

MUNICIPALITY OF TWEED COUNCIL MEETING AGENDA

Tuesday, May 7, 2024, 9:00 a.m. Council Chambers Municipal Building, 255 Metcalf St, Tweed, ON

Pages

6

1. Call to Order, Land Acknowledgement and National Anthem

Land Acknowledgement

The Municipality of Tweed recognizes that our work takes place on traditional Indigenous territories including the Huron-Wendat, Anishnaabe, and the Haudenosaunee peoples.

We recognize and respect the history, languages, and cultures of the First Nations, Metis, Inuit and all Indigenous peoples whose presence continues to enrich our communities.

- 2. Approval of Regular Meeting Agenda
- 3. Disclosure of Pecuniary Interest and the General Nature Thereof
- 4. Adoption of Minutes

April 23, 2024 Regular Council Meeting.

April 29, 2024 Special Council Meeting.

5. Notification of Closed Meeting

Council will hold a Closed Meeting during the Regular Council Meeting pursuant to Section 239 (2) of the *Municipal Act, 2001, S.O. 2001, c. 25*, as amended, to consider the following matter(s):

- ((b) personal matters about an identifiable individual, including municipal or local board employees;
- (d) labour relations or employee negotiations.
- 6. Mayor's Remarks
- 7. Notices of Motion
 - 7.1 Councillor J. Flieler

 Notice of Motion Re: Exotic Animals
- 8. Public Planning Meetings

	8.1	Public Meeting For Zoning Amendment ZA5/24 Applicant: George & Ena Palmateer				
			Part of Lot 4 Concession 12, Rapids Rd, Hungerford.			
		•	The purpose and effect of the proposed zoning by-law			
			ent is to change the zoning of an approx. 12.5 acre retained lot			
			Rural (RU) zone to the Rural Residential (RR) zone. The			
			ands shall remain zoned Rural (RU). The rezoning of the ot to RR is a condition of Severance B87/23 and will provide for			
			oriate zoning for the size and proposed use of the new parcels.			
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			Part of Lot 12 Concession 7, Bethel Rd, Hungerford.			
			The purpose and effect of the proposed zoning by-law			
		amendme	nt is to change the zoning of two approx. 1.0-acre severed lots			
		from the R	Rural (RU) zone to the Rural Residential (RR) zone. The RR			
			allow for the development of a single detached dwelling on each			
			ered lots. The retained lands shall remain zoned Rural (RU).			
			ling of the severed lots to RR is a condition of Severances and B85/23 and will provide for the appropriate zoning for the			
			proposed use of the new parcels.			
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		Request for	or Speed Bump at South of Marlbank Hamlet.			
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		Blue Box Transition Update				
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Municipality of Tweed

Regular Council Meeting Minutes

April 23, 2024, 6:00 p.m.
Council Chambers
Municipal Building, 255 Metcalf St, Tweed, ON

Council Present:

Mayor D. DeGenova

Deputy Mayor J. DeMarsh

Councillor J. Flieler Councillor J. Palmateer Councillor P. Valiquette

Staff Present:

CAO/Treasurer

Deputy Clerk

1. Call to Order, Land Acknowledgement and National Anthem

Mayor DeGenova called the meeting to order at 6:00 p.m. followed by the Land Acknowledgement and the singing of the National Anthem.

Land Acknowledgement

The Municipality of Tweed recognizes that our work takes place on traditional Indigenous territories including the Huron-Wendat, Anishnaabe, and the Haudenosaunee peoples.

We recognize and respect the history, languages, and cultures of the First Nations, Metis, Inuit and all Indigenous peoples whose presence continues to enrich our communities.

2. Approval of Regular Meeting Agenda

Moved by J. Palmateer Seconded by J. DeMarsh

BE IT RESOLVED THAT the Agenda for the April 23, 2024 Regular Council Meeting be approved as presented.

Carried

3. Disclosure of Pecuniary Interest and the General Nature Thereof

None

4. Adoption of Minutes

April 9, 2024 Regular Council Meeting. April 10, 2024 Committee of the Whole.

Moved by P. Valiquette Seconded by J. Palmateer

BE IT RESOLVED THAT the Minutes of the April 9, 2024 Regular Council Meeting, and the April 10, 2024 Committee of the Whole be adopted as presented.

5. Notification of Closed Meeting

6. Mayor's Remarks

Mayor DeGenova provided information on local events, reported on meetings attended, and advised of upcoming meetings.

7. Notices of Motion

7.1 Councillor P. Valiquette

Notice of Motion Re: Uploading O.P.P. Force costs back to the Provincial Ontario Budget.

Moved by P. Valiquette Seconded by J. Palmateer

WHEREAS it is apparent that the Ontario Government has overlooked the needs of small rural Ontario;

AND WHEREAS Ontario's small rural municipalities face insurmountable challenges to fund both upfront investments and ongoing maintenance of their capital assets including roads, bridges, water/ wastewater and municipally owned buildings including recreational facilities, libraries and other tangible capital assets;

AND WHEREAS small rural Ontario's operating needs consume the majority of property tax revenue sources;

AND WHEREAS small rural municipalities (of 10,000 people or less) are facing monumental infrastructure deficits that cannot be adequately addressed through property tax revenue alone;

AND WHEREAS in 2015 the provincial government moved to standardized billing for all non-contract O.P.P. (5.1) locations;

AND WHEREAS the Ontario Government has committed \$9.1 billion to Toronto alone to assist with operating deficits and the repatriation of the Don Valley and Gardner Expressway; and \$534 million to Ottawa for the repatriation of Hwy 174;

AND WHEREAS the annual cost of the Ontario Provincial Police, Municipal Policing Bureau for small rural non-contract (5.1) municipalities is approximately \$428 million;

AND WHEREAS this annual cost is significantly less than the repatriation costs of the Gardiner Express Way, the Don Valley Parkway and Highway 174 (Ottawa Region) but provides a greater impact to the residents of the Province overall:

AND WHEREAS this will afford relief to small rural municipalities for both infrastructure and operating needs while having a minimal impact on the provincial budget;

NOW THEREFORE BE IT RESOLVED THAT The Municipality of Tweed call on the Ontario Government to immediately implement sustainable funding for small rural municipalities by reabsorbing the cost of the Ontario Provincial Police Force back into the provincial budget with no cost recovery to municipalities;

AND FURTHER, that Council direct staff to circulate this resolution to Premier Doug Ford (premier@ontario.ca), Minister of Solicitor General, Minister of Finance, and to the Association of Municipalities of Ontario (amo@amo.on.ca) and all Municipalities in Ontario.

Carried

8. Public Planning Meetings

8.1 Public Meeting For Zoning Amendment ZA4/24

Applicant: Frederick & Dorothy Northey

Location: Part of Lots 7 & 8, Concession 3, Vanderwater Rd, Hungerford. Proposal: The purpose and effect of the proposed zoning by-law amendment is to change the zoning of an approx. 1.51-acre severed lot from the Rural (RU) zone to the Rural Residential (RR) zone. The RR zone will allow for the development of a single detached dwelling on the severed lot. The retained lands shall remain zoned Rural (RU) and Environmental Protection (EP). The rezoning of the severed lot to RR is a condition of Severance B114/23 and will provide for the appropriate zoning for the size and proposed use of the new parcels.

Correspondence was received from the Ministry of Transportation (MTO) indicating they had no comments on the proposed rezoning.

Correspondence was received from Enbridge Gas Inc. indicating they had no objection to the proposed rezoning.

Correspondence was received from Quinte Conservation with no objection to the proposed rezoning.

Cathy Frey attended the meeting virtually.

Agent Lennard Donker attended the meeting but did not speak.

Moved by P. Valiquette Seconded by J. DeMarsh

BE IT RESOLVED THAT Council authorize staff to bring forward an amending By-law at the next Regular Council Meeting.

Carried

9. Delegations, Petitions and Presentations

9.1 Connor Dorey - Hastings County CAO

Connor Dorey, CAO of Hastings County attended the meeting to present the Hastings County Strategic Plan to Council.

9.2 Richard Steiginga, Partner- Baker Tilly KDN LLP

Richard Steiginga from Baker Tilly KDN LLP attended virtually to make the 2023 Audit Presentation to Council.

Moved by P. Valiquette Seconded by J. Palmateer

BE IT RESOLVED THAT Council receive the draft 2023 audited financial statements for the Municipality of Tweed as presented;

AND FURTHER, that Council approve the audited financial statements for the Municipality of Tweed as and for the year ending December 31, 2023; AND FURTHER, that the Mayor and CAO/Treasurer be authorized to sign the Management Report;

AND FURTHER, that once the final copies of the 2023 audited financial statements are received, copies are to be posted on the Municipal website and made available to the public at the office upon request.

Carried

10. Departmental Reports

10.1 CAO/Treasurer

10.1.1 Quarterly Reports to Council

Moved by P. Valiquette Seconded by J. DeMarsh

BE IT RESOLVED THAT Council receive the Quarterly Reports to Council Report as presented.

Carried

10.1.2 Administration Department Update as at April 17, 2024

Moved by P. Valiquette Seconded by J. Palmateer

BE IT RESOLVED THAT Council receive the Administration Department Update as at April 17, 2024 as presented.

Carried

10.2 By-law Enforcement Officer

March 2024 Tweed By-law Operations Log-Officer K Gauthier. March 2024 Tweed By-law Operations Log-Officer D Charland.

Moved by J. DeMarsh Seconded by J. Palmateer

BE IT RESOLVED THAT Council receive the March 2024 Tweed By-law Operations Log as presented.

Carried

11. Committee/Board Reports

Moved by P. Valiquette Seconded by J. Palmateer

BE IT RESOLVED THAT Council receive the Committee/Board Reports as presented.

Carried

11.1 Building Inspection Services Board (BISB)

March 2024 Building Permits Report.

Statement of Revenue & Expenditures as at March 31, 2024.

11.2 By-law Enforcement Services Board (BESB)

March 2024 Call Report.

Statement of Revenue & Expenditures as at March 31, 2024.

12. Items for Consideration

12.1 Marlbank Recreation Committee

Request for Internet at the Marlbank Dome.

Moved by J. DeMarsh Seconded by J. Palmateer

BE IT RESOLVED THAT Council authorize staff to investigate installing internet access at the Marlbank Dome as well as Queensborough.

Carried

12.2 Tweed & Area Chamber of Commerce

Request for Partnership with Tweed Municipality Regarding Resident Area Survey.

Moved by J. Palmateer Seconded by J. DeMarsh

BE IT RESOLVED THAT Council approve partnering with the Tweed & Area Chamber of Commerce on the resident area survey proposal.

Carried

12.3 Committee of the Whole

Recommendation from Committee of the Whole Re: amending Parking Provisions of Comprehensive Zoning By-law 2012-30.

Moved by J. DeMarsh Seconded by P. Valiquette

BE IT RESOLVED THAT Council, as recommended by the Committee of the Whole authorize staff to prepare a Comprehensive Zoning By-law 2012-30 amendment to allow 1 parking space for residential units of 958 square feet or less, and 2 parking spaces for residential units over 958 square feet;

AND FURTHER THAT the definition of "Parking Space" be amended for a parking space size of 9 feet in width by 18 feet in length.

Carried

12.4 Tweed & Area Chamber of Commerce

Request to Waive Yard Sale Permit Fee for Saturday May 25, 2024 for Tweed Community Yard Sale Day.

Moved by P. Valiquette Seconded by J. Palmateer BE IT RESOLVED THAT Council approve the request from the Tweed & Area Chamber of Commerce to waive the Yard Sale Permit Fee for Saturday May 25, 2024 for Tweed Community Yard Sale Day.

Carried

13. Closed Meeting

A written delegation of the the Deputy Clerk's Powers & Duties under Section 228 (4) of the *Municipal Act, 2001, S.O. 2001, C. 25* was provided to the CAO/Treasurer for agenda items labelled #13-18 inclusive (including the entire Closed Meeting).

Moved by P. Valiquette Seconded by J. Palmateer

BE IT RESOLVED THAT Council go into a Closed Meeting at 7:23 p.m.

Carried

14. Notification of Closed Meeting and Staff Direction

Council held a Closed Meeting during the Regular Council Meeting pursuant to Section 239 (2) of the *Municipal Act, 2001, S.O. 2001, c. 25*, as amended, to consider the following matter(s):

- (b) personal matters about an identifiable individual, including municipal or local board employees;
- (d) labour relations or employee negotiations

Moved by J. DeMarsh Seconded by P. Valiquette

BE IT RESOLVED THAT staff follow Council direction from the Closed Meeting.

Carried

15. Correspondence - Information

Moved by P. Valiquette Seconded by J. Palmateer

BE IT RESOLVED THAT the Correspondence - Information be received and filed with the exception of item number 15.2.3.

Carried

Moved by J. DeMarsh Seconded by P. Valiquette

BE IT RESOLVED THAT Council support item 15.2.3 Prince Edward County request for support of Resolution re: Amend Ontario Regulation 39/121: Blue Box for "Ineligible" Sources.

Carried

15.1 Mayor D. DeGenova

15.1.1 Tweed & Area Historical Society

Invitation to 35th Anniversary Dinner & Request for Guest Speaker.

15.1.2 Ministry of Agriculture, Food, And Rural Affairs

Letter from Minister Lisa Thompson Re: Stormwater Fee Structures and Agricultural Properties.

15.1.3 Hastings County Council Motion

Motion Re: Sustainable Infrastructure Funding For Small Rural Municipalities.

- 15.1.4 Copy of Intelligencer Article Entitled "Queens Park Not Popular At City Hall"
- 15.1.5 Copy of Intelligencer Article Entitled "Tweed Outdoor Stage Announces Opening and Closing Concerts"
- 15.2 Request for Support From Other Municipalities
 - 15.2.1 City of Peterborough Peterborough ON

Request for Support of Resolution Re: Amend the Ombudsman Act.

15.2.2 City of Sault Ste Marie - Sault Ste Marie ON

Request for Support of Resolution Re: Bill C-332 Intimate Partner Violence & Coercive Control.

15.2.3 Prince Edward County- Picton ON

Request for Support of Resolution Re: Amend Ontario Regulation 39/121: Blue Box for "Ineligible" Sources.

15.2.4 Town of Lincoln - Beamsville ON

Request for Support of Resolution Re: Extension of Bill 32 Timelines regarding Heritage Registry Lists.

15.2.5 Township of Terrace Bay - Terrace Bay ON

Request for Support of Resolution Re: Municipal Operators Course.

- 15.3 Support For Tweed Resolutions
 - 15.3.1 Municipality of Brockton -Walkerton ON

Support for Tweed Resolution Re: Enbridge Gas

15.4 Quinte Conservation - Annual Report 2023

Annual Report from Quinte Conservation.

15.5 Steven Mundle

Letter re: Development Concerns at 125 Hungerford Rd.

15.6 Municipal Tax Increases in Relation to CPI

Article from Linkedin - James Ridge.

- 15.7 Municipality of Tweed Emergency Management Compliance Results
 Results of the 2023 Emergency Management Compliance Review.
- 15.8 Eastern Ontario Trails Alliance

25th Anniversary Celebration.

15.9 Township of Wollaston - Coe Hill ONCouncil Resolution Re: Amalgamation Discussions.

15.10 Ministry of Natural Resources & Forestry

Regulation Proposal Open for Public Comment.

15.11 Ministry of Municipal Affairs and Housing

Bill 185, Cutting Red Tape to Build More Homes Act, 2024 Open for Public Consultation.

16. Committee/Board Minutes

Moved by J. Palmateer Seconded by J. DeMarsh

BE IT RESOLVED THAT Council receive the Committee/Board Minutes as presented.

Carried

- 16.1 Joint Fire Service Board MinutesMinutes of the January 8, 2024 Meeting.
- 16.2 Queensborough Community Centre CommitteeMinutes of the March 6, 2024 Meeting.

17. Confirmatory By-law

Moved by P. Valiquette Seconded by J. Palmateer

BE IT RESOLVED THAT Confirmatory By-law No. 2024-27 be read a first, second, and third and final time, passed, signed, and sealed in open Council this 23rd day of April, 2024.

Carried

18. Adjournment

Moved by J. Palmateer Seconded by J. DeMarsh

BE IT RESOLVED THAT Council adjourn at 8:30 p.m.

Carried

Mayor	Clerk	



Municipality of Tweed Special Council Meeting Minutes

April 29, 2024, 10:00 a.m.
Council Chambers
Municipal Building, 255 Metcalf St, Tweed, ON

Council Present:

Mayor D. DeGenova

Deputy Mayor J. DeMarsh

Councillor J. Flieler Councillor J. Palmateer Councillor P. Valiquette

Staff Present:

CAO/Treasurer

Call to Order and Land Acknowledgement

Mayor DeGenova called the meeting to order at 10:00 a.m. followed by the Land Acknowledgement.

Land Acknowledgement

The Municipality of Tweed recognizes that our work takes place on traditional Indigenous territories including the Huron-Wendat, Anishnaabe, and the Haudenosaunee peoples.

We recognize and respect the history, languages, and cultures of the First Nations, Metis, Inuit and all Indigenous peoples whose presence continues to enrich our communities.

A written delegation of the Deputy Clerk's Powers & Duties under Section 228 (4) of the *Municipal Act, 2001, S.O. 2001, C. 25* was provided to the CAO/Treasurer for the entire meeting (including the entire Closed Meeting).

2. Purpose of Special Meeting

The purpose of the Special Meeting was to hold a Closed Meeting under Section 239 (2) of the *Municipal Act, 2001, S.O. 2001, c.25,* as amended, to discuss personal matters about an identifiable individual, including municipal or local board employees;

and labour relations or employee negotiations.

3. Approval of Special Meeting Agenda

Moved by P. Valiquette Seconded by J. Flieler

BE IT RESOLVED THAT the Agenda for the April 29, 2024 Special Council Meeting be approved as presented.

Carried

4. Disclosure of Pecuniary Interest and the General Nature Thereof

None

Notification of Closed Meeting 5.

6. **Go Into Closed Meeting**

Moved by P. Valiquette Seconded by J. DeMarsh

BE IT RESOLVED THAT Council go into a Closed Meeting at 10:01 a.m.

Carried

Notification of Closed Meeting and Staff Direction 7.

Council held a Closed Meeting during the Special Council Meeting pursuant to Section 239 (2) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, to consider the following matter(s):

- (b) personal matters about an identifiable individual, including municipal or local board employees;
- (d) labour relations or employee negotiations.

Moved by P. Valiquette Seconded by J. DeMarsh

BE IT RESOLVED THAT staff follow Council direction from the Closed Meeting.

			Carried
В.	Adjournment		
	Moved by J. Flieler Seconded by P. Valiquette		
	BE IT RESOLVED THAT Council adjourn at	10:27 a.m.	
			Carried
Ma	yor	Clerk	

MUNICIPALITY OF TWEED

NOTICE OF APPLICATION and NOTICE OF PUBLIC MEETING CONCERNING A PROPOSED ZONING BY-LAW AMENDMENT

NOTICE is hereby given that the Council of the Municipality of Tweed has received an application for an amendment to Comprehensive Zoning By-Law No. 2012-30, complete with the prescribed information.

TAKE NOTICE that the Council of the Municipality of Tweed will hold a Public Meeting on **Tuesday, May 7, 2024** at **9:00 p.m.** in the Council Chambers at 255 Metcalf Street, Tweed to consider a proposed zoning by-law amendment under Section 34 of the Planning Act for the above-noted application, numbered as ZA5/24.

The proposed zoning by-law amendment will change the zoning for the lands described as Part of Lot 4, Concession 12, Rapids Rd., Township of Hungerford, now the Municipality of Tweed and shown on the key map attached hereto.

The purpose and effect of the proposed zoning by-law amendment is to change the zoning of an approx. 12.5 acre retained lot from the Rural (RU) zone to the Rural Residential (RR) zone. The severed lands shall remain zoned Rural (RU). The rezoning of the retained lot to RR is a condition of Severance B87/23 and will provide for the appropriate zoning for the size and proposed use of the new parcels.

Additional information and material relating to the application for the proposed zoning bylaw amendment is available for inspection by any member of the public during regular business hours at the Municipal Office, 255 Metcalf Street, Tweed.

ANY PERSON may attend the Public Meeting and/or make written or verbal representation either in support of or in opposition to the proposed zoning by-law amendment. Please refer to the information sheet attached entitled 'Public Planning Meetings Participation Guidance' for details on how to participate in the Public Meeting. The public may choose to attend the Public Meeting through Zoom. In order to do that you must register in advance by contacting the Deputy Clerk at 613-478-2535 or by email at lucasw@tweed.ca

If a person or public body would otherwise have an ability to appeal the decision of the Council of the Municipality of Tweed to the Ontario Land Tribunal but the person does not make oral submissions at the Public Meeting, or make written submissions to the Municipality of Tweed, before the by-law is passed, the person or public body is not entitled to appeal the decision.

If a person or public body does not make oral submissions at the Public Meeting, or make written submissions to the Municipality of Tweed, before the by-law is passed, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Land Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

If you wish to be notified of the decision of the Municipality of Tweed on the proposed zoning by-law amendment, you must make a written request to the Municipality of Tweed (address below).

If you are a person with a disability and need Municipality of Tweed information provided in another format, please contact the Deputy Clerk at lucasw@tweed.ca or at 613-478-2535.

Dated at the Municipality of Tweed this 11th day of April, 2024.

Lucas Wales
Deputy Clerk/Zoning Administrator
Municipality of Tweed
255 Metcalf St., Postal Bag 729
Tweed, ON K0K 3J0
613-478-2535

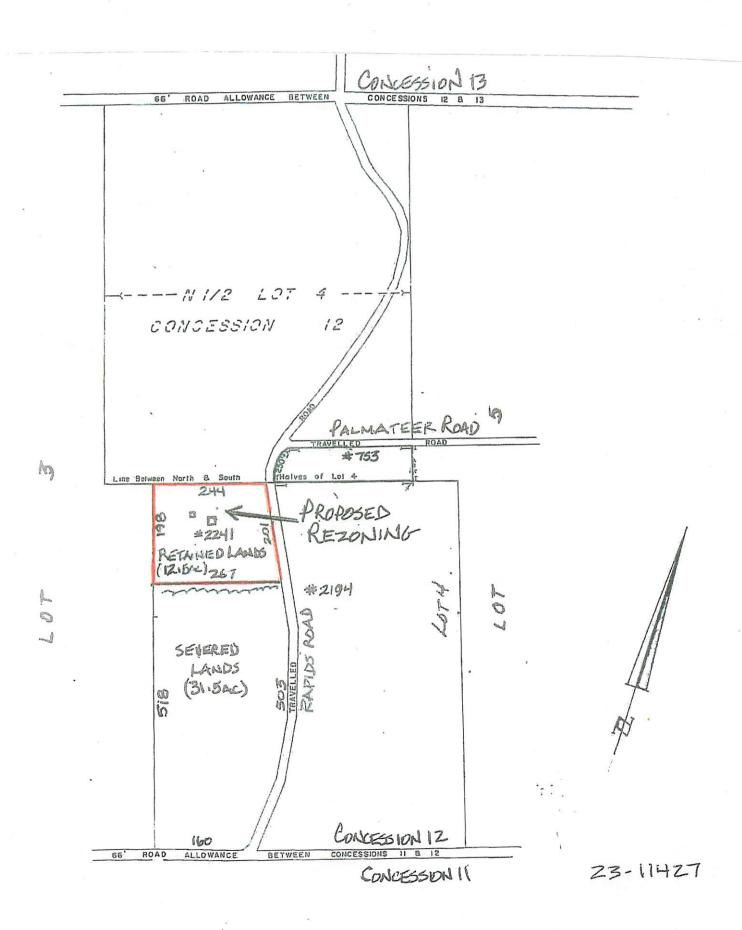
CORPORATION OF THE MUNICIPALITY OF TWEED KEY MAPS

Lands Subject of Zoning Amendment Application ZA5/24

Part of Lot 4, Concession 12, Rapids Rd., Hungerford

Proposed Amendment to Rural Residential (RR) Zone Approx. 12.5 acre retained lot created by Severance B87/23

Roll No. for subject parcel - 12-31-328-020-19100

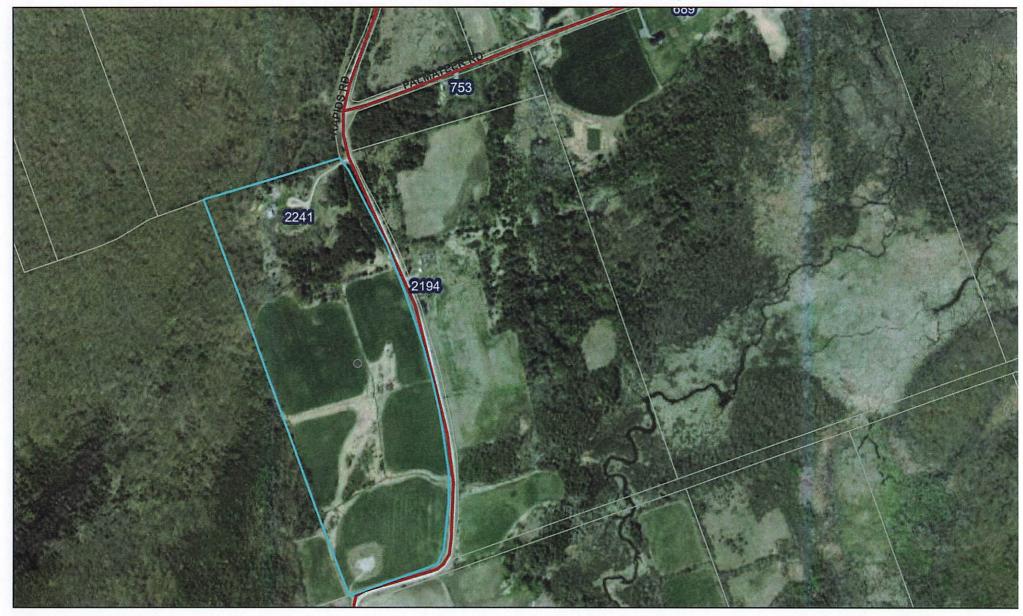




Public Planning Meetings Participation Guidance

The Municipality of Tweed utilizes a hybrid meeting format for all Public Hearings and Public Planning Meetings. Therefore, participants have the right to decide whether they wish to be physically in attendance at the meeting or to attend virtually through Zoom. Due to this hybrid format, the following matters should be known:

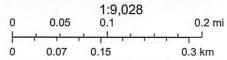
- The Council Chambers has limited seating on a first come, first serve basis.
- The foyer has additional seating. We will be using a microphone and speaker system to improve volume in the foyer for those in attendance.
- Members of the public can also choose to attend through Zoom. In order to do
 that you must register in advance by contacting the Deputy Clerk at 613-4782535 or by email to lucasw@tweed.ca.
- Members of the public attending physically will be asked to sign a sign-in sheet to document your attendance at the meeting for the record.
- For everyone wishing to speak, you must start with stating your name clearly and spelling it to ensure it is documented properly. If you are attending virtually, you must also provide your address and e-mail for the record. All comments should be provided in writing, in advance when possible, to accompany your verbal submission. This is to ensure clarity and understanding of all comments, concerns, and submissions for the record.
- If seating capacity becomes a concern, after each application has been heard and voted upon, we ask that the applicant, representatives and public in attendance for that meeting vacate the chambers and move to the foyer to allow for the next applicant, representative and public attendees to come forward.
- Please note that all meetings are recorded and are live streamed on the Municipality's YouTube channel as the meetings are public. Only those who register in advance through the Deputy Clerk will be deemed to be part of the official attendance record. Those watching the live stream recording after the event will not be included in the official attendance record.



