questions about the new requirements, or should you require a French version of this letter, please contact us by email at [aggregates@ontario.ca](mailto:aggregates@ontario.ca).

Sincerely



Jennifer Keyes,  
Director, Resources Planning and Development Policy Branch

**Media Release****Local Immigration Partnership – Lanark & Renfrew has Partnered with Ukrainian Diaspora Support Canada (UADSC) to Create Volunteer Response Network**

**(Pembroke-May 2, 2022)** Local Immigration Partnership (LIP) – Lanark & Renfrew has partnered with Ukrainian Diaspora Support Canada (UADSC) to help create a response network for displaced Ukrainians across the Ottawa Valley.

The UADSC, a registered Canadian not-for-profit organization, is critical as it works to bring as many fleeing Ukrainians to our country. This initiative, based in Carleton Place, ON, aligns well with the strategic priorities of our organization in strengthening the role of local communities across Lanark and Renfrew Counties, in Ontario, in integrating and serving our newcomer population. More than 11 million Ukrainians have been displaced from their homes, over 5 million of which have fled the country and are seeking aid from the international community. Currently, there are 416 displaced Ukrainian families are on the UADSC list, and 45 Ukrainians have been successfully rehomed.

While UADSC focuses on Visa applications, matching displaced Ukrainians with their future communities, and transportation to new communities, LIP – Lanark & Renfrew is working to grow the network of volunteers who will help welcome our new neighbours to the area. “We have so many volunteer roles to fill, including family home hosts, those willing to help raise funds to pay for flights and settlement funds, volunteers who can speak Ukrainian or Russian or willing to help with English as a Second Language support, donation hubs for physical items, doctors and healthcare providers who can assess our new neighbours until they have access to OHIP, those willing to help with transportation to appointments, and employers willing to hire newly landed Ukrainians who are eligible to work immediately,” says Jodi Bucholtz, Manager of Local Immigration Partnerships-Lanark & Renfrew.

“By having an established response network in each community across Lanark and Renfrew Counties, we will know that there is a support network ready and waiting to jump to action when they are called upon,” adds Zack Nethery, Director, UADSC.

UADSC was born out of necessity. “Our first goal was to help one family flee the warzone in Ukraine. This family was our very own. After calling to the community for help, we were overwhelmed by the outpouring of love and support. We rolled that support into an initiative working to bring as many fleeing Ukrainians to our beautiful country as possible,” continues Mariia Mokrushyna, Director, UADSC.



Local Immigration Partnership  
Partenariat local pour l'immigration  
LANARK & RENFREW

141 Lake Street  
Pembroke, Ontario  
K8A 5L8

Local Immigration  
Partnership  
Lanark & Renfrew

Office: 613-735-4308  
Ext. 2878

Learn more about this initiative, signup as a volunteer, open your home or offer employment by visiting <https://liplanarkrenfrew.ca/support-ukraine>.

Local Immigration Partnerships are funded by Immigration, Refugees and Citizenship Canada (IRCC), a department of the Government of Canada, and support communities in bringing together service providers, settlement agencies, community groups, employers, municipalities, and other key organizations to create a welcoming and inclusive community for newcomers. In Lanark and Renfrew Counties, the work of Local Immigration Partnership is administered by Algonquin College's Pembroke Campus.

**For more information,**

**Jodi Bucholtz**  
**Manager, Local Immigration Partnership – Lanark & Renfrew**  
**141 Lake Street**  
**Pembroke, ON K8A 5L8**  
**[bucholj@algonquincollege.com](mailto:bucholj@algonquincollege.com)**  
**613-735-4700, ext. 2712**  
**[liplanarkrenfrew.ca](https://liplanarkrenfrew.ca)**

Edward M. Gardiner  
1166 Millridge Road  
Arnprior, ON  
K7S 3G8

Head, Clara and Maria Township  
15 Township Hall Road  
Head, Clara and Maria, ON  
K0J 2K0

To the Council of Head, Clara and Maria Township,

I own Concession A, Lot 10 (off of Jobidon Road) in Head, Clara, Maria Township. I purchased this land in 2006. The roll number for this property is 4798 000 010 10700 0000.

Our family has used this lot for camping for years and, in 2021, my son and daughter-in-law submitted, on my behalf, a Trailer License Application. The license was granted, fee was paid in full, and a modest trailer was parked on the lot.

This year, with my tax bill, I received notification that, in order to be granted a Trailer License, we must also apply for a 9-1-1 sign. My daughter-in-law, on my behalf, submitted the fee and the paperwork on April 8, 2022.

On April 29, 2022 we were notified that the Township was unable to provide a 9-1-1 sign for the location as access to our property is through a road allowance owned by the municipality. It was further explained that the road does not meet the recently updated "Road Construction Minimum Standards" Policy (which enables the 9-1-1 sign bylaw to be fulfilled).

We submit the below request to Council:

We request an exception to the requirements of the bylaw that has made access and use (of a trailer) at the property out of compliance with newly instituted bylaw (9-1-1 requirement).

To ensure safety and ease of access in the event of an emergency, we will determine the GPS coordinates of the lot and, in an emergency situation, relay this information to appropriate personnel.

The taxes and the Trailer License fee are paid in full – as they have been for the duration of ownership of the lot.

As the by-law for a Trailer License did change (and a Trailer License was granted last year), we hope that we can come to a mutual agreement.

Thank you so much and we look forward to coming to a solution.

Edward M. Gardiner

signed 10 May 2022

**Solicitor General**

Office of the Solicitor General

25 Grosvenor Street, 18<sup>th</sup> Floor  
 Toronto ON M7A 1Y6  
 Tel: 416 326-5000  
 Toll Free: 1-866-517-0571  
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 SOLGEN.Correspondence@ontario.ca



132-2022-1423  
 By email

April 22, 2022

Dear Heads of Council:

As part of the province's commitment to review and update regulations under the *Provincial Animal Welfare Services Act, 2019* (PAWS Act) to keep animals safe, Ontario has been reviewing the existing standards of care for dogs that live outdoors under the PAWS Act.

On January 21, 2022, the Ministry of the Solicitor General posted a consultation summary of the proposed updated standards on the Ontario Regulatory Registry. The posting was open for public comment until March 7, 2022.

I am happy to notify you that the updated standards of care for outdoor dogs were filed as an amendment to Ontario Regulation 444/19 (Standards of Care and Administrative Requirements) on April 19, 2022. The amending regulation can be read by visiting [Ontario e-Laws](#). The updates will also appear on the [Ontario e-Laws page for Ontario Regulation 444/19](#) shortly.

The updated standards will come into force on **July 1, 2022**.

The updated standards are based on stakeholder and public feedback, jurisdictional reviews, academic literature and other published information as well as expert technical advice from veterinarian care, animal sheltering, industry, animal advocacy, enforcement and subject matter experts.

The updated standards replace the previous standards of care for dogs that live outdoors under the PAWS Act and create more comprehensive requirements related to:

- **General care** – including access to shade, food and water, grooming and nail care, and health and welfare maintenance.
- **Outdoor dog shelter** – including when an outdoor dog shelter is required (with exceptions for livestock guardian dogs and dogs that have access to a structure housing livestock), as well as design features and size-related specifications for an outdoor dog shelter.
- **Use of tethering** – including when dogs cannot be tethered, the safe usage of tethers, minimum space requirements when a dog is tethered, and maximum time a dog can spend on a tether (with limited exceptions).
- **Use of housing pens** – including the use of housing pens, minimum housing pen size and restrictions on outdoor dogs that can be penned together (with limited exceptions).

.../2

- **Tethering and housing pen containment area** – including adequate cleaning and sanitation, as well as features to support the physical comfort and welfare of a dog while they are contained outdoors.

Please refer to the attached fact sheet as well as the Frequently Asked Questions (FAQs) for more information. We welcome you to share the link to the regulation, fact sheet and FAQs with others who may be interested in learning more about the updates.

Please note, the updated standards will not impose any new requirements on municipal by-law enforcement departments. Animal Welfare Services, a branch within the ministry, is the primary body responsible for the enforcement of the PAWS Act and its regulations.

In the event of a conflict between a municipal by-law and the updated standards, section 67 of the PAWS Act continues to apply. Section 67 of the PAWS Act specifies that if there is a conflict between a provision of the PAWS Act or its regulations and a municipal by-law related to the welfare of animals or the prevention of cruelty to animals, the provision that provides the greater protection to animals prevails.

As a next step, the ministry will develop a guidance document that will help impacted owners and custodians understand the updated standards of care and set out additional recommended best practices to assist in meeting the new requirements.

We remain committed to ensuring that appropriate and effective measures are in place to provide animals with the protections they deserve. These updated standards of care will help ensure the welfare, health and safety of outdoor dogs in Ontario.

Sincerely,



Sylvia Jones  
Solicitor General

Enclosures

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# Fact Sheet: Standards of Care for Dogs Kept Outdoors under the PAWS Act – Summary of Requirements (As of July 1, 2022)

## Shade, Shelter and Protection from the Elements:



**Sufficient protection from the elements** to prevent heat or cold-related distress, and **shade** as required by the weather, including to protect from direct sunlight



**A dog shelter**, available at all times, that:

- Is waterproof and provides protection from the elements
- Is structurally sound and does not cause injury
- Has an insulated roof, a level, elevated and dry floor, and is ventilated
- Has a doorway free from obstructions
- Has bedding at least 3 inches thick, changed as needed to stay clean, dry, comfortable and unsoiled

**Size of the shelter** must allow all dogs using it to turn around, lie down with their legs extended and stand with their heads held at normal height



**Livestock guardian dogs** and dogs with access to a structurally sound building used to house livestock do not require a dog shelter



A dog "kept outdoors" is a dog that is outdoors for more than 60 minutes without its owner or custodian present

## Food and Water:



**Food** that meets daily caloric requirements, is fit for consumption, not spoiled and does not contain dirt, feces, urine or toxic substances



**Water** at all times that is not frozen, does not contain dirt, feces, urine or toxic substances, and is replaced at least once every 24 hours

**Food and water containers** must be constructed to avoid injury and difficulty accessing food and water

## Health and Grooming:



### Daily health and welfare checks

**Isolation** from other healthy dogs if the dog is at high risk of or suffering from a contagious disease (with exceptions)

**Dogs must not be kept outdoors** if they have an injury or illness that affects their ability to regulate temperature or restricts mobility (with exceptions)



**Grooming**, as needed, of nails and to avoid matting of the dog's coat or accumulation of ice or mud on its coat or under its paws

# Fact Sheet: Standards of Care for Dogs Kept Outdoors under the PAWS Act – Summary of Requirements (As of July 1, 2022)

## Tethers:



### Tethers must:

- Permit 3 metres of horizontal movement
- Allow the dog to move about safely
- Be a size, type and weight that won't cause discomfort or injury
- Have a swivel at both ends
- Be in good condition and well-attached to prevent escape



**Collars and harnesses** used with a tether must be of a size, type, design and fit that won't cause discomfort or injury

### When tethering a dog kept outdoors, an owner/custodian must not:

- ⊗ Use a **choke, pinch, prong, slip, head halter or martingale collar**
- ⊗ Tether **dogs under 6 months or that are in heat, whelping or nursing**
- ⊗ **Cause undue distress**, including because of the age, health or reproductive status of the dog or objects or hazards they can reach

## Housing Pens:



Use of housing pens must not **cause undue distress** and housing pens must be constructed to prevent escape and provide protection from predators.

**Housing pen minimum size** must be scaled to the height of the dog (measured at shoulder):

- **1.5m<sup>2</sup>** for each additional dog housed in the same pen (with exceptions)

| Height (cm)    | Area (m <sup>2</sup> ) |
|----------------|------------------------|
| 70 or greater  | 15                     |
| >= 40 and < 70 | 10                     |
| >= 20 and < 40 | 6                      |
| less than 20   | 4                      |

**Aggressive dogs** must not be housed together, and **dogs in heat or coming into heat** must not be housed with male dogs (with exceptions)

## Housing Pen and Tether Area:



Must provide enough space for **natural behaviours** and **distinct areas** for feeding and drinking and defecating and urinating



Dog must not be forced to stand, sit or lie in feces, urine, mud or water; area must be cleaned as needed to prevent the accumulation of waste; **keep sanitary and minimize parasites**

## Additional Standards for Dogs Tethered Outdoors:



**Dogs tethered outdoors for 23 hours in a 24-hour period**, whether the 23 hours are consecutive or not, must be taken off the tether for at least 60 continuous minutes to allow for exercise and enrichment (with exceptions)

Note: the definition of "kept outdoors" does not apply to this requirement

The full text of the regulation is available at the [Ontario e-Laws website](https://www.ontario.ca/laws/e-laws). This document is intended to provide a summary only and is not legal advice. If there is any conflict between this document and the regulation, the regulation is the final authority. Produced April 2022.

## **Frequently Asked Questions (FAQs)**

### **Updates to the Standards of Care for Outdoor Dogs under the *Provincial Animal Welfare Services Act, 2019 (PAWS Act)***

#### **1. What do these updates mean for owners and custodians that have their dogs outdoors? What requirements do I need to meet?**

Currently, Ontario Regulation 444/19, the Standards of Care and Administrative Requirements regulation under the *Provincial Animal Welfare Services Act (PAWS Act)*, includes standards of care for dogs that “live primarily outdoors”.