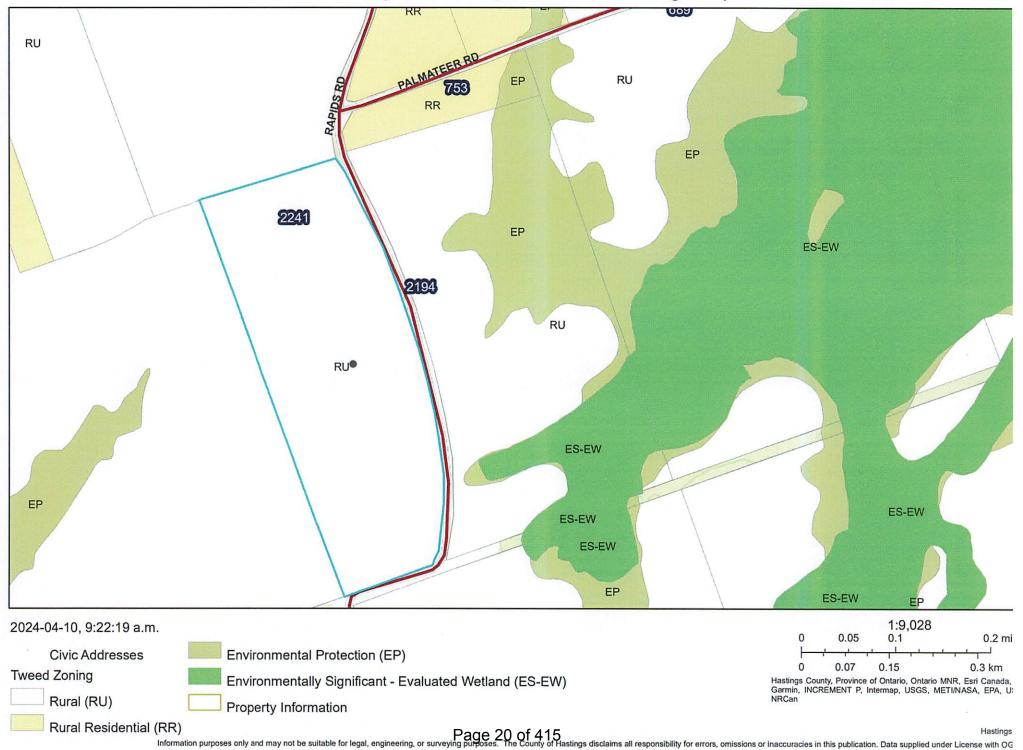
2024-04-10, 9:23:19 a.m.

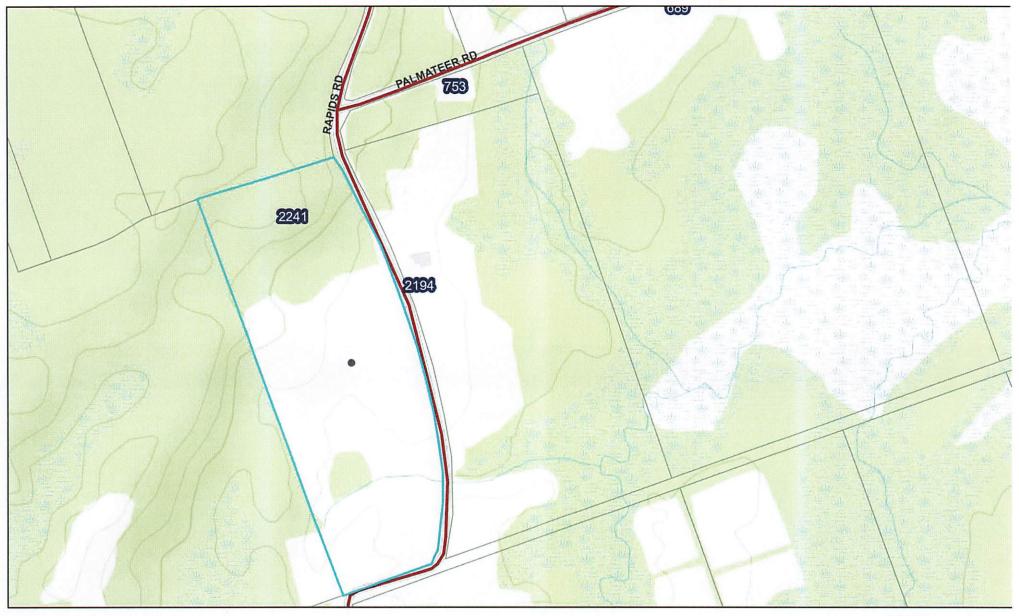
Civic Addresses

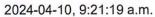
Property Information



Hastings County, Province of Ontario, Ontario MNR, Esri Canada, Garmin, INCREMENT P, Intermap, USGS, METI/NASA, EPA, U: NRCan

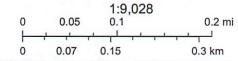






Civic Addresses

Property Information



Hastings County, Province of Ontario, Ontario MNR, Esri Canada, Garmin, INCREMENT P, Intermap, USGS, METI/NASA, EPA, U:

Lucas Wales

Municipal Planning < Municipal Planning@enbridge.com> From:

April 18, 2024 3:31 PM Sent:

Lucas Wales To:

Subject: RE: [External] Notice of Application & Public Meeting for ZA5/24

Thank you for your circulation.

Enbridge Gas does not object to the proposed application(s) however, we reserve the right to amend or remove development conditions. This response does not signify an approval for the site/development.

Please always call before you dig, see web link for additional details: https://www.enbridgegas.com/safety/diggingsafety-for-contractors

Please continue to forward all municipal circulations and clearance letter requests electronically to MunicipalPlanning@Enbridge.com.

Regards,

Willie Cornelio CET (he/him)

Sr Analyst, Municipal Planning

Engineering

ENBRIDGE

TEL: 416-495-6411 500 Consumers Rd, North York, ON M2J1P8 enbridge.com

Safety, Integrity, Respect, Inclusion.

From: Lucas Wales < lucasw@tweed.ca> Sent: Thursday, April 11, 2024 9:02 AM

To: 'Algonquin & Lakeshore Cath. Dist. Sch. Bd.' <planning@alcdsb.on.ca>; 'Davis, Kari' <DavisK@hastingscounty.com>; Municipal Planning <MunicipalPlanning@enbridge.com>; 'HPEDSB' <planning@hpedsb.on.ca>; 'Hydro One Networks

Inc.' <landuseplanning@hydroone.com>; 'Justin Harrow' <HarrowJ@hastingscounty.com>; 'Liz W' <WesterhofL@hastingscounty.com>; 'MTO' <CorridorEast@ontario.ca>; 'Ontario Power Generation'

<Executivevp.lawanddevelopment@opg.com>

Subject: [External] Notice of Application & Public Meeting for ZA5/24

CAUTION! EXTERNAL SENDER

Were you expecting this email? TAKE A CLOSER LOOK. Is the sender legitimate? DO NOT click links or open attachments unless you are 100% sure that the email is safe.

Good morning,

Please find attached a notice of application & public meeting for rezoning file ZA5/24 (condition of land severance).

Regards,

Lucas



QUINTE CONSERVATION - PLANNING ACT REVIEW

QC File No. PL0090-2024

Municipality:	Tweed				
Landowner:	George and Ena Palmateer				
Location:	2241 Rapids Road		Part Lot 4, Concession 12	Hungerford	
Roll #:	12313280201910000000				
Application Description:	Zone to the rulai residential (RR) Zone, the severed lands will				
Feature:	Watercourses and associated wetlands, and mapped within an area of "potential" karst topography			rea of "potential" karst	
	Natural Hazard policies of the PPS, Quinte Conservation Planning Act Review policy, and Ontario Regulation #41/24				
	Conservation Authorities have Provincially delegated responsibilities to represent Provincial interests regarding natural hazards under Section 3.1 of the Provincial Policy Statement (PPS) (2020). Natural hazards include areas subject to flooding, prone to erosion, dynamic beaches, and unstable bedrock. Generally, the policies of the PPS direct development to areas outside of hazard lands.				
	indicates that there is a where water flowing over trenches and undergrou	"pc er a ind	has mapping (prepared by the Ontario stential" presence of karst in this area. and through limestone and dolomite be caverns often resulting in unstable bec	Karst topography exists in areas edrock creates sinkholes, drock.	
Comments:	the severed parcel's pre- the severed property, su evidence of exposed bec that the application as p identified on the subject	sen urfa dro res t pr	oposed retained parcel is built out with the use is agricultural. Through a review ce lands are open and visible (not heaven ck warranting further karst investigation ented is consistent with Section 3.1 of operty during construction/excavation qualified geotechnical engineer to dete	of various aerial photographs of vily treed/vegetated) with no on. <u>As a result, staff are satisfied the PPS.</u> Should karst be of the site, the landowners will	
	wetlands (by virtue of Or The owners will need to (construction / filling/ ex	nta ap kca	nds lie within the regulated area of wat rio Regulation #41/24 – Prohibited Act ply to the Conservation Authority for a vation/ site grading/ change of use) wit nk adjacent to any watercourse, and wi	ivities, Exemptions and Permits permit prior to development thin 45 metres of the seasonal	
	regulated area. The pern	nit	do not constitute permission to develo ting process is a separate process from I to future permit application(s) to this	the plan review process, and a	
	Quinte Region Source P	rot	ection Plan		
	2006 on behalf of memb applications to ensure no Source Protection Plan a	oer o n are	les Risk Management services as presc municipalities. Part of this is reviewing ew significant drinking water threats as created. Policies for significant threats dicable as the subject property lies out:	building and planning s outlined in the Quinte Region in the Quinte Region Source	

	or wellhead protection area for a municipal drinking water system. <u>As such no Section 59</u> <u>Clearance Notice is required.</u>
	Other Potential Municipal Studies
	As per Sections 21.1.1 and 21.1.2 of Ontario Regulation 596/22 (amendments made under the Conservation Authorities Act) as a result of the More Homes Built Faster Act, 2022, conservation authorities are no longer able to review or provide comment on Natural Heritage and Hydrogeology, nor is this office able to peer-review technical reports related to these maters. If the Municipality requests a hydrogeological assessment or Environmental Impact Study (EIS) it should be peer-reviewed by a qualified consultant.
Final Comments:	Quinte Conservation has <u>no objection</u> to the consent application as presented.

Lucas Wales

From:

Corridor East (MTO) < Corridor East @ontario.ca>

Sent:

April 11, 2024 12:21 PM

To:

Lucas Wales

Cc:

Taylor, George (MTO)

Subject:

RE: Notice of Application & Public Meeting for ZA5/24

Pt Lot 4, Con 12, Rapids Road - Twp Hungerford - Municipality of Tweed - ZA5/24

Good Afternoon Lucas,

Thank you for circulating the proposed Zoning By-law amendment application for the subject lands at Part of Lot 4, Concession 12, Rapids Road – Twp Hungerford to the Ministry of Transportation (MTO) for review. Please accept this as a formal response from MTO. We have reviewed the application in accordance with the Public Transportation and Highway Improvement Act (PTHIA) and Highway Corridor Management Manual to offer the following comments:

The ministry has determined that the subject lands are not within MTO's permit control area, therefore we have no comments to offer this application.

If you have any further questions, please do not hesitate to contact me.

Kindly,

Chantel Rose Brayall (she/her)

Planning Intern | Corridor Management Section
East Operations | Ministry of Transportation
CorridorEast@Ontario.ca

<u>Chantel.Brayall@Ontario.ca</u> Work Phone: (613) 484-3571

From: Lucas Wales < lucasw@tweed.ca>

Sent: April 11, 2024 9:02 AM

To: 'Algonquin & Lakeshore Cath. Dist. Sch. Bd.' <planning@alcdsb.on.ca>; 'Davis, Kari' <DavisK@hastingscounty.com>; 'Enbridge Gas Inc.' <municipalplanning@enbridge.com>; 'HPEDSB' <planning@hpedsb.on.ca>; 'Hydro One Networks Inc.' <landuseplanning@hydroone.com>; 'Justin Harrow' <HarrowJ@hastingscounty.com>; 'Liz W'

<WesterhofL@hastingscounty.com>; Corridor East (MTO) <CorridorEast@ontario.ca>; 'Ontario Power Generation'

<Executivevp.lawanddevelopment@opg.com>

Subject: Notice of Application & Public Meeting for ZA5/24

CAUTION -- EXTERNAL E-MAIL - Do not click links or open attachments unless you recognize the sender. Good morning,

Please find attached a notice of application & public meeting for rezoning file ZA5/24 (condition of land severance).

Regards,

MUNICIPALITY OF TWEED

NOTICE OF APPLICATION <u>and</u> NOTICE OF PUBLIC MEETING CONCERNING A PROPOSED ZONING BY-LAW AMENDMENT

NOTICE is hereby given that the Council of the Municipality of Tweed has received an application for an amendment to Comprehensive Zoning By-Law No. 2012-30, complete with the prescribed information.

TAKE NOTICE that the Council of the Municipality of Tweed will hold a Public Meeting on **Tuesday, May 7, 2024** at **9:00 a.m.** in the Council Chambers at 255 Metcalf Street, Tweed to consider a proposed zoning by-law amendment under Section 34 of the Planning Act for the above-noted application, numbered as ZA7/24.

The proposed zoning by-law amendment will change the zoning for the lands described as Part of Lot 12, Concession 7, Township of Hungerford, now the Municipality of Tweed and shown on the key map attached hereto.

The purpose and effect of the proposed zoning by-law amendment is to change the zoning of two approx. 1.0-acre severed lots from the Rural (RU) zone to the Rural Residential (RR) zone. The RR zone will allow for the development of a single detached dwelling on each of the severed lots. The retained lands shall remain zoned Rural (RU). The rezoning of the severed lots to RR is a condition of Severances B84/23 and B85/23 and will provide for the appropriate zoning for the size and proposed use of the new parcels.

Additional information and material relating to the application for the proposed zoning bylaw amendment is available for inspection by any member of the public during regular business hours at the Municipal Office, 255 Metcalf Street, Tweed.

ANY PERSON may attend the Public Meeting and/or make written or verbal representation either in support of or in opposition to the proposed zoning by-law amendment. Please refer to the information sheet attached entitled 'Public Planning Meetings Participation Guidance' for details on how to participate in the Public Meeting. The public may choose to attend the Public Meeting through Zoom. In order to do that you must register in advance by contacting the Deputy Clerk at 613-478-2535 or by email at lucasw@tweed.ca

If a person or public body would otherwise have an ability to appeal the decision of the Council of the Municipality of Tweed to the Ontario Land Tribunal but the person does not make oral submissions at the Public Meeting, or make written submissions to the Municipality of Tweed, before the by-law is passed, the person or public body is not entitled to appeal the decision.

If a person or public body does not make oral submissions at the Public Meeting, or make written submissions to the Municipality of Tweed, before the by-law is passed, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Land Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

If you wish to be notified of the decision of the Municipality of Tweed on the proposed zoning by-law amendment, you must make a written request to the Municipality of Tweed (address below).

If you are a person with a disability and need Municipality of Tweed information provided in another format, please contact the Deputy Clerk at lucasw@tweed.ca or at 613-478-2535.

Dated at the Municipality of Tweed this 17th day of April, 2024.

Lucas Wales
Deputy Clerk/Zoning Administrator
Municipality of Tweed
255 Metcalf St., Postal Bag 729
Tweed, ON K0K 3J0
613-478-2535

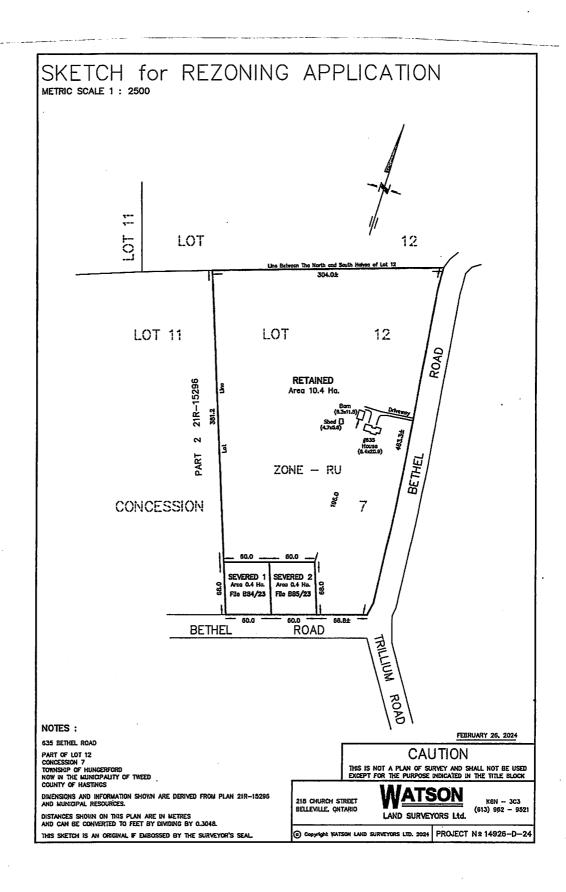
CORPORATION OF THE MUNICIPALITY OF TWEED KEY MAPS

Lands Subject of Zoning Amendment Application ZA7/24

Part of Lot 12, Concession 7, Bethel Rd., Hungerford

Proposed Amendments to Rural Residential (RR) Zone Two Approx. 1 acre lots created by Severances B84/23 B85/23

Roll No. for subject parcel – 12-31-328-030-07125

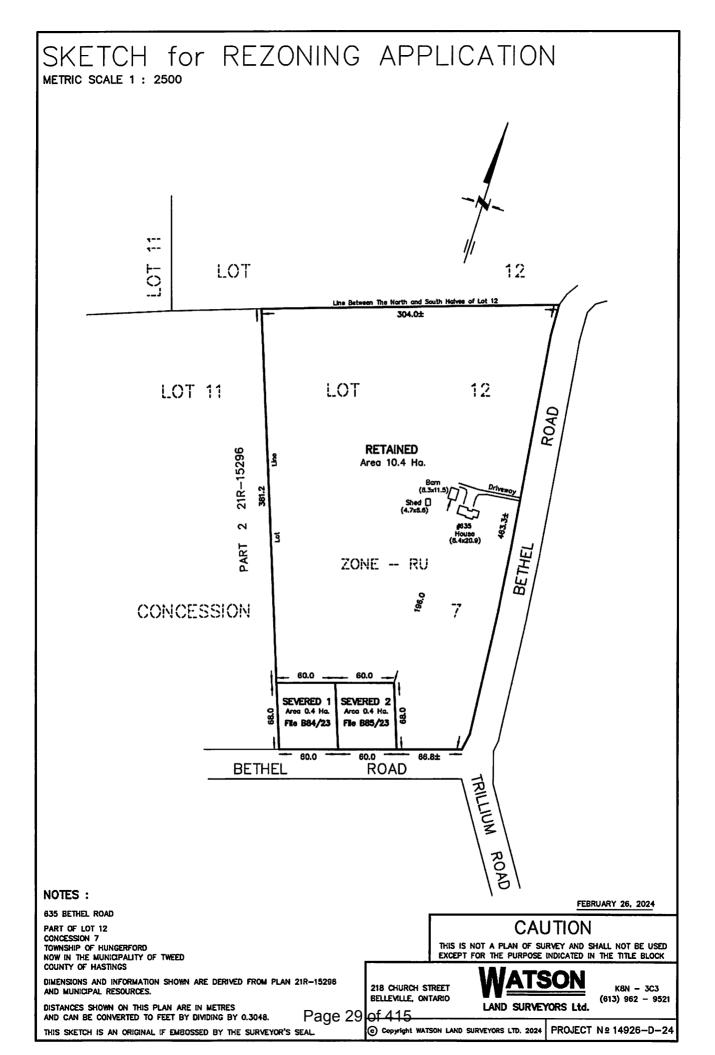




Public Planning Meetings Participation Guidance

The Municipality of Tweed utilizes a hybrid meeting format for all Public Hearings and Public Planning Meetings. Therefore, participants have the right to decide whether they wish to be physically in attendance at the meeting or to attend virtually through Zoom. Due to this hybrid format, the following matters should be known:

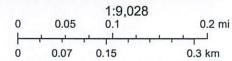
- The Council Chambers has limited seating on a first come, first serve basis.
- The foyer has additional seating. We will be using a microphone and speaker system to improve volume in the foyer for those in attendance.
- Members of the public can also choose to attend through Zoom. In order to do
 that you must register in advance by contacting the Deputy Clerk at 613-4782535 or by email to lucasw@tweed.ca.
- Members of the public attending physically will be asked to sign a sign-in sheet to document your attendance at the meeting for the record.
- For everyone wishing to speak, you must start with stating your name clearly and spelling it to ensure it is documented properly. If you are attending virtually, you must also provide your address and e-mail for the record. All comments should be provided in writing, in advance when possible, to accompany your verbal submission. This is to ensure clarity and understanding of all comments, concerns, and submissions for the record.
- If seating capacity becomes a concern, after each application has been heard and voted upon, we ask that the applicant, representatives and public in attendance for that meeting vacate the chambers and move to the foyer to allow for the next applicant, representative and public attendees to come forward.
- Please note that all meetings are recorded and are live streamed on the Municipality's YouTube channel as the meetings are public. Only those who register in advance through the Deputy Clerk will be deemed to be part of the official attendance record. Those watching the live stream recording after the event will not be included in the official attendance record.





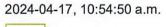
2024-04-17, 10:56:05 a.m.

Property Information

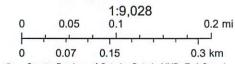


Hastings County, Province of Ontario, Ontario MNR, Esri Canada, Garmin, INCREMENT P, Intermap, USGS, METI/NASA, EPA, U: NRCan

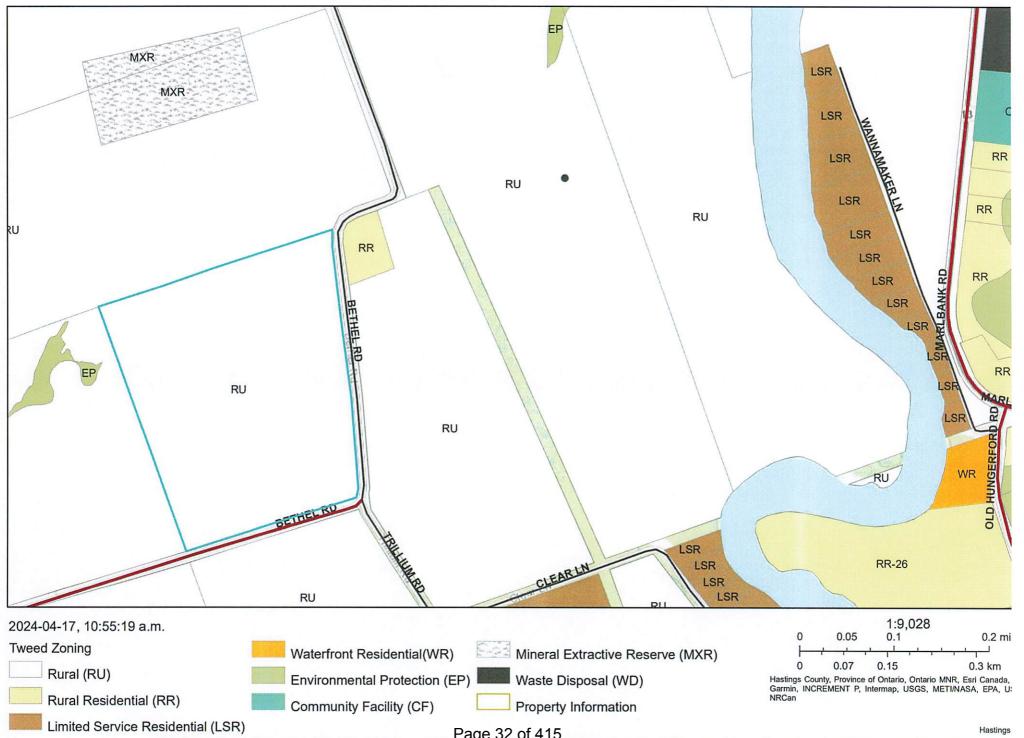




Property Information



Hastings County, Province of Ontario, Ontario MNR, Esri Canada, Garmin, INCREMENT P, Intermap, USGS, METI/NASA, EPA, U:



Lucas Wales

From: Municipal Planning < Municipal Planning@enbridge.com>

Sent: April 23, 2024 3:38 PM

To: 'Lucas Wales'

Subject: RE: [External] ZA 7 24 Notice of Public Meeting

Thank you for your circulation.

Enbridge Gas does not object to the proposed application(s) however, we reserve the right to amend or remove development conditions. This response does not signify an approval for the site/development.

Please always call before you dig, see web link for additional details: https://www.enbridgegas.com/safety/digging-safety-for-contractors

Please continue to forward all municipal circulations and clearance letter requests electronically to MunicipalPlanning@Enbridge.com.

Regards,

Willie Cornelio CET (he/him)

Sr Analyst, Municipal Planning Engineering

ENBRIDGE

TEL: 416-495-6411 500 Consumers Rd, North York, ON M2J1P8 enbridge.com Safety. Integrity. Respect. Inclusion.

From: Lucas Wales < lucasw@tweed.ca>
Sent: Wednesday, April 17, 2024 11:38 AM

To: 'Algonquin & Lakeshore Cath. Dist. Sch. Bd.' <planning@alcdsb.on.ca>; 'Davis, Kari' <DavisK@hastingscounty.com>; Municipal Planning <Municipal Planning@enbridge.com>; 'HPEDSB' <planning@hpedsb.on.ca>; 'Hydro One Networks Inc.' <landuseplanning@hydroone.com>; 'Justin Harrow' <HarrowJ@hastingscounty.com>; 'Liz W'

<WesterhofL@hastingscounty.com>; 'MTO' <CorridorEast@ontario.ca>; 'Ontario Power Generation'

<Executivevp.lawanddevelopment@opg.com>

Subject: [External] ZA 7 24 Notice of Public Meeting

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Good morning,

Please find attached a Notice of Public Meeting for rezoning file ZA7/24. (Condition of Severance B84&8523).

Regards,

Lucas

Lucas Wales

Lucas Wales

From: Corridor East (MTO) < Corridor East@ontario.ca>

Sent: April 18, 2024 2:33 PM

To: Lucas Wales

Cc: Taylor, George (MTO)

Subject: RE: ZA 7 24 Notice of Public Meeting

Part of Lot 12, Concession 7 - ZA 7/24 - Zoning By-law Amendment

Good Afternoon Lucas,

Thank you for circulating the proposed Zoning By-Law Amendment application for the subject lands of Part of Lot 12, Concession 7 to the Ministry of Transportation (MTO) for review. Please accept this as a formal response from MTO. We have reviewed the application in accordance with the Public Transportation and Highway Improvement Act (PTHIA) and Highway Corridor Management Manual to offer the following comments:

The ministry has determined that the subject lands are not within MTO's permit control area, therefore we have no comments to offer this application.

If you have any further questions, please do not hesitate to contact me.

Kindly,

Chantel Rose Brayall (she/her)

Planning Intern | Corridor Management Section East Operations | Ministry of Transportation CorridorEast@Ontario.ca

Chantel.Brayall@Ontario.ca Work Phone: (613) 484-3571

From: Lucas Wales < lucasw@tweed.ca>

Sent: April 17, 2024 11:38 AM

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<WesterhofL@hastingscounty.com>; Corridor East (MTO) <CorridorEast@ontario.ca>; 'Ontario Power Generation'

<Executivevp.lawanddevelopment@opg.com>

Subject: ZA 7 24 Notice of Public Meeting

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Please find attached a Notice of Public Meeting for rezoning file ZA7/24. (Condition of Severance B84&8523).

Regards,



April 16th, 2024

To: The Municipality of Tweed Council and Municipal Staff

From: Bill Sandison, General Manager - Quinte Waste Solutions

Subject: Blue Box Transition Update

On behalf of the Centre and South Hastings Waste Services Board, I am pleased to join you at your May 7^{th} , 2024 Council Meeting to provide you with an update on the Blue Box transition.

As Background:

The Centre and South Hastings Board (CSHWSB) was formed over 30 years ago, when the Councils of nine municipalities got together with the primary mission of keeping material out of landfill, and they established Quinte Waste Solutions to manage the collection, processing and disposal of Blue Box recyclable material and Hazardous and Electronic waste.

Municipalities provided for their own waste management; garbage, organics and bulky items and operated a number of landfill sites across the catchment area.

Transition Status:

In 2019, the transition of Blue Box to Producer responsibility began to take shape. Municipal costs and political pressures led to the Extended Producer Responsibility (EPR) where producers would be responsible for all 'eligible' source recyclable materials. The transition timeline is included in this report. The Ontario legislation: Blue Box Regulation 391/21 has been amended five times since the initial document was prepared.

In 2020, the CSHWSB 'Opted-out' of Blue Box recycling which meant that Producers would be responsible for the collection, processing and disposal of all 'eligible' recyclable material from the transition date onward.

The CSHWSB chose July 17th, 2025 as their Transition date, in part to benefit from the learnings of Municipalities that were transitioning earlier in the plan and to minimize risk.

The Producers engaged Circular Materials Ontario (CMO) as their agent to manage the transition of municipalities across Ontario.

The nine municipalities are part of Catchment Area 5. CMO issued RFP 2023-06 for our area early this year and the RFP close date was extended to April 19th, 2024.

As part of the process, QWS was asked to review, in conjunction with municipalities, the data originally submitted and segregate the 'non-eligible' sources.

A template to guide the determination of eligible and non-eligible sources in included in this report for your information.

The CSHWSB is exploring a number of options regarding the collection of 'non-eligible' source materials and that will be reviewed at their upcoming Board meeting on May 21st, 2024.

Summary Statement:

The CSHWSB is well positioned to effectively transition Blue Box recycling in July 2025 with the responsibility of eligible sources shifting to the awarded contractor, through CMO. The Board has developed alternatives for the continued collection of non-eligible source material.

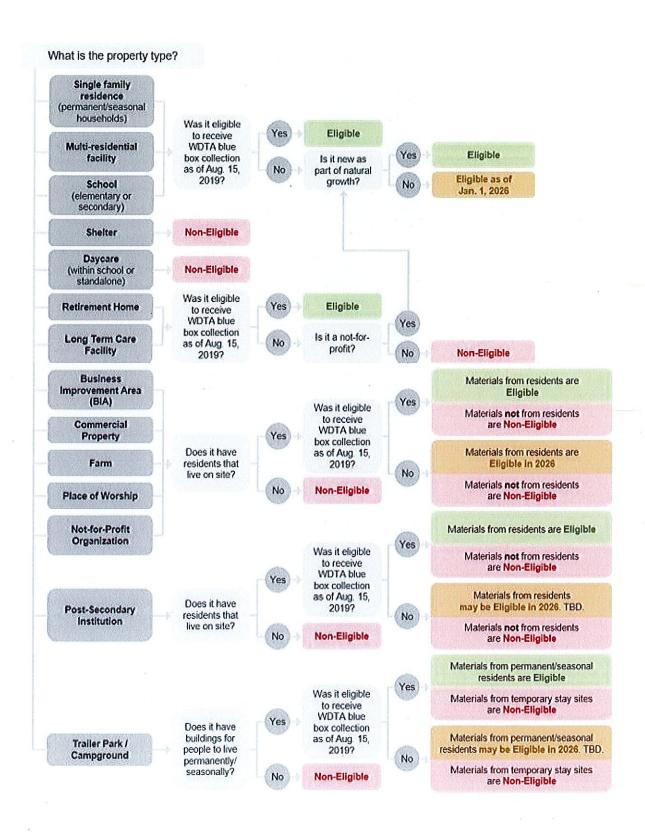
Respectfully,

Bill Sandison MBA, SCMP, CPIM, CITT General Manager | Quinte Waste Solutions

Transition Timeline

2016	Towns and a state of the state	2016 Introduction of the Waste Diversion Transition Act (WDTA) and the Resource Recovery and Circular Economy Act (RRCEA)
2019		August 2019 Minister of the Environment, Conservation and Parks (MECP) directs transition of the Blue Box Program to full producer responsibility
2020	Name and Address	March-June 2020 Stewardship Ontario stakeholder consultations on Blue Box Transition Plan
	•	August 2020 Stewardship Ontario submits draft Blue Box Transition Plan and Consultation Report to the Resource Productivity and Recovery Authority (RPRA)
		October 2020 MECP releases draft Blue Box Regulation
		December 2020 Following consultations, RPRA provides conditional approval of the Blue Box Transition Plan
2021		June 2021 MECP issues new Blue Box Regulation to implement full producer responsibility
	•	December 2021 Stewardship Ontario introduces proposal for simplified fee setting methodology
2022		May 2022 RPRA approves simplified fee setting following consultations; amendment added to Blue Box Transition Plan with Policy to guide implementation
2023	* Yanaanaa	July 2023 The first Ontario communities begin receiving Blue Box services financed and operated by producers under the RRCEA and Blue Box Regulation
2025	NAMES OF THE PROPERTY AND ADDRESS OF THE PROPERTY ADDRESS OF THE PROPERTY AND ADDRESS OF THE PROPERTY ADDRESS OF THE PROPE	December 2025 Transition of all Ontario communities completed
2026		2026 Stewardship Ontario winds up

Eligible versus Non-eligible Sources



Municipality of Tweed Actual to Budget Variance As at April 30, 2024

					_		_
Reven	Account	2024 Budget	2024 Actual as at April 30, 2024	Difference	Projected December 31, 2024 Balances	Projected Year End Surplus/ (Deficit)	Notes/Comments
		0.050.700.00	1 000 050 00	4 000 050 00	0.050.700.00		
	01-105-40130 GRANT Ontario Mun. Partnership Fund	2,058,700.00	1,029,350.00	1,029,350.00	2,058,700.00	-	
2	01-110-40100 ADMIN Canada Grant - in - Lieu	4,154.29	-	4,154.29	4,195.85	41.56	
3	01-110-40105 ADMIN Ontario Grant - in - Lieu	21,910.09	-	21,910.09	10,469.45	(11,440.64)	Expectation that Province may not pay for a few properties as the last 5 years they have refused to pay certain PILs. There is nothing the Municipality can do to force payment as it is a grant and not taxes as the government cannot be taxed and grants cannot be forced.
4	01-110-40110 ADMIN LCBO Grant - in - Lieu	1,721.12	-	1,721.12	1,754.97	33.85	
5	01-110-40116 ADMIN Own PILs	6,802.61	-	6,802.61	6,868.28	65.67	
6	01-110-40117 ADMIN Other Municipality PILs	551.52	-	551.52	557.27	5.75	
	01-110-40145 ADMIN Solar Panel Revenue	6,000.00	709.18	5,290.82	6,000.00	-	
	01-110-40202 ADMIN Penalty and Interest - Taxes	80,000.00	30,050.22	49,949.78	90,150.66	10,150.66	
9	01-110-40206 ADMIN Rentals - Halls	23,000.00	5,966.50	17,033.50	23,000.00	-	
	01-110-40208 ADMIN Fines / Lottery Licences	1,000.00	125.00	875.00	1,000.00	-	
11	01-110-40210 ADMIN Marriage/Death Licences	16,000.00	2,025.00	13,975.00	16,000.00	-	
12	01-110-40218 ADMIN Investment Income	50,000.00	5,408.38	44,591.62	50,000.00	-	

		As a	t April 30, 202	μ		1
Account	2024 Budget	2024 Actual as at April 30, 2024	Difference	Projected December 31, 2024 Balances	Projected Year End Surplus/ (Deficit)	Notes/Comments
13 01-110-40220 ADMIN Tax Certificates	30,000.00	4,375.00	25,625.00	30,000.00	-	
14 01-110-40222 ADMIN Miscellaneous Receipts	25,000.00	1,549.34	23,450.66	25,000.00	-	
15 01-110-40228 ADMIN Tax Sale Expense Recovery	57,049.00	12,875.80	44,173.20	57,049.00	-	
16 01-110-40400 ADMIN Transfer From Reserves	251,447.00	234,427.18	17,019.82	265,635.42	14,188.42	Budget includes the bag tag reserve fund loan for phasing in COVID tax subsidies of \$230,947 and amounts for capital needs of \$20,500. Capital funding transfers are completed as costs are incurred. Transfers for operating purposes have already been completed. Also includes the estimated water and sewer reserve transfer for the needs studies.
17 01-110-40601 Other Provincial Grants	-	406,553.35	(406,553.35)		406,553.35	The tornado funding one time grant was no fully spent by December and was finalized in Janaury through March 2024. The amount of this was not budgeted in the revenue nor the expense.
18 01-110-41010 ADMIN Property Taxation	5,413,822.70	2,306,364.36	3,107,458.34	5,413,822.70	-	
19 01-110-41020 ADMIN Supplementary - Taxation	25,000.00	20,761.10	4,238.90	25,000.00	-	
	8,072,158.33	4,060,540.41	4,011,617.92	8,491,756.95	419,598.62	
cpenditures	00.047.00	00.040.04	57.004.00	00.047.00		
20 01-110-51002 ADMIN Members Council - Remuneration	83,817.00	26,212.64	57,604.36	83,817.00	-	

]				
Account	2024 Budget	2024 Actual as at April 30, 2024	Difference	Projected December 31, 2024 Balances	Projected Year End Surplus/ (Deficit)	Notes/Comments
21 01-110-51004 ADMIN Members Council - Benefits	31,684.00	11,968.56	19,715.44	31,684.00	-	
22 01-110-51006 ADMIN Members Council - Mileage	1,564.00	572.21	991.79	1,564.00	-	
23 01-110-51008 ADMIN Members Council - Conventions	9,100.00	8,098.26	1,001.74	9,100.00	-	
24 01-110-52000 ADMIN Salaries and Wages	428,473.00	82,173.12	346,299.88	421,501.00		Due to staffing vacancies and changes, total net admin salaries and benefits will be under budget overall but allocations amongst benefit costs will change.
25 01-110-52100 ADMIN CPP	22,046.00	9,161.19	12,884.81	22,330.00		Due to staffing vacancies and changes, total net admin salaries and benefits will be under budget overall but allocations amongst benefit costs will change.
26 01-110-52110 ADMIN EI	7,440.00	2,889.88	4,550.12	7,717.00		Due to staffing vacancies and changes, total net admin salaries and benefits will be under budget overall but allocations amongst benefit costs will change.
27 01-110-52120 ADMIN Employer Health Tax	9,421.00	2,170.00	7,251.00	9,292.00		Due to staffing vacancies and changes, total net admin salaries and benefits will be under budget overall but allocations amongst benefit costs will change.

	As at April 30, 2024											
	Account		2024 Budget	2024 Actual as at April 30, 2024	Difference	Projected December 31, 2024 Balances	Projected Year End Surplus/ (Deficit)	Notes/Comments				
28	01-110-52130	ADMIN OMERS	48,454.00	12,375.82	36,078.18	43,214.00	· · · · · · · · · · · · · · · · · · ·	Due to staffing vacancies and changes, total net admin salaries and benefits will be under budget overall but allocations amongst benefit costs will change.				
29	01-110-52140	ADMIN WSIB	17,489.00	3,616.66	13,872.34	17,250.00	239.00	Due to staffing vacancies and changes, total net admin salaries and benefits will be under budget overall but allocations amongst benefit costs will change.				
30	01-110-52150 Insurance	ADMIN Group	4,515.00	1,748.77	2,766.23	4,931.00	(416.00)	Due to staffing vacancies and changes, total net admin salaries and benefits will be under budget overall but allocations amongst benefit costs will change.				
31	01-110-52160 Health care	ADMIN Extended	24,533.00	4,486.09	20,046.91	26,565.00	(2,032.00)	Due to staffing vacancies and changes, total net admin salaries and benefits will be under budget overall but allocations amongst benefit costs will change.				
32	01-110-52180	ADMIN Dental Plan	9,450.00	4,635.26	4,814.74	10,000.00	(550.00)	Due to staffing vacancies and changes, total net admin salaries and benefits will be under budget overall but allocations amongst benefit costs will change.				
33	01-110-52190	ADMIN Mileage	1,400.00	83.44	1,316.56	1,400.00	-					
		ADMIN Payroll Review		-	20,000.00	20,000.00	-					

	Account	2024 Budget	2024 Actual as at April 30, 2024	Difference	Projected December 31, 2024 Balances	Projected Year End Surplus/ (Deficit)	Notes/Comments
35	01-110-52228 ADMIN-Electronic Sign Internet	1,000.00	441.85	558.15	1,000.00	-	
	01-110-53120 ADMIN Building Repair and Maintenance	15,000.00	8,373.93	6,626.07	15,000.00	-	
37	01-110-53121 ADMIN Heritage Centre Building Assessment	5,000.00	-	5,000.00	5,000.00	-	
38	01-110-53130 ADMIN Building Hydro	14,000.00	3,023.40	10,976.60	14,000.00	-	
	01-110-53140 ADMIN Water and Sewer	1,700.00	423.10	1,276.90	1,700.00	-	
40	01-110-53150 ADMIN Building Fuel	9,000.00	3,555.92	5,444.08	9,000.00	-	
41	01-110-53160 ADMIN Building Janitorial	6,560.00	1,639.86	4,920.14	6,560.00	-	
	01-110-53170 ADMIN Hungerford Hall / Office	2,000.00	-	2,000.00	2,000.00	-	
43	01-110-53190 ADMIN Elzevir Office	2,500.00	284.49	2,215.51	2,500.00	-	Amount relates to the reversal of hydro bills setup as payable for December 2023 but were not paid until February 2024.
44	01-110-53200 ADMIN Misc Expense	2,000.00	272.75	1,727.25	2,000.00	-	
	01-110-53202 ADMIN Training	7,000.00	2,962.38	4,037.62	7,000.00	-	
46	01-110-53203 ADMIN Festivities/Ceremonies	1,300.00	620.98	679.02	1,300.00	-	
47	01-110-53204 ADMIN Emergency Management	10,000.00	85,485.56	(75,485.56)	303,150.20	(293,150.20)	Account includes amounts relating to the tornado cleanup that are funded 100% by a separate grant until March 31, 2024. Reforestation work remaining.
48	01-110-53205 ADMIN Computers & IT	17,000.00	6,535.40	10,464.60	17,000.00	-	

As at April 30, 2024										
	Account	2024 Budget	2024 Actual as at April 30, 2024	Difference	Projected December 31, 2024 Balances	Projected Year End Surplus/ (Deficit)	Notes/Comments			
49	01-110-53208 CENTRAL HASTINGS TRANSIT & HOSPICE	8,000.00	8,000.00	-	8,000.00	-				
50	01-110-53210 ADMIN Election Expense	2,000.00	2,033.44	(33.44)	2,033.44	(33.44)	Annual costs were more than expected for the program to start making changes and corrections to the voter list for deaths, etc.			
51	01-110-53220 ADMIN Telephone	12,000.00	4,451.47	7,548.53	12,000.00	-				
	01-110-53230 ADMIN Publications and Memberships	6,000.00	6,791.48	(791.48)		` ,	Several annual fees increased between 3% and 17% that was not known during budget.			
53	01-110-53240 ADMIN Office Supplies	10,000.00	7,883.58	2,116.42	10,000.00	-				
54	01-110-53250 ADMIN Equipment Rental & Software Subscriptions	39,000.00	38,841.73	158.27	39,000.00	-				
55	01-110-53255 ADMIN Advertising	7,000.00	2,632.83	4,367.17	7,000.00	-				
56	01-110-53260 ADMIN Postage	14,000.00	6,319.45	7,680.55	14,000.00	-				
57	01-110-53270 ADMIN Insurance	187,599.00	186,737.29	861.71	195,237.29	(7,638.29)	Budgeted allocation was based on preliminary estimates. Final allocation based on actual premiums per departmental need.			
58	01-110-53280 ADMIN Legal and Professional Fees	22,500.00	56,531.48	(34,031.48)	132,500.00	(110,000.00)	Several cases ongoing with expection completion dates in the next year or two.			
59	01-110-53281 Hannah St Studies and Fees	59,784.00	52,090.94	7,693.06	59,784.00	-				
60	01-110-53290 ADMIN Bank Charges	10,000.00	4,631.74	5,368.26	10,000.00	-				
61	01-110-53310 ADMIN Taxes Written Off	15,000.00	1,153.06	13,846.94	15,000.00	-				
62	01-110-53320 ADMIN Tax Sale Expense	41,249.00	9,875.80	31,373.20	41,249.00	-				

				As a	t April 30, 202	μ		
	Account		2024 Budget	2024 Actual as at April 30, 2024	Difference	Projected December 31, 2024 Balances	Projected Year End Surplus/ (Deficit)	Notes/Comments
63	01-110-53330	ADMIN Audit	30,000.00	-	30,000.00	38,770.56		With the Asset Retirement Obligations this year, the tender was awarded with a one time additional fee for the audit of these amounts.
64	01-110-53340 Municipal Expe		600.00	152.64	447.36	600.00	-	
65		ADMIN Grants for	-	918.89	(918.89)	918.89	(918.89)	Amounts relation to bills from 2023 that were not processed until 2024 for approved Chamber advertising events.
66	01-110-53345	ADMIN Plowing Match	950.00	-	950.00	950.00	-	· ·
67	01-110-53347 Appreciation	ADMIN Volunteer	5,750.00	-	5,750.00	5,750.00	-	
68	01-110-53350 Reserves	ADMIN Transfer to	7,490.00	7,490.00	-	7,490.00	-	Budget included \$7,490 to be transferred to reserves for future capital needs based on the long term capital plan and asset management planning. As soon as budget is approved, these transfers are completed.
69	01-110-58000	ADMIN Capital	90,000.00	-	90,000.00	90,000.00	-	
	Software	ADMIN Computers &	3,500.00	3,480.18	19.82	3,480.18	19.82	
71	01-110-58025 Renovations	Capital - Building	15,000.00	-	15,000.00	15,000.00	-	
72	01-110-58026 Furniture	Capital - Office	2,000.00	-	2,000.00	2,000.00	-	
73	01-110-60200 Capital	Change in Unfunded	-	-	-	-	-	

			As a	t April 30, 202	4		1
	Account	2024 Budget	2024 Actual as at April 30, 2024	Difference	Projected December 31,	Projected Year End Surplus/ (Deficit)	Notes/Comments
74	01-110-70000 Change in Surplus/Deficit	89,590.52	89,590.52	-	136,354.26	(46,763.74)	Budget was only for the amount relating to 2022 deficits. When the 2023 deficits were known, an additional amount was directed by Council to be funded in 2024 through operational savings or deferral of projects.
75	01-315-50000 MAMP Studies-Road, Water, Wastewater	30,000.00	11,193.60	18,806.40	30,528.00	(528.00)	Budget did not include the non-rebated HST amounts.
		1,522,458.52	784,611.64	737,846.88	1,982,012.30	(459,553.78)	
Admin	istration & Tax Surplus/(Deficit)	6,549,699.81	3,275,928.77	3,273,771.04	6,509,744.65	(39,955.16)	
Reven	ues						
76	01-120-40150 CD Canada Day Grant	1,500.00	-	1,500.00	1,500.00	-	
77	01-120-40400 Transfer From Reserves	10,000.00	7,232.32	2,767.68	7,232.32	(2,767.68)	Budget includes \$10,000 for Community Improvement grants awarded during the year. Transfers are completed as costs are incurred.
78	01-120-40410 CD Promotional Items Sold	800.00	17.50	782.50	800.00	-	
79	01-120-43190 CD Taste of Tweed	7,500.00	-	7,500.00	7,500.00	-	
		19,800.00	7,249.82	12,550.18	17,032.32	(2,767.68)	
	ditures		1				
	01-120-52000 CD Salary Expense	135,180.00	38,003.35	97,176.65	135,180.00	-	
	01-120-52100 CD CPP	6,755.00	2,364.72	4,390.28	6,755.00	-	
	01-120-52110 CD EI 01-120-52120 CD Employer Health Tax	2,259.00 2,656.00	812.64 612.75	1,446.36 2,043.25	2,259.00 2,656.00	-	
84	01-120-52130 CD OMERS	12,988.00	3,003.42	9,984.58	12,988.00	-	

					t April 30, 202			1
	Account		2024 Budget	2024 Actual as at April 30, 2024	Difference	Projected December 31, 2024 Balances	Projected Year End Surplus/ (Deficit)	Notes/Comments
85	01-120-52140	CD WSIB	4,930.00	1,021.23	3,908.77	4,930.00	-	
86	01-120-52150	CD Group Insurance	1,470.00	519.00	951.00	1,470.00	-	
87	01-120-52160 Care	CD Extended Health	8,227.00	2,253.35	5,973.65	8,227.00	-	Account includes a reversal of estimated benefit costs on accrued payroll as at December 31, 2023. These amounts are carried forward to when they were paid out and may relate to unused sick time or banked time that employees will take during 2024.
88	01-120-52180	CD Dental Plan	2,700.00	-	2,700.00	2,700.00	-	
89	01-120-52182	CD Supplies	300.00	-	300.00	300.00	-	
90	01-120-52184	CD Mileage	1,500.00	83.44	1,416.56	1,500.00	-	
91	01-120-52186	CD Phone	1,200.00	154.71	1,045.29	1,200.00	-	
92	01-120-52398	Strategic Plan	5,000.00	-	5,000.00	5,000.00	-	
93	01-120-52925 Flags	CD Floral Displays /	14,000.00	16.23	13,983.77	14,000.00	-	
94	01-120-52935	CD Canada Day	8,400.00	-	8,400.00	8,400.00	-	
95	01-120-53190	CD Taste of Tweed	8,700.00	-	8,700.00	8,700.00	-	
96	01-120-53201 Development	CD Professional	3,500.00	1,770.89	1,729.11	3,500.00	-	
97	01-120-53203	CD Promotional Items	2,000.00	-	2,000.00	2,000.00	-	
98	01-120-53204	CD Event Advertising	3,500.00	1,737.59	1,762.41	2,000.00	1,500.00	
		CD Tradeshows	600.00	610.56	(10.56)		(10.56)	Includes fee for booth space rental for Quinte Sports show. Fee higher than originally expected (budget didn't include HST amounts not rebated).
<u> 100</u>	01-120-53207	CD Advertising	8,000.00	-	8,000.00	8,000.00	-	

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				As a	t April 30, 202	 		
	Account		2024 Budget	2024 Actual as at April 30, 2024	Difference	Projected December 31, 2024 Balances	Projected Year End Surplus/ (Deficit)	Notes/Comments
101	01-120-53209	CD Product	9,000.00	450.33	8,549.67	9,000.00	-	
	Development		,		,	,		
102	01-120-53210	Community Trees	1,100.00	999.00	101.00	1,100.00	-	
	01-120-53270		196.00	204.47	(8.47)	204.47	(8.47)	Budgeted allocation was based on preliminary estimates. Final allocation based on actual premiums per departmental need.
104	01-120-53285	CD Community	25,000.00	8,128.92	16,871.08	25,000.00	-	
	Improvement F	Plan						
105	01-120-53350	Transfer to Reserves	8,300.00	8,300.00	-	8,300.00	-	Budget included \$8,300 to be transferred to reserves for future capital needs based on the long term capital plan and asset management planning. As soon as budget is approved, these transfers are completed.
106	01-120-54200 Rent	CD Tourist Bureau	8,500.00	3,815.84	4,684.16	8,500.00	-	
107		CD Memberships	300.00	-	300.00	300.00	-	
108	01-120-54230	CD Web Design	6,500.00	40.66	6,459.34	6,500.00	-	
109	01-120-54250	CD Signs	500.00	-	500.00	500.00	-	
110	01-120-54255	CD Stoco Lake Plan	5,000.00	-	5,000.00	-	5,000.00	
111	01-120-54257	CD Jailhouse	11,500.00	449.73	11,050.27	11,500.00	-	
112	01-120-58132	CD Capital Equipment	1,000.00	-	1,000.00	1,000.00	-	
113	01-125-58016 South Welcom	BR&E Capital - North & e Signs	-	2,535.20	(2,535.20)	2,535.20	(2,535.20)	This project was started in 2023 but not finished and the project was carried over but not reflected in budget.
114	01-125-58017 Painting	BR&E Capital Hydrant	4,000.00	-	4,000.00	4,000.00	-	
			314,761.00	77,888.03	236,872.97	310,815.23	3,945.77	

		t April 30, 202	μ		1	
Account	2024 Budget	2024 Actual as at April 30, 2024		The state of the s	Projected Year End Surplus/ (Deficit)	Notes/Comments
Community Development Surplus/(Deficit)	(294,961.00)	(70,638.21)	(224,322.79)	(293,782.91)	1,178.09	
Revenues						
115 01-210-40400 Transfer From Reserves	79,237.95	71,237.95	8,000.00	79,237.95		Budget included \$71,237.95 for operating amounts that were not completed in 2023 due to timing of events and deliveries. This transfer was completed as soon as budget was approved to be there as the costs are incurred. The budget also included \$8,000 funding for the infrared camera which will be completed as the costs are paid.
116 01-210-40410 FIRE Revenues	30,000.00	20,948.32	9,051.68	45,000.00	15,000.00	
	109,237.95	92,186.27	17,051.68	124,237.95	15,000.00	
Expenditures	-					
117 01-210-52015 FIRE Wages - Firefighters	95,000.00	6,111.00	88,889.00	95,000.00	-	
118 01-210-52120 FIRE Employer Health Tax	1,900.00	1,956.74	(56.74)	1,956.74	(56.74)	Actual was a little higher than expected based on actual rates and costs paid for volunteer firefighters.
119 01-210-52140 FIRE WSIB	7,755.10	1,292.16	6,462.94	7,755.10	-	
120 01-210-52150 FIRE Group Insurance	3,600.00	1,105.44	2,494.56	3,600.00	-	
121 01-210-52185 FIRE Accident and Sickness	7,000.00	6,596.64	403.36	6,596.64	403.36	
122 01-210-52210 FIRE Clothing Allowance	6,500.00	2,400.00	4,100.00	6,500.00	-	

	Account		2024 Budget	2024 Actual as at April 30, 2024	t April 30, 202 Difference	Projected December 31, 2024 Balances	Projected Year End Surplus/ (Deficit)	Notes/Comments
123	01-210-52398 Assessment	FIRE Community Risk	10,000.00	-	10,000.00	10,000.00	-	
124		FIRE Unit 1 - Pumper	10,929.97	10.16	10,919.81	10,929.97	-	
125	01-210-52417 R&M	FIRE Unit 2 - Tanker	12,958.26	-	12,958.26	12,958.26	-	
126	01-210-52418	FIRE Unit 3 - Van R&M	6,500.00	441.71	6,058.29	6,500.00	-	
	R&M	FIRE Unit 4 - Tanker	5,000.00	122.80	4,877.20	5,000.00	-	
128	01-210-52420 R&M	FIRE Unit 5 - 1/2 Ton	4,405.31	307.97	4,097.34	4,405.31	-	
129	01-210-52421 Test/R&M	FIRE Inspection	23,520.87	3,729.58	19,791.29	23,520.87	-	
130	01-210-52510 Sewer	FIRE Hydro/Water	4,000.00	919.24	3,080.76	4,000.00	-	Amount relates to the reversal of hydro bills setup as payable for December 2023 but were not paid until February 2024.
131	01-210-52515	FIRE Firehall Fuel	5,250.00	1,530.17	3,719.83	5,250.00	-	
132	01-210-52525	FIRE Training	36,096.67	1,168.92	34,927.75	36,096.67	-	
		FIRE Communications	10,156.00	2,036.40	8,119.60	10,156.00	-	
	01-210-52540		25,250.00	23,775.00	1,475.00	25,250.00	-	
		FIRE Vehicle Gas	28,329.33	1,402.06	26,927.27	28,329.33	-	
		FIRE Building R&M	15,034.75	1,545.68	13,489.07	15,034.75	-	
		FIRE Prevention	3,000.00	1,270.80	1,729.20	3,000.00	-	
	Aid	FIRE Misc/Automatic	15,000.00	-	15,000.00	15,000.00	-	
139	01-210-52700	FIRE Supplies	24,841.70	2,580.26	22,261.44	24,841.70	-	