With this amendment, the existing standards of care for dogs that “live primarily outdoors” will be replaced with a new set of standards. The updated standards establish a definition of a dog “kept outdoors” – a dog that is outdoors continuously for 60 or more minutes without being in the physical presence of its owner or custodian – and create associated care requirements. The updated standards will also set out a maximum amount of time that a dog may be tethered outdoors in a 24-hour period before it must receive off-tether time for exercise and enrichment.

The updated requirements create more comprehensive requirements related to:

- **General care** – including access to shade, food and water, grooming and nail care, and health and welfare maintenance.
- **Outdoor dog shelter** – including when an outdoor dog shelter is required (with exceptions for livestock guardian dogs and dogs that have access to a structure housing livestock), as well as design features and size-related specifications for an outdoor dog shelter.
- **Use of tethering** – including when dogs cannot be tethered, the safe usage of tethers, minimum space requirements when a dog is tethered, and maximum time a dog can spend on a tether (with limited exceptions).
- **Use of housing pens** – including the use of housing pens, minimum housing pen size and restrictions on outdoor dogs that can be penned together (with limited exceptions).
- **Tethering and housing pen containment area** – including adequate cleaning and sanitation, as well as features to support the physical comfort and welfare of a dog while they are contained outdoors.

Please review the attached fact sheet or review the amending regulation by visiting [Ontario e-Laws](#).

To assist the public, the Ministry of the Solicitor General (ministry) will develop a guidance document that provides examples of different ways that owners and custodians of outdoor dogs can meet the updated requirements.

**2. Is there a deadline for when the public and businesses will need to meet these new requirements?**

The updated standards will apply across Ontario as of July 1, 2022. This provides time for the public and businesses that choose to keep and tether their dogs outdoors to meet these updated requirements to help ensure the welfare, health and safety of outdoor dogs in Ontario.

**3. Who will be responsible for enforcing these new requirements once they are in effect on July 1, 2022?**

The updated standards will be enforced by the province's animal welfare enforcement body, Animal Welfare Services (AWS). AWS is responsible for the enforcement of the PAWS Act and its regulations. Provincial inspectors carry out inspections and investigations and respond to concerns of distress. They also conduct outreach and education on animal care best practices.

**4. What are the penalties for someone who breaches these updated standards when they come into effect on July 1, 2022 (for example, fines or jail time)?**

The penalties for contravening the standards of care and administrative requirements for animals under the PAWS Act are:

- In the case of individuals, a fine of up to \$75,000 and/or up to six months imprisonment for a first offence and a fine of up to \$100,000 and/or up to one year imprisonment for a subsequent offence.
- In the case of corporations, a fine of up to \$100,000 for a first offence and a fine of up to \$250,000 for a subsequent offence.

Animal welfare inspectors may apply their discretion to enforce based on the circumstances. Inspectors also engage in providing education and use compliance-related tools to encourage adherence to the PAWS Act (for example, warnings and orders).

**5. Where can I report breaches of the new standards, once they are in effect on July 1, 2022?**

If you believe the new standards are not being met after they have come into effect on July 1, 2022, or that an animal is in distress, you can call the Ontario Animal Protection Call Centre (OAPCC) at 1-833-9ANIMAL (1-833-926-4625) to report your animal welfare concerns. This call centre is available 24 hours a day, seven days a week. Reporting to the OAPCC ensures prompt and appropriate triaging. Kindly note, the call centre cannot provide information about what calls have been received or the status of ongoing investigations.

**6. Who was consulted to help develop these updated standards?**

To help inform the development of updated and new regulations under the PAWS Act, in November 2020, the ministry established a multi-disciplinary PAWS Advisory Table made up of a group of experts including veterinarians and animal advocates.

Additionally, in March 2021, the ministry formed an Outdoor Dogs Technical Table (Technical Table) to seek further technical expertise. The Technical Table included representation from various dog-related industries (sled and sporting dogs, livestock guardian dogs, kennels and breeders), veterinarians, enforcement entities and other subject matter experts.

Feedback from the PAWS Advisory Table and Technical Table, public and stakeholder submissions received through Ontario's Regulatory Registry and a review of laws and policies in other Canadian and international jurisdictions, academic literature and other reports helped to inform these updated standards.

**7. Why not apply the updated standards to all dogs? What protections exist for other dogs?**

The PAWS Act and its regulations ensure that all animals covered under the Act are protected and treated in a humane manner.

Ontario Regulation 444/19 (Standards of Care and Administrative Requirements) contains basic standards that apply to all animals covered under the Act. These standards have general requirements to provide adequate and appropriate food, water, medical attention and care, sanitary conditions, and space to enable natural movement and exercise and more. More details on the basic standards of care can be found at: <https://www.ontario.ca/page/animal-welfare>.

Due to the risks faced by outdoor dogs, the ministry has determined that additional specific standards are required for the health and safety of outdoor dogs.

**8. Why do the updated standards have an exemption from the requirement for a dog shelter for livestock guardian dogs and dogs that have access to a building that houses livestock?**

Livestock guardian dogs that are of a typical breed used for protecting livestock from predation and living with the flock or herd they are protecting do not require a dog shelter as they are likely to receive protection from the elements and shelter from living alongside the livestock (for example, livestock guardian dogs will burrow into the centre of the flock to block out wind). Dogs that have access to a building that is housing livestock, such as a barn, are likely to receive warmth and protection through their access to a barn which is warmed by livestock and do not require a dog shelter.

**9. Will the updated standards impact First Nation communities?**

Animal Welfare Services endeavours to engage with First Nation leadership as a matter of practice prior to enforcing the PAWS Act in First Nation communities. The ministry also respects that First Nations have the authority to make their own by-laws related to animals.

**10. Will the updated standards impact municipalities? How will these updated standards work with municipal by-laws that govern the care of outdoor dogs?**

The updated standards will not impose any new requirements on municipal by-law enforcement departments. In the event of a conflict between a municipal by-law and the updated standards, Section 67 of the PAWS Act continues to apply. Section 67 of the PAWS Act specifies that if there is a conflict between a provision of the PAWS Act or its regulations and a municipal by-law related to the welfare of animals or the prevention of cruelty to animals, the provision that provides the greater protection to animals prevails.

*United Townships of Head, Clara & Maria Council*

**Request for Decision**

| Type of Decision                                    |                       |                  |  |    |                 |                     |      |   |        |
|---|-----------------------|------------------|--|----|-----------------|---------------------|------|---|--------|
| Meeting Date  | Tuesday, May 17, 2022 |                  |  |    | Report Date     | Monday, May 2, 2022 |      |   |        |
| Decision Required                                   | X                     | Yes              |  | No | Priority        |                     | High | X | Low    |
| Direction   | X                     | Information Only |  |    | Type of Meeting | X                   | Open |   | Closed |
| <b>Report #22/05/17/1201- COVID-19 Restrictions</b> |                       |                  |  |    |                 |                     |      |   |        |

**Subject:** Review and potential easement of current COVID-19 restrictions

**Recommendation:** That Council review the COVID-19 Safe Operations Plan in anticipation of re-opening the municipal hall and approve re-opening of the lending hub.

**Resolution:**

Resolution No.: 22/05/17/002

Moved by Councillor \_\_\_\_\_ and seconded by Councillor \_\_\_\_\_

**WHEREAS** Council has received Report #22/05/17/1201 concerning the municipal hall re-opening and COVID-19 Safe Operations Plan;

**THEREFORE BE IT RESOLVED THAT** Council of the United Townships of Head, Clara and Maria does hereby approve the updated COVID-19 Safe Operations Plan and authorize the re-opening of the municipal hall.

Resolution No.: 22/05/17/003

Moved by Councillor \_\_\_\_\_ and seconded by Councillor \_\_\_\_\_

**BE IT RESOLVED THAT** Council of the United Townships of Head, Clara and Maria does hereby approve re-opening of the lending hub for rental of recreation equipment.

**Background/Executive Summary:**

Municipal Hall

Staff have received requests concerning opening the municipal hall for recreational and fundraising purposes. In October 2021, Council passed Resolution No.: 21/10/21/004 adopting the COVID-19 Safe Operations Plan, as amended. Since that time, many of the provincial restrictions have been lifted. The COVID-19 Safe Operations plan has been updated to reflect the easing of restrictions, however, Council can choose to maintain some or all of the requirements included in the original plan. The Plan has been updated using tracked changes to identify the provisions that are proposed to be deleted and/or modified. The Plan indicates that barriers will be installed at food and beverage counters, and Staff would like direction to proceed with this endeavour, funded through the COVID-19 grant funding.

The current provincial regulations are as follows.

As of March 21, 2022, masking requirements continue to apply only in the following select indoor settings until June 11, 2022:

- public transit, including indoor areas and vehicles (this does not include businesses or organizations that provide sightseeing or touring services)
- hospitals, including private hospitals, and psychiatric facilities
- other health care settings (such as clinics that provide health care services, doctors' offices, Community Health Centres, public health/immunization clinics, mental health clinics, etc.)
- labs and specimen collection centres

- independent health facilities (for example., dialysis, birth centres, nuclear medicine)
- employees and contractors of home and community care providers
- long-term care and retirement homes
- shelters and other congregate care settings that provide care and services to medically and socially vulnerable individuals

Ontario no longer requires businesses and organizations to check for proof of vaccination. However, individual businesses and organizations may choose to require proof of vaccination upon entry, providing the requirements or policies comply with all applicable privacy laws, including the Ontario Human Rights Code. Businesses may choose to seek independent legal advice on continuing these measures on a voluntary basis.

All businesses in operation must have a written COVID-19 safety plan by law, however, capacity limits, screening, contact tracing, proof of vaccination and mandatory masks are no longer required under the provincial requirements.

Note: The Chief Medical Officer of Health strongly recommends wearing masks in indoor areas of public settings.

#### Municipal Office

With easing of restrictions, staff is looking for direction in lifting some of the restrictions in the municipal office. Staff believe that COVID-19 screening should no longer be required. Masking requirements could be at the discretion of the visitor, but if Council feels that mandatory masking should still be in effect, staff will maintain implementation. Staff will keep a notice posted at the door that visitors should not enter if they are experiencing any symptoms of COVID-19.

#### Lending Hub

Staff have received requests from members of the public to reserve recreation equipment through the Lending Hub, which was previously suspended due to COVID-19. With current conditions, Staff believe that the Lending Hub can be re-opened, and operated in a safe manner to allow public use of the equipment while respecting the health and well-being of residents. Staff will ensure proper protocols are in place while interacting with members of the public, and sanitization of equipment upon return.

#### **Financial Considerations/Budget Impact:**

If Council proceeds with re-opening the community centre for public use, and would like to have the canteen and/or bar operational, there will be initial costs associated with re-stocking; which will eventually be off-set with sale of goods.

#### **Enclosures:**

Draft updated COVID-19 Safe Operations Plan

Approved and Recommended by the Clerk

Crystal Fischer,  
Clerk/Treasurer

**THE CORPORATION OF THE UNITED TOWNSHIPS  
OF HEAD, CLARA & MARIA**



**COVID-19 Safe Operations Plan**

**Approved**

*A guide for the safe operations of the Head, Clara and Maria Community Centre  
in accordance with the guidelines prescribed by the Province of Ontario and  
Renfrew County and District Health Unit to minimize the risk of transmission of  
the COVID-19 virus.*

## PURPOSE

This Safety Plan has been created to ensure that staff of the United Townships of Head, Clara and Maria establish best practices to meet the requirements of the Province of Ontario and Renfrew County District Health Unit for safe re-opening of the municipal community centre. Extra measures have been taken to provide the highest standard in preventing the transmission of COVID-19 amongst staff, volunteers and the public.

This Safety Plan will provide employees, user groups, volunteers and patrons with the operational information required to resume a level of activity within the community centre while we are still facing the pandemic. A combined effort of working together is required to reduce the risk to our employees, volunteers, user groups, participants and entire community.

## Community Centre Bookings

All facility rentals must meet the provincial orders, guidelines and recommendations, which can be found at <https://www.ontario.ca/page/framework-reopening-our-province-stage-3>.

- ~~A health screening and participant contact information plan is required prior to the rental request being approved.~~
- ~~The person responsible for the event must ensure that each patron who enters provides proof of identification and proof of being vaccinated; or proof of a valid exemption (i.e., medical, or clinical trial exemption).~~
- ~~The maximum capacity for the rental facility will be 60 attendees, keeping in mind that physical distancing requirements must be followed.~~
- The municipal kitchen, canteen and washrooms are available to reserve. **The municipal bar is not available for use at this time.**
- ~~The community centre must be thoroughly cleaned by each user group after use; cleaning supplies and safety information will be provided.~~
- All waste and recyclables must be bagged, sealed and left in the garbage receptacle outside of the building.
- The Municipal Hall Rental Agreement and COVID-19 Safe Operations Plan must be adhered to.

Private and special user group hall rental bookings will require a safety protocol for protection of facility users as a part of the rental agreement to ensure the safe and responsible use of the facility in accordance with provincial guidelines.

## COVID-19 Assessment

Every facility user suspected or confirmed to have contracted COVID-19 must stay home. Any person experiencing respiratory illness similar to the flu or a cold such as fever, chills, cough, and shortness of breath, sore throat and painful swallowing, stuffy or runny nose, loss of sense of smell, headache, muscle aches, fatigue or loss of appetite should stay home and start to self-monitor and/or self-isolate immediately. If you're concerned you have been exposed to COVID-19, or have symptoms, contact the Renfrew County Virtual Triage Centre at **1-844-727-6404** for advice.