	As a	t April 30, 202	14		1	
Account	2024 Budget	2024 Actual as at April 30, 2024	Difference	Projected December 31, 2024 Balances	Projected Year End Surplus/ (Deficit)	Notes/Comments
140 01-210-52705 FIRE Medical Supplies	8,096.14		5,745.91	8,096.14	-	
141 01-210-52706 FIRE Food for Firefighters	2,500.00	99.89	2,400.11	2,500.00	-	
142 01-210-53203 FIRE Festivities	2,250.00	-	2,250.00	2,250.00	-	
143 01-210-53270 FIRE Insurance	28,348.00	22,472.79	5,875.21	22,472.79		Budgeted allocation was based on preliminary estimates. Final allocation based on actual premiums per departmental need.
144 01-210-53280 FIRE Personal Protective Equip	25,103.91	1,694.30	23,409.61	25,103.91	-	
145 01-210-53285 FIRE Radio/Pagers/R&M	11,421.04	243.49	11,177.55	11,421.04	-	
146 01-210-53286 FIRE Mileage	2,000.00	-	2,000.00	2,000.00	-	
147 01-210-58132 Capital Equipment & Vehicles	8,000.00	-	8,000.00	8,000.00	-	
148 01-215-50000 JOINT FIRE SERVICE BOARD	170,000.00	37,213.16	132,786.84	170,000.00	-	
	619,747.05	124,376.59	495,370.46	613,525.22	6,221.83	
Fire Surplus/(Deficit)	(510,509.10)	(32,190.32)	(478,318.78)	(489,287.27)	21,221.83	
Expenditures						
149 01-220-51300 POLICING OPP	1,046,606.00	171,498.19	875,107.81	1,046,606.00	-	
150 01-220-51310 POLICING CPAC	6,000.00	<u> </u>	6,000.00	6,000.00	-	
Police Deficit	1,052,606.00	171,498.19	881,107.81	1,052,606.00	-	
Revenues						
151 01-230-40500 ANIMAL CONTROL Dog Tags	11,825.00	9,029.41	2,795.59	11,825.00	-	

		As a	t April 30, 202	μ		
Account	2024 Budget 11,825.00	2024 Actual as at April 30, 2024 9,029.41		Projected December 31, 2024 Balances 11,825.00	Projected Year End Surplus/ (Deficit)	Notes/Comments
Expenditures		·				
152 01-230-52000 ANIMAL CONTROL Salaries and Wages	15,750.00	4,275.00	11,475.00	15,750.00	-	
153 01-230-52190 ANIMAL CONTROL Mileage	1,058.00	840.00	218.00	1,058.00	-	
154 01-230-52700 ANIMAL CONTROL Supplies	550.00	-	550.00	550.00	-	
155 01-230-52710 ANIMAL CONTROL Kennel	10,270.00	3,569.00	6,701.00	10,270.00	-	
	27,628.00	8,684.00	18,944.00	27,628.00	-	
Animal Control Surplus/(Deficit)	(15,803.00)	345.41	(16,148.41)	(15,803.00)	-	
Revenues						
Revenues 156 01-235-40500 LIVESTOCK VALUATION Admin Fees	900.00	400.00	500.00	900.00	-	
156 01-235-40500 LIVESTOCK	900.00	400.00	500.00 500.00	900.00	-	
156 01-235-40500 LIVESTOCK VALUATION Admin Fees Expenditures	900.00	400.00	500.00	900.00	-	
156 01-235-40500 LIVESTOCK VALUATION Admin Fees					-	
156 01-235-40500 LIVESTOCK VALUATION Admin Fees Expenditures 157 01-235-52000 LIVESTOCK EVALUATION Remuneration 158 01-235-52190 LIVESTOCK	900.00	400.00	500.00	900.00	- - -	
156 01-235-40500 LIVESTOCK VALUATION Admin Fees Expenditures 157 01-235-52000 LIVESTOCK EVALUATION Remuneration	900.00	400.00	790.00	900.00	- - -	
156 01-235-40500 LIVESTOCK VALUATION Admin Fees Expenditures 157 01-235-52000 LIVESTOCK EVALUATION Remuneration 158 01-235-52190 LIVESTOCK	900.00 1,440.00 494.00	400.00 650.00 211.00 861.00	790.00 283.00 1,073.00	900.00 1,440.00 494.00 1,934.00	- - - - -	

	t April 30, 202	μ				
Account	2024 Budget	2024 Actual as at April 30, 2024	Difference	Projected December 31, 2024 Balances	Projected Year End Surplus/ (Deficit)	Notes/Comments
159 01-250-40208 Fines / Parking Tickets	2,000.00	210.00	1,790.00	2,000.00	-	
	2,000.00	210.00	1,790.00	2,000.00	_	
Expenditures	2,000.00	210.00	1,700.00	2,000.00	<u> </u>	
160 01-255-52000 Joint By-Law Contract Costs	40,000.00	11,660.54	28,339.46	40,000.00	-	
	40,000.00	11,660.54	28,339.46	40,000.00	-	
By-law Enforcement Surplus/(Deficit)	(38,000.00)	(11,450.54)	(26,549.46)	(38,000.00)	-	
Expenditures						
161 01-270-51000 CONSERVATION AUTHORITY Levy	90,286.00	90,286.00	-	90,286.00	-	
Conservation Authority Deficit	90,286.00	90,286.00	-	90,286.00	-	
Revenues						
162 01-310-40125 Federal Student Grant	1,700.00	-	1,700.00	1,700.00	-	
163 01-310-40135 ROADS Gas Tax Revenue	370,000.00	370,000.00	-	370,000.00	-	
164 01-310-40142 ROADS OCIF	330,384.00	330,384.00	-	330,384.00	-	
165 01-310-40200 IO Loan Proceeds	-	1,714.65	(1,714.65)	1,714.65		Final additional costs for closing engineering and project management work that didn't occur until January and February for release of holdbacks was not originally budgeted but will be funded from long term debt.

					t April 30, 202			1
	Account		2024 Budget	2024 Actual as at April 30, 2024	Difference	Projected December 31, 2024 Balances	Projected Year End Surplus/ (Deficit)	Notes/Comments
	01-310-40400 Reserves	Transfer From	70,000.00	233,512.22	(163,512.22)	233,512.22	163,512.22	Budget includes funds towards the plow that was to be ordered in 2022 and delivered in 2024. Transfer will be completed when costs are incurred. Also includes Council approved transfers for 2023 deficit items relating to roads.
167	01-310-40404	ROADS Receipts	67,500.00	1,550.00	65,950.00	145,500.00	78,000.00	Expect additional revenues from sale of surplus equipment
168	01-310-40601	Other Provincial Grants	2,058,868.00	-	2,058,868.00	-	(2,058,868.00)	If no funding source became available for George Street, do not expect to proceed with project.
			2,898,452.00	937,160.87	1,961,291.13	1,082,810.87	(1,815,641.13)	
xpen	ditures							
	Wages	ROADS Salaries and	671,917.00	165,459.06	506,457.94	671,917.00	-	
170	01-310-52010 Wages	ROADS Standby	3,000.00	650.00	2,350.00	3,000.00	-	
171	01-310-52030 Staff Wages	ROADS Part - Time	29,831.00	-	29,831.00	29,831.00	-	
172	01-310-52040 Wages	ROADS Over Time	50,000.00	15,334.53	34,665.47	50,000.00	-	
173	01-310-52100	ROADS CPP	46,110.00	14,854.13	31,255.87	46,110.00	-	
	01-310-52110		16,571.00	5,107.89	11,463.11	16,571.00	-	
	Health Tax	ROADS Employer	16,998.00	3,779.17	13,218.83	16,998.00	-	
176	01-310-52130	ROADS OMERS	65,662.00	15,903.33	49,758.67	65,662.00	-	
	01-310-52140		31,379.00	6,298.63	25,080.37	31,379.00	-	
178	01-310-52150 Insurance	ROADS Group	7,704.00	2,578.32	5,125.68	7,704.00	-	

				As a	t April 30, 202	4		
	Account		2024 Budget	2024 Actual as at April 30, 2024	Difference	Projected December 31, 2024 Balances	Projected Year End Surplus/ (Deficit)	Notes/Comments
179	01-310-52160 Health care	ROADS Extended	49,447.00	11,041.83	38,405.17	49,447.00	-	Account includes a reversal of estimated benefit costs on accrued payroll as at December 31, 2023. These amounts are carried forward to when they were paid out and may relate to unused sick time or banked time that employees will take during 2024.
180	01-310-52170	ROADS RRSP	5,073.00	1,486.88	3,586.12	5,073.00	-	<u>y =0=</u>
181	01-310-52180	ROADS Dental Plan	16,200.00	9,436.73	6,763.27	16,200.00	-	
182	01-310-52202	ROADS Advertising	1,000.00	-	1,000.00	1,000.00	-	
183	01-310-52206 Rental	ROADS Uniform	4,500.00	2,508.20	1,991.80	4,500.00	-	
184	01-310-52208 Allowance	ROADS Clothing	3,200.00	598.01	2,601.99	3,200.00	-	
185	01-310-52210 Allowance	ROADS Boot	2,750.00	687.56	2,062.44	2,750.00	-	
186	01-310-52212 Culverts	ROADS Bridges and	34,000.00	2,516.75	31,483.25	34,000.00	-	
187	7 01-310-52214 Tree Trimming	ROADS Brushing and	4,000.00	-	4,000.00	4,000.00	-	
188	01-310-52216 Reduction	ROADS Dust	140,000.00	-	140,000.00	140,000.00	-	
189	01-310-52218 Resurfacing	ROADS Gravel	20,000.00	28,712.00	(8,712.00)	20,000.00	-	Account includes the value of the inventory of gravel at the public works yards that has not yet been used by December 31, 2023 (\$26,712). Any unused amounts at the end of the year are removed and put forward to the next year.

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				AS a	t April 30, 202	f [†]		
	Account		2024 Budget	2024 Actual as at April 30, 2024	Difference	Projected December 31, 2024 Balances	Projected Year End Surplus/ (Deficit)	Notes/Comments
190	01-310-52220 Salting	ROADS Sanding and	275,000.00	309,618.15	(34,618.15)	275,000.00	-	Account includes the value of the inventory of sand and salt at the various public works yards that has not yet been used by December 31, 2023 (\$200,596.16). Any unused amounts at the end of the year are removed and put forward to the next year.
191	01-310-52222 Thawing	ROADS Culvert	2,000.00	-	2,000.00	1,250.00	750.00	
192	01-310-52224 Patching	ROADS Hardtop	22,000.00	10,425.42	11,574.58	22,000.00	-	
193	01-310-52226 Maintenance	ROADS Shoulder	2,500.00	43.59	2,456.41	2,500.00	-	
194	01-310-52228	ROADS Signs and 911	10,000.00	6,833.15	3,166.85	10,000.00	-	
195	01-310-52232	ROADS Line Painting	50,000.00	-	50,000.00	50,000.00	-	
196	01-310-52234	ROADS Standby	70,000.00	48,600.58	21,399.42	70,000.00	-	
197	01-310-52242 Plowing	ROADS O/S Snow	90,000.00	81,886.27	8,113.73	90,000.00	-	
198	01-310-52244	ROADS O/S Sweeping	35,000.00	1,140.75	33,859.25	35,000.00	-	
199	01-310-52250	ROADS Garage R&M	8,000.00	9,651.37	(1,651.37)	9,651.37	(1,651.37)	Garage had heater issues which required a \$3,482.74 repair which was not originally expected during budget. There was also a need to repair the overhead door (\$1,535.05).
200	01-310-52252 Utilities	ROADS Shop / Works	15,000.00	5,046.82	9,953.18	15,000.00	-	

				As a	t April 30, 202	µ		
	Account		2024 Budget	2024 Actual as at April 30, 2024	Difference	Projected December 31, 2024 Balances	Projected Year End Surplus/ (Deficit)	Notes/Comments
201	01-310-52254 Fuel	ROADS Shop / Works	25,000.00	23,624.65	1,375.35	25,000.00	-	Account includes the value of the inventory of oil and fuels at the public works yards that has not yet been used by December 31, 2023 (\$6,694.04). Any unused amounts at the end of the year are removed and put forward to the next year.
202	01-310-52256 Supplies	ROADS Shop / Works	22,000.00	8,331.12	13,668.88	22,000.00	-	
203		ROADS Shop / Works dio	11,000.00	5,194.05	5,805.95	11,000.00	-	
204	01-310-52262	ROADS Gas and Oil	85,000.00	21,390.35	63,609.65	85,000.00	-	Account includes the value of the inventory of gas and fuel at the public works yards that has not yet been used by December 31, 2023 (\$4,341.95). Any unused amounts at the end of the year are removed and put forward to the next year.
205	01-310-52264	ROADS Diesel Fuel	250,000.00	81,576.02	168,423.98	230,000.00	20,000.00	Account includes the value of the inventory of diesel at the public works yards that has not yet been used by December 31, 2023 (\$20,971.32). Any unused amounts at the end of the year are removed and put forward to the next year.
206	01-310-52300 (On Tractor #41	ROADS Grass Mower	1,000.00	-	1,000.00	1,000.00	-	
207		ROADS Truck #1 -	20,000.00	15,053.14	4,946.86	20,000.00	-	
208	01-310-52310 2015 Mack	ROADS Truck #20 -	20,000.00	1,756.67	18,243.33	20,000.00	-	

		As a	t April 30, 202	μ		
Account	2024 Budget	2024 Actual as at April 30, 2024	Difference	Projected December 31, 2024 Balances	Projected Year End Surplus/ (Deficit)	Notes/Comments
209 01-310-52320 ROADS Truck #60 - 2009 Ford Sterling	-	783.55	(783.55)	783.55		These were costs incurred to service the vehicle to get into a running condition to be sold. The costs will be funded from the proceeds of the sale which exceeded our expectations at total proceeds of \$24,200 before taxes and selling fees.
210 01-310-52325 ROADS Truck #40 - 2012 Intern	20,000.00	19,904.11	95.89	20,000.00	-	
211 01-310-52327 ROADS Truck #2 - 2020 Ford	3,000.00	1,467.21	1,532.79	3,000.00	-	
212 01-310-52328 ROADS Truck #70 - 2015 Mack	20,000.00	203.52	19,796.48	20,000.00	-	
213 01-310-52330 ROADS Truck #10 - 2011 Intern	20,000.00	27,350.38	(7,350.38)	27,350.38	(7,350.38)	The annual safety inspection repairs were delayed from 2023 and finished in 2024. There were substantially more repairs this year than expected (\$26,925.74).
214 01-310-52332 ROADS Truck #4 - 2006 One Ton Blue	4,000.00	-	4,000.00	4,000.00	-	
215 01-310-52335 ROADS Truck #3 - 2007 Two Ton Black	2,000.00	3,960.59	(1,960.59)	3,960.59		This was the costs to try to get the vehicle running in order to make better proceeds on the sale. The excess over budget to be funded from proceeds. Total proceeds of \$5,300 before taxes and selling fees.
216 01-310-52340 ROADS Truck #301 - 2016 Blue Ford 1/2 Ton	3,000.00	561.93	2,438.07	3,000.00	-	
217 01-310-52345 ROADS Truck #302 - 2014 Dodge	3,000.00	949.42	2,050.58	3,000.00	-	

				As a	t April 30, 202	4		
	Account		2024 Budget	2024 Actual as at April 30, 2024	Difference	Projected December 31, 2024 Balances	Projected Year End Surplus/ (Deficit)	Notes/Comments
218	01-310-52350 F 2021 Ford	ROADS Truck #300 -	2,000.00	116.71	1,883.29	2,000.00	-	
219	01-310-52351 T	Truck - Ford F150	-	1,349.31	(1,349.31)	1,349.31	(1,349.31)	Includes costs of an oil change.
220	01-310-52352 F 2024 Mack	ROADS Truck #60 -	10,000.00	-	10,000.00	10,000.00	-	
221	01-310-52353 F F550	ROADS Truck - 2023	-	1,622.74	(1,622.74)	1,622.74		Budget did not include costs for any work on this truck due to the newness. However, any regualr maintenance, such as oil changes were therefore not budgeted. Accessories for the truck in the amount of \$1,333.04 were not included in the budget.
222	01-310-52360 F 2000 740 Volvo	ROADS Grader #21 -	20,000.00	7,801.70	12,198.30	20,000.00	-	
223		ROADS Grader - 2019	25,000.00	16,485.27	8,514.73	25,000.00	-	
224	01-310-52370 F L70 Volvo	ROADS Loader #31 -	3,000.00	-	3,000.00	3,000.00	-	
225	01-310-52372 F 2013 John Deere	ROADS Loader #35 - e	7,000.00	13,970.02	(6,970.02)	13,970.02		The loader required more service work than was originally expected at \$13,087.35. The new maintenance plans are being established to reduce these unknown large costs in future.
226	01-310-52375 F	ROADS Excavator	16,000.00	-	16,000.00	16,000.00	-	
227	01-310-52380 F New Holland	ROADS Tractor #41 -	2,000.00	-	2,000.00	2,000.00	-	

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	Account		2024 Budget	2024 Actual as at April 30, 2024	t April 30, 202 Difference	Projected December 31, 2024 Balances	Projected Year End Surplus/ (Deficit)	Notes/Comments
228	01-310-52381 Tractor	ROADS Tractor - 2019	-	32,084.25	(32,084.25)	32,084.25	(32,084.25)	As disclosed at the April 9th Council meeting, there were significant repairs required on the 2019 Case tractor that had not been considered or budgeted for. These repairs were required to keep the tractor in running repair.
229	01-310-52385 John Deere	ROADS Backhoe #51 -	2,000.00	2,094.80	(94.80)	2,094.80	(94.80)	The budget was set too low for this vehicle. The backhoe required service and new flared teeth. Any additional work or repairs will be over budget.
230	01-310-52392 #54	ROADS Sidewalk Plow	2,000.00	1,480.84	519.16	2,000.00	-	
231	01-310-52400 Steel	ROADS Grader Plow	35,000.00	8,849.77	26,150.23	35,000.00	-	
232	01-310-52405 R&M	ROADS Equipment	1,000.00	-	1,000.00	1,000.00	-	
233	01-310-52420 Licenses	ROADS Truck	15,000.00	5,760.43	9,239.57	15,000.00	-	
234	01-310-52422	ROADS GPS System	7,000.00	2,043.36	4,956.64	7,000.00	-	
235	01-310-52425 R&M	ROADS Sidewalks	1,000.00	-	1,000.00	1,000.00	-	
236	01-310-53202	ROADS Training	6,000.00	3,270.92	2,729.08	6,000.00	-	
237	01-310-53270	ROADS Insurance	94,334.00	82,510.71	11,823.29	82,510.71	11,823.29	Budgeted allocation was based on preliminary estimates. Final allocation based on actual premiums per departmental need.

	As at April 30, 2024										
	Account	2024 Budget	2024 Actual as at April 30, 2024	Difference	Projected December 31, 2024 Balances	Projected Year End Surplus/ (Deficit)	Notes/Comments				
238	01-310-53300 ROADS Short Term Loan - Principal Interes	-	45,728.16	(45,728.16)	68,592.24		Budget was fully in the long term debt payments line. Debt has not yet been converted to long term, therefore, short term interest being paid instead of monthly long term payments.				
239	01-310-53350 Transfer to Reserves	274,919.00	274,919.00	-	329,919.00	(55,000.00)	Budget included \$140,000 to be transferred to reserves for future capital needs based on the long term capital plan and asset management planning. Budget also includes repayment of bag tag loans with interest of \$134,919. As soon as budget is approved, these transfers are completed.				
240	01-310-55000 Repayment of Long Term Debt	203,906.62	-	203,906.62	101,953.31	101,953.31					
241	01-310-58000 ROADS Capital Buildings	60,000.00	-	60,000.00	60,000.00	-					
242	01-310-58131 ROADS Capital Roads	2,066,868.00	1,389.02	2,065,478.98	-	2,066,868.00					
243	01-310-58132 ROADS Capital Equipment & Vehicles	400,000.00	429,533.71	(29,533.71)	429,533.71		The flail mower that was required to help with clearing roadsides including the tornado zone (and sized appropriately for dealing with the continuous falling debris from the tornado into ditches and roadsides) was purchased with the MNRF funding for tornado cleanup and was not included in the budget. Also required purchase of new sidewalk plow to be funded from surplus equipment sales.				

			As a	t April 30, 202	µ		7
	Account	2024 Budget	2024 Actual as at April 30, 2024	Difference	Projected December 31, 2024 Balances	Projected Year End Surplus/ (Deficit)	Notes/Comments
244	01-310-58133 ROADS Bridges	-	54,421.06	(54,421.06)	54,421.06	(54,421.06)	Had to complete unexpected for on a large culvert structure on Turcotte Road due to a collapse in the culverts.
245	01-310-60200 Change in Unfunded Capital	700,384.00	700,384.00	-	700,384.00	-	
246	01-310-70000 Change in Surplus/Deficit	-	54,781.60	(54,781.60)	54,781.60	(54,781.60)	When the 2023 deficit was known, the amounts relating to funding from road reserves (contingency and winter maintenance) were transferred to fund this 2023 deficit with the remainder in administration department for all other 2023 deficit funding.
		6,262,253.62	2,712,903.21	3,549,350.41	4,377,054.64	1,885,198.98	
Roads	Surplus/(Deficit)	(3,363,801.62)	(1,775,742.34)	(1,588,059.28)	(3,294,243.77)	69,557.85	
Reven	ues						
247	01-320-40045 STREETLIGHTS Special Charges	28,400.00	-	28,400.00	28,400.00	-	
		28,400.00	-	28,400.00	28,400.00	-	
	ditures						
	01-320-54000 STREETLIGHTS Utilities - Tweed	7,500.00	1,543.54	5,956.46	7,500.00	-	
249	01-320-54002 STREETLIGHTS R&M - Tweed	750.00	1,405.51	(655.51)	1,405.51	(655.51)	So far this year, we have had to repair the street lights as agreed to by the previous Public Works Manager for new Bell poles being installed (we were to be responsible for transitioning our lights to the new poles).

	As a	t April 30, 202	4			
Account	2024 Budget	2024 Actual as at April 30, 2024	Difference	Projected December 31, 2024 Balances	Projected Year End Surplus/ (Deficit)	Notes/Comments
250 01-320-54004 STREETLIGHTS R&M - Actinolite	1,000.00	174.95	825.05	1,000.00	-	
251 01-320-54006 STREETLIGHTS R&M - Queensborough	650.00	137.36	512.64	650.00	-	
252 01-320-54008 STREETLIGHTS R&M - Marlbank	1,800.00	1,244.96	555.04	1,800.00	-	
253 01-320-54010 STREETLIGHTS R&M - Thomasburg	1,650.00	306.30	1,343.70	1,650.00	-	
254 01-320-54012 STREETLIGHTS R&M - Stoco	150.00	33.63	116.37	150.00	-	
255 01-320-54050 STREETLIGHTS Traffic Lights Utilities	12,800.00	2,598.93	10,201.07	12,800.00	-	
256 01-320-54052 STREETLIGHTS Traffic Lights R&M	2,100.00	2,444.58	(344.58)	2,444.58	` '	There was unexpected crosswalk light repairs that were not in budget.
	28,400.00	9,889.76	18,510.24	29,400.09	(1,000.09)	
Streetlights Surplus/(Deficit)		(9,889.76)	9,889.76	(1,000.09)	(1,000.09)	
Revenues						
257 01-330-40216 PITS & QUARRIES Revenue	18,000.00	224.26	17,775.74	18,000.00	-	
258 01-330-40218 AGGREGATE Investment Income	2,000.00	727.34	1,272.66	2,000.00	-	
	20,000.00	951.60	19,048.40	20,000.00	-	
Expenditures 259 01-330-53200 PITS & QUARRIES Expense	1,000.00	-	1,000.00	1,000.00	-	

	Account	2024 Budget	2024 Actual as at April 30, 2024	Difference	Projected December 31, 2024 Balances	Projected Year End Surplus/ (Deficit)	Notes/Comments
260	01-330-53350 Transfer to Reserves	20,000.00	951.60	19,048.40	20,000.00		Budget represents \$18,000 of revenues for being the host municipality for private aggregate pits and \$2,000 for interest. Transfers are completed as interest or aggregate host fees are earned.
	01-330-58014 GRAVEL PIT Esker Rd Pit Licence	25,000.00	-	25,000.00	25,000.00	-	
		46,000.00	951.60	45,048.40	46,000.00	-	-
Aggre	gates Surplus/(Deficit)	(26,000.00)	-	(26,000.00)	(26,000.00)	-	
Reven	ues						
262	01-410-40035 SANITARY SEWER Levy	562,438.08	119,689.14	442,748.94	562,438.08		Relates to adjustments for accounts that had inaccurate readings that needed to be corrected on billings.
	01-410-40127 SANITARY SEWER Other Grants	300,629.00	-	300,629.00	-	, ,	If no funding source became available for George Street, do not expect to proceed with project.
	01-410-40204 SANITARY SEWER Penalty Revenue	5,500.00	1,270.46	4,229.54	5,500.00	-	
	01-410-40400 Transfer From Reserves	167,022.00	-	167,022.00	21,000.00		Budget includes \$167,022 for capital projects to be funded from reserves. Transfers will be completed as costs are incurred.
	44	1,035,589.08	120,959.60	914,629.48	588,938.08	(446,651.00)	
266	01-410-52000 SANITARY SEWER Salaries and Wages	30,600.00	30,600.00	-	30,600.00	-	
267	01-410-53130 SANITARY SEWER Hydro - River St Pumping Station	35,000.00	10,223.13	24,776.87	35,000.00	-	

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		As a	t April 30, 202	4 		
Account	2024 Budget	2024 Actual as at April 30, 2024	Difference	Projected December 31, 2024 Balances	Projected Year End Surplus/ (Deficit)	Notes/Comments
268 01-410-53270 SANITARY SEWER Insurance	342.00	-	342.00	342.00	-	
269 01-410-53300 Short Term Loan - Principal / Interest	-	4,382.22	(4,382.22)	6,573.33	(6,573.33)	Budget was fully in the long term debt payments line. Debt has not yet been converted to long term, therefore, short term interest being paid instead of monthl long term payments.
270 01-410-53350 Transfer to Reserves	204,509.16	-	204,509.16	88,616.67	115,892.49	Budget includes the department surplus estimated at \$204,509.16, to be transferred to reserves for future capital needs as per the long term capital plan and asset management.
271 01-410-54102 SANITARY SEWER R&M	5,000.00	1,712.11	3,287.89	5,000.00	-	
272 01-410-54104 SANITARY SEWER Storm Sewer R&M	7,000.00	585.12	6,414.88	7,000.00	-	
273 01-410-54118 SANITARY SEWER Waste Water Contract - OCWA	108,050.00	37,656.12	70,393.88	108,050.00	-	
274 01-410-55000 Repymt of Long-Term Debt	177,436.92	44,008.36	133,428.56	286,756.08	(109,319.16)	
275 01-410-58000 SANITARY SEWER Capital Development	446,651.00	-	446,651.00	-	446,651.00	If no funding source became available for George Street, do not expect to proceed with project.
276 01-410-58022 SANITARY SEWER OCWA	21,000.00	-	21,000.00	21,000.00	-	
•	1,035,589.08	129,167.06	906,422.02	588,938.08	446,651.00	•
ewer Surplus/(Deficit)		(8,207.46)	8,207.46	-	-	
evenues						

As at April 30, 2024					4		1
	Account	2024 Budget	2024 Actual as at April 30, 2024	Difference	Projected December 31, 2024 Balances	Projected Year End Surplus/ (Deficit)	Notes/Comments
277	01-420-40036 WATER Levy	462,920.00		350,094.51	462,920.00	-	Relates to adjustments for accounts that had inaccurate readings that needed to be corrected on billings.
278	01-420-40127 WATER Other Grants	387,045.00		387,045.00	-	,	If no funding source became available for George Street, do not expect to proceed with project.
	01-420-40200 IO Loan Proceeds	-	2,421.17	(2,421.17)		,	Relates to unfunded additional new well drilling project management fees that were for January 2024 that did not have a funding source.
280	01-420-40204 WATER Penalty Revenue	5,800.00	1,321.90	4,478.10	5,800.00	-	
281	01-420-40400 Transfer From Reserves	450,152.00	22,292.08	427,859.92	450,152.00	-	Budget includes \$450,152 for capital projects to be funded from reserves. Transfers will be completed as costs are incurred.
		1,305,917.00	138,860.64	1,167,056.36	921,293.17	(384,623.83)	
	oditures 2 01-420-52000 WATER Salaries and Wages	64,900.00	64,900.00	-	64,900.00	-	
283	3 01-420-52816 WATER Property Tax	2,700.00	-	2,700.00	2,647.68	52.32	
284	01-420-53130 WATER Hydro - Well #2 & #3	30,000.00	6,622.12	23,377.88	30,000.00	-	Amount relates to the reversal of hydro bills setup as payable for December 2023 but were not paid until February 2024.
285	01-420-53270 WATER Insurance	-	357.05	(357.05)	357.05	(357.05)	Budgeted allocation was based on preliminary estimates. Final allocation based on actual premiums per departmental need.

	As at April 30, 2024											
	Account	2024 Budget	2024 Actual as at April 30, 2024	Difference	Projected December 31, 2024 Balances	Projected Year End Surplus/ (Deficit)	Notes/Comments					
286	01-420-53300 Short Term Loan - Principal / Interest	-	11,180.26	(11,180.26)	16,770.39		Budget was fully in the long term debt payments line. Debt has not yet been converted to long term, therefore, short term interest being paid instead of monthly long term payments.					
287	01-420-53350 Transfer to Reserves	105,256.40	-	105,256.40	92,248.78		Budget includes the department surplus estimated at \$105,256.40, to be transferred to reserves for future capital needs as per the long term capital plan and asset management.					
288	01-420-54106 WATER Mains R&M	15,000.00	-	15,000.00	15,000.00	-						
289	01-420-54108 WATER Fire Hydrant R&M	2,000.00	4,946.38	(2,946.38)	4,946.38		Due to a hit and run accident, a hydrant was destroyed and was required to be repaired.					
290	01-420-54110 WATER Meters R&M	5,000.00	6,407.22	(1,407.22)	5,000.00		Account includes the value of the inventory of water meters not yet installed as at December 31, 2023 (\$6,095.83). Any unused amounts at the end of the year are removed and put forward to the next year.					
291	01-420-54112 WATER Contract - OCWA	157,500.00	54,811.44	102,688.56	157,500.00	-						
292	01-420-54113 WATER - ORO - OCWA	33,100.00	11,537.44	21,562.56	33,100.00	-						
293	01-420-54114 WATER Licensing - DWQMS	1,200.00	-	1,200.00	1,200.00	-						
294	01-420-54116 WATER R&M / Supplies	1,000.00	5,022.59	(4,022.59)	5,022.59		Due to a watermain break, there was a large repair that was not originally expected at budget time (\$3,728.61).					
295	01-420-55000 Repymt of Long-Term Debt	17,230.60	-	17,230.60	8,615.30	8,615.30						

	As a	t April 30, 202	µ			
Account	2024 Budget	2024 Actual as at April 30, 2024		•	Projected Year End Surplus/ (Deficit)	Notes/Comments
296 01-420-58002 WATER CAPITAL	787,045.00	11,832.87	775,212.13	400,000.00	387,045.00	If no funding source became available for George Street, do not expect to proceed with project.
297 01-420-58022 WATER OCWA	50,152.00	12,880.38	37,271.62	50,152.00	-	
298 01-420-60200 Change in Unfunded Capital	33,833.00	33,833.00	1	33,833.00	1	
	1,305,917.00	224,330.75	1,081,586.25	921,293.17	384,623.83	
Water Surplus/(Deficit)	<u> </u>	(85,470.11)	85,470.11	-	-	
Revenues						
299 01-430-40040 GARBAGE COLLECTION Special Charges	76,733.00	-	76,733.00	76,733.00	-	
	76,733.00	-	76,733.00	76,733.00	-	
Expenditures						
300 01-430-52221 GARBAGE COLLECTION Waste Collection	76,733.00	19,183.17	57,549.83	76,733.00	-	
	76,733.00	19,183.17	57,549.83	76,733.00	-	
Garbage Collection Surplus/(Deficit)	-	(19,183.17)	19,183.17	-	-	
Revenues						
301 01-440-40216 GARBAGE DISPOSAL Bag Tag & Tipping Revenues	318,450.00	71,417.74	247,032.26	318,450.00	-	
302 01-440-40218 GARBAGE DISPOSAL Investment Income	15,000.00	5,515.74	9,484.26	15,000.00	-	

			As a	t April 30, 202	4		1
	Account	2024 Budget	2024 Actual as at April 30, 2024	Difference	Projected December 31, 2024 Balances	Projected Year End Surplus/ (Deficit)	Notes/Comments
	01-440-40400 Transfer From Reserves	125,000.00	27,684.28	97,315.72	139,306.87	14,306.87	Budget includes the estimated amounts for bulk items of \$125,000 that are paid for out of the bag tags transferred to reserves. Transfers are completed as costs are incurred.
		458,450.00	104,617.76	353,832.24	472,756.87	14,306.87	
<u> </u>	ditures						
	01-440-52000 GARBAGE DISPOSAL Salaries and Wages	171,699.00	41,569.01	130,129.99	171,699.00	-	
305	01-440-52100 GARBAGE DISPOSAL CPP	9,175.00	2,206.62	6,968.38	9,175.00	-	
306	01-440-52110 GARBAGE DISPOSAL EI	3,662.00	1,016.10	2,645.90	3,662.00	-	
1	01-440-52120 GARBAGE DISPOSAL EHT	3,361.00	748.92	2,612.08	3,361.00	-	
308	01-440-52130 GARBAGE DISPOSAL OMERS	5,673.00	1,457.36	4,215.64	5,673.00	-	
	01-440-52140 GARBAGE DISPOSAL WSIB	6,238.00	1,248.20	4,989.80	6,238.00	-	
310	01-440-52150 GARBAGE DISPOSAL Group Insurance	1,136.00	464.60	671.40	1,136.00	-	
	01-440-52160 GARBAGE DISPOSAL Extended Health care	8,227.00	4,635.28	3,591.72	8,227.00	-	Account includes a reversal of estimated benefit costs on accrued payroll as at December 31, 2023. These amounts are carried forward to when they were paid out and may relate to unused sick time or banked time that employees will take during 2024.
	01-440-52170 GARBAGE DISPOSAL RRSP	4,551.00	1,334.52	3,216.48	4,551.00	-	

	As at April 30, 2024										
	Account	2024 Budget	2024 Actual as at April 30, 2024	Difference	Projected December 31, 2024 Balances	Projected Year End Surplus/ (Deficit)	Notes/Comments				
313	01-440-52180 GARBAGE DISPOSAL	4,320.00	2,656.04	1,663.96	4,320.00	-					
	Dental Plan	·	·	·	·						
314	01-440-52200 GARBAGE DISPOSAL	6,000.00	1,550.14	4,449.86	6,000.00	-					
	Repair & Mtce										
315	01-440-52202 GARBAGE DISPOSAL Communications/Advertise	600.00	15.35	584.65	600.00	-					
316	01-440-52206 GARBAGE DISPOSAL Uniform Rental/Boot Allowance	2,400.00	814.48	1,585.52	2,400.00	-					
317	01-440-52211 GARBAGE DISPOSAL Marlbank Road Monitoring/D&O Plan	25,000.00	13,169.78	11,830.22	25,000.00	-					
318	01-440-52215 GARBAGE DISPOSAL Hunt Road Monitoring/D&O	17,000.00	5,461.97	11,538.03	17,000.00	-					
319	01-440-52235 GARBAGE DISPOSAL Loader #52	3,000.00	-	3,000.00	3,000.00	-					
	01-440-52238 GARBAGE DISPOSAL Compactor	3,000.00	-	3,000.00	3,000.00	-					
	01-440-52816 GARBAGE DISPOSAL Property Tax - PIL	4,000.00	-	4,000.00	3,872.80	127.20					
	01-440-53202 GARBAGE DISPOSAL Training	1,000.00	-	1,000.00	1,000.00	-					
	01-440-53240 GARBAGE DISPOSAL Supplies	5,000.00	456.08	4,543.92	5,000.00	-					
324	01-440-53242 GARBAGE DISPOSAL Bulk Items Removal	125,000.00	18,277.41	106,722.59	129,900.00	(4,900.00)	With the rate change as notified at the last Council meeting, expect that this is the amount we will be over budget, funded from the fees with reduced amounts going to reserves.				

		As a	t April 30, 202	4		1
Account	2024 Budget	2024 Actual as at April 30, 2024	Difference	Projected December 31, 2024 Balances	· ,	Notes/Comments
325 01-440-53270 WASTE Insurance	1,610.00	1,681.45	(71.45)	1,681.45		Budgeted allocation was based on preliminary estimates. Final allocation based on actual premiums per departmental need.
326 01-440-53350 Transfer to Reserves	123,863.00	114,378.74	9,484.26	118,963.00		Budget included \$9,363 to be transferred to reserves for future capital needs based on the long term capital plan and asset management planning. As soon as budget is approved, these transfers are completed. Budget also included a set amount of bag tag and bulk revenues to reserves (\$99,500) which has already been completed. Any revenues for bag tags and bulk items that exceed the budget will also be transferred to reserves by the end of the year.
01-440-58000 GARBAGE DISPOSAL Blu Metric Capital	-	9,406.87	(9,406.87)	9,406.87		The lawyer has been working with the Province since 2020 on getting our CAZ ownerships registered on title and finally were able to meet acceptance by the Province. The costs of this work, which was required as part of the ECA for Marlbank site, was \$9,406.87.
	535,515.00	222,548.92	312,966.08	544,866.12	(9,351.12)	
ndfill Site Surplus/(Deficit)	(77,065.00)	(117,931.16)	40,866.16	(72,109.25)	4,955.75	
penditures						

					u budget vari			-
				As a	t April 30, 202	1		
	Account		2024 Budget	2024 Actual as at April 30, 2024	Difference	Projected December 31, 2024 Balances	Projected Year End Surplus/ (Deficit)	Notes/Comments
328	01-450-52225 Service Board	RECYCLING Waste	143,018.00	58,873.16	84,144.84	143,018.00	-	
Recyc	ling Deficit		143,018.00	58,873.16	84,144.84	143,018.00	-	
Reven	ues							
329	01-510-40125	Federal Student Grant	1,700.00	-	1,700.00	1,700.00	-	
330	01-510-40127	Other Grants	300,000.00	_	300,000.00	300,000.00	_	
		PARKS - Donations	5,000.00	17,940.00	(12,940.00)	17,940.00		A pump track donation of \$2,500 was received that was not budgeted for. Budget relates to expected donations for the park tree sponsorships.
332	01-510-40400 Reserves	Transfer From	116,600.00	28,174.50	88,425.50	121,200.00	4,600.00	Budget includes \$116,600 for capital projects. Transfers are completed as costs are incurred.
333	01-510-40702 Revenue	RECREATION	6,500.00	2,406.88	4,093.12	6,500.00	-	
334		PARKLAND Revenue	22,000.00	22,400.00	22,000.00	22,400.00	400.00	Needs to be at least 60% of the opening Parkland Reserve Fund balance per new legislation.
			451,800.00	70,921.38	403,278.62	469,740.00	17,940.00	
	ditures							
	Wages	PARKS Salaries and	168,146.00	11,338.04	156,807.96	168,146.00	-	Account includes a reversal of estimated payroll costs as at December 31, 2023. These amounts are carried forward to when they were paid out and may relate to unused sick time or banked time that employees will take during 2024.
	01-510-52100		9,276.00	1,081.10	8,194.90	9,276.00	-	
337	01-510-52110	PARKS EI	3,400.00	378.94	3,021.06	3,400.00	-	

	As at April 30, 2024												
				AS a	t April 30, 202	Ť							
	Account		2024 Budget	2024 Actual as at April 30, 2024	Difference	Projected December 31, 2024 Balances	Projected Year End Surplus/ (Deficit)	Notes/Comments					
338	01-510-52120 Health Tax	PARKS Employer	3,288.00	252.94	3,035.06	3,288.00	-						
339	01-510-52130	PARKS OMERS	12,693.00	1,122.01	11,570.99	12,693.00	-						
340	01-510-52140	PARKS WSIB	6,126.00	421.56	5,704.44	6,126.00	-						
341	01-510-52150 Insurance	PARKS Group	1,634.00	685.15	948.85	1,634.00	-						
342		PARKS Extended	7,647.00	1,306.27	6,340.73	7,647.00	-	Account includes a reversal of estimated benefit costs on accrued payroll as at December 31, 2023. These amounts are carried forward to when they were paid out and may relate to unused sick time or banked time that employees will take during 2024.					
343	01-510-52180	PARKS Dental Plan	3,375.00	2,382.85	992.15	3,375.00	-						
344	01-510-52190	PARKS Mileage	200.00	-	200.00	200.00	-						
		PARKS Boot/Clothing	3,000.00	340.85	2,659.15	3,000.00	-						
346		PARKS Radio	-	254.73	(254.73)	254.73	(254.73)	In the past, the annual radio costs for the parks radio was just done on an invoice with public works. This year, the amount has been separated out for clarity purposes.					
347	01-510-52510 Sewer	PARKS Hydro/Water	10,000.00	1,256.84	8,743.16	10,000.00	-	Amount relates to the reversal of hydro bills setup as payable for December 2023 but were not paid until February 2024.					
348	01-510-52545	PARKS Gas	14,000.00	1,065.26	12,934.74	14,000.00	-						
349	01-510-52605	PARKS	2,500.00	679.82	1,820.18	2,500.00	-						
	Communication	าร											

			As a	t April 30, 202	И		1
	Account	2024 Budget	2024 Actual as at April 30, 2024	Difference	Projected December 31, 2024 Balances	Projected Year End Surplus/ (Deficit)	Notes/Comments
350	01-510-52816 PARKS Property Tax - PIL	1,750.00	-	1,750.00	1,705.29	44.71	
351	01-510-52900 PARKS Ball Diamond R&M	2,500.00	-	2,500.00	2,500.00	-	
352	01-510-52901 PARKS Fairgrounds R&M	2,000.00	-	2,000.00	2,000.00	-	
353	01-510-52902 PARKS Soccer Field R&M	2,000.00	612.54	1,387.46	2,000.00	-	
	01-510-52903 PARKS-Marlbank Recreation R&M	2,000.00	-	2,000.00	2,000.00	-	
355	01-510-52905 PARKS Splash Pad	20,000.00	1,632.83	18,367.17	20,000.00	-	
356	01-510-52910 PARKS Supplies	4,500.00	888.96	3,611.04	4,500.00	-	
357	01-510-52915 PARKS Equipment	5,000.00	791.18	4,208.82	5,000.00	-	
358	01-510-52916 PARKS Equipment R&M - Tractor	2,000.00	115.75	1,884.25	2,000.00	-	
359	01-510-52917 PARKS Equipment R&M - Sup Truck	2,000.00	285.39	1,714.61	2,000.00	-	
	01-510-52918 PARKS Equipment R&M - Dodge Truck	2,000.00	1,172.94	827.06	2,000.00	-	
361	01-510-52919 PARKS Equipment R&M - 1 Tonne Truck	2,000.00	-	2,000.00	2,000.00	-	
362	01-510-52930 PARKS Repair and Maintenance	11,000.00	307.16	10,692.84	11,000.00	-	
363	01-510-53202 PARKS Training	1,500.00	178.08	1,321.92	1,500.00	-	
364	01-510-53270 PARKS Insurance	51,906.00	53,078.26	(1,172.26)	53,078.26	(1,172.26)	Budgeted allocation was based on preliminary estimates. Final allocation based on actual premiums per departmental need.

		A	t April 30, 202	u u		1
Account 365 01-510-53350 Transfer to Reserves	2024 Budget 15,226.00	2024 Actual as at April 30, 2024	Difference (17,940.00)	Projected December 31, 2024 Balances	\/	Notes/Comments Budget included \$15,226 to be transferred to reserves for future capineeds based on the long term capital plan and asset management planning. As soon as budget is approved, these transfers are completed. Additional transfers relate to donations received for specific items (pump track and partree plantings) which are transferred treserves until the costs are incurred.
366 01-510-53420 Recreation Programming	15,000.00	3,300.00	11,700.00	15,000.00	-	
367 01-510-58018 PARKS Replace Trees	53,600.00	48,743.04	4,856.96	53,600.00	-	
368 01-510-58039 PARKS Christmas Decorations	5,000.00	951.46	4,048.54	5,000.00	-	
369 01-510-58050 PARKS Land Improvements	357,500.00	-	357,500.00	357,500.00	-	
370 01-510-58132 PARKS Equipment & Vehicles	35,000.00	-	35,000.00	35,000.00	-	
, , , , , , , , , , , , , , , , , , , ,	838,767.00	167,789.95	670,977.05	858,089.28	(19,322.28)	
rks Surplus/(Deficit)	(386,967.00)	(96,868.57)	(267,698.43)	(388,349.28)	(1,382.28)	
evenues						
371 01-512-40400 Transfer From Reserves	-	7,562.34	(7,562.34)			Excess capital work for Actinolite Hall funded from reserves.
		7,562.34	(7,562.34)	7,562.34	7,562.34	

Account Expenditures	2024 Budget	2024 Actual as at April 30, 2024	Difference	Projected December 31, 2024 Balances	Projected Year End Surplus/ (Deficit)	Notes/Comments
372 01-512-52909 HAMLET REC	6,000.00	4,491.63	1,508.37	6,000.00	_	
Actinolite Operating Grant	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	1,101100	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	3,000.00		
373 01-512-52910 HAMLET REC Actinolite Beautification	3,000.00	-	3,000.00	3,000.00	-	
374 01-512-53270 ACTINOLITE HALL Insurance	3,229.00	3,373.28	(144.28)	3,373.28	l '	Budgeted allocation was based on preliminary estimates. Final allocation based on actual premiums per departmental need.
375 01-512-54126 HAMLET REC Actinolite Hall Water Testing	375.00	188.60	186.40	375.00	-	
376 01-512-58014 HAMLET REC Actinolite Hall Improvements	3,000.00	10,562.34	(7,562.34)	10,562.34	,	The Actinolite Hall Committee has been working diligently to repair and renovate the office side and the joint washrooms of the hall to bring the facility into a rentable state.
	15,604.00	18,615.85	(3,011.85)	23,310.62	(7,706.62)	
Actinolite Deficit	15,604.00	11,053.51	4,550.49	15,748.28	(144.28)	
Revenues						
377 01-514-40222 HAMLET REC Marlbank Misc Revenue	26,000.00	-	26,000.00	-		As no funding source has yet become available for Marlbank Canteen, do not expect to proceed with project.
	26,000.00	-	26,000.00	-	(26,000.00)	
Expenditures						
378 01-514-52909 HAMLET REC Marlbank Operating Grant	2,700.00	2,120.53	579.47	2,700.00	-	

			As a	t April 30, 202	4]
	Account	2024 Actual as at 2024 Budget April 30, 2024		December 31, Difference 2024 Balances	Projected Year End Surplus/ (Deficit)	Notes/Comments	
379	01-514-52910 HAMLET REC Marlbank Beautification	3,000.00	-	3,000.00	3,000.00	-	
380	01-514-53270 MARLBANK Insurance	1,029.00	1,320.25	(291.25)	1,320.25	(291.25)	Budgeted allocation was based on preliminary estimates. Final allocation based on actual premiums per departmental need.
381	01-514-58014 HAMLET REC Marlbank Pavilion Improvements	29,000.00	-	29,000.00	3,000.00	26,000.00	As no funding source has yet become available for Marlbank Canteen, do not expect to proceed with project.
		35,729.00	3,440.78	32,288.22	10,020.25	25,708.75	
Marlba	ank Surplus/(Deficit)	(9,729.00)	(3,440.78)	(6,288.22)	(10,020.25)	(291.25)	
Reven	ues						
382	01-516-40200 Queensborough IO Loan Proceeds	-	13,801.47	(13,801.47)	13,801.47	13,801.47	Final costs for hall renovations to be funded from long term debt.
		-	13,801.47	(13,801.47)	13,801.47	13,801.47	
Expen	ditures						
383	01-516-52909 HAMLET REC Queensborough Operating Grant	5,400.00	3,550.54	1,849.46	5,400.00	-	
384	01-516-52910 HAMLET REC Queensborough Beautification	3,000.00	-	3,000.00	3,000.00	-	
385	01-516-53270 QUEENSBOROUGH HALL Insurance	4,123.00	4,307.42	(184.42)	4,307.42	(184.42)	Budgeted allocation was based on preliminary estimates. Final allocation based on actual premiums per departmental need.

			As a	t April 30, 202	4]
	Account	2024 Budget	2024 Actual as at April 30, 2024	Difference	Projected December 31, 2024 Balances	Projected Year End Surplus/ (Deficit)	Notes/Comments
386	01-516-53300 Short Term Loan - Principal / Interest	-	3,939.07	(3,939.07)	5,908.61	(5,908.61)	Budget was fully in the long term debt payments line. Debt has not yet been converted to long term, therefore, short term interest being paid instead of monthly long term payments.
387	01-516-54128 HAMLET REC Queensborough Water Testing	375.00	200.82	174.18	375.00	-	
	01-516-55000 Queensborough Long Term Loan Repayment	15,430.09	-	15,430.09	7,715.05	7,715.05	
389	01-516-58014 HAMLET REC Queensborough Hall Improvements	3,000.00	14,194.62	(11,194.62)	14,194.62	(11,194.62)	Final costs for the hall renovations were received and agreed to upon final engineering review.
<u> </u>		31,328.09	26,192.47	5,135.62	40,900.69	(9,572.60)	
Queer	nsborough Deficit	31,328.09	12,391.00	18,937.09	27,099.22	4,228.87	
Exper	ditures						
390	01-518-52909 HAMLET REC Thomasburg Operating Grant	4,500.00	4,035.04	464.96	4,500.00	-	
	01-518-52910 HAMLET REC Thomasburg Beautification	3,000.00	2,000.00	1,000.00	3,000.00	-	
392	01-518-53270 THOMASBURG HALL Insurance	2,265.00	2,365.45	(100.45)	2,365.45	(100.45)	Budgeted allocation was based on preliminary estimates. Final allocation based on actual premiums per departmental need.
393	01-518-54130 HAMLET REC Thomasburg Hall Water Testing	375.00	188.60	186.40	375.00	-	
	01-518-58014 HAMLET REC Thomasburg Hall Improvements	3,000.00	-	3,000.00	3,000.00	-	
Thom	asburg Deficit	13,140.00	8,589.09	4,550.91	13,240.45	100.45	

				As a	t April 30, 202	p]
	Account		2024 Budget	2024 Actual as at April 30, 2024	Difference		Projected Year End Surplus/ (Deficit)	Notes/Comments
Reven				ı				
395	01-520-40128	ARENA Other Grants	50,000.00	-	50,000.00	50,000.00	-	
396	01-520-40400 Reserves	Transfer From	55,450.00	-	55,450.00	55,450.00	-	Budget includes \$55,450 for capital projects. Transfers are completed as costs are incurred.
397	01-520-40602	ARENA Hall Rentals	1,500.00	750.00	750.00	1,500.00	-	
398	01-520-40604	ARENA Ice Rentals	94,400.00	41,352.89	53,047.11	94,400.00	-	
399	01-520-40606 Rentals	ARENA Minor Hockey	82,700.00	28,031.20	54,668.80	82,700.00	-	
400	01-520-40608 Rentals	ARENA Figure Skating	20,500.00	7,934.25	12,565.75	20,500.00	-	
401	01-520-40610 Rentals	ARENA Tournament	10,000.00	9,663.00	337.00	10,000.00	-	
402	01-520-40612 Revenues	ARENA Miscellaneous	3,150.00	2,000.00	1,150.00	3,350.00	200.00	
403	01-520-40614	ARENA Sign Rentals	7,000.00	-	7,000.00	7,000.00	-	
	•		324,700.00	89,731.34	234,968.66	324,900.00	200.00	
Expen	ditures							
404	01-520-52000 Wages	ARENA Salaries and	168,146.00	68,440.94	99,705.06	168,146.00	-	
405	01-520-52045	Contract Employee	10,000.00	7,020.00	2,980.00	10,000.00	-	
	01-520-52100		9,276.00	4,447.52	4,828.48	9,276.00	-	
407	01-520-52110	ARENA EI	3,400.00	1,593.51	1,806.49	3,400.00	-	
	Health Tax	ARENA Employer	3,288.00	1,215.71	2,072.29	3,288.00	-	
409	01-520-52130	ARENA OMERS	12,693.00	5,472.18	7,220.82	12,693.00	-	
410	01-520-52140	ARENA WSIB	6,126.00	2,026.20	4,099.80	6,126.00	-	

					t April 30, 202			1
	Account		2024 Budget	2024 Actual as at April 30, 2024	Difference	Projected December 31, 2024 Balances	Projected Year End Surplus/ (Deficit)	Notes/Comments
411	01-520-52150 Insurance	ARENA Group	1,634.00	685.17	948.83	1,634.00	-	
412		ARENA Extended	7,647.00	42.12	7,604.88	7,647.00	-	Account includes a reversal of estimated benefit costs on accrued payroll as at December 31, 2023. These amounts are carried forward to when they were paid out and may relate to unused sick time or banked time that employees will take during 2024.
413	01-520-52180	ARENA Dental Plan	3,375.00	2,382.83	992.17	3,375.00	-	
414	01-520-52202 Supplies	ARENA Office	300.00	162.98	137.02	300.00	-	
415	01-520-52535	ARENA Telephone	1,200.00	400.70	799.30	1,200.00	-	
416	01-520-52700	ARENA Supplies	5,750.00	1,233.52	4,516.48	5,750.00	-	
417	01-520-52805	ARENA Hydro	40,000.00	12,383.92	27,616.08	40,000.00	-	Amount relates to the reversal of hydro bills setup as payable for December 2023 but were not paid until February 2024.
418	01-520-52810 Sewer	ARENA Water and	7,700.00	1,829.83	5,870.17	7,700.00	-	
419	01-520-52820	ARENA Fuel	7,000.00	4,629.08	2,370.92	7,000.00	-	
420	01-520-52830	ARENA Zamboni	2,500.00	644.00	1,856.00	2,500.00	_	
421	01-520-52835 R&M	ARENA Equipment	1,000.00	403.10	596.90	1,000.00	-	
422	01-520-52840	ARENA Building R&M	16,000.00	2,215.94	13,784.06	16,000.00	-	
423	01-520-52845	ARENA Plant R&M	16,000.00	1,436.97	14,563.03	16,000.00	-	

	1					
Account	2024 Budget	2024 Actual as at April 30, 2024	Difference	Projected December 31, 2024 Balances	Projected Year End Surplus/ (Deficit)	Notes/Comments
424 01-520-52855 ARENA Dues and Fees	1,000.00		(470.00)		(470.00)	Account includes the costs of hotgods for the free skate day with Ric Bresee for \$570 which was funded by a donation. The amount should have been posted into the supplies account and will be corrected going forward.
425 01-520-53202 ARENA Training	1,500.00	-	1,500.00	1,500.00	-	
426 01-520-53270 ARENA Insurance	63,128.00	72,160.11	(9,032.11)		(9,032.11)	Budgeted allocation was based on preliminary estimates. Final allocation based on actual premiums per departmental need.
427 01-520-53350 Transfer to Reserves	61,557.00	61,557.00	-	61,557.00		Budget included \$61,557 to be transferred to reserves for future capital needs based on the long term capital plan and asset management planning. As soon as budget is approved, these transfers are completed.
428 01-520-58000 ARENA Building	99,000.00	_	99,000.00	99,000.00	_	
429 01-520-58132 ARENA Equipment	6,450.00		6,450.00	6,450.00	-	
=	555,670.00	253,853.33	301,816.67	565,172.11	(9,502.11)	
Arena Surplus/(Deficit)	(230,970.00)	(164,121.99)	(66,848.01)	(240,272.11)	(9,302.11)	
Expenditures						
430 01-525-53270 SPLASH PAD Insurance	-	1,524.72	(1,524.72)	1,524.72		Budgeted allocation was based on preliminary estimates. Final allocation based on actual premiums per departmental need.