## Sick Workers

If a worker or volunteer becomes sick, they should report their symptoms to the person in charge of the event immediately, and that person will be sent home. Contact the Renfrew County Virtual Triage Centre at **1-844-727-6404** for further guidance related to testing and self-isolation. If the worker is

severely ill (e.g. difficulty breathing or chest pain), call 911. Clean and disinfect any surfaces that the ill worker has come into contact with.

#### **Workers Screening**

All event workers are actively screened prior to each shift by completing a screening questionnaire form before entering the facility, or outdoors whenever possible. Event workers are instructed to stay home if they are sick or have any COVID-19 related symptoms.

#### **Public screening and instruction**

Public attendees are actively screened before entering the facility by completing the screening questions upon arrival. Workers and attendees are given instructions on posters at all entrances to the building that they must stay out of the community centre unless they pass the self-screening questions assessment.

#### **Face coverings**

Wearing a face mask at all times while indoors is mandatory unless eating or drinking (guests must be seated while eating and physical distancing guidelines apply), or an attendee requires an accommodation which does not allow for wearing a mask. Face covering guidelines may change and will be updated as required according to provincial health recommendations.

Cloth face coverings must be properly cleaned. All face coverings that cannot be cleaned should be thrown out and replaced as soon as they get slightly wet, soiled or crumpled.

Workers will remind members of the public to wear masks properly and consistently while in the community centre. Posters have been put up throughout the facility to remind the public to wear masks properly and consistently. Those who are working in hot areas wearing masks have been instructed and reminded to follow measures to prevent overheating (e.g., drinking water, taking breaks). Medical masks will be available to be given to facility users if needed.

#### **Hand Hygiene**

Workers and volunteers must wash their hands: upon entry to the building; before and after use of shared equipment, supplies and materials; before and after eating and breaks; and throughout providing customer service.

Public attendees are encouraged, and will be reminded to, practise frequent hand hygiene. Reminders to wash hands often with soap and water for at least 20 seconds have been posted in the washrooms. Hand sanitizer with at least 60% alcohol content has been provided at locations throughout the building including all entrances.

#### **Limiting interactions**

Facility users are required to maintain physical distancing in all areas including shared spaces.

Personal items brought into the facility must be kept to a minimum. If personal items are brought into the facility, enough space must be provided between each user's items to encourage physical distancing and reduce the transmission of COVID-19.

All personal belongings must be brought home at the end of the event.

All surface areas in shared common spaces must be properly disinfected after each use.

Worker start times, breaks and lunches will be staggered to limit in-person interaction.

Workers will be assigned to their own dedicated work areas. An area will be designated for contactless pick-up of orders when serving food and beverages.

Contactless payment is encouraged whenever possible.

#### **Crowd control**

~~A worker designated at the entrance of the facility will monitor the number of attendees entering and leaving the building, and control/stagger entry in order to prevent crowding.~~

~~Once the capacity limit is reached, one person will be permitted in for every person that leaves.~~

~~The facility will have a maximum capacity of 60 attendees, for which notice of limits are posted at public entrance(s). Adjustments will be made to ensure all local public health requirements regarding capacity limits are followed.~~

#### **Physical distancing and separation**

Workers will remind the public to maintain physical distancing of at least 2 metres (6 feet) between themselves and others. If there are times where people in the facility are performing strenuous activities, space will be arranged or capacity limits decreased to allow for more distance between individuals.

~~Public washrooms will be modified in relation to facility capacity, and stalls/urinals will be sectioned off to ensure proper distancing is maintained.~~

Social distance markers and/or signage will be used to direct flow of traffic throughout the facility.

Workspaces will be rearranged as needed to enable physical distancing.

In circumstances where line ups will be required, an area will be established that starts 2 metres (6 feet) from the entrance, lobby, service counters and washrooms.

Physical barriers will be utilized/ installed at food and beverage counters and cashier/ ticket stations.

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#### **Ventilation and air quality**

An outdoor space will be set up which workers can use for meals and breaks, weather permitting.

Workers are encouraged to take breaks and eat meals outdoors whenever possible.

The ventilation system will be maintained according to manufacturer's instructions and adjusted to increase the amount of fresh air and reduce recirculation. The ventilation system will also be set to run before and after people are in the facility.

Exhaust fans in the kitchen and all washrooms will kept running at all times when workers are in the facility as well as beyond operating hours.

In any spaces that don't have mechanical ventilation, windows and doors will be kept open, weather permitting.

#### **Cleaning, disinfecting and hand hygiene**

Workers and volunteers are trained to select and safely use cleaning products for their work including the use of additional PPE that may be required (such as gloves, protective clothing and/or respiratory protection). A document with cleaning procedures and schedules is posted in the kitchen.

#### **Violence and Harassment**

Violence and harassment directed towards workers and volunteers is not tolerated. Facility users are encouraged to treat workers and volunteers with respect.

If any members of the public have complaints about the COVID-19 policies, they will be directed to speak with the Clerk. The Clerk will retain a record of all incidences of violence or harassment and will report to the authorities as necessary.

### Communication and training

Posters for facility users have been put up around the community centre which provide information regarding: physical distance requirements, ~~capacity limits, screening and~~ self-assessment, wearing masks and hand hygiene.

Information on health and safety measures will be shared with facility users, on posters at entrances to the community centre and on the municipal website.

All workers have been instructed on COVID-19 health and safety measures.

Workers and volunteers are supported with information to help them stay safe in and out of the workplace.

This plan will be posted in a visible location where all workers, customers and visitors can see it and will be provided to municipal staff, members of Council, the RAC committee, Library Board, special user groups, workers and volunteers of the community centre along with anyone else affected by the plan.

### Plan evaluation and worker engagement

This plan may evolve as risks in the community change. The plan will be discussed with staff, workers, volunteers and anyone else affected and revision of the plan will occur as needed. If new safety measures are added, it is done so in which new hazards are not created as a result thereof, or that new measures can be put in place to control new hazards. Collaboration with workers on solutions to any health and safety issues will be ongoing.

### Facilitating contact tracing

~~A record of contact information for workers and members of the public who attended the community centre will be kept to provide to the public health unit in the event of a worker or other customers contract COVID-19.~~

### Facility Detailed Cleaning/Sanitization Plan

Municipal staff will be trained and understand the required level of cleaning services applied throughout the Community Centre to ensure facility users are protected against the spread of COVID-19. Recreation staff will clean all surfaces as per the schedule below:

| Frequency                                     | Areas   |
|---|---|
| Frequently Cleaned Areas<br>(every two hours) | Door touch points<br>Light switches<br>Washrooms                      |
| As Scheduled<br>(at the end of event)         | Floors<br>Doors<br>Tables<br>Chairs<br>Garbage Cans<br>Recycling Bins |

Municipal staff and community centre volunteers will receive training in the following categories to ensure workers are safe and protected while achieving the expected standards of cleaning required during COVID-19 and any future pandemics:

**Workplace Restart Orientation (In House) & Review of COVID-19 Safety Plan**

- Personal Protective Equipment Training
- WHMIS
- COVID-19 Self-Assessment
- Proper personal hygiene practices for staff to mitigate transmission
- Proper use, safe handling and disposal, and purpose of Personal Protective Equipment Facility Capacity and traffic flow

*United Townships of Head, Clara & Maria Council*

**Request for Decision**

| Type of Decision  |                        |                  |  |    |                 |                      |      |  |        |
|---|------------------------|------------------|--|----|-----------------|----------------------|------|--|--------|
| Meeting Date  | Thursday, May 17, 2022 |                  |  |    | Report Date     | Thursday May 5, 2022 |      |  |        |
| Decision Required   | X                      | Yes              |  | No | Priority        | X                    | High |  | Low    |
| Direction   | X                      | Information Only |  |    | Type of Meeting | X                    | Open |  | Closed |
| <b>Report # 22/05/17/1301 – Emergency First Aid, CPR and AED Training</b> |                        |                  |  |    |                 |                      |      |  |        |

**Subject:** Emergency First Aid, CPR and AED Training

**Recommendation:** That Council adopt the following resolution authorizing staff to organize and attend Emergency First Aid, CPR and AED training; valid for three years.

**Resolution:**

Resolution No.: 22/05/17/003

Moved by Councillor \_\_\_\_\_ and seconded by Councillor \_\_\_\_\_

**WHEREAS** Council has received Report #22/05/17/1301 concerning First Aid, CPR and AED Training; **AND WHEREAS** all businesses covered by the Workplace Safety and Insurance Act are required to have first aid equipment, facilities and trained personnel in all workplaces;

**THEREFORE BE IT RESOLVED THAT** Council of the United Townships of Head, Clara and Maria does hereby approve the cost of training for staff and volunteers at a maximum cost of up to \$1,140 plus tax.

**Background/Executive Summary:**

The current Policy and Guidelines on First Aid Training states:

“Council will assume financial responsibility for Emergency First Aid Training” and that the Clerk, Disposal Site Attendant, Road Superintendent and any other persons as deemed necessary by Council will receive training.

The current Health and Safety Policy states “the Clerk or Senior Administrative Officer is responsible for providing ongoing safety education through training and safety meetings, including by not restricted to WHMIS and First Aid”.

All businesses covered by the Workplace Safety and Insurance Act are required to have first aid equipment, facilities and trained personnel in all workplaces, and workplaces must have at least one employee on site at all times that has a valid first aid certificate from a WSIB-approved training organization.

It is beneficial for staff and regular users of the community centre, including members of Council, the Recreation Advisory Committee and the Library Board to be First Aid, CRP and AED trained in case there was an emergency with someone attending the community centre or municipal office. Staff who previously received training through the municipality, require re-certification as of June 4th, 2022. There are also new members of staff who require certification. Members of the community, private business and/or organizations have also expressed interest in training, at their own costs, providing an opportunity for lowering the cost of training per person as a group rate.

**Financial Considerations/Budget Impact:**

St John’s Ambulance has provided Staff with a quote for Emergency First Aid, CPR and AED Training: 9-hour course - \$95/ per person. There is a minimum requirement of 14 attendees and a maximum limit of 18 attendees.

There are six members of staff requiring training, and six independent individuals who have expressed interest in attending the training (at their own cost). If two or more members of Council, or volunteers from the municipal organization, were interested in attending, we would meet the minimum requirement of participants for training.

Council's cost to provide training to eight individuals is \$760 plus HST and \$95 per additional participant; these costs may be allocated to education and training.

**Others Consulted:**

St John's Ambulance, Renfrew County Branch

Approved and Recommended by the Clerk

Crystal Fischer,  
Clerk/Treasurer

*United Townships of Head, Clara & Maria Council*

**Request for Decision**

| Type of Decision   |                       |                  |  |    |                 |                       |      |  |        |
|--|-----------------------|------------------|--|----|-----------------|-----------------------|------|--|--------|
| Meeting Date   | Tuesday, May 17, 2022 |                  |  |    | Report Date     | Tuesday, May 10, 2022 |      |  |        |
| Decision Required  | X                     | Yes              |  | No | Priority        | X                     | High |  | Low    |
| Direction  | X                     | Information Only |  |    | Type of Meeting | X                     | Open |  | Closed |
| <b>Report #22/05/17/1302- Transportation Master Plan</b> |                       |                  |  |    |                 |                       |      |  |        |

**Subject:** Participation in County of Renfrew's Transportation Master Plan

**Recommendation:** That Council direct Staff to notify the County of Renfrew that the municipality will not participate in having a local Transportation Master Plan included in the County's RFP.

**Resolution:**

Resolution No.: 22/05/17/004

Moved by Councillor \_\_\_\_\_ and seconded by Councillor \_\_\_\_\_

**WHEREAS** Council has received Report #22/05/17/1302 concerning the County of Renfrew's invitation to local municipalities to have the development of individual Transportation Master Plans included in the County's RFP;

**THEREFORE BE IT RESOLVED THAT** Council of the United Townships of Head, Clara and Maria does hereby direct staff to notify the County of Renfrew that the municipality will not participate in having a local Transportation Master Plan included in the County's RFP.

**Background/Executive Summary:**

Staff received the following email from the Acting Manager of Infrastructure of the County of Renfrew:

"At the meeting of County Operations Committee on March 8<sup>th</sup>, Committee passed a Resolution directing staff to issue a Request for Proposal (RFP) for Professional Services for the development of a Transportation Master Plan (TMP) for the County of Renfrew.

We understand that many local Municipalities are either planning to undertake their own TMP, or are in the process of soliciting similar services. There is an opportunity to realize savings, and to reduce redundancy of works by different Consultants, if we are able to combine the works. As such, we would like to take this opportunity to reach out to see which local municipalities may wish to have the development of their own TMP included in the County's RFP. By doing so, the County Roads would already be taken into consideration in your local TMP(s) at no additional cost and the different TMP's should coincide with each other with less required coordination between different firms.

If there is interest in having local TMP's included in the County's RFP, we would ensure that any requirements specific to individual Municipalities are included in the County's RFP. The RFP will also require that costs for the local TMP's be included as provisional so that the share of costs is clearly identified and separated while also allowing individual local municipalities the opportunity to withdraw without penalty if the proposed costs should be higher than anticipated.

Please note that all County roads and transportation infrastructure will be included in the County's TMP RFP regardless of whether the local Municipality they are located in wished to have their own TMP included in the County's RFP or not. If your Municipality should already have a TMP in place or underway, the firm who may be awarded this assignment will still be required to review it and incorporate recommendations from it into the County TMP.

Please let us know as soon as possible how much time may be required to present this opportunity to your Council and when an official decision on whether or not your Municipality may wish to have their own TMP included in the County's RFP may be expected."