		As a	t April 30, 202	μ		
Account	2024 Budget	2024 Actual as at April 30, 2024	Difference	Projected December 31, 2024 Balances	Projected Year End Surplus/ (Deficit)	Notes/Comments
Splashpad Deficit		1,524.72	(1,524.72)	1,524.72	(1,524.72)	
Expenditures						
431 01-530-53270 LIBRARY Insurance	2,706.00	2,942.77	(236.77)	2,942.77	(236.77)	Budgeted allocation was based on preliminary estimates. Final allocation based on actual premiums per departmental need.
432 01-530-56340 LIBRARY Municipal Grant	168,850.00	42,212.50	126,637.50	168,850.00	-	
Library Deficit	171,556.00	45,155.27	126,400.73	171,792.77	(236.77)	
Revenues						
433 01-555-40222 SWIMMING POOL Donations Revenue	-	1,750.00	(1,750.00)	1,750.00	1,750.00	We do not budget for donations in this department.
		1,750.00	(1,750.00)	1,750.00	1,750.00	
Expenditures	15,000,00	504.00	44.440.00	45.000.00		
434 01-555-53200 SWIMMING POOL Operational Expense	45,000.00		44,418.92	45,000.00	-	
435 01-555-53270 POOL Insurance	-	1,920.18	(1,920.18)	1,920.18	(1,920.18)	Budgeted allocation was based on preliminary estimates. Final allocation based on actual premiums per departmental need.
436 01-555-53350 SWIMMING POOL Transfer to Reserves	19,033.00	19,033.00	-	19,033.00	-	Budget included \$19,033 to be transferred to reserves for future capital needs based on the long term capital plan and asset management planning. As soon as budget is approved, these transfers are completed.
437 01-555-58000 POOL CAPITAL Construction	25,440.00	-	25,440.00	25,440.00	-	

		As a	t April 30, 202	ነ		
Account	2024 Budget	2024 Actual as at April 30, 2024	Difference	2024 Balances	Projected Year End Surplus/ (Deficit)	Notes/Comments
	89,473.00	21,534.26	67,938.74	91,393.18	(1,920.18)	
Pool Deficit	(89,473.00)	(19,784.26)	(69,688.74)	(89,643.18)	(170.18)	
Revenues						
438 01-610-40224 REZONING Fees	16,100.00	10,900.00	5,200.00	16,100.00	-	
439 01-610-40225 SITE PLAN Fees	8,600.00	-	8,600.00	8,600.00	-	
•	24,700.00	10,900.00	13,800.00	24,700.00	-	
Expenditures						
440 01-610-52000 REZONING Salaries and Wages	5,508.00	5,465.89	42.11	5,508.00	1	
441 01-610-53200 REZONING Expense	8,136.00	914.54	7,221.46	8,136.00	-	
	13,644.00	6,380.43	7,263.57	13,644.00	-	
Rezoning & Site Plan Review Surplus/(Defic	11,056.00	4,519.57	6,536.43	11,056.00	-	
Revenues						
442 01-620-40226 MINOR VARIANCE Fees	5,250.00	1,450.00	3,800.00	5,250.00	-	
	5,250.00	1,450.00	3,800.00	5,250.00	-	
Expenditures						
443 01-620-52000 MINOR VARIANCE Salaries and Wages	1,815.00	520.79	1,294.21	1,815.00	-	
444 01-620-53200 MINOR VARIANCE Expense	2,340.00	107.20	2,232.80	2,340.00	-	
	4,155.00	627.99	3,527.01	4,155.00	-	
Minor Variances Surplus/(Deficit)	1,095.00	822.01	272.99	1,095.00	-	

		As a				
Account	2024 Budget	2024 Actual as at April 30, 2024			Projected Year End Surplus/ (Deficit)	Notes/Comments
Total Surplus/(Deficit)	0.00	466,865.15	(444,465.15)	47,035.10	47,236.00	



The Corporation of the Municipality of Tweed Staff Report

Date: May 7, 2024 Council Meeting

Report to: Council

Report from: CAO/Treasurer

Department: Administration

Title: Administration Department Update as at May 2, 2024

PURPOSE:

To provide Council with an update on the current activities of the Administration Department.

BACKGROUND:

Staff have been busy with:

- Several pre-consultations for planning and development opportunities for residents and property owners
- Water & Sewer collections, due date April 30, 2024
- BISB and BESB Committee Meetings
- Negotiations for Daycare Rentals (see request on agenda)
- Managing email technical difficulties within the office

Noted above, the office has been working with our external IT contractor in correcting our email hosting issues. Our host, OSM, has been in the process of changing ownership and there have been some complications. The Municipality will be required to find alternate hosting of the website and emails in order to get back up to full operations. We have been working with the IT contractor on getting emails transitioned.

Outstanding Tasks – see attached schedule.

The following is an update on status of Tasks:

- Pre-Consultation Policy on agenda for Council approval
- Invitation to Enbridge for Council Meeting Attendance confirmed for May 29th meeting

Note that the 18 completed tasks that were completed in 2023 have been removed from the list to tidy it up. Going forward, the list will have anything that has been completed more than 3 months prior deleted.

OPTIONS:

None

FINANCIAL IMPLICATIONS:

None

IMPACT:

None

RECOMMENDATION:

BE IT RESOLVED THAT Council receive the Administration Department Update as at May 2, 2024 as presented.

Task	Update/ Status	Assigned to	Scheduled Completion
Letter to Police Re Police Check Response	Preliminary draft to be provided by Deputy Mayor	Deputy Mayor & CAO/Treasurer	Nov-23
Hannah Street	Phase 1 has been completed and full report came in confirming phase 2 requirement, which was known due to the nature of the historical uses of the property. Phase 2 is almost completed - working on final documents for submission to Province for approval	CAO/Treasurer & Deputy Clerk	Dec-23
Extension to ECA for Hunt Road	Submission work awarded to BluMetric - submission ready and being submitted in next few weeks	Public Works Manager & BluMetric	Dec-23
Trudeau Park Zoning and Municipality Responsibility Agreement (MRA)	Working with lawyer, County Planning, and property owner for adequate submissions for Official Plan Amendment application and negotiations of MRA; Additional meetings held in January, February and March 2024	Zoning Administrator	Jan-24
Research Potential Suncor Lot Lease Opportunities	Councillor Valiquette working with Suncor representatives	Councillor Valiquette & CAO/Treasurer	Jan-24
Property Standards Review	Committee of Whole day identified serveral amendments - working compiling all of the changes for reivew by Council by June 2024	CAO/Treasurer & Fire Chief & Deputy Clerk	Jan-24
Arrange OCWA to provide update to Council in January	Emailed to arrange - working on scheduling	CAO/Treasurer & Public Works Manager	Jan-24
Join LAS Natural Gas program	Not yet started	CAO/Treasurer & Deputy Clerk	Jan-24
Gather information and summary of summer student program costs	Not yet started	CAO/Treasurer	Jan-24
Comprehensive Zoning Update to Official Plan	Working on document for Open House and Public Meeting requirements	Zoning Administrator	Feb-24
Special Events Fact Sheet	Working on a summary fact sheet for anyone who wishes to host a special event within the Municipality.	Community Development Coordinator	Feb-24
Lion's Hall Rental Negotiation	Met - changes requested and working on, hope to have to Council for review/approval May 29th	CAO/Treasurer	Feb-24
Fivolous Litigation Policy	Not yet started	CAO/Treasurer	Mar-24
Advertise and Fill Clerk Position	In progress	CAO/Treasurer	Mar-24

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Task	Update/ Status	Assigned to	Scheduled Completion
Social Media policy update and investigation with comparators	Update of policy from Manager of Community Development provided to CAO for additional review, expect to Council for May 29th	CAO/Treasurer & Manager of Community Development	Mar-24
Salt Management Plan Updated Costs and Usage Volumes	Update in Spring 2023 directed by Council to use next winter to track all necessary data to provide updated information and numbers in policy review in Spring 2024	CAO/Treasurer & Public Works Manager	Apr-24
Portable Vender Licensing Review	When by-law passed, directed to bring forward to Council after one year for any potential changes required	CAO/Treasurer	Apr-24
Policy for Ensuring Insurance Coverage with Use of Municipal Property	Not yet started, however already doing, just not a formalized written policy	CAO/Treasurer	Apr-24
Water and Sewer 1 page summary for users regarding fees and shut off procedures, etc.	Not yet started	CAO/Treasurer & Administration/Public Works Assistant	Apr-24
Detailed Review of Provincial Budget	In process	All Managers	Apr-24
Pre-consultation Policy	On agenda for Council approval	Zoning Administrator	Apr-24
Animal By-law (dogs) update for rates and other suggested changes	In process	CAO/Treasurer	Apr-24
Distribution of Notice of Motion - Policing Costs	Not yet started	Deputy Clerk	May-24
Invite Enbridge to speak at Council for May 7	Invited and arranged for May 29th	CAO/Treasurer & Deputy Clerk	May-24
Advertise internally and fill Deputy Treasurer Position	In process	CAO/Treasurer	May-24
Library Wall Visibility Concerns	Reached out to Library CEO to see if they could research costs, alternatives and potential solutions to improving site visibility at the neighbouring driveway due to library wall.	Library CEO	May-24

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Task	Update/ Status	Assigned to	Scheduled Completion
Investigate Changes for Zoning By-law for Density Intensification	Committee of Whole day identified serveral opportunities - working compiling all for Council by July 2024	Zoning Administrator	May-24
Policy Updates and Adjustments - Include Volunteers	Not yet started	CAO/Treasurer	May-24
Educational information for boat washing	Not yet started	Manager of Community Development	May-24
Internet options for Marlbank and Queensborough	Not yet started	CAO/Treasurer & Deputy Clerk	May-24
Zoning Parking Requirements Amendment	In process	Zoning Administrator	Jun-24
Audited Statements Available to Public	Awaiting final document from Auditors	CAO/Treasurer	Jun-24
Policing Opportunities with Belleville	Mayor to intiate discussion and communication	Mayor & CAO/Treasurer	Jun-24
Fire Level Service By-law Review and Update	Review to be completed with consultant with Community Risk Assessment work to ensure adequately covers all necessary aspects	Fire Chief	Jun-24
IT Service Contract Review Options or Potential Tender	Not yet started but to reach out to County IT for help drafting needs and see agreement they have with others	CAO/Treasurer	Jun-24
Heritage Centre Agreement	Discussed at budget meeting on November 22nd - added \$5,000 to budget - once completed, work on generating a new agreement	CAO/Treasurer & Administraiton/Public Works Assistant	Jun-24
Establish policy for annual employee reviews	In HR policy to come June or July	CAO/Treasurer & Managers	Jun-24
Prepare Development Charge Background Study RFQ in advance of 2025	Not yet started	CAO/Treasurer	Aug-24
Monitor final tax billing and determine if computer of software upgrades required for 2025 budget deliberations	Not yet started	CAO/Treasurer & Tax/Property Assistant	Sep-24
Reassess line painting needs	To be done after Roads Needs Study complete	Manager of Public Works	Oct-24
Pay Grid & Pay Equity Review	To be done as part of 2024 budget with consultant	CAO/Treasurer & Consultant	Dec-24
Hunt Road Landfill - Water Rights Landowners Meeting	Was to be arranged as part of Hunt Road Closure process, postponing if ECA extension can be obtained	CAO/Treasurer & Public Works Manager & BluMetric	Dec-29

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Task	Update/ Status	Assigned to	Scheduled Completion
Completed Tasks			
Public Works Manager Job Posting & Interviews	Complete		Jan-24
Delegations to ROMA	Complete		Jan-24
Investiate ChargeON program	Complete		Jan-24
			Jan-24
Applications for Charging Stations - MOUs	•		Feb-24
Asset Retirement Obligations (ARO) Policy	•		
ARO Adjustments	Complete		Jan-24
Review of Parking By-law	Complete		Feb-24
Heritage Centre Reserve Fund By-law	Complete		Feb-24
Find operational savings to offset 2023 deficit	Complete		Feb-24
Council review of Environmental Protection (EP) and Environmentally Sensitive- Evaluated Wetlands (ES-EW) permitted uses within Zoning By-law	Complete		Mar-24
Meeting with Developers, Engineers, and Municipal Staff - re Pomeroy Subdivision	Complete		Mar-24
Agreement with potential daycare re: septic at Actinolite Hall	Complete		Mar-24
Establish formal bridge maintenance program	Complete		Mar-24
Investigate Purchase Order system	Complete		Apr-24
Establish Terms of Reference for Mainstreet Task Force	Complete		Apr-24

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The Corporation of the Municipality of Tweed Staff Report

Date: May 7, 2024 Council Meeting

Report to: Council

Report from: Public Works Manager

Department: Public Works

Title: Public Works Department Update

PURPOSE:

To provide Council with information regarding the Public Works Department **BACKGROUND**:

The Public Works Department has been working on the following:

- Propane in Construction Training completed.
- Street Sweeping has been completed on the Municipalities end, but due to mechanical breakdowns, our contractor expects the remainder of the sweeping to be completed by the second week of May.
- Guiderail repairs
- Removal of high shoulders
- Pothole Patching
- Sign replacement and straightening.
- Request for Tender Supply and Delivery of Diesel Fuels and Gasoline (2 year contract)

Sale of Surplus Equipment Breakdown;

2005 Case Backhoe - \$26,200.00

2009 Sterling Tandem - \$24,200.00

2010 New Holland Tractor - \$10,800.00

2007 Ford F-550 - \$5,300.00

2006 GMC 3500 - \$2.802.00

Trackless Sidewalk Plow –\$3,650.00

Diesel Generator - \$1,382.00

John Deere Mower - \$460.00

Champion Grader - \$3,700.00

Total Cost Recovered - \$78,494.00

\$2800.00 in repairs to equipment before selling.

\$21,500.00 cost of new sidewalk plow Assumed 8% sellers fee from Govdeals

Leaving roughly \$47,914.48 to be transferred to Roads Reserve **OPTIONS**:

None.

FINANCIAL IMPLICATIONS:

Transfer to Roads Reserve of roughly \$47,914.48 **IMPACT:**

None

RECOMMENDATION:

BE IT RESOLVED THAT Council receive the Public Works Department Update as presented.



The Corporation of the Municipality of Tweed Staff Report

Date: May 7, 2024 Council Meeting

Report to: Council

Report from: Manager of Community Development

Department: Community Development

Title: Community Improvement Plan Request - Gaylord

PURPOSE:

To present the Community Improvement Plan Request from Gaylord Hardwood Flooring.

BACKGROUND:

Business Owner: Greg Gaylord Location: 228 Victoria St. N.

The total project cost is \$4,987.16 plus HST. The grant funding will cover 50% of the total project cost to a maximum of \$5,000.00. Work being done includes the follows: Painting refresh of front of building and new signage on left of building.

OPTIONS:

To approve/not approve the CIP application.

FINANCIAL IMPLICATIONS:

If approved \$2,493.58 will be used from the 2024 budgeted Community Improvement Plan account.

IMPACT:

Visual façade improvements.

RECOMMENDATION:

BE IT RESOLVED THAT Council receive the Community Improvement Plan Request Report as presented;

AND FURTHER, that Council approve the request from Gaylord Hardwood Flooring.



Municipality of Tweed Community Improvement Plan Application

BACKIP	· 'r' r'		· .	
For Office Use Only			4.58	
Application No.				
Date Received			59.2	T. Edit At 192
Recommendation			Angeline and	
Decision -			en e	
	2 (1 miles) (1 miles) (2 miles) (2 miles) (2 miles) (3 miles) (3 miles) (3 miles) (4 m	to the State of th	Section and Assessment	
Section A: Applicant Info	rmation	band E	GALLEY GALLEY	
Applicant Name	(1) zabeth Donk	2/X		
Applicant Business Name	Gaylord Hardwo	ad Fl	borlig	
Applicant Address	2018 Victoria St.N	. Twee	dON	·40K31T
Applicant Phone No.	613 478 -5301			
Applicant Email	elizabeth@gaulore	thardu	wood.C	OM
Type of Business	Retail Manufa	cture	Kg.	
Section 8: Building Owner	er Information	are were	J = 1	1955 (1955 - 1956) - EFO (1955 - 1956)
Building Owner	☐ Please check if same as abo	ve		
Owner Name	Greg Gaylord			, ,
Owner Address	228 PICTOREST N	Tuesd	OU	KOKZJO
Owner Phone No.	613-243-1143		* .	,
Owner Email	grego gaylord Lo	rdWa	od.Co	M
PLEASE NOTE: If the applicant is	not the registered property owne	r, please e	nsure that t	he required
	signed by the registered property	,		3
	Declaration of Applicant. In absence	ce of the ov	vner's auth	orization, no
further consideration of the app				wales di teo bi di est.
Section CaCIP Program S				
	olication consultation meeting?	If yes,	VZ∕Yes	□ No
please note date:	SLPT IST,	9799		
	the currently designated Comi		☐ Yes	□No
,	Note: Your property must be wit			
current Community Improven for financial incentives.	nent Project Area in order to be	eligible		
	autstanding municipal tayon o	voo rotos	П.У	TÌ N
, , , ,	outstanding municipal taxes, a arrears? Note: The subject prope		□Yes	(IL)NO
· ·	ng tax or other municipal charg			
arrears in order to be eligible		E3 III		
uncuis in oraci to be engible	leveral you are a remainly.		1	

Are there any outstanding wo Department or the Building D prior to grant approval?	□Yes	□No	
Have you previously applied f Community Improvement Pla Date:	☐ Yes	□ No	
receiving funding from other organizations for your project and indicate status of approvasubmitted", or "approval receivant exceed the total eligibitation.	end to apply for, or do you anticipate government bodies and/or non-profit? If yes, please list the funding sources als (i.e., "application submitted", "not eived"). Note total value of incentives le cost of the project.	□ Yes	J No
1.		***************************************	
2,			
3.			
4.			yt.
· · · · · ·	ipplicants applying for a loan secure a g to the financial good standing of the l letter is attached.	☐ Yes	OKO NA
Section D: CIP Program S	election	PAGE	
Programs	Please select the CIP program(s) to wh complete the corresponding sections of	· ·	
Façade Improvement	☐Grant \$ Municipality may cover 50% of construmaximum of \$5000 grant on completion to front or exterior façades that front o	on of work. C	Only applies
	□ Loan \$ Municipality may cover 50% of construm aximum \$5000 loan awarded at time Only applies to front or exterior façade public street.	application	approved.
Accessibility	☐ Grant \$ Municipality may cover 50% of construm aximum of \$2500 grant on completion commercial area of a property shall be ☐ Loan \$	on of work. C	only the

DESIGNATION	Municipality may cover 50% of construction costs to a
CONTRACTOR	maximum \$2500 loan awarded at time application approved.
	Only the commercial area of a property shall be eligible for this
	loan.
Planning & Building Permit	☐ Grant \$
Fee	A grant to a maximum of \$2500 to cover the cost of minor
	variance applications, zoning by-law amendments, site plan
	applications or building permit fees.
Brownfield Property Tax	☐ Grant \$
Assistance and	Municipality may cover 50% of construction costs to a maximum
Remediation Program	of \$2500 grant on completion of work.
	□ Loan \$
	Municipality may cover 50% of construction costs to a maximum
	\$2500 loan awarded at time application approved.
	☐ Tax Relief
	The Municipality may pass bylaws to provide a deferral or
1500mm	cancellation of all or part of the municipal taxes on a brownfield
No. of the Control of	site during rehabilitation and development period. The
STATE OF THE STATE	Municipality may also apply for the provincial brownfield
AND THE PROPERTY OF THE PROPER	financial tax incentive program on behalf of the owner to cancel
	or freeze all or a portion of the education component of property
The second secon	taxes.
Section E. CIP Program S	upporting Documentation
Programs	In order for your application to be considered complete, you
_	must provide the information below for each applicable
	program. Please check all boxes to ensure compliance.
Façade Improvement	☑ Photographs of the existing building
	☐ Historical photographs of the building, if available
	☐ Confirmation of an approved Heritage Permit, if applicable
Market Services	☐ Elevation drawings to illustrate the full scope of the
	proposed façade improvements
	☐ Other relevant drawings, studies, or information to support
	the proposed scope of work, if applicable, or as required by
	the Municipality
	Two (2) cost estimates required if possible, for eligible work
	and/or materials
	The state of the s
	☐ Itemized quote(s) indicating project/construction costs, and
	Itemized quote(s) indicating project/construction costs, and including the name and contact
	including the name and contact

	☑A site plan or landscape plan
	\square A letter from bank attesting to the financial good standing of
	the applicant's business for all loan requests
Accessibility	☐ Photographs of the existing building
	☐ Historical photographs of the building, if available
	☐ Confirmation of an approved Heritage Permit, if applicable
	☐ Elevation drawings to illustrate the full scope of the
	proposed accessibility improvements
•	☐ Other relevant drawings, studies, or information to support
	the proposed scope of work, if applicable, or as required by
	the Municipality
	☐ Two (2) cost estimates required if possible, for eligible work and/or materials
	☐ Itemized quote(s) indicating project/construction costs, and
	including the name and contact
	☐ Information of the qualified contractor(s)/other
	professional(s) who will be undertaking the work
	☐ A work plan
	☐ A site plan or landscape plan
	☐ A letter from bank attesting to the financial good standing of
	the applicant's business for all loan requests
Planning & Building Permit	☐ Business plan or feasibility study
Fee	·
Brownfield Property Tax	\square A letter from bank attesting to the financial good standing of
Assistance and	the applicant's business for all loan requests
Remediation Program	
	Please describe in detail the eligible scope of work for which
	you are seeking financial support through the Brownfields Tax
	Assistance Program:
	Area of land to be remediated/developed (Ha.)
· · · · · · · · · · · · · · · · · · ·	Rehabilitation Period:
	Approximate start date:
	Approximate end date:
	Development Period:
	Approximate start date:
	Approximate end date:
Section F: Detailed Project	ct Costs

Please detail all project costs using the following table. The estimated costs should be based on quotes from contractors and vendors. Applicants are required to obtain at least two quotes.

		ı
Community Improvement Task/Itemized Quotes	Cost – Low	Cost – High
	Quote	Quote
Example: Replacement of storefront sign	\$ 1,800 from	\$2,200 from
Λ	Signs Inc.	Jim's Custom Sig
Painting front of Brilding	\$ 2699.19	\$ 2,999.10
	\$ '	\$
Sign left of Building	\$2936.31	\$293631
0-8	\$	\$
· ·	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	8
	\$	\$
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Total	\$	\$ -

Please note: The personal information on this form was collected pursuant to the Freedom of Information Act and forms part of a public record open to inspection by any person upon request at the office of the clerk during normal office hours. See the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56, s.14(1)(c).

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Please describe your proposed improvement project and timeline.

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painting refresh front of building.

Photos + lestimates attacked

Municipality of Tweed Community Improvement Applicant Declaration

I hereby declare that the statements made herein and all attached supporting materials and documentation, are a true and complete representation of the purpose and intent of this application.

I have reviewed the submission requirements and understand that incomplete applications will not be accepted.

I also understand that the proposal must comply with all other applicable legislation and bylaws and that other approvals, if required, must be described clearly in this application form (e.g. Minor Variance, Site Plan, Building Permit, Sign Permit, Heritage Permit, etc.).

I acknowledge that the Municipality or their designate may visit the property that is the subject of this application for the purpose of evaluating the merits of this application.

I acknowledge that personal information on this form is collected under the authority of the *Ontario Heritage Act, Municipal Act,* and/or the *Planning Act* and will be used to process the Community Improvement Plan application and information may also be released to the public.

I acknowledge that I have read in full the Municipality of Tweed Community Improvement Plan and understand and conform to the eligibility and program requirements.

If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.

Signature of Applicant

Date

If the applicant is not the registered property owner, the property owner must also sign this application:

Signature of Property Owner

Date

Faxed or emailed submissions will not be accepted since original signatures are required.

A pre-application consultation meeting is required before your application can be accepted by the Municipality. Please contact:

Rachelle Hardesty, Community Development Manager Municipality of Tweed, 255 Metcalf St., Tweed ON, KOK 3J0

Tel: 613-478-2535

Email: rhardesty@tweed.ca

Terms and Conditions

- 1. In order to be eligible for the Municipality of Tweed Community Improvement Program, an application form must be submitted to the Municipality prior to commencing any work.
- 2. Applications will initially be reviewed by Municipality staff with regard to planning approvals and/or building permit requirements.
- 3. Applicants will be advised in writing of any required approvals or permits associated with their application.
- 4. Eligible loan applicants must be the owner of the property since any loans will be tied to that property.
- 5. In order to be eligible for the Municipality of Tweed Community Improvement Program, all proposed projects must be within the designated Municipality of Tweed Community Improvement Plan area, as indicated by By-law No. 2018-39.
- 6. Submitted projects must help to achieve the Community Improvement Plan's (CIP) goals.
- 7. The property owner must have no outstanding tax arrears and must be in good standing with regard to taxation at the time of application and throughout the duration of the incentive benefit period as identified in the Community Improvement Plan.
- 8. In order to be eligible all applications must include completed application forms and supporting materials such as detailed work plans, two (2) cost estimates and contracts, applicable reports and any other applicable information as required by the Municipality.
- 10. Existing and proposed uses must be in conformity with the policies and standards provided by the County Official Plan, Zoning By-law, and all other planning documents.
- 11. Community improvement works must be undertaken pursuant to application for planning approval and/or building permit, and any additional required permits and in accordance to the Ontario Building Code and all applicable planning policies and standards.
- 12. The loan program made available under the Municipality of Tweed Community Improvement Plan may be used individually or may be combined with additional funding opportunities; however, the total of all incentive benefits (including loans and grants) must not exceed the project's costs.
- 13. All sources of additional funding, or incentives must be declared at the time of application submission. The Municipality, in consultation with the CIP Implementation Business Retention & Expansion (BR&E) Committee, is entitled to make recommendations for grant/loan reductions based upon any declared funding or incentives.

- 14. The BR&E Committee will evaluate all applications and supporting materials, upon review of the material the Committee will make a decision to approve or not approve.
- 15. Should the BR&E Committee approve the loan application, the applicant will be required to sign a *Municipality of Tweed Community Improvement Plan Loan Agreement* which will outline the terms, duration, and default provisions under the program.
- 16. Should the BR&E Committee, Municipal staff or Council require additional information, plans, studies or any additional works related to the proposed project, the requested information must adequately be provided and/or undertaken prior to approval of the application.
- 17. Undertaken and completed works that are associated with an improved CIP program application must be consistent with the project description contained in the application form and supporting materials, and with the program agreement. Should works not be consistent with the original project description, to the satisfaction of the Municipality, the Municipality may delay, reduce or cancel the grant/ loan.
- 18. Should the applicant fall into default of any of the eligibility requirements or fail to meet the detailed requirements of the loan program, or any requirements of the Municipality, the Municipality in its sole discretion may reduce, or cancel the agreement and add any outstanding amount to the building's municipal taxes;
- 19. All loans will be issued at 0% interest unless noted otherwise
- 20. The Municipality may at any time discontinue the Community Improvement Program; however, all approved projects will receive funding in accordance to the executed Loan Program Agreement and subject to available funding as approved by Council.
- 21. The Council shall have authority to resolve disputes between applicants and Municipality staff with regard to completion of approved projects and monies to be loaned under the Loan Program and for disputes for grant values of \$5,000 or less the decision of the Council shall be final.
- 22. Any program commitments may be cancelled if work does not commence within nine months of Council's approval of the application or in accordance with an agreement with the Municipality.
- 23. Recipients are expected to maintain, in good repair, any work funded in part by the CIP program for the duration of the projects expected lifecycle.

Additional Provisions

The BR&E Committee will review the application and make its recommendation to Council within forty-five (45) business days of the intake date. The total amount of funds available each year are limited so funds will be awarded on a first-come, first-served basis. In the event that the applicant is a multiple property owner project funding will be limited to two (2) projects annually.

Applications will be reviewed and selected based on their compatibility with the visions and goals of the Municipality of Tweed and the CIP Review Committee, and their effect on the project area.

Limitations of Liability and Indemnification, Further Conditions

Municipality staff, officers and agents shall be saved harmless arising out of any actions or approvals granted, or any building code infractions associated with the completed work. The Municipality shall be entitled, at any time, to impose such additional terms and conditions on the use of the loan, which, in its sole discretion, it deems appropriate.

Letters of Agreement

All applicants will be required to complete a Municipality of Tweed Community Improvement Applicant Declaration and/or a Municipality of Tweed Community Improvement Plan Loan Agreement, before any monies are distributed.

Municipal Freedom of Information and Privacy Protection Act

The Municipality may promote the program and reserves the right to use approved and funded projects as examples in promotional programming. The Municipality may promote an approved project by using photographs and descriptions of the project in promotional materials. The Municipality reserves the right to install in a conspicuous location, on-site, project funding boards for all approved projects.

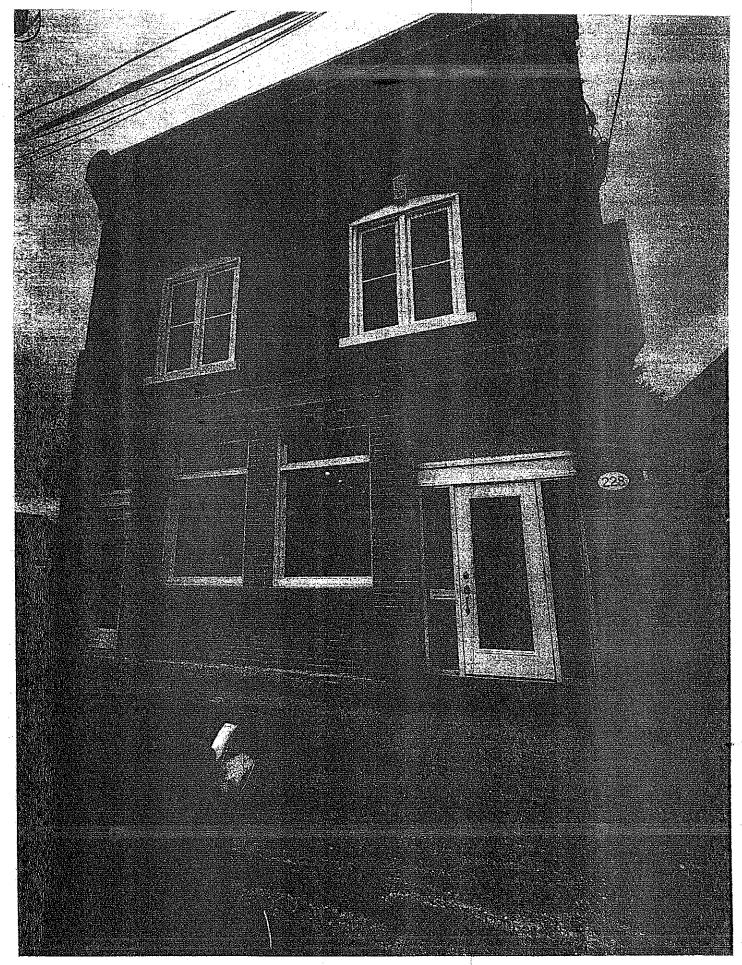
Payment of Interest Free Loan

Municipal Community Improvement Program loans will be disbursed by cheque upon approval of the application and signing of the *Municipality of Tweed Community Improvement Plan Loan Agreement*. This interest free loan is repayable over three years (36 months) in equal monthly payments. Release from the Loan Agreement will be contingent on the following conditions:

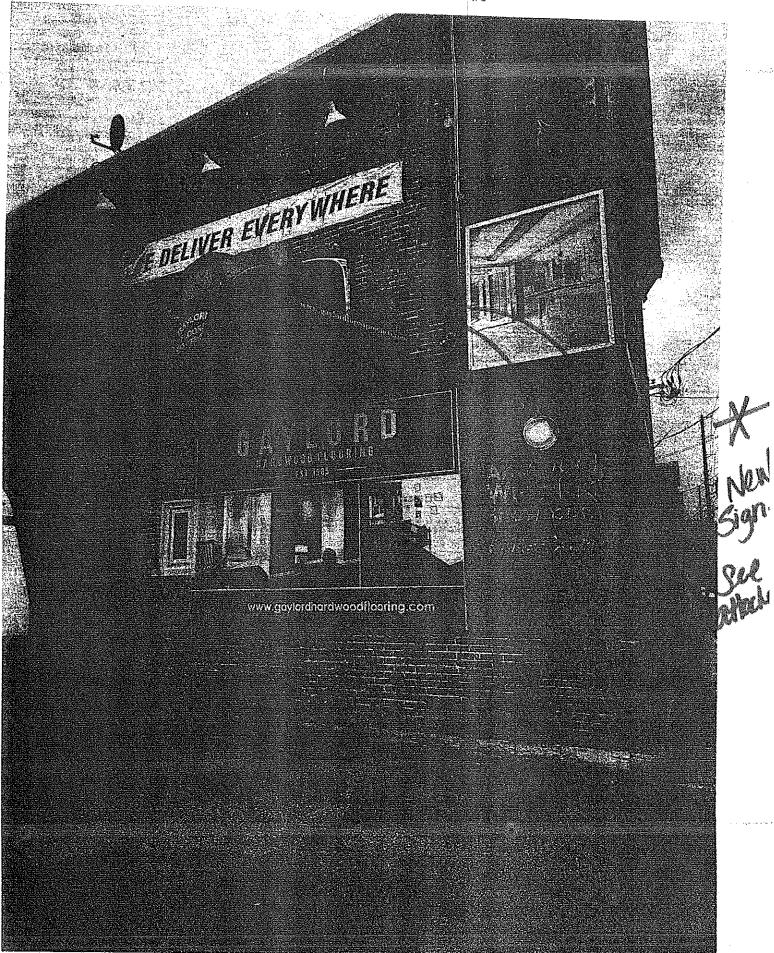
- > Notice of completion submitted to staff;
- Completion of the proposed project to the satisfaction of the Municipality;
- > Submission of proof of payment (paid invoices materials and contractors) for all

eligible and completed work;

- > Satisfactory compliance with all inspections and regulations under the Ontario Building Code;
- > The loan amount is fully repaid to the Municipality of Tweed.



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We Deliver Everywhere



Tint Your Ride Inc.

6835 Highway 62 North, Unit 5 Belleville ON K8N 0L9 613-968-1999 accounting@tintyourride.ca

www.2xtreme.ca

GST/HST Registration No.: 760807297

Estimate

ADDRESS

Gaylord Flooring



ESTIMATE # 1045 **DATE** 25/10/2023

337.81

\$2,936.31

ACTIVITY	DESCRIPTION	QTV	RATE	AMOUNT
SIGNS + GRAPHICS	4X8 SIGNAGE ON ALUMINUM	4	320.00	1,280.00
SIGNS + GRAPHICS	REFLECTIVE MAP OF CANADA (BLK) 7.5'X6'	1	675.00	675.00
SIGNS + GRAPHICS	REFLECTIVE LOGO (BLK) 5'X5'	I	376.00	376.00
SIGNS + GRAPHICS	REFLECTIVE "We Deliver" (BLK) 7.5'X.6' (BLK)	1	67.50	67.50
SIGNS + GRAPHICS	INSTALATION ON SITE 2 HOURS	2	100.00	200.00
-	SUBTOTA	L		2,598.50

Accepted By

Accepted Date

HST (ON) @ 13%

TOTAL

Please be advised that we will charge 2% interest per month on late invoices.

Please make all cheques payable to TINT YOUR RIDE INC

Accounting Department: Faith Kerr (613) 885 3641 accounting@tintyourride.ca



The Corporation of the Municipality of Tweed Staff Report

Date: May 7, 2024 Council Meeting

Report to: Council

Report from: Manager of Community Development

Department: Community Development

Title: Community Improvement Plan Request – 1000614656 Ontario Inc

PURPOSE:

To present the Community Improvement Plan request from 1000614656 Ontario Inc.

BACKGROUND:

Business Owner: Aniko Fenyvesi

Location: 301 Victoria St. North

The total project cost is \$24,358.23 plus HST. The grant and loan funding will cover 50% of the total project cost to a maximum of \$5,000 each. Work being done includes the following: Replacement/repair of awning and casing; window decals; blade signage; electrical wiring of patio; patio clean up; concrete slab; fencing, retaining walls, raised beds, seating, booth construction, landscaping, etc.

OPTIONS:

To approve/not approve the CIP application.

FINANCIAL IMPLICATIONS:

If approved a \$5,000 grant and a \$5,000 loan will be used from the Community Improvement Plan reserves.

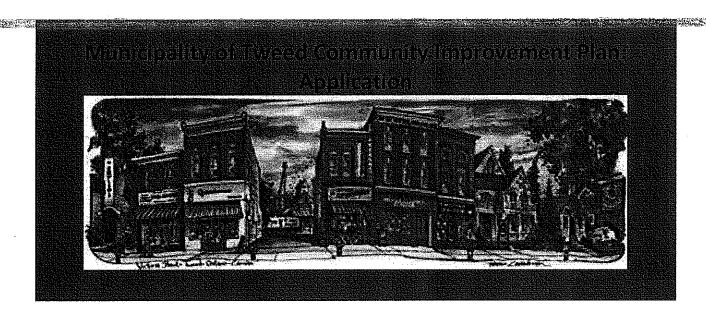
IMPACT:

Visual façade improvements.

RECOMMENDATION:

BE IT RESOLVED THAT Council receive the Community Improvement Plan Request Report as presented;

AND FURTHER, that Council approve the request from 1000614656 Ontario Inc.



General Information and Instructions

- 1. Before filling out this application form please read the Program Guide and arrange for a preapplication meeting with the Community Development Manager. The Program Guide describes the purpose and basic terms and conditions of the Municipality of Tweed Community Improvement Plan.
- 2. If you require additional space when responding to a question, then please attach a separate page to your completed form.
- Please attach all required supporting documents to this application. An application will not be considered complete until all required documents have been submitted.
- 4. Please ensure that the application form is complete and that all required signatures have been supplied.
- Please print (black or blue ink) or type the information requested on the application form.
- 6. You may deliver your application in person, mail or email to:

Rachelle Hardesty Community Development Manager Municipality of Tweed 255 Metcalf St., Tweed ON, K0K 3J0

Tel: 613-478-2535

Email: rhardesty@tweed.ca



Municipality of Tweed Community Improvement Plan Application

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For Office Use Only		e - 1915, 1918			
Application No.			all or		
Date Received	The secretary makes a like the second wing.	erajounce australia Tradition design			
Recommendation					
Decision					
Section A: Applicant Info	rmation	i Silan ing			
Applicant Name	Aniko Fenyvesi				
Applicant Business Name	1000614656 ONTARIO INC.		,		
Applicant Address	PO BOX 51, TWEED, ONTARIO, KOI	K 3J0			
Applicant Phone No.	(437) 419-9512				
Applicant Email	info@cubecoffeebar.com				
Type of Business	coffee shop, wine bar				
Section B: Building Owne	er Information				
Building Owner	X Please check if same as above				
Owner Name	Aniko Fenyvesi / 1000614656 ONTARI	O INC.			
Owner Address	PO BOX 51, TWEED, ONTARIO, KOK	C 3J0			
Owner Phone No.	(437) 419-9512				
Owner Email	info@cubecoffeebar.com				
authorization is completed and	not the registered property owner, please e signed by the registered property owner as peclaration of Applicant. In absence of the ovolication will be made.	provided in t	his		
Section C: CIP Program S	creening Criteria				
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	ts and clarification via email (March, Api	<u> </u>			
	the currently designated Community	X Yes	□ No		
•	Improvement Project Area? Note: Your property must be within the				
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for financial incentives.		16 16 16 16 16 16 16 16 16 16 16 16 16 1			
	outstanding municipal taxes, area rates	☐ Yes	🗷 No		
or other charges that are in arrears? Note: The subject property must not have any outstanding tax or other municipal charges in					
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government bodies and/or non-profit? If yes, please list the funding sources als (i.e., "application submitted", "not ived"). Note total value of incentives	□ Yes	X No
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	or a financial incentive through the Program? If yes, please note date: end to apply for, or do you anticipate government bodies and/or non-profit? If yes, please list the funding sources als (i.e., "application submitted", "not ived"). Note total value of incentives e cost of the project.	end to apply for, or do you anticipate government bodies and/or non-profit? If yes, please list the funding sources als (i.e., "application submitted", "not ived"). Note total value of incentives

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		Municipality may cover 50% of construction costs to a
		maximum \$2500 loan awarded at time application approved.
		Only the commercial area of a property shall be eligible for this
		loan.
	Planning & Building Permit	☐ Grant \$
	Fee	A grant to a maximum of \$2500 to cover the cost of minor
		variance applications, zoning by-law amendments, site plan
		applications or building permit fees.
	Brownfield Property Tax	☐ Grant \$
	Assistance and	Municipality may cover 50% of construction costs to a maximum
	Remediation Program	of \$2500 grant on completion of work.
		□ Loan \$
		Municipality may cover 50% of construction costs to a maximum
-		\$2500 loan awarded at time application approved.
		☐ Tax Relief
	1	The Municipality may pass bylaws to provide a deferral or
		cancellation of all or part of the municipal taxes on a brownfield
		site during rehabilitation and development period. The
		Municipality may also apply for the provincial brownfield
		financial tax incentive program on behalf of the owner to cancel
		or freeze all or a portion of the education component of property
.*		taxes.
· -	Section E: CIP Program S	upporting Documentation
	Programs	In order for your application to be considered complete, you
		must provide the information below for each applicable
		program. Please check all boxes to ensure compliance.
	Façade Improvement	■ Photographs of the existing building
		III Historical photographs of the building, if available
·		☐ Confirmation of an approved Heritage Permit, if applicable
		Elevation drawings to illustrate the full scope of the
		proposed façade improvements
		• •
••		☐ Other relevant drawings, studies, or information to support
		the proposed scope of work, if applicable, or as required by
		the Municipality
		■ Two (2) cost estimates required if possible, for eligible work
		and/or materials
<u>.</u>		Itemized quote(s) indicating project/construction costs, and
		including the name and contact
		f X Information of the qualified contractor(s)/other
		professional(s) who will be undertaking the work
		XII A work plan

	☐ A site plan or landscape plan
Pending	\square A letter from bank attesting to the financial good standing of
	the applicant's business for all loan requests
Accessibility	\square Photographs of the existing building
	\square Historical photographs of the building, if available
· " · ·	☐ Confirmation of an approved Heritage Permit, if applicable
	☐ Elevation drawings to illustrate the full scope of the
	proposed accessibility improvements
	\square Other relevant drawings, studies, or information to support
	the proposed scope of work, if applicable, or as required by
	the Municipality
	☐ Two (2) cost estimates required if possible, for eligible work and/or materials
	☐ Itemized quote(s) indicating project/construction costs, and including the name and contact
	☐ Information of the qualified contractor(s)/other
	professional(s) who will be undertaking the work
	☐ A work plan
	☐ A site plan or landscape plan
	☐ A letter from bank attesting to the financial good standing of
	the applicant's business for all loan requests
Planning & Building Permit	☐ Business plan or feasibility study
Fee	
Brownfield Property Tax	\square A letter from bank attesting to the financial good standing of
Assistance and	the applicant's business for all loan requests
Remediation Program	
	Please describe in detail the eligible scope of work for which
	you are seeking financial support through the Brownfields Tax
	Assistance Program:
	Area of land to be remediated/developed (Ha.)
	Rehabilitation Period:
	Approximate start date:
	Approximate end date:
	Development Period:
	Approximate start date:
	Approximate end date:
Section F: Detailed Proje	ct Costs

Please detail all project costs using the following table. The estimated costs should be based on quotes from contractors and vendors. Applicants are required to obtain at least two quotes.

Community Improvement Task/Itemized Quotes	Cost – Low	Cost – High
	Quote	Quote
Example: Replacement of storefront sign	\$ 1,800 from	\$2,200 from
	Signs Inc.	Jim's Custom Sig
replacement / repair of awning and casing	\$	\$ 5,729.10
creation/application of window decals (logo etc)	\$	\$ 350.00
manufacture of blade signage, installation (verbal quote)	\$	\$ 5,500.00
electrical wiring of patio	\$	\$ 250.00
patio clean up, grading, prep	\$	\$ 2,825.00
concrete slab framing and pouring	\$	\$ 5,525.70
carpentry: fencing, retaining walls, raised beds	\$	\$ 3,955.00
seating, booth construction, tables, furnishing	\$	\$
landscaping incl. plants and irrigation system	\$	\$ 3,390.00
	\$	\$
	\$	\$
Total	\$	\$ 27,524.80

Please note: The personal information on this form was collected pursuant to the Freedom of Information Act and forms part of a public record open to inspection by any person upon request at the office of the clerk during normal office hours. See the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56, s.14(1)(c).

Work Plan

Please describe your proposed improvement project and timeline.

The CIP grant, loan and matching funds will be used for upgrades at 301 Victoria St. N, Tweed, ON:

- replacement /repair of awning and casing, screen printing of awning fringe
- creation and application of window decals (company info/logo)
- manufacture of blade signage frame (metal) and manufacture, screen printing of blade (fabric)
- wiring of patio prior to pouring of concrete slab, for lighting, ice cream machine and other equipment
- clean up of existing HVAC pipes (intake/exhaust) and moving to rear of patio
- pouring of concrete slab over entire area of patio
- patio landscaping (raised flower bed construction and planting), patio furniture, fence construction, ice cream counter setup, lighting

SCHEDULE:

week of May 6: replacement /repair of awning, screen printing; design and manufacture of decals

week of May 13: manufacture of blade frame and fabric (screen printing, construction)

week of May 28: HVAC cleanup/rerouting; electrical wiring of patio; cleanup, grading and pouring of concrete slab; installation of blade signage

week of June 3: fence, raised bed and seating construction; irrigation system and landscaping week of June 17: fence construction, installation of furnishings, ice cream counter setup, lighting setup

Municipality of Tweed Community Improvement Applicant Declaration

I hereby declare that the statements made herein and all attached supporting materials and documentation, are a true and complete representation of the purpose and intent of this application.

I have reviewed the submission requirements and understand that incomplete applications will not be accepted.

I also understand that the proposal must comply with all other applicable legislation and bylaws and that other approvals, if required, must be described clearly in this application form (e.g. Minor Variance, Site Plan, Building Permit, Sign Permit, Heritage Permit, etc.).

I acknowledge that the Municipality or their designate may visit the property that is the subject of this application for the purpose of evaluating the merits of this application.

I acknowledge that personal information on this form is collected under the authority of the Ontario Heritage Act, Municipal Act, and/or the Planning Act and will be used to process the Community Improvement Plan application and information may also be released to the public.

I acknowledge that I have read in full the Municipality of Tweed Community Improvement Plan and understand and conform to the eligibility and program requirements.

	April 12, 2024
Signature of Applicant	Date
If the applicant is not the registered proper application:	rty owner, the property owner must also sign th

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A pre-application consultation meeting is required before your application can be accepted by the Municipality. Please contact:

Rachelle Hardesty, Community Development Manager Municipality of Tweed, 255 Metcalf St., Tweed ON, KOK 3J0

Tel: 613-478-2535

Email: rhardesty@tweed.ca

Terms and Conditions

1. In order to be eligible for the Municipality of Tweed Community Improvement Program, an application form must be submitted to the Municipality prior to commencing any work.

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- 2. Applications will initially be reviewed by Municipality staff with regard to planning approvals and/or building permit requirements.
- 3. Applicants will be advised in writing of any required approvals or permits associated with their application.
- 4. Eligible loan applicants must be the owner of the property since any loans will be tied to that property.
- 5. In order to be eligible for the Municipality of Tweed Community Improvement Program, all proposed projects must be within the designated Municipality of Tweed Community Improvement Plan area, as indicated by By-law No. 2018-39.
- 6. Submitted projects must help to achieve the Community Improvement Plan's (CIP) goals.
- 7. The property owner must have no outstanding tax arrears and must be in good standing with regard to taxation at the time of application and throughout the duration of the incentive benefit period as identified in the Community Improvement Plan.
- 8. In order to be eligible all applications must include completed application forms and supporting materials such as detailed work plans, two (2) cost estimates and contracts, applicable reports and any other applicable information as required by the Municipality.
- 10. Existing and proposed uses must be in conformity with the policies and standards provided by the County Official Plan, Zoning By-law, and all other planning documents.
- 11. Community improvement works must be undertaken pursuant to application for planning approval and/or building permit, and any additional required permits and in accordance to the Ontario Building Code and all applicable planning policies and standards.
- 12. The loan program made available under the Municipality of Tweed Community Improvement Plan may be used individually or may be combined with additional funding opportunities; however, the total of all incentive benefits (including loans and grants) must not exceed the project's costs.
- 13. All sources of additional funding, or incentives must be declared at the time of application submission. The Municipality, in consultation with the CIP Implementation Business Retention & Expansion (BR&E) Committee, is entitled to make recommendations for grant/loan reductions based upon any declared funding or incentives.

- 14. The BR&E Committee will evaluate all applications and supporting materials, upon review of the material the Committee will make a decision to approve or not approve.
- 15. Should the BR&E Committee approve the loan application, the applicant will be required to sign a *Municipality of Tweed Community Improvement Plan Loan Agreement* which will outline the terms, duration, and default provisions under the program.
- 16. Should the BR&E Committee, Municipal staff or Council require additional information, plans, studies or any additional works related to the proposed project, the requested information must adequately be provided and/or undertaken prior to approval of the application.
- 17. Undertaken and completed works that are associated with an improved CIP program application must be consistent with the project description contained in the application form and supporting materials, and with the program agreement. Should works not be consistent with the original project description, to the satisfaction of the Municipality, the Municipality may delay, reduce or cancel the grant/ loan.
- 18. Should the applicant fall into default of any of the eligibility requirements or fail to meet the detailed requirements of the loan program, or any requirements of the Municipality, the Municipality in its sole discretion may reduce, or cancel the agreement and add any outstanding amount to the building's municipal taxes;
- 19. All loans will be issued at 0% interest unless noted otherwise
- 20. The Municipality may at any time discontinue the Community Improvement Program; however, all approved projects will receive funding in accordance to the executed Loan Program Agreement and subject to available funding as approved by Council.
- 21. The Council shall have authority to resolve disputes between applicants and Municipality staff with regard to completion of approved projects and monies to be loaned under the Loan Program and for disputes for grant values of \$5,000 or less the decision of the Council shall be final.
- 22. Any program commitments may be cancelled if work does not commence within nine months of Council's approval of the application or in accordance with an agreement with the Municipality.
- 23. Recipients are expected to maintain, in good repair, any work funded in part by the CIP program for the duration of the projects expected lifecycle.

Additional Provisions

The BR&E Committee will review the application and make its recommendation to Council within forty-five (45) business days of the intake date. The total amount of funds available each year are limited so funds will be awarded on a first-come, first-served basis. In the event that the applicant is a multiple property owner project funding will be limited to two (2) projects annually.

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Applications will be reviewed and selected based on their compatibility with the visions and goals of the Municipality of Tweed and the CIP Review Committee, and their effect on the project area.

Limitations of Liability and Indemnification, Further Conditions

Municipality staff, officers and agents shall be saved harmless arising out of any actions or approvals granted, or any building code infractions associated with the completed work. The Municipality shall be entitled, at any time, to impose such additional terms and conditions on the use of the loan, which, in its sole discretion, it deems appropriate.

Letters of Agreement

All applicants will be required to complete a Municipality of Tweed Community Improvement
—Applicant Declaration and/or a Municipality of Tweed Community Improvement Plan Loan

Agreement, before any monies are distributed.

Municipal Freedom of Information and Privacy Protection Act

The Municipality may promote the program and reserves the right to use approved and funded projects as examples in promotional programming. The Municipality may promote an approved project by using photographs and descriptions of the project in promotional materials. The Municipality reserves the right to install in a conspicuous location, on-site, project funding boards for all approved projects.

Payment of Interest Free Loan

Municipal Community Improvement Program loans will be disbursed by cheque upon approval of the application and signing of the *Municipality of Tweed Community Improvement Plan Loan Agreement*. This interest free loan is repayable over three years (36 months) in equal monthly payments. Release from the Loan Agreement will be contingent on the following conditions:

- Notice of completion submitted to staff;
- Completion of the proposed project to the satisfaction of the Municipality;
- Submission of proof of payment (paid invoices materials and contractors) for all

eligible and completed work;

- > Satisfactory compliance with all inspections and regulations under the Ontario Building Code;
- > The loan amount is fully repaid to the Municipality of Tweed.



Municipality of Tweed Community Improvement Plan Loan Agreement

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I/WE HEREBY APPLY for a loan under this Municipality of Tweed Community Improvement Plan.

I/WE HEREBY AGREE to abide by the terms and conditions of the loan program.

I/WE HEREBY AGREE to enter into a loan agreement with the Municipality of Tweed (herein referred to as The Municipality) that specifies the terms and conditions of the loan.

I/WE HEREBY CERTIFY that the information contained within this application is true, correct and complete in every respect and may be verified by the Municipality by such inquiry it deems appropriate, including inspection of the property for which the application is being made.

I/WE HEREBY AGREE that I have read and fully understand the Municipality of Tweed Community Improvement Plan and my obligations noted therein.