After review of Transportation Master Plan's from other municipalities online, it is Staff's belief that such a plan is not required for Head, Clara and Maria at this time as we do not have the amount of infrastructure that is typically seen in a Transportation Master Plan.

**Financial Considerations/Budget Impact:**

The cost is unknown at this time, and would be determined through the RFP process.

**Enclosures:**

None

Approved and Recommended by the Clerk

Crystal Fischer,  
Clerk/Treasurer

| <b>Corporate Policies and Procedures</b>             |                           |                                   |                          |
|--|---------------------------|-----------------------------------|--------------------------|
| <b>DEPARTMENT:</b> Finance                           |                           |                                   | <b>POLICY #:</b><br>F-03 |
| <b>POLICY:</b> Accounts Receivable Collection Policy |                           |                                   |                          |
| <b>DATE:</b><br>May 2022                             | <b>BY-LAW:</b><br>2022-11 | <b>COVERAGE:</b><br>All Employees | <b>PAGE #:</b><br>1 of 2 |

**PURPOSE**

The purpose of this policy is to establish the responsibilities, internal controls, authorizations and procedures for the accurate and timely preparation of customer invoices for goods and services rendered by the Townships of Head, Clara and Maria and the management of the accounts receivable created by these invoices including the authority to write-off uncollectible accounts.

Section 286 of the Municipal Act, 2001, states that the Treasurer is responsible for the invoicing, collection, reconciliation for all accounts receivable in the Municipality as follows: *“A municipality shall appoint a Treasurer who is responsible for handling all of the financial affairs of the municipality on behalf of and in the manner directed by the council of the municipality, including,*

- a) collecting money payable to the municipality and issuing receipts for those payments;*
- b) depositing all money received on behalf of the municipality in a financial institution designated by the municipality;*
- c) paying all debts of the municipality and other expenditures authorized by the municipality;*
- d) maintaining accurate records and accounts of the financial affairs of the municipality.”*

**GUIDELINES**

**Invoicing and Collections**

The Clerk-Treasurer is responsible for issuing all invoices, managing accounts receivable and collections management.

**Terms**

- 1. All invoices will be issued with terms of net 60 days.
- 2. Unpaid invoices will be subject to a late payment charge of 1.25% interest to be calculated based upon the balance owing after 60 days.
- 3. Invoices sent to senior levels of government will not be subject to interest.

**Management of Accounts Receivable**

The Clerk-Treasurer shall send:

- 1) an initial invoice within 10 days of receipt of a tipping ticket; or an initial invoice for all other billing notices on a monthly basis.
- 2) On the first day of the second month following the initial invoice, a notice shall be sent out to those accounts who are still in arrears. This notice shall inform them that:
  - a) their account is 60 days past due;
  - b) They must make arrangements to have the account brought up to date;

| <b>Corporate Policies and Procedures</b>             |                           |                                   |                          |
|--|---------------------------|-----------------------------------|--------------------------|
| <b>DEPARTMENT:</b> Finance                           |                           |                                   | <b>POLICY #:</b><br>F-03 |
| <b>POLICY:</b> Accounts Receivable Collection Policy |                           |                                   |                          |
| <b>DATE:</b><br>May 2022                             | <b>BY-LAW:</b><br>2022-11 | <b>COVERAGE:</b><br>All Employees | <b>PAGE #:</b><br>2 of 2 |

- c) if arrangements are not made the account will continue to accrue interest on a monthly basis; and
- d) at the end of the fiscal year, any outstanding amounts remaining will be transferred to the owner's property tax account and added to the property tax bill.
- 3) The Clerk-Treasurer may approve payment arrangements to allow for the outstanding portion to be collected. This arrangement may not exceed 12 months.
- 4) Relief shall not be given for penalty and interest on arrears except in the following circumstances:
  - a) A two-day grace period to allow for delivery of mail or payments made at the bank before the due date but not delivered to the Municipality until after the due date;
  - b) On rare occasions where there has been a death or extreme health problems during the due date period, at the approval of the Clerk-Treasurer;
  - c) In the event the calculation of interest/penalty has been made in error by the Municipality.
- 5) Where possible, overdue accounts receivable may be transferred to taxes in accordance with the Municipal Act, 2001 s.398 (2).

**Returned Payments**

- 1) Payments returned by the bank will result in the customer being re-invoiced along with an NSF charge as established by the Municipality's Fees and Charges By-law.
- 2) Repeated payment returns may result in the customer being required to pay in advance of services or goods being rendered.

**Write-offs**

- 1) Balances to be written off require the approval of the Clerk-Treasurer responsible for the invoice.
- 2) Balances of less than \$100 may be written off under the Clerk-Treasurer's authority.
- 3) Approval of any write off over \$100 shall be by resolution of Council.

*United Townships of Head, Clara & Maria Council*

**Request for Decision**

| Type of Decision                                      |                       |                  |  |    |                 |                       |      |   |        |
|---|-----------------------|------------------|--|----|-----------------|-----------------------|------|---|--------|
| Meeting Date  | Tuesday, May 17, 2022 |                  |  |    | Report Date     | Thursday, May 5, 2022 |      |   |        |
| Decision Required                                     | X                     | Yes              |  | No | Priority        |                       | High | X | Low    |
| Direction   | X                     | Information Only |  |    | Type of Meeting | X                     | Open |   | Closed |
| <b>Report #22/05/17/1601- Waste Management By-Law</b> |                       |                  |  |    |                 |                       |      |   |        |

**Subject:** Review and Update of Waste Management By-Law

**Recommendation:** That Council review the enclosed revised by-law in order to adopt an updated Waste Management By-Law.

**Resolution:** Resolution No.: 22/05/17/005

**WHEREAS** Council has reviewed the revised Waste Management By-Law (2011-21) to reflect the elimination of the bag tag system;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Township of Head, Clara and Maria does hereby adopt By-Law 2022-12 being an updated by-law dealing with the collection, removal and disposal of solid waste within the municipality.

**Background/Executive Summary:**

At the regular meeting of Council on November 19, 2020, Council passed Resolution No.: 19/11/20/004, discontinuing the use of bag tags effective January 1<sup>st</sup>, 2021. Staff have reviewed and updated the Waste Management By-Law (2011-21) to reflect those changes.

**Financial Considerations/Budget Impact:**

None

**Enclosures:**

Revised By-Law 2011-21

|                                       |
|---------------------------------------|
| Approved and Recommended by the Clerk |
| Crystal Fischer,<br>Clerk/Treasurer   |



The CORPORATION OF THE UNITED TOWNSHIPS OF HEAD, CLARA & MARIA

BY-LAW NO. ~~2022-121~~2011-21

**BEING** a by-law to regulate dealing with the collection, removal and disposal of solid waste within the municipality of the United Townships of Head, Clara & Maria.

**WHEREAS** the Council of The United Townships of Head, Clara & Maria wishes to enact a bBy-law for the purposes of regulating the collection, removal and disposal of solid waste;

**AND WHEREAS** Section 11.(1) and Section 391.(1) of the *Municipal Act 2001* authorizes a municipality to pass bBy-laws dealing with Waste Management and implementing fees and charges.

**NOW THEREFORE** the Council of the United Townships of Head, Clara & Maria does hereby enact as follows:

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## 1.0 **DEFINITIONS AND INTERPRETATION**

### 1.01 **In this By-law:**

- 1.01.1 **"approved container"** includes a garbage container or a recycling container, all as defined in Schedule "A";
- 1.01.2 **"ashes"** includes the solid residue of any household fuel after such fuel has been consumed by fire and includes soot, but shall not include ashes which accumulate as a result of building construction or demolition;
- 1.01.3 ~~"bag tag" includes single use tags affixed to acceptable waste receptacles bearing the United Townships of Head, Clara & Maria identification issued by the Municipality pursuant to this By-law;~~
- 1.01.4 **"blue box"** includes an open-topped plastic box used for the collection of recyclable material;
- 1.01.5 **"bulky items"** includes those forms of waste identified on Schedule "B";
- 1.01.6 **"by-law"** except where indicated otherwise, includes this ~~b~~By-law and any amendments thereto including any Schedules forming any part of this ~~b~~By-law and any amendments thereto, as enacted by the Council from time to time;
- 1.01.7 **"by-law enforcement officer"** includes a by-law enforcement officer for the Municipality or any other person authorized by the Municipality to enforce the by-laws of the Municipality, and includes a police officer;
- 1.01.8 **"construction or demolition waste"** includes waste which results from the erection, alteration, or demolition of any building or part thereof, including earth or stone from excavations,
- 1.01.9 ~~"Certificate of Approval or Provisional Certificate of Approval"~~**Environmental Compliance Approval** for the purposes of this ~~b~~By-law means a Certificate issued by the appropriate Provincial or Federal agency permitting the Municipality to operate a waste management system or waste disposal site and related activities
- 1.01.10 **"Municipality"** means the Corporation of The United Townships of Head, Clara & Maria.
- 1.01.11 ~~"clean wood waste"~~ **"clean wood waste"** includes untreated lumber and wood products such as pallets and raw lumber, but does not include painted wood, treated wood, paneling, pressboard or similar products;
- 1.01.12 **"collection contractor"** includes a company, person, corporation or partnership performing collection and haulage of waste under contract with the United Townships of Head, Clara & Maria;

- 1.01.13 “collection location” includes the location, as designated by the ~~Clerk~~Clerk-Treasurer or her designate, where garbage ~~and~~recyclable materials, and bulky items are to be placed out for collection by persons entitled to collection services;
- 1.01.14 “commercial premises” includes premises in or at which a commercial business is being operated;
- 1.01.15 “commercial waste” includes any waste produced by or at any commercial premises;
- 1.01.16 “Council” includes the Council of The United Townships of Head, Clara & Maria;
- 1.01.17 “~~Clerk~~Clerk-Treasurer” includes the ~~Clerk~~Clerk-Treasurer for the United Townships of Head, Clara & Maria and includes his or her designate;
- 1.01.18 “garbage” includes waste other than recyclable materials, leaf and yard materials, bulky items and prohibited waste;
- 1.01.19 “garbage container” is a form of approved container for the storage and collection of garbage and which meets the requirements of garbage containers established in Schedule “A”;
- 1.01.20 “hailed sewage” includes domestic waste that is human body waste, toilet or other bathroom waste, waste from other showers or tubs, liquid or water borne culinary or sink waste or laundry waste, and other waste that is suitable for storage, treatment or disposal in a sewage system or waste in a vehicle sewage holding tank;
- 1.01.21 “hazardous waste” includes any substance for household or commercial use that is dangerous, corrosive, flammable, poisonous or explosive, including, but not limited to, those items listed under HAZARDOUS WASTE ITEMS in Schedule D to this ~~b~~By-law, and any other similar material;
- 1.01.22 “high density multi-residential building” includes an apartment building, condominium complex, townhouse complex, co-operative housing complex, or other similar residential complex containing more than six residential dwelling units provided that each residential dwelling therein, is rented on not less than a monthly basis;
- 1.01.23 “household hazardous waste” includes materials used or stored in the home that can be potentially hazardous to human health and the natural environment and includes but is not limited to paint, oil, pesticides and insecticides.
- 1.01.24 “industrial premises” includes any building, structure or premises used for industrial or manufacturing purposes;
- 1.01.25 “industrial or trade waste” includes waste material from any one or more industrial or manufacturing processes, or waste from any industrial or manufacturing premises;
- 1.01.26 “leaf and yard material” has the meaning as described in Schedule “E”;
- 1.01.27 “low density multi-residential building” includes a ~~single-family~~single-family dwelling, a duplex, an apartment building, townhouse complex, co-operative housing complex, or other similar residential complex containing six or fewer residential dwelling units provided that any residential dwelling therein, is rented on not less than a monthly basis;
- 1.01.28 “medical waste” means tubing, intravenous bags etc. used as part of home care but does not include diapers or solid/liquid bio-medical waste.

- 1.01.29 ~~“~~ **“mobile home park”** includes an establishment comprising land or premises under single ownership designed and intended for residential use where residence is exclusively for two or more mobile homes, but does not include a trailer camp or trailer park.
- 1.01.30 **“owner”** includes any registered owner, occupant, resident, lessee, tenant of any ~~low-density~~**low-density** residential building, high density residential building or small commercial establishment, or any person managing any ~~high-density~~**high-density** residential building, low density residential building or small commercial establishment;
- 1.01.31 **“person”** includes an individual, corporation, association or other business firm;
- 1.01.32 **“private road”** includes any road or laneway that is not owned or has not been assumed by the Municipality of the United Townships of Head, Clara & Maria as a public road;
- 1.01.33 **“prohibited waste”** includes waste as outlined in Schedule “D”;
- 1.01.34 **“recyclable materials”** has the meaning set out in Schedule “C”;
- 1.01.35 **“recycling container”** includes an approved container for the storage and collection of recyclable materials and which meets the guidelines for recycling containers established in Schedule “A”;
- 1.01.36 **“residential dwelling unit”** includes one or more rooms connected together as a self-contained, separate unit in the same building comprising all or part of the building and constituting an independent housekeeping unit for residential occupancy by persons with facilities for persons to sleep, cook and eat and including its own sanitary facilities;
- 1.01.37 **“seasonal trailer parks”** includes a parcel of land made available to members of the public containing sites upon which to locate Trailers, Tents or Recreational Vehicles, and includes a campground. Seasonal trailer parks includes any parcel of land with more than three Trailers or Tents erected or stored constitutes a “Trailer Park”, with the exception of the land of any lawful commercial operation which wholesales or retails Trailers, Tents or Recreational Vehicles. It includes parks where there is a combination of seasonal/permanent trailer sites.
- 1.01.38 **“scavenge”** includes to sort through and collect materials from recyclable materials, leaf and yard materials, household hazardous waste, bulky items, white goods or garbage, that has been placed out for collection or deposited at a waste disposal site;
- 1.01.39 **“tipping fee”** shall mean the charge per tonne or unit or ~~cu.-yd.-cubic~~**yard** or item levied by the Municipality at the Landfill site for disposable waste under the terms of this by-law;
- 1.01.40 **“transient waste”** includes any waste carried into the United Townships of Head, Clara & Maria outside its boundaries by any person;
- 1.01.41 ~~“~~ **“user”** includes a person or persons utilizing any waste disposal facilities or services of the Municipality, including in particular any person or persons depositing waste at any waste disposal site;
- 1.01.42 **“user pay waste system”** is a system where those who use the waste system pay proportionally to their rate of usage.
- 1.01.43 **“waste”** includes anything discarded for collection or brought to a landfill site for disposal from any source and includes garbage, recyclable materials, leaf and yard materials, bulky items and litter;

- 1.01.44 **“waste disposal site”** includes any area of land designated as such by the Municipality to be used for the disposal of waste as approved by the Ministry of the Environment.
- 1.01.45 **“white goods”** includes scrap items that include but not limited to stoves, fridges, refrigerators, freezers, washers and dryers.
- 1.02 **Interpretation Rules:** The words “include” and “including” are not to be read as limiting the meaning of a word or term to the phrases or descriptions that follow.
- 1.03 **Statutes:** References to laws in this by-law are meant to refer to the statutes, as amended from time to time, which are applicable within the Province of Ontario.
- 1.04 **Severability:** If a court or tribunal of competent jurisdiction declares any portion of this by-law to be illegal or unenforceable, that portion of this by-law shall be considered to be severed from the balance of the by-law, which shall continue to operate in full force and effect.

## 2.0 **ADMINISTRATION**

- 2.01 This ~~b~~By-Law shall be administered and enforced by the ~~Clerk~~~~Clerk-Treasurer~~, municipal service providers and/or municipal employees or their designate, ~~save and except for the provisions regarding fees which shall be administered by the Treasurer or his or her designate.~~
- 2.02 It shall remain Council authority acted upon through the ~~Clerk~~~~Clerk-Treasurer~~ and municipal staff, subject to any limitations contained in this ~~b~~By-law with the general approval of Council to:
  - 2.02.1 determine collection schedules, specifying the time, day and frequency of collection services and to give notice to the public of such collection schedules and of changes to the collection schedules;
  - 2.02.2 determine the classification or designation of specific items as waste to be collected or as Prohibited Waste;
  - 2.02.3 determine the collection locations for approved containers, bulky items, household hazardous products or any other items that are designated for receiving collection services and give notice to the public of same;
  - 2.02.4 determine whether a building, collection location, or property is safe for entry by an employee or agent of the Municipality having regard to the physical conditions and layout, loading facilities, method of handing collectible waste at the building, or collection location of the property, the presence of a troublesome or nuisance animal or any other factor;
  - 2.02.5 impose limits to the level of collection services including the quantities and classes of waste to be collected;
- 2.03 The ~~Clerk~~~~Clerk-Treasurer~~'s powers shall, subject to Council policy and authority, include but not be limited to:
  - 2.03.1 determine whether an approved container or any other container or storage unit is suitable and safe for collection;
  - 2.03.2 determine the method, manner or other requirements for the collection and disposal of waste for which there are collection services;
  - 2.03.3 establish and enforce guidelines and policies governing the restriction, suspension or termination of collection services and/or disposal privileges to any person or business for failure to comply with the provisions of this ~~b~~By-law;

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- 2.03.4 establish and enforce the terms and conditions on which collection services which have been restricted, suspended or terminated under this ~~b~~By-law may be resumed in whole or in part;
- 2.03.5 establish guidelines for the handling and disposal of prohibited waste and provide information to the public regarding such handling and disposal;
- 2.03.6 suspend collection services in all or part of the Municipality for a specified time in the event of inclement weather or other conditions which renders the provision of collection services unsafe;
- 2.03.7 establish the terms of an agreement with any person for the acceptance of waste at the waste disposal site;
- 2.03.8 establish the terms of an agreement with any person for the acceptance of recyclable materials at the waste disposal site;
- 2.03.9 deal with any other matter assigned by this ~~b~~By-law or necessary for the collection, removal and ~~disposal-of~~disposal of solid waste and administration of this ~~b~~By-law;
- 2.04 Any waste lawfully placed out at collection locations for collection by the Municipality may be salvaged, reclaimed, recycled, composted, disposed of or otherwise dealt with by the Municipality as the Municipality may deem fit.
- 2.05 The items described as Recyclable Materials in ~~Schedule C~~, scrap tires, scrap metal and leaf and yard waste are banned from landfill sites in the Municipality for the purpose of disposal and will only be accepted in the proper locations for recycling. Unsorted materials will be turned away.
- 2.06 The Municipality shall provide collection or removal services in accordance with this ~~b~~By-law to:
  - 2.06.1 Single unit, low-density residential buildings, nursing homes and mobile home parks for:
    - 2.06.1.1 garbage; (limited to 1 standard sized bags as described in Schedule "A")
    - 2.06.1.2 recyclable materials; (unlimited amounts of recyclable material collected) and
    - ~~2.06.1.3 bulky items and appliances;~~
  - 2.06.2 Industrial, commercial establishments for
    - 2.06.2.1 garbage; (limited to 4 standard sized bags as described in Schedule "A") and
    - 2.06.2.2 recyclable materials; (unlimited amounts of recyclable material collected)
  - 2.06.3 Seasonal trailer parks for:
    - 2.06.3.1 garbage; (limited to 4 standard sized bags as described in Schedule "A")
    - 2.06.3.2 recyclable materials (unlimited amounts of recyclable material collected)
- 2.07 Despite any other provision of this ~~b~~By-law, disposal services shall not be provided, except by agreement, to any land or building owned or leased by the Crown in Canada, the Crown in right of Ontario, a school board, a university, a community college, a hospital, or to any property for which no taxes are paid and for which no grants in lieu are received.
- 2.08 No garbage and, where applicable, no recyclable materials will be collected:
  - 2.08.1 which is not in a garbage container or a recycling container or a or a waste storage ~~box-which~~box which meets the requirements of Schedule "A", as the case may be;

2.08.2 if the recyclable material is not packed in accordance with the requirements established by the ~~Clerk~~Clerk-Treasurer or his or her designate from time to time and listed in Schedule "C" to this ~~b~~By-Law; or

2.08.3 if the garbage or recyclable material is frozen to the approved container and cannot be dislodged ~~by shaking~~.

2.09 Where the Municipality provides collection services for garbage and recyclable materials, such collection services shall be provided at collection locations once a week, except when a normal collection day falls on a holiday as provided herein;

2.09.1 No collection shall occur on the following designated holidays:

|                                   |                      |
|-----------------------------------|----------------------|
| <del>New Year's Day</del>         | Labour Day           |
| <del>Good Friday</del>            | <u>Easter Monday</u> |
| Thanksgiving Day                  | Victoria Day         |
| Christmas Day                     | Canada Day           |
| Boxing Day ( <del>Dec.-26</del> ) | Civic Holiday        |
| Family Day                        |                      |

2.09.2 On weeks with a holiday, collection will take place on the day following the holiday or at the Clerk-Treasurer's discretion. The only exception shall be where Christmas Day and Boxing Day are both on collection days and then collection for Christmas Day will occur on the day after Boxing Day.

2.10 Where the Municipality provides ~~collection or~~ removal service for bulky items, such ~~collection or~~ removal services shall be provided at collection locations and in accordance with the guidelines established in Schedule "B".

2.11 This by-law may be enforced by every municipal by-law enforcement officer or any other person authorized by the Municipality to enforce the by-laws of the Municipality and by a police officer.

2.12 No person shall hinder or obstruct, or attempt to hinder or obstruct, any person exercising a power or performing a duty under this by-law.

2.13 Where provisions of this ~~by-law~~ conflict with the provisions of any other Municipality ~~b~~By-law or policy, the provisions of this ~~b~~By-Law shall prevail.

### 3.0 **PUTTING OUT WASTE FOR COLLECTION – ROADSIDE COLLECTION**

3.01 Council shall determine collection schedules for waste which is collected and may designate areas in the Municipality for special collection times differing from normal daytime collection.

3.02 During normal daytime collection, the approved user shall put out all items to be collected at the collection location prior to the time scheduled for collection, ~~and no earlier than 5:00 pm on the previous evening or no later than 8:00 am on the day of collection.~~

3.03 Residents residing along private, seasonal or unassumed roads will receive collection services at the nearest public right-of-way, normally at the end of their private, seasonal or unassumed road where it meets with either of the Provincial highway or a ~~year-round~~year-round maintained municipal road.

3.04 Materials shall be placed in approved structures or storage boxes meeting the requirements set out in Schedule "A" and to be located along the nearest public right-of-way, subject to the satisfaction of the ~~Road-~~Superintendent Public Works Leader to allow for proper road maintenance.

3.05 Every owner shall maintain his or her approved containers, storage boxes, and the immediate vicinity of where they store and where they set

out their containers for collection in a clean and sanitary condition.

- 3.06 Joint users of this public right-of-way shall be required to come to an amicable solution to any problem or collection services may be discontinued at that location at the discretion of Council upon staff recommendation.
- 3.07 Groups of residents may utilize a joint container providing it is maintained according to the standards in this by-law. It will be the responsibility of the joint users to notify municipal staff of the number of users of that receptacle to ensure that collection is maintained as per this by-law.

#### 4.0 **PREPARATION OF WASTE - GENERALLY**

- 4.01 Every person who puts garbage out for collection shall ensure that:
- 4.01.1 waste set out for disposal or recycling shall be in approved containers ~~as described as~~ described in Schedule "A" and in accordance with the collection requirements set out in Schedule "H"
  - 4.01.2 each residential dwelling, low density multi-residential dwelling and high density multi residential dwelling is allowed to place one ~~tagged~~ residential waste container as described in Schedule "A" at the collection locations designated by the ~~Clerk~~ Clerk-Treasurer for collection, if more ~~than~~ one residential waste container is placed out for collection in any one collection period the additional waste containers must conform with the user pay guidelines as described in Schedule "K";
  - 4.01.3 Amnesty day will follow the Christmas holidays and will occur on the next two collection days following the holiday. At this time, each resident may set out more than the allowed number of bags to compensate for additional holiday volume.
  - 4.01.4 Additional Amnesty days may be declared by Council from time to time and advertised well in advance of such date.
  - 4.01.5 each Industrial, Commercial or Institutional unit is allowed to place four ~~tagged~~ residential waste containers as described in Schedule "A" at the collection locations designated by the ~~Clerk~~ Clerk-Treasurer for collection. If more than four residential waste containers are placed out for collection in any one collection period the additional waste containers must conform with the user pay guidelines as described in Schedule "K";
  - 4.01.6 the waste for disposal does not contain recyclables as described in Schedule "C", Prohibited Waste as described in Schedule "D", or Leaf and Yard Waste as described in Schedule "E";
  - 4.01.7 all wet waste is drained, wrapped in absorbent materials such as dry paper, and placed in a leak-proof container or bag prior to placement in a garbage container which meets the requirements of Schedule "A";
  - 4.01.8 ashes which are put out for collection are to be: cold; placed in a sealed non-refundable plastic bag; not in excess of 40 pounds in total weight; and separated from flammable waste;
  - 4.01.9 feces of dogs or cats which cannot be flushed in a sanitary manner are first wrapped in absorbent paper and placed in a sealed leak-proof bag, mixed in with garbage, and represent not more than ten percent by volume of the garbage container.
  - 4.01.10 any sharp objects or broken glass are securely wrapped so that the sharp object or broken glass cannot pierce the waste container;
  - 4.01.11 he or she forthwith cleans up any mess or debris created if all or any of the waste spills from, or for any reason is no longer contained in the approved container;
  - 4.01.12 no prohibited waste is mingled with garbage;

4.01.13 he or she places the approved container at the collection locations designated by the ~~Clerk~~Clerk-Treasurer and Council for collection but not so as to impede or obstruct pedestrian or vehicular traffic or road maintenance operations;

4.02 An owner who requires an increase to the ~~tagged~~ bag limit because of the requirement to dispose of special waste such as medical tubing while such is being administered through home care may register with the Municipality to become exempt from the one (1) bag set out limit.

## 5.0 **PROHIBITIONS & PROVISIONS**

5.01 Every resident shall participate in the Municipal recycling program and are encouraged to actively reduce waste.

5.02 Every commercial establishment and trailer park operator shall participate in a recycling program and are encouraged to actively reduce waste.

5.03 No person shall place recyclable or prohibited material together in the same container with garbage. Any garbage bag observed to have more than 3 items that are considered recyclable materials or prohibited materials will not be collected by municipal employees for roadside collection or received for deposit at the landfill.

5.04 No person shall:

5.04.1 permit any animal owned by him or her or under his or her control to pick over, interfere with, remove or scatter any garbage, ~~or~~ or recyclable materials ~~or bulky items~~ placed out for collection;

5.04.2 throw, cast or otherwise deposit or permit any contractor, agent or employee of such person to throw, cast or otherwise deposit any waste whatsoever on or in any street, public property or private property without the prior consent of the owner, except as expressly authorized by this ~~b~~By-Law;

5.04.3 place waste on public property for collection by a private collection agency; or

5.04.4 deposit waste generated on private property into public waste receptacles located on public streets, parks or boat launches.

5.05 deposit waste at any waste disposal site outside the hours of operation as determined by the Council and posted at the site and set out in the ~~Certificate of Approval~~ Environmental Compliance Approval;

5.06 deposit any prohibited waste at any waste disposal site;

5.07 deposit any garbage, recyclable materials, scrap metal, bulky items, white goods, leaf and yard material, clean construction waste, or household hazardous waste material at the waste disposal site except at the location designated by the Landfill Attendant for that purpose;

5.08 deposit any burning material or set or cause to be set any fire at any waste disposal site;

5.09 deposit waste outside the gate or entrance to a waste disposal site or at any place other than the place designated for its receipt thereof;

5.10 neglect or refuse to provide proof of the origin of waste tendered for disposal at a waste disposal site when such is demanded, provided that in lieu of providing such proof the person tendering the waste may remove it without unloading it;

5.11 deposit waste at any waste disposal site when such deposit has been forbidden by the Council, ~~Clerk~~Clerk-Treasurer or Landfill Attendant or the person for the time being in charge at the waste disposal site on the ground that the deposit would be contrary to this ~~b~~By-law or on the ground that the

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- origin of the waste has not been satisfactorily determined in the sole discretion of the Landfill Attendant or their designate;
- 5.12 operate a motor vehicle on a waste disposal site other than on a designated roadway or highway; or without due care and attention; or at greater than the posted rate of speed;
  - 5.13 scavenge, salvage, pick over, interfere with, remove or scatter or like or similar any waste at any waste disposal site or at curbside unless authorized by the Landfill Attendant;
  - 5.14 transport waste to or at any waste disposal site except in properly covered containers or in carts, wagons, or vehicles, totally enclosed or covered in canvas, tarpaulins or nets, so fastened down around the edges so as to prevent any of the contents from falling upon the ground during transport;
  - 5.15 transport waste to or at any waste disposal site except in such a manner so as to protect the same from insects, vector and vermin, and to control the escape of any offensive odours there from;
  - 5.16 deposit waste at any waste disposal site while prohibited from doing so pursuant to the terms of this ~~By-Law~~ or an Order of the ~~Clerk~~Clerk-Treasurer;
  - 5.17 deposit in the designated area of any waste disposal site any refrigerator, freezer, air conditioning unit or other appliance that may contain or have contained chlorofluorocarbon refrigerants unless it has been processed as per Council policy on dealing with those materials as directed in Schedule "B";
  - 5.18 attend at any waste disposal site except for the purposes of depositing waste or for other lawful business, without the written approval of Council or the ~~Clerk~~Clerk-Treasurer; or
  - 5.19 attend at any waste disposal site without the prior approval of Council or the ~~Clerk~~Clerk-Treasurer except during the posted hours of operation.
  - 5.20 Except where otherwise permitted in this Bylaw, no person shall:
    - 5.20.1 deposit or cause to be deposited any waste within the Municipality limits other than in authorized waste disposal sites; provided however, natural soil, earth, sand, clay, gravel, loam, stones or any similar excavated materials may be used to fill low lots within the Municipality with the approval of the ~~Clerk~~Clerk-Treasurer;
    - 5.20.2 throw or deposit or cause to be thrown or deposited any waste upon any vacant lot or yard or any public or private road or store or keep waste other than in an approved container.
  - 5.21 Wherever possible, residents shall be encouraged to maintain and use a viable composting system for compostable materials.
  - 5.22 Except as provided herein, the Municipality shall not operate a system for the collection and removal of prohibited waste;
    - 5.22.1 As demand dictates, the Municipality shall conduct Municipal Hazardous and Special Waste collection days;
  - 5.23 Every owner of a premises producing prohibited waste which is not collectable waste shall:
    - 5.23.1.1 Provide or arrange for the provision of an appropriate storage container, or containers for each type of prohibited waste, each of which shall be adequate to contain all of the prohibited waste of the type being disposed of;

- 5.23.1.2 Ensure such waste is conveyed to the point of disposal by and at the expense of the consignee or owner of such waste;
- 5.23.1.3 Ensure no such waste is placed at the curb for collection unless otherwise permitted by the Municipality; and
- 5.23.1.4 Ensure no such waste is combined or mixed with waste which is collected by the Municipality.

## 6.0 **PRIVATE WASTE COLLECTION**

- 6.01 Every owner of a premises not entitled to Municipality collection services or who generates waste of a type for which collection services are not provided, shall ensure the provision of a receptacle storage enclosure which is adequate to contain all of the waste to be disposed of and such waste shall be conveyed to the point of disposal by and at the expense of the consignee or owner of such waste. Every person not entitled to waste collection, pursuant to the provisions of this ~~b~~By-law, shall not place waste for collection.
- 6.02 Where private commercial collection services are utilized, the owner shall ensure waste is stored until collected in properly constructed and maintained containers which are emptied as necessary in order to prevent development of odours or nuisances and which are not allowed to overflow.
- 6.03 The owner shall ensure all containers, structures or buildings provided for the storage of waste shall at all times are maintained in a secure, clean, dry and sanitary condition so as to prevent entry of rodents, insects or other vector and vermin.

## 7.0 **WASTE DISPOSAL SITES**

- 7.01 Public access to a waste disposal site shall be limited to hours permitted in the ~~Certificate of Environmental Compliance~~ Approval and/or determined by the ~~Clerk~~~~Clerk-Treasurer~~ and Council and posted at the site and set out in Schedule "G" to this by-law.
- 7.02 All waste deposited at any waste disposal site shall become the property of the Municipality and may be salvaged, reclaimed, recycled, composted, disposed of or otherwise dealt with by the Municipality as the Municipality may deem fit.
- 7.03 No person shall deliver or deposit at any waste disposal site any waste not generated in the United Townships of Head, Clara & Maria, or waste which does not comply with this ~~b~~By-law or unload such waste at a waste disposal site, and, whether unloaded or not, all such waste shall be removed by or at the expense of the person seeking to or who did dispose of it.
- 7.04 No person ~~or account holder~~ shall deliver or deposit at any waste disposal site loads for disposal that are contaminated with recyclable material as described in Schedule "C", Leaf and Yard Waste as described in Schedule "E", Prohibited Waste as described in Schedule "D", Tires, or Scrap Metal.
  - 7.04.1 Loads containing more than 20% divertible material shall be deemed not to comply. It is up to the discretion of the Landfill Attendant to determine the percentage of contamination.
  - 7.04.2 Any person who fails to comply will be sent a warning in writing, at the property address, by the ~~Clerk~~~~Clerk-Treasurer~~ sent by prepaid regular mail and shall be deemed delivered five days after being posted by the Municipality in relation to a first occurrence;
  - 7.04.3 Any person who fails to comply will be charged two times the tipping fee for the non-compliant load in relation to a second occurrence;

- 7.04.4 Subsequently, any person who fails to comply will be charged three times the tipping fee for the non-compliant load and denied access to any Municipal landfill until all accounts owed to the Municipality for waste management are paid after the third occurrence.
- 7.04.5 Accounts holders in arrears at any Municipality landfill for more than 60 days shall be denied access until all accounts are paid in full or paid according to an agreed repayment schedule approved by the Clerk/Clerk-Treasurer in writing.

**8.0 FEES**

- 8.01 The Municipality may from time to time prescribe rates or charges for the use of waste disposal sites and provide for terms of payment thereof.
  - 8.01.1 No person shall deposit or deliver waste to any waste disposal site operated by the Municipality without paying the appropriate fee as set forth in Schedule "F" – Solid Waste Tipping Fees,
  - 8.01.2 Notwithstanding subsection 8.01.1, no fees shall be payable under Schedule "G" in the circumstances set out in Schedule "I" – Exemptions from Tipping Fees.

**9.0 PRIVATE WASTE DISPOSAL SITES**

- 9.01 All privately-owned waste disposal operations shall comply with and be operated in accordance with all other relevant Municipal by-laws and all Provincial legislation and Federal legislation and standards and with the approval, when required, of the Medical Officer of Health.

**10.0 SCHEDULES**

- 10.01 The following schedules attached hereto form a part of this bBy-law and are enforceable fully as part of this bBy-law.
- 10.02 Schedule "A" – Approved Containers;
- 10.03 Schedule "B" – Bulky Items;
- 10.04 Schedule "C" – Recyclable Materials;
- 10.05 Schedule "D" – Prohibited Waste;
- 10.06 Schedule "E" – Leaf and Yard Materials;
- 10.07 Schedule "F" – Solid Waste Tipping Fees;
- 10.08 Schedule "G" – Landfill Hours of Operation;
- 10.09 Schedule "H" – Collection Requirements;
- 10.10 Schedule "I" – Exemptions from Tipping;
- 10.11 Schedule "J" – Procedure for Receipt of Contaminated Soil;
- 10.12 Schedule "K" – User Pay Program
- 10.13 Schedule "L" – Waste Collection Routes
- 10.14 Schedule "M" – Implementation Schedule
- 10.15 Schedule "N" – Part I Provincial Offences Act Contraventions

**11.0 PENALTIES, SANCTIONS, ETC.**

- 11.01 The Clerk/Clerk-Treasurer, or the employees of the Municipality who are designated by the Clerk/Clerk-Treasurer as being in charge of a waste disposal facility may at any time order any person found scavenging or conducting any activity contrary to the terms of this bBy-law or other illegal activity on a waste disposal site or having no lawful reason to be there to leave forthwith, and if any such person fails to or refuses to leave, may call for police assistance and cause trespass charges to be laid.
- 11.02 Any registered owner of a property who fails to remove uncollected waste from public property or the collection location shall be notified in writing by the Clerk/Clerk-Treasurer or designate that the Municipality may remove the waste at the registered owner's expense.
  - 11.02.1 If a registered owner refuses, delays or fails in removing waste not collected after written request to do so, the Clerk/Clerk-Treasurer or his designate is

hereby authorized to have the waste removed at the expense of the registered owner.

- 11.02.2 All costs incurred, including the expenses of the Municipality for the removal and disposal of the waste shall be paid by the registered owner forthwith after mailing of a written invoice setting out the costs incurred by the Municipality.
- 11.02.3 If payment is not made by the registered owner within ~~sixty~~ thirty days of mailing of the invoice, the Municipality is entitled to use all legal means at its disposal to collect the fees applicable, including placement of unpaid fees on the tax collector's roll for the property in question, which unpaid fees shall be collected in the same manner as municipal taxes pursuant to the Municipal Act 2001, c. 25, s. 398 (2).
- 11.03 Where an owner contravenes any of the provisions of this ~~b~~B-law, the ~~Clerk~~Clerk-Treasurer or designate may in his or her sole discretion give notice in writing to the owner, at the property address, that unless the owner remedies the default within a specified time, and complies thereafter with the ~~b~~B-law, the ~~Clerk~~Clerk-Treasurer may suspend, revoke or discontinue collection services and/or disposal privileges to the owner.
- 11.03.1 Where, in the opinion of the ~~Clerk~~Clerk-Treasurer or his designate, there has been a failure to comply with the Notice provisions in subsection 11.03, or there is a subsequent contravention of the ~~b~~B-law, the ~~Clerk~~Clerk-Treasurer may issue an Order to suspend, discontinue or revoke collection services and/or disposal privileges to the owner for a fixed period of time.
- 11.03.2 Notice of the Order of the ~~Clerk~~Clerk-Treasurer shall be given in writing to the owner, at the property address, delivered by prepaid regular mail and shall be deemed to be delivered five days after being posted by the Municipality.
- 11.03.3 Any owner may apply to the ~~Clerk~~Clerk-Treasurer in writing for termination of the Order, and upon the owner demonstrating to the ~~Clerk~~Clerk-Treasurer that he or she is in compliance with the ~~b~~B-law and undertaking in the future to comply with the ~~b~~B-law, the ~~Clerk~~Clerk-Treasurer may:
- 11.03.3.1 terminate the Order, in whole or in part;
- 11.03.3.2 impose such conditions or terms as she considers appropriate to reinstate full or partial collection services and/or disposal privileges; or
- 11.03.3.3 make a new Order, on different terms and conditions
- 11.03.3.4 In the event that the address of the owner changes, then the ~~Clerk~~Clerk-Treasurer may continue the Order with respect to the new address of the owner.
- 11.03.4 Every person who commits an act prohibited under sections 4, 5 and/or 9 or contravenes any other provision of this ~~b~~B-law is guilty of an offence and upon conviction thereof is liable to a fine of not more than \$10,000.00 for the first conviction and \$25,000.00 for any subsequent conviction, except that where a corporation is convicted of an offence the maximum penalties shall be \$50,000.00 for the first conviction and \$100,000.00 for any subsequent conviction and as determined in Schedule "N" as set by Council from time to time;
- 11.04 In the event that the ~~Clerk~~Clerk-Treasurer suspends, revokes or discontinues collection services, the owner shall arrange for private collection services in accordance with the ~~b~~B-law.
- 11.05 In addition to any penalties imposed through prosecution of an offence pursuant to this ~~b~~B-law, the Municipality is entitled to use all legal means at its disposal to collect the fees applicable pursuant to this ~~b~~B-law. Any and all collection methods lawfully applicable may be relied upon, including placement of unpaid fees on the tax collectors roll for the property in question.

- 11.06 The fees and costs contributed to collection of unpaid fees applicable to this by-law will be added to the outstanding invoice.
- 11.07 The conviction of a person for the contravention of any provision of this ~~b~~By-law shall not operate as a bar to a prosecution against the same person for any subsequent or continued contravention of this ~~b~~By-law.
- 11.08 If this ~~b~~By-law is contravened and a conviction entered, the court in which the conviction has been entered and any court of competent jurisdiction thereafter may, in addition to any other remedy and to a penalty that is imposed, make an order prohibiting the continuation or repetition of the offence by the person convicted.

**12.0 GENERAL PROVISIONS**

12.01 **SHORT TITLE:** This ~~b~~By-Law shall be known and may be cited as the "Waste Management By-Law";

12.02 \_\_\_\_\_ This By-Law comes into force and takes effect on ~~April 1, 2012~~ the date of ~~passage, repealing By-Law 2011-21,~~

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~~READ a 1<sup>st</sup> and 2<sup>nd</sup> time this 9<sup>th</sup> day of September 2011, first and secons time this 17<sup>th</sup> day of May, 2022.~~

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~~READ a 3<sup>rd</sup> third-time short and passed this \_\_\_\_\_ 2<sup>nd</sup> day of December 2022, 11.~~

~~TAMMY LEA STEWART, REEVE MAYOR  
TREASURER~~

~~MELINDA REITH, CLERK CLERK~~

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**SCHEDULE "A" TO BY-LAW 2011-21**

**APPROVED CONTAINERS**

1. For the purpose of this by-law;

"residential waste/garbage container" shall be a standard size waste bag no larger than 24 inches ~~x~~ 36 inches and weighing no more than 40 pounds when full.

"residential recycling container" shall be a standard size clear or transparent waste bag no larger than 24 inches ~~x~~ 36 inches and weighing no more than 40 pounds when full. Large barrels and waste receptacles with loose materials are prohibited due to the current method of collection.

"waste storage boxes" shall be permitted for end of laneway use, to be placed within seven feet from traveled portion of the roadway. If the box has a hinged lid the lid shall be of a weight and so constructed that the collector can easily open the lid for removal of the waste. The container shall be vented so that it is not an air tight compartment, drilled for drainage and screened to prevent the access of vermin.

"leaf and yard material" may be self-hauled to the disposal site in compostable paper bags and/or reusable containers and deposited in the area set aside for this material as directed by the land fill attendant.

**SCHEDULE "B" TO BY-LAW 2011-21**

**BULKY ITEMS**

1. For the purposes of this ~~By-Law~~ law, "bulky items" include but is not limited to:

- (a) refrigerators;
- (b) ovens and stoves;
- (c) washers;
- (d) dryers;
- (e) dishwashers;
- (f) freezers;
- (g) air conditioning units;
- (h) microwave ovens;
- (i) barbeques;
- (j) patio furniture;
- (k) piano;
- (l) oil tanks;
- (m) furnace;
- (n) TVs and monitors;
- (o) vacuum cleaner;
- (p) hot water heater;
- (q) woodburning stoves;
- (r) child's swing set;
- (s) humidifier;
- (t) toilet;
- (u) sink;
- (v) furniture; and
- (w) any items so designated by the ~~Clerk~~Clerk-Treasurer from time to time

~~2. No collection or removal services shall be provided, and no person shall put out for collection or disposal any refrigerator, freezer, air conditioning unit or any other Freon containing white good unless:~~

~~2. No collection services shall be provided, and no person shall put out for collection, any bulky items. Bulky items can be self-hauled to the disposal site only.~~

~~3. Upholstered furniture including mattresses and sofas are accepted for self-haul at the Bissett Creek waste disposal site only. Upholstered furniture is not accepted at the Kenny Road Landfill.~~

~~(a) all of the doors thereon have either been first removed or latches have been removed such that the unit can in no way be latched;~~

~~(b) all fluorocarbon refrigerants have been removed there from by a licensed "Ozone Depletion Technician" or a paid Freon removal tag has been purchased; and~~

~~(c) either a tag or notice is displayed thereon signed by a person certified pursuant to regulations indicating that the unit is empty of fluorocarbon refrigerants.~~

~~3. Notwithstanding subsection (2), the Clerk may, in his or her sole discretion, limit or refuse collection or removal services for white goods and/or bulky items from any residential building or limit or refuse collection services for any bulky item or items for the benefit of any owner of a residential dwelling.~~

~~4. Notwithstanding subsection (2), the resident may contact the municipal service provider to determine whether or not the unit may be collected without complying providing:~~

~~(a) the unit is not left curbside but instead removed directly from the resident's property by the service provider.~~

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**SCHEDULE "C" TO BY-LAW 2011-21**

**RECYCLABLE MATERIALS**

1. In this By Law: "recyclable containers" includes but is not limited to:
  - a) food and beverage glass bottles and jars;
  - b) metal food and beverage cans;
  - c) aluminum foil and trays;
  - d) #1 (PET) plastics, #2 (HDPE) plastics, #3 (PVC), #4 (LDPE) plastics, #5 (PP) plastics, #6 (PS) and #7 (OTHER PLASTIC) plastics and consisting of bottles, containers, trays, tubs, lids and film, but not including motor oil containers; bail wrap and twine, toys, and plant trays;
  - e) polycoat milk and juice cartons;
  - f) tetrapak drinking boxes;
  - g) empty and dry paint, stain and coating cans with lid removed;
  - h) empty aerosol cans; and
  - i) any other container designated by the ClerkClerk-Treasurer to be a recyclable container.
  
2. "recyclable paper" includes but is not limited to:
  - a) newspaper and insert flyers
  - b) magazines, catalogues and telephone books
  - c) household paper, including junk mail, writing and computer paper and envelopes;
  - d) paper bags;
  - e) fibre egg cartons
  - f) paper rolls such as the inserts for toilet paper and paper towels;
  - g) boxboard and waxed boxboard;
  - h) hard and soft cover books;
  - i) paper cups;
  - j) greeting cards and gift wrap;
  - k) "recyclable cardboard" includes, clean, unwaxed corrugated cardboard and
  - l) any other paper designated by the ClerkClerk-Treasurer in conjunction with our service provider to be recyclable paper
  
3. "recyclable materials" includes but is not limited to:
  - a) recyclable containers;
  - b) recyclable papers;
  - c) recyclable cardboard;
  - d) ink jet cartridges;
  - e) cell phones;
  - f) rechargeable batteries; and
  - g) any other item designated by the ClerkClerk-Treasurer in conjunction with our service provider to be recyclable materials.
  
4. All recyclable waste whether set out for collection or deposited in the depot bins or brought to the landfill shall be separated from non-recyclable garbage and prepared for collection as follows:
  - a) All wet materials shall be separated from dry papers and packaging.
  - b) All material shall be placed in clear/transparent bags for collection.
  - c) Glass bottles and jars shall be rinsed with their tops removed.
  - d) Metal cans shall be rinsed with the lids cut off.
  - e) Plastic bottles and jars shall be rinsed with their tops removed.
  - f) Aluminum trays and foil shall be clean, folded together and placed loose in the bag.
  - ~~g) Styrofoam shall be clean and placed loose in the bag.~~
  - h) Corrugated cardboard shall be broken down, laid or folded flat, preferably bundled within another box.
  - i) Boxboard and other household paper shall be cleaned of any food and/or plastic liners and shall be flattened.
  - j) Clean plastic bags and packaging shall be placed in a sound transparent plastic bag and tied shut.
  - k) No loose material will be collected unless the items are large and easily carried.

**SCHEDULE "D" TO BY-LAW 2011-21**

**PROHIBITED WASTE**

For the purpose of this ~~b~~By-law:

1. "dangerous, hazardous or toxic waste" includes but is not limited to:
  - (a) acute hazardous waste
  - (b) chemical hazardous waste;
  - (c) chemical corrosive waste;
  - (d) hazardous industrial waste
  - (e) ignitable waste;
  - (f) PCB waste;
  - (g) radioactive waste;
  - (h) reactive waste;
  - (i) severely toxic waste;
  - (j) leachate toxic waste; or
  - (k) any otherwise determined by the ~~Clerk~~Clerk-Treasurer to be hazardous or toxic; and shall not be collected at HCM landfills.
  
2. "~~p~~Pathological waste" includes biomedical waste, whether solid or liquid, including but not limited to:
  - (a) any animal or human organ or part thereof;
  - (b) bone, muscle or other animal or human tissue or part thereof;
  - (c) medicines, vitamins, drugs, or vaccines;
  - (d) loose needles, syringes, or lancets;
  - (e) vials;
  - (f) any other similar material or substance which contains or may contain pathogenic micro-organisms;
  - (g) any material which may be hazardous or dangerous;
  - (h) anything designated as pathological waste under Regulation 347 of the Environmental Protection Act; and
  - (i) any other waste determined by the ~~Clerk~~Clerk-Treasurer to be pathological waste; and shall not be collected at HCM landfills.
  
3. "household hazardous waste" includes any household product, material or item, other than empty containers, labeled as:
  - (a) "corrosive" or "toxic";
  - (b) "reactive";
  - (c) "explosive";
  - (d) "oxidizing";
  - (e) "poisonous";
  - (f) "infectious";
  - (g) "flammable"; or
  - (h) established by the ~~Clerk~~Clerk-Treasurer from time to time as being prohibited and set out in information publications produced by the ~~Clerk~~Clerk-Treasurer;
  - (i) and shall be collected as per our Certificate of Approval on arranged collection days.
  
4. "prohibited waste" includes but is not limited to:
  - (a) dangerous, hazardous or toxic waste;
  - (b) pathological waste;
  - (c) household hazardous waste;
  - (d) manure originating from agricultural activity;
  - (e) any waste in liquid form; and
  - (f) any other item or thing designated as prohibited waste by the ~~Clerk~~Clerk-Treasurer.

**SCHEDULE "F" TO BY-LAW 2011-21**

**LEAF AND YARD MATERIAL**

1. In this by-law, "leaf and yard material" includes but is not limited to:
  - (a) leaves;
  - (b) grass clippings;
  - (c) trees (excluding root balls);
  - (d) garden roots and cuttings;
  - (e) hedge and shrub trimmings;
  - (f) brush cuttings;
  - (g) twigs and branches;
  - (h) Christmas trees;
  - (i) Other plant material; and
  - (j) Any other item determined by the Clerk/Clerk-Treasurer from time to time to be leaf and yard material.
  - (k) And shall be collected at the landfill so long as it is separated and sorted into appropriate piles.
2. The attendant will allow a maximum of 4 – one-half ton truck loads of brush per household per year to be disposed of.
3. Contractors who approach the municipality with a request to dispose of brush will be told that the municipality recommends the usage of a chipper and will not be allowed to dispose of brush in our site. Municipal roads staff will maintain the practisepractice of letting brush lie along roadsides.
4. Stumps are prohibited.

**SCHEDULE "F" TO BY-LAW 2011-21**

**SOLID WASTE TIPPING FEES**

**No Charge Shall be Collected For**

1. Residential Recyclable Containers and Fibres.
2. Residential brush and leaves.
3. Residential Household Hazardous Waste at designated sites and times only.
4. Metal (all metal that can be recycled excluding large appliances).
5. Passenger car or truck tires not exceeding 20 inches and limited to four per household per year.

**Tipping Fees**

|  |  |
|--|--|
| <b>Bags—standard size as per Schedule "A"</b>                                  | <b>\$1/bag for 2012</b>  |
| <b>Oversized bags count as 2</b>   |  |
| Upholstered Furniture or Mattresses  | \$5 each chair or small sofa<br>\$10 each large sofa or sofa bed or mattress |
| Large Appliances – fridge, stove, freezer etc.                                 | \$10 each  |
| Boats – no matter the material   | \$3 per linear foot  |
| <b>Containers per cubic yard</b>   |  |
| Loose Household Waste  | \$10 per cubic yard  |
| Demolition/construction Waste - wood products, drywall and insulation products | \$20 per cubic yard  |
| Asphalt Shingles   | \$30 per cubic yard  |
| Compacted material   | \$30 per cubic yard  |
| Railway Ties   | \$5/tie  |
| All Other Material   | \$40 per cubic yard  |
| Contaminated Fill (See Schedule "J") Suitable for Daily Cover                  | \$40.00/tonne or \$20/cubic yard   |
| Contaminated Fill (See Schedule "J") Not Suitable for Daily Cover              | \$85.00/tonne or \$40/cubic yard   |
| Highway Accident Refuse – non-hazardous  | \$100/cubic yard   |
| Highway Accident Refuse – hazardous material                                   | Not accepted, will need to locate an authorized venue for disposal.          |
| Building Fire/Building demolition  | \$300 per load   |

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**SCHEDULE "G" TO BY-LAW 2011-21**

**LANDFILL HOURS OF OPERATION**

~~Disposal site hours vary during the winter months of January, February and March.~~

**BISSETT CREEK SITE** - Located on Bissett Creek Road.

Tuesday 12:30 pm - 3:30 pm (3 hours)  
Saturday 12:45pm - 3:45pm (3 hours)

**STONECLIFFE SITE** - Located on Kenny Road.

Thursday 12:45pm - 4:15 pm (3.5 hours)  
Saturday 8:30 am to 12:00 noon (3.5 hours)

**Reduced Hours - January, February and March Only**

**BISSETT CREEK SITE**

Tuesday - 12:30 - 2:00 pm

Saturday 12:45pm - 1:45pm

**STONECLIFFE SITE**

Thursday - 12:45 - 2:30 pm

Saturday 8:30 am to 12:00 noon

**DISPOSAL SITE CLOSURES**

\*\*Reminder that the disposal sites will be closed on all Statutory Holidays plus Easter Sunday, Civic Holiday Monday and Christmas Eve:

- New Year's Day
- Family Day
- Good Friday
- Easter ~~Monday~~Sunday
- Victoria Day
- Canada Day
- Civic Holiday Monday
- Labour Day
- Thanksgiving Monday
- Christmas Eve
- Christmas Day
- Boxing Day

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**SCHEDULE "H" TO BY-LAW 2011-21**

**COLLECTION REQUIREMENTS**

The following guidelines must be observed in order for waste and recycling collection services to be guaranteed:

- (a) Waste and recyclables shall be set out no later than 8:00 am on the morning of collection to provide for emergencies or modifications to routine of operator;
- (b) Waste and recyclables shall be the responsibility of the homeowner until it is collected by the Municipality. If animals tear into and strew waste about the roadside, it is the homeowner's responsibility to clean it up;
- (c) "one bag" shall mean one standard size garbage bag of dimensions of approximately 24 inches X 36 inches or container of approximately 15 gallons.
- (d) One (1) ~~tagged~~ bag shall be collected from each residence with four (4) being collected from each trailer park or other commercial operation;
- (e) over-sized bags shall count as two bags of garbage;
- (f) bags or containers shall not weigh more than 40 pounds when filled;
- (g) waste ~~and~~; recyclables ~~and bulky~~ items shall be visible to the collection staff from the road;
- (h) waste ~~and~~; recyclables ~~and bulky~~ items shall not be placed more than seven feet from the property owner's side of the edge of the road or seven feet from the edge of the driveway or property access.
- (i) waste ~~and~~; recyclables ~~and bulky~~ items shall not be placed atop or behind a snow bank;
- (j) waste ~~and~~; recyclables ~~and bulky~~ items shall be out of the path of the snow plow;
- (k) waste shall not contain household hazardous waste;
- (l) household hazardous waste shall not be collected but instead self-hauled to the Kenny Road landfill site for short term storage as per the amended Municipal Certificate of Approval or held on the owner's property until the next Municipal Hazardous and Special Waste collection event;
- (m) construction and demolition waste, including wood, drywall, carpet, tiles etc, shall not be collected roadside; construction and demolition waste must be self-hauled to landfill.

**SCHEDULE "I" TO BY-LAW 2011-21**

**EXEMPTIONS FROM WASTE DISPOSAL SITE TIPPING FEES**

1. Notwithstanding the fees set out in Schedule "F", no tipping fees shall be payable with respect to:
  - (a) recyclable materials source-separated to the satisfaction of the Landfill Attendant and deposited in the appropriate container or area specified for such use by the Attendant;
  - (b) leaf and yard material source-separated to the satisfaction of the Landfill Attendant and deposited in the appropriate area specified for such use by the Attendant;
  - (c) clean wood waste source-separated to the satisfaction of the Landfill Attendant and deposited in the appropriate area specified for such use by the Attendant;
  - (d) granular materials determined by the Landfill Attendant in his or her sole discretion to be suitable as cover material at the waste disposal site, and source-separated to the satisfaction of the Attendant and deposited in the appropriate container or area specified for such use by the Landfill Attendant;
  - (e) garbage collected from single unit residential buildings, multi-unit residential buildings and small commercial establishments delivered by waste collection vehicles of the Municipality.

**SCHEDULE "J" TO BY-LAW 2011-21**

**PROCEDURE FOR RECEIPT OF CONTAMINATED SOIL**

The United Townships of Head, Clara & Maria can accept contaminated soil at our landfill sites provided it is classified as "non-hazardous" as per O. Reg 558.

**Procedure**

1. The waste generator must provide the analysis of the soil to ensure it is within acceptable limits.
2. The waste generator is to provide an estimate of the quantity of material to be received.
3. The analysis and estimate are forwarded to the municipal consultant to review the sampling procedures and confirm the findings are satisfactory.
4. The Municipality may request that additional chemical analysis be performed on areas of soil with the highest concentration of contaminants. In relation to large projects, the Municipality may require, at its sole and absolute discretion, additional sampling.
5. Confirm with our Landfill Attendant the location, within the approved landfilling area, that the contaminated soil may be deposited.
6. Ensure that any erosion of the pile will not be carried off site by surface water runoff.
7. Use as regular cover material.
8. A site visit at the source of such soil by Municipal staff or consultants may be conducted at their sole and absolute discretion.
9. Once chemical properties of the material are reviewed and determined to be below Schedule 4, O. Reg 558, the physical characteristics of the material will be reviewed by the Consultant. The soils will be accepted as landfill daily cover provided the material is:
  - Dry
  - Free of garbage/debris
  - Contains little stone
  - Sand based (soils with high clay content will not be accepted as cover)

## SCHEDULE "K" TO BY-LAW 2011-21

### USER PAY PROGRAM

The Council of the United Townships of Head, Clara & Maria deems it prudent to establish a partial user pay program in respect to waste products within the municipality to encourage waste diversion and offset the costs of maintaining a waste diversion program and landfill sites.

#### **Procedure**

1. As per the Implementation Schedule listed in this by-law, users of the landfills within the United Townships of Head, Clara & Maria will be required to pay for any materials deposited at the landfill sites over and above those limits as set out in this by-law.
2. Any residence disposing of more than one (1) standard bag of household waste per week will be required to self-haul the material to the landfill during approved hours and pay tipping fees at the rates set out in Schedule "F" to this by-law.
3. All material shall require the payment of a tipping fee as per schedule "F".
4. ~~In order to facilitate the payment of tipping fees, B~~ bags self-hauled to the disposal site will ~~require bag tags. Extra bag tags may be purchased at the Municipal office during regular office hours be invoiced through a tipping fee invoice.~~
5. Other materials will require an estimate of the volume of material and a pre-purchased tipping slip acquired from the municipal office and presented to the Landfill Attendant prior to tipping.
6. Without this pre-paid tipping slip, materials will not be accepted by the Landfill Attendant.

**SCHEDULE "L" TO BY-LAW 2011-21**

**WASTE COLLECTION ROUTES**

Disposal Site and Recycling Collection will take place from the driveways of residents and commercial operations along Highway 17 and along Municipal Roads up to the snowplow turnarounds.

Residents from private roads are required to bring their garbage and/or recyclables to the ends of their roads where they connect to the Municipal roads; again at the snow plow turnarounds or the ends of private lanes/trails.

In summer, cottagers and seasonal residents will deposit their waste at the ends of these roads as well; increasing normal volume. Our driver is required to collect this material.

The municipal roads subject to collection include:

**TransCanada Highway 17**

- ↗ From # 38065 in Mackey to and including #47606 in Deux Rivieres

**Mackey**

- ↗ Harvey Creek Road
- ↗ Jobidon Road
- ↗ Boudreau Road
- ↗ Francoeur Road to Clouthiers
- ↗ Ashport Road
- ↗ Donnelly Road
- ↗ Mackey Creek Road
- ↗ Desjardins Road
- ↗ Jennings Road (to Boy Scout Camp)

**Stonecliffe**

- ↗ Pine Valley Road
- ↗ Township Hall Road
- ↗ Loggers Road
- ↗ Boat Launch Road
- ↗ Yate's Road

**Bissett Creek**

- ↗ McIsaac Drive
- ↗ Trapper's Road

**Deux Rivieres**

- ↗ Dunlop Crescent
- ↗ Cotnam Road

As well as garbage, our driver shall collect recycling material from Bissett Creek and Deux Rivieres. This material shall be in transparent bags, left along with the garbage. The garbage and recycling is to be dropped at Bissett Creek Landfill Site, and the recycling to be transferred to the recycling storage container beside the Township Hall in Stonecliffe or to the container at the Kenny Road Disposal Site.

The cargo container at Stonecliffe may be used to store recyclable material from Bissett and Deux Rivieres. This cargo container shall also be used as a re-use storage area for any material that is delivered to the landfill in good shape. The material is to be placed into the container for any person to remove for re-use. If any item stays for a length of time, as determined by the Attendant, it may then be land filled or recycled.

Similarly the cargo container at Bissett is to be used for re-use and recyclables for short term storage.

## **SCHEDULE " M" TO BY-LAW 2011-21**

### **IMPLEMENTATION SCHEDULE**

~~Once the by-law is passed, a copy will be posted on the municipal website and information will routinely be inserted in each subsequent newsletter.~~

~~As of January, 2012 a mail out using the tax bill database will occur advising all property owners of the new Waste Management By-Law to become effective on April 1, 2012. Tipping cards allowing 10 free bags to be brought to the landfill will be mailed to each residence.~~

~~As of March 1, 2012 all waste must be set out as per the new by-law limiting collection to one bag per residence with tipping fees to be applied at the landfill beginning in April. Stage I Enforcement will continue until April 1, 2012.~~

~~As of April 1, 2012 Stage II Enforcement will commence. Those with non-conforming materials will be collected but the owner will be made aware that this is their only chance; in future the materials will not be collected. Tipping fees will be required for all materials brought to the disposal site(s).~~

~~As of May 1, 2012 Stage III Enforcement will commence. All bags over the limit or which contain improper materials will be left at the roadside. At this point the by-law enforcement officer and Landfill Attendant will be able to lay fines to enforce this by-law.~~

~~A reminder notice will be included in all spring tax bills, reminding property owners of the new system.~~

### **Enforcement**

#### **Stage I Enforcement – (implementation of limits and tipping fees)**

Any resident that has a non-compliant bag at the curb side (anything more than one bag or obviously containing prohibited materials) will be given a friendly reminder by staff about the new requirements. The bags will still be accepted but residents will be informed about how they were not in compliance, so they can change for when enforcement starts.

An "OOPS" sticker and a notice as to why the bag was not compliant will be left on the household door or on the container.

If the location is at a public access site, the Attendant will attempt to ascertain to whom the material belongs. The notice will be left at the site and a notice letter will be mailed to the property owner(s).

#### **Stage II Enforcement**

Any resident that has a non-compliant bag or more than one (1) bag curb side will be given a friendly reminder that there are recyclables or other non-conforming material in their bag or that they have exceeded the bag limit. The bags will be collected but the date of the expiration of the "warning period" will be listed on the warning.

An "OOPS" sticker and a notice as to why the material was not compliant will be left on the household door or on the container.

Again, if the location is at a public access site, the Attendant will attempt to ascertain to whom the material belongs. The notice will be left at the site and a notice letter will be mailed to the property owner(s).

#### **Stage III Enforcement**

The program requirements will be fully enforced. Any non-compliant garbage bags (ex. a bag that obviously contains recyclables or other prohibited material) will be left at curbside and/or not received at the landfill.

As a rule of thumb to help the driver monitor for contamination, any bag/container with more than 3 obvious prohibited items will be left curb side with a sticker/notice indicating the infraction.

### **Variations**

Variations to the program may be permitted for requesting facilities or households depending on circumstances. Variations will be dealt with on a case by case basis upon submission of a request for consideration to the ClerkClerk-Treasurer.

If a request is made, the following protocol will be followed:

- ◆ A convincing reason as to why a variation is needed would be heard.

If it is deemed that a variation may be required:

- ◆ Consultation would occur to ensure that the resident is fully participating in the recycling program.
- ◆ Consideration for a variation would be undertaken by the ClerkClerk-Treasurer and Attendant.
- ◆ Final decision will be at the municipality's discretion.
- ◆ If a variation is permitted, the driver will be notified of the civic address and details of the variation (how many bags will be allowed).
- ◆ Variations will be reviewed periodically and modified at the municipality's discretion.

**SCHEDULE "N" TO BY-LAW 2011-21**

**PART 1 PROVINCIAL OFFENCES ACT CONTRAVENTIONS**

| <b>ITEM</b> | <b>SHORT FORM WORDING</b>   | <b>BY-LAW PROVISION CREATING THE OFFENCE</b> | <b>SET FINE (INCLUDES COSTS)</b> |
|-------------|---|--|----------------------------------|
| 1           | Fail to pay proper tipping fee.   | Schedule F                                   | \$100                            |
| 2           | Fail to provide name and address at site.   | 5.10   | \$100                            |
| 3           | Fail to declare origin of waste at site or provide false evidence of origin.                | 5.10   | \$200                            |
| 4           | Deposit waste at site outside hours of operation.   | 5.05   | \$200                            |
| 5           | Fail to transport waste in a safe manner, to avoid littering.                               | 5.14   | \$200                            |
| 6           | Fail to properly sort waste and dispose in designated area.                                 | 5.07   | \$100                            |
| 7           | Improperly disposing of waste at the landfill site outside the gates                        | 5.09   | \$100                            |
| 8           | Dispose of Hazardous or other Prohibited Materials  | 5.06 and Schedule D                          | \$500                            |
| 9           | Salvaging at site without municipal permission.   | 5.13   | \$200                            |
| 10          | Scavenging, removing or scattering waste on site.   | 5.13   | \$100                            |
| 11          | Disposing of waste on municipal or private property other than the landfill site.           | 5.04.2 and 5.20.2                            | \$200                            |
| 12.         | Depositing waste generated on private property into public waste receptacles.               | 5.04.4                                       | \$100                            |
| 13.         | Deposit any burning material or set or cause to be set any fire at any waste disposal site. | 5.08   | \$200                            |