I/WE HEREBY AGREE that if any statements or information in this application or supported in support of this application are untrue, misleading or there is a material omission, the application may be rejected or not approved, or the loan may be delayed, reduced or cancelled.

I/WE HEREBY GRANT permission to the Municipality, or its agents, to inspect my/our property that is the subject of this application.

I/WE HEREBY AGREE that the loan may be delayed, reduced or cancelled if the work is not completed, not completed as approved, or if the contractors are not paid in full.

I/WE HEREBY AGREE the program for which application has been made herein is subject to cancellation and/or change at any time by the Municipality in its sole discretion, subject to the terms and conditions specified in the Program. Participants in the program whose application has been approved, and who have entered into a loan agreement with the Municipality will continue to receive their loan, subject to their loan agreement.

I/WE HEREBY AGREE all loans will be calculated and awarded at the sole discretion of the Municipality. Notwithstanding any representation by or on behalf of the Municipality, or any statement contained in the program, no right to any loan arises until it has been duly authorized, subject to the application meeting the terms and conditions of the program and the loan agreement.

I/WE HEREBY AGREE that In the event the applicant should cease operations or go bankrupt, any outstanding loan amount will be added to the property's municipal taxes;

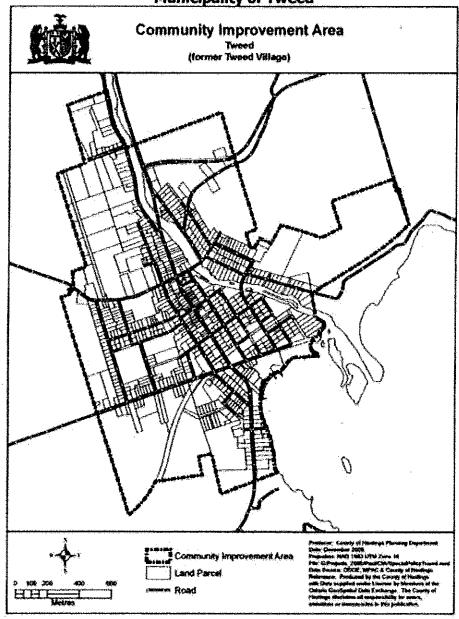
All loans are interest free (0%) and must be repaid over a three (3) year period representing twelve (12) equal monthly payments per year for a total of thirty-six (36) payments over the three (3) year period.

The Municipality is not responsible for any costs incurred by the Owner/Applicant in any way relating to the program, including, without limitation, costs incurred in anticipation of a loan.

I/WE HEREBY AGREE to enter into this agreemer \$ 5,000 at 0% interest repayable over	
I/WE HEREBY AGREE that the loan will start on _	May 2024
I/WE HEREBY AGREE that the first loan payment and continue until October 25, 2026	will be made on <u>June</u> , 2024 or earlier.
Dated the 12th of April , 2024 (Day Month Year)	– April 12, 2024
Signature of Applicant	Date
If the applicant is not the registered property ow application:	vner, the property owner must also sign this April 12, 2024
Signature of Property Owner	Date
And the second s	
Signature of Municipality of Tweed CAO	Date

OPA #7

Lands subject to Community Improvement Policies — Municipality of Tweed



Pg.13



QUOTE NUMBER 20240411

moneymore road roslin 9056448819 nick@manuelbg.ca

PLEASE NOTE NOTE THIS ESTIMATE IS NOT BINDING BUT A GUIDLINE TO BE FURTHER REFINED BASED ON CURRENT MATERIAL COST

	PROJECT	
Nicholas Madalena	cube coffee side patio restoration	HST not
		inclusive

TASKS INCLUDED	WORK DESCRIPTION	COST
remove debris and prep space	- 1 -2 days / 2 men (dependant on final design) 800-1300 \$ form out slab 2x6 120 linear ft with stakes ever 2-3 feet 250\$ with slight grade away from building - cut and install steel mesh and rebar 500\$ - 11x46 506 sq ft - gravel load for drainage and grading 450\$	2500
pour and finish slab	 - 11-12 yards of concrete delivered (2 trucks) 2640\$ - dye powder for stamp 150\$ - labour to pour and finish, strip forms 1 day 3-4 men 1500\$ - 1 day 2 men to strip and clean / prep for sealer - sealer 2 cans 300\$ per can 	4890
carpentry work	- retaining wall, fencing, built-ins for planters, booths	3500
landscaping	- planning, purchase and planting of plants, flowers and shrubs - installation of irrigation system	3000
Subtotal \$13,89 Sales tax \$1,80 Total \$15,565.	5.70	

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21744 Loyalist Parkway, Carrying Place, Ontario, Canada, K0K-1L0
Tel: 613.921.1350 613.394.6683
www.awningsbelleville.ca Email: awningsbelleville@gmail.com

Preliminary Quotation:

April 2, 2024

Tweed Coffee Bar 301 Victoria St. N., Tweed, Ont.

Attn; Aniko Fenyvesi Email: anikokukkonka@gmail.com Text: 778-775-6202

Hi Aniko.

Here is the quotation for your façade improvement grant application. Let me know if you have any questions.

19' x 6'9" projection
Black frame colour
Your choice of fabric from our World of Elegance collection
Wall mounted on client prepared surface
Manual operation w/ spring assist
Graphic on valance "TWEED COFFEE BAR"

Includes installation @ \$5,070 + HST

NOTE: Removal of the existing awning and preparation of the wall surface to suit the installation of the new awning to be performed by the client's contractor. EC Awnings Inc. can consult on what is required in this regard. There is a possibility that an extruded aluminum cover may be required. This component is made by the awning Manufacturer and the cost is \$890 + HST.

Regards, Eric Cameron

EC Awnings Inc.
www.awningsbelleville.ca
21744 Loyalist Parkway
Carrying Place, Ontario
KOK 1L0
613.921.1350

** Quotation valid for 30 days

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Pronk Canada Inc.

1804 Queensborough Rd. RR#2. Madoc, Ont. KOK 2KO

Phone: 613-473-5162 E-mail; jpronk@msn.com

Date: April 18/ 2024. **Invoice No.:** 804.

To:

Ship to (if different address):

CUBE Coffee bar.

Same.

Tweed, Ont. KOK 3J0

Salesperson	Your P.O. No.	Date Shipped	Shipped Via	F.O.B. Point	Terms
Aniko					

Quantity	Description	Unit Price	Amount
1	Manufacturing custom retractable banner.		\$5500.00
	12' X3' in size retractible heavy vinyl.		
	Roll-up system including frame plus mechanism.		
	Painted in automotive finish to prevent rust.		
		Subtotal	\$5500.00.
		Sales Tax	\$715.00.
		Shipping & Handling	
		Total Due	\$6215.00

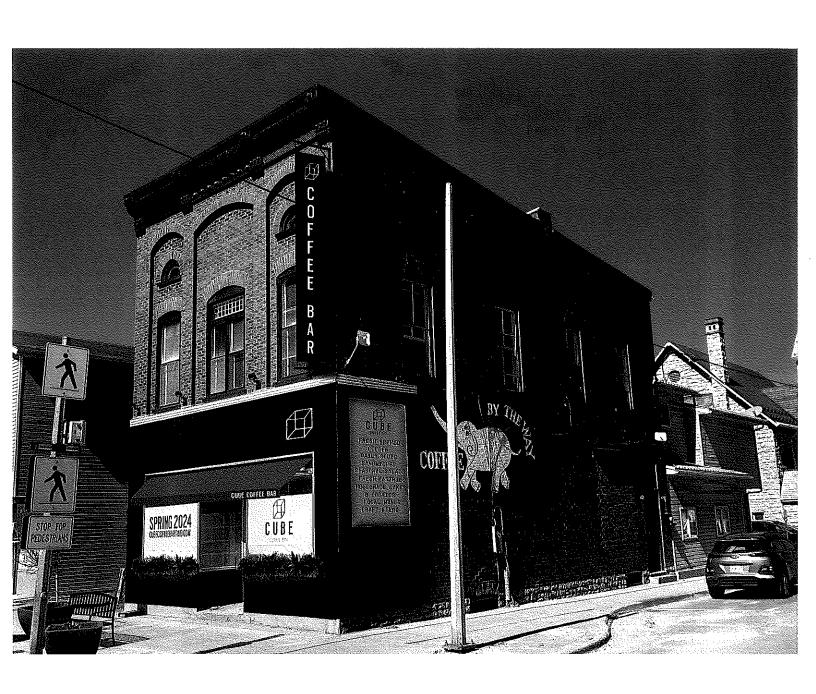
Make all checks payable to:

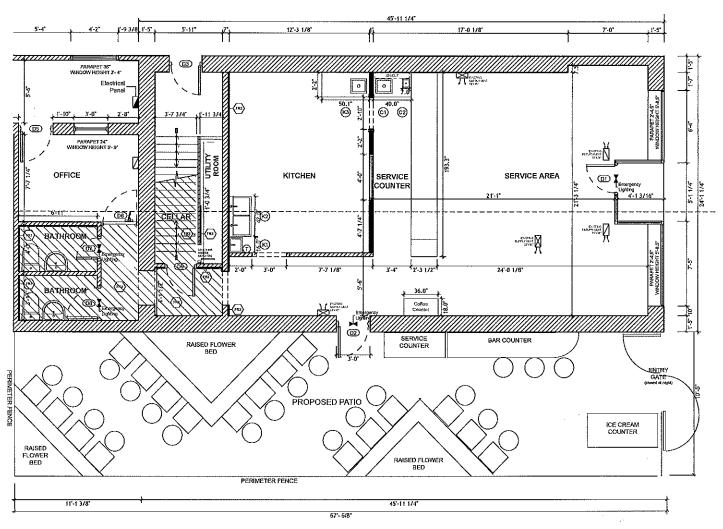
Pronk Canada Inc.

If you have any questions concerning this invoice, call: Johannes Pronk. 613-473-5162.

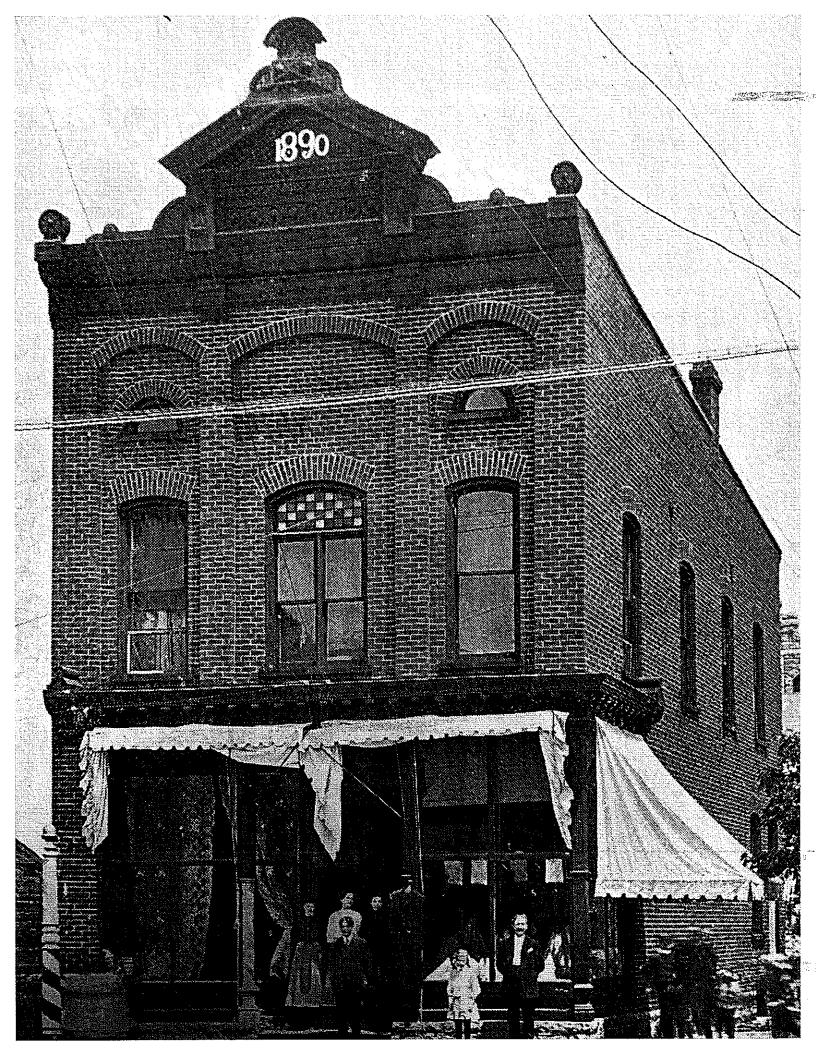
THANK YOU FOR YOUR BUSINESS!

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PROPOSED FLOOR PLAN FOR PATIO AND CAFÉ 301 VICTORIA STREET NORTH, TWEED ONTARIO



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The Corporation of the Municipality of Tweed Staff Report

Date: May 7, 2024 Council Meeting

Report to: Council

Report from: Fire Chief

Department: Fire

Title: Fire Department Update – May 7, 2024

PURPOSE:

To provide a report to Council on Fire Department activities.

BACKGROUND:

- 1) A SP103 Wildland Fire Fighting for Municipal Fire Departments as well as skills training have been completed by the department.
- 2) The MNR have installed our weather station again in the tornado zone and it's working well. This allows us to monitor conditions in that area with the amount of rain and wind conditions. We receive a daily report from the MNR not only on our conditions but a whole catchment area North of Haliburton and surrounding area. We are also advised of wildfires in our area and all of Ontario.
- 3) We continue to work on the mapping of tornado zone with the MNR and Hastings County GIS. Hastings County GIS has provided us with a pre tornado mapping and after incident mapping that shows the drastic changes of the vegetation.

See Report of Call Activations for April:

Apr 3/24	Alarm activation – false alarm
Apr	01 - 15 -
7/24	Shed fire
Apr	
10/24	Burn complaint
Apr	
12/24	Hydro pole fire
Apr	
12/24	Motor vehicle accident
Apr	
16/24	Garage fire

Apr 18/24	Controlled Burn
Apr 23/24	Hydro lines arcing
Apr 26/24	Emergency assistance – shore based rescue at dam
Apr 28/24	Emergency assistance - missing person

OPTIONS:

None

FINANCIAL IMPLICATIONS:

None

IMPACT:

None

RECOMMENDATION:

BE IT RESOLVED THAT Council receive the Fire Department Update as presented.



The Corporation of the Municipality of Tweed Committee Report

Date: May 7, 2024 Council Meeting

Report to: Council

Report from: Committee of Adjustment / Planning

Department: Administration

Title: Severance Applications

PURPOSE:

To notify Hastings County Planning Department of the municipal conditions on Severance Applications B147/23, B 148 & 149/23, B150/23, B151/23, B 153/23 as recommended by the Committee of Adjustment/Planning.

BACKGROUND:

B147/23: The applicant proposes the creation of a new lot having an area of approximately 0.43 ha (1 ac) with approximately 56 metres (184 ft) frontage on the east side of Old Hungerford Road. The proposed severed lot is a corner lot and also contains 76 metres (250 ft) frontage on the south side of Old Hungerford Road.

The retained lands will have approximately 39.9 hectares (98.5 ac) of lot area with 219 metres (720 ft) of frontage on the south side of Old Hungerford Road and 32 metres (105 ft) frontage on the east side of Old Hungerford Road.

The proposed severed lands are currently vacant but are intended to be developed with a single detached dwelling. The retained lands appear to contain rural accessory buildings in the southern wooded areas, to be confirmed by the applicant.

B148 & 149/23: The applicant proposes to create 2 new residential lots, both to have approximately 46 metres (151 ft) frontage on Old Hungerford Road with 0.4 ha (1 ac) in lot area. The proposed retained lands will have approximately 34 ha (84 ac) of lot area with 785 metres (2,575 ft) frontage on Old Hungerford Road and 442 metres (1,450 ft) frontage on Windmill Road.

The proposed severed lands are vacant and intended to be developed with a single detached dwelling on each lot. The retained lands, known municipally as 1520 Old Hungerford Road, contains a single detached dwelling, a garage, a drive shed and a barn.

B 150/23: The applicant proposes the creation of a new lot having an area of approximately 3.9 ha (9.8 ac) with approximately 208 m (681ft) frontage on the west side of Rapids Road. The proposed retained lands will have a lot area of approximately 2.6 ha (6.4 ac) with 145 m (475 ft) frontage on the west side of Rapids Road. The proposed severed lands are vacant and there are no current plans for development. The retained lands are developed with existing 138 square metres (1,485 sq ft) single detached dwelling.

B151/23: The applicant proposes a lot addition, having an area of 1,302 square metres (0.32 ac) with 46 metres (151 ft) width and 28.3 metres (93 ft) depth and contains no direct frontage on Old Troy Road. These lands are to be added to the benefitting lands immediately to the west, known municipally as 20 Old Troy Road. The resultant lot (benefitting and severed) will have an area of approx. 0.53 ha (1.32 ac) with approximately 45.7 metres (150 ft) frontage on Old Troy Road. The proposed retained lands will have an approximate lot area of 8.98 ha (22 ac) and 46 metres (151 ft) frontage on Old Troy Road and is vacant land.

The proposed severed parcel is vacant land, and the benefitting land is developed with a single detached dwelling. The area to be severed is a manicured lawn which will provide additional amenity space for the benefitting lands and provides little land use value to the retained lands.

B153/23: The applicant proposes the creation of a new lot having an area of approximately 2.1 ha (5.4 ac) with approximately 155 m (510 ft) frontage on the north side of Elzevir Road. The proposed retained lands will have a lot area of approximately 15.7 ha (39 ac) with 804 m (2,640 ft) frontage on the north side of Elzevir Road.

The proposed severed lands contain a 143 sq m (1,536 sq ft) drive shed and is intended to be developed with a single detached dwelling. The retained lands contain a dwelling, a detached garage, two out-buildings and a barn.

OPTIONS:

None

FINANCIAL IMPLICATIONS:

None

IMPACT:

None

RECOMMENDATIONS:

BE IT RESOLVED THAT that Council grant consent for Severance Application B147/23 as recommended by the Committee of Adjustment/Planning with the following conditions:

1. All realty taxes are paid in full.

- 2. Parkland fee is paid in the amount of \$750.00 for the new lot.
- 3. Road widening as required along the severed lot to conform to 33 feet from the center line of the travelled roadway Old Hungerford Rd.
- 4. Public Works Manager is satisfied with safe site entrance on the severed lot and with road side ditching and drainage.
- 5. Rezoning from Rural (RU) to Special Rural Residential to recognize the reduced Mineral Extractive Reserve zone setback for the new lot.

BE IT RESOLVED THAT Council grant consent for Severance Applications B148/23 & B149/23 as recommended by the Committee of Adjustment/Planning with the following conditions:

- 1. All realty taxes are paid in full.
- 2. Parkland fee is paid in the amount of \$750.00 for each new lot.
- 3. Road widening as required along the severed lot to conform to 33 feet from the center line of the travelled roadway Old Hungerford Rd.
- 4. Public Works Manager is satisfied with safe site entrance on the severed lot and with road side ditching and drainage.
- 5. Rezoning of both severed lots from Rural (RU) to Special Rural Residential to recognize the reduced Mineral Extractive Reserve zone setback for the new lot.

BE IT RESOLVED THAT Council grant consent for Severance Application B150/23 as recommended by the Committee of Adjustment/Planning with the following conditions:

- 1. All realty taxes are paid in full.
- 2. Parkland fee is paid in the amount of \$750.00 for the new lot.
- 3. Road widening as required along the severed lot to conform to 33 feet from the center line of the travelled roadway Rapids Rd.
- 4. Public Works Manager is satisfied with safe site entrance on the severed lot and with road side ditching and drainage.
- 5. Rezoning of both the severed and retained lots from Special Rural Residential 8 to Rural Residential (RR).

BE IT RESOLVED THAT Council grant consent for Severance Application B151/23 as recommended by the Committee of Adjustment/Planning with the following conditions:

- 1. All realty taxes are paid in full.
- 2. Road widening as required along the retained lot to conform to 33 feet from the center line of the travelled roadway Old Troy Rd.
- 3. Rezoning of the severed lands from Rural to Rural Residential.

BE IT RESOLVED THAT that Council grant consent for Severance Application B153/23 as recommended by the Committee of Adjustment/Planning with the following conditions:

- 1. All realty taxes are paid in full.
- 2. Parkland fee is paid in the amount of \$750.00 for the new lot.
- 3. Road widening as required along the severed lot to conform to 33 feet from the center line of the travelled roadway Elzevir Rd.
- 4. Public Works Manager is satisfied with safe site entrance on the severed lot and with road side ditching and drainage.
- 5. Rezoning of the severed lot from Rural to Special Rural Residential to allow for the accessory machine shed prior to a principle use being established and relief from the Mineral Extractive Reserve setback.



Postal Bag 4400 235 Pinnacle Street Belleville, ON K8N 3A9

March 20, 2024

PRELIMINARY REPORT

File information

Owner: Edward Cassidy

Agent: PA Miller Surveying Ltd.
Civic Address: Old Hungerford Road
Legal Description: Concession 5, W ½ Lot 12

Municipality: Municipality of Tweed (Hungerford)

Severed Lot	Frontage:56 m (184 ft) Old Hungerford Rd Area: 0.43 ha (1 ac)
	Frontage:76 m (250 ft) Old Hungerford Rd
Retained Lot	Frontage: 32 m (105ft) Old Hungerford Rd Area: 39.9 ha (98 ac) Frontage: 219 m (720 ft) Old Hungerford Rd
Official Plan	Rural/Waterfront
Designation	Significant Valleyland - Official Plan Schedule B
Current Zoning	Rural (RU) Zone
Previous	None since 1998
Consent	
Type of	New Lot (X) Lot Addition () Other:
Consent(s):	

The County of Hastings has received the above mentioned application for severance. Further review and site inspection will be undertaken which may result in additional comments and conditions being incorporated into the final recommendations. Should you have any questions or require additional information regarding this preliminary report please contact me at this office. After a preliminary review we offer the following comments:

Description of Proposal

The subject lands are located on the south and east side of Old Hungerford Road where Old Hungerford Road intersects with Lost Channel Road in the Municipality of Tweed. At this intersection of roads, Old Hungerford Road changes direction therefore providing frontage on two sides of the subject lands. The lands are characterized as open field areas near the Old Hungerford Road frontages, the middle portion is sparsely treed lands and the south area being wooded lands.

The applicant proposes the creation of a new lot having an area of approximately 0.43 ha (1 ac) with approximately 56 metres (184 ft) frontage on the east side of Old

Hungerford Road. The proposed severed lot is a corner lot and also contains 76 metres (250 ft) frontage on the south side of Old Hungerford Road.

The retained lands will have approximately 39.9 hectares (98.5 ac) of lot area with 219 metres (720 ft) of frontage on the south side of Old Hungerford Road and 32 metres (105 ft) frontage on the east side of Old Hungerford Road.

The proposed severed lands are currently vacant but are intended to be developed with a single detached dwelling. The retained lands appear to contain rural accessory buildings in the southern wooded areas, to be confirmed by the applicant.

Planning Act

The subject application appears to be complete. Said application appears to satisfy the requirements of Section 53 of the Planning Act.

Provincial Policy Statement

It appears, based on a preliminary review, that this application is consistent with the Provincial Policy Statement. However, further review will be undertaken before this can be confirmed.

Official Plan

The subject lands are designated **Rural-Waterfront** in the County of Hastings Official Plan.

The consent policies under the Rural designation permit a maximum of two severances from a parcel that existed as of December 31, 1998; once those two created lots have been built out, there is potential for additional severances to be considered. There have been no previous consent applications to create a new lot from the original land holding as it existed in 1998. The consent application conforms with **Section 6.3.1.4** of the Official Plan.

The subject lands are identified as being an area of Potential and Inferred Karst topography. Where development is deemed to have the potential to be located within or adjacent to known karst topography, **Section 4.4.3.2** reads the owner may be required to retain a qualified person to undertake a geotechnical report and/or a site evaluation report to ensure the site is safe and if future site alternation would increase the hazard. Any report(s) may be peer reviewed, and any recommendations of an approved report shall be implemented as appropriate by rezoning bylaws, development agreements, site plan agreements and/or conditions of approvals. Quinte Conservation Authority will be circulated for review comments.

There appears to be 2 barns in the general area of the proposed severed lot located at 1307 Old Hungerford Road and 1486 Old Hungerford Road respectively. Based on the data available, the Minimum Distance Separation (MDS 1) calculation was prepared for each of these barns to establish the minimum setback requirement from each barn to the new lot. MDS setbacks are required as follows:

Barn located at: 1307 Old Hungerford Road - 187 metres 1486 Old Hungerford Road – 190 metres

It appears the proposed lot is located beyond these required MDS setbacks, however it will be recommended the application submit a detailed sketch which identifies the actual setback from each of these barns to the closest lot line of the proposed new lot. Based on a preliminary assessment, it appears the new residential lot may comply with the required MDS 1 setbacks.

A portion of the subject property is identified on Official Plan Schedule B as being part of the Moria River Significant Valleylands. Section 4.3.5.5 states any development proposed within 120m (394ft) of a significant woodland or valleyland is not permitted, unless it has been determined through an approved Environmental Impact Statement (EIS) pursuant to Section 7.8.6 of the Official Plan that ensures there will be no negative impacts on the natural features or associated ecological functions. Section 7.8.6.5 addresses the terms of reference of the EIS with consultation with the local Conservation Authority. The scope of the study, including the need for the study shall be assessed dependent on the degree of sensitivity of the natural heritage feature or system and the scale and nature of the proposed development.

Given the small scale of proposed development, the close proximity to the road and the physical separation the road creates between the natural feature and the proposed lot, it is deemed an EIS is not necessary for this development proposal, subject to completing a site visit.

A small section along the Old Hungerford Road frontage of the subject lands appear as a Significant Groundwater Recharge Area (SGRA) in the Official Plan. Surface and groundwater quality and quantity have been studied by the conservation authorities, source protection committees and member municipalities and have identified four types of vulnerable drinking water areas, which includes the Significant Groundwater Recharge Areas.

Section 4.2.3.17 states "Significant Groundwater Recharge Areas (SGRAs) are areas where the quantity of drinking water sources is vulnerable to depletion by various land uses or activities. Known or possible SGRAs in the County are shown on Map A-4.2. Development requiring a planning approval within or adjacent to a significant groundwater recharge area should be circulated by the County and/or Member Municipality to the appropriate conservation authority and/or agency to determine if the proposed use poses a potential drinking water threat. A hydrogeological or water quality assessment may be required to determine the degree of threat that the proposed use poses and whether it can be managed with recommended mitigative measures and/or best management practices. Results or requirements of any study can be implemented as per special zone provisions, site plan control approval and/or the use of a holding symbol. If it is determined through a hydrogeological or water quality assessment that the risk cannot be managed, the County and/or Member Municipality should not approve the planning application.

Due to this feature being identified in on Map A-4.2 of the Official Plan, it is recommended consulting with Quinte Conservation Authority to review the impact the SGRA may have on the consent application.

Zoning By-law

The severed and retained lands are currently zoned the Rural (RU) Zone in the Municipality of Tweed Comprehensive Zoning Bylaw.

The proposed severed lands will not meet the minimum lot area requirement of the Rural (RU) Zone and consequently will be required to rezone to the Rural Residential (RR) Zone. The minimum lot area in the Rural Residential (RR) Zone is 0.4 ha (1 ac). Any slight change in the lot width or lot depth may impact the proposed lot area, therefore it will be necessary to ensure the final configuration of the proposed severed lot will be no less than the required 0.4 ha (1 ac) lot area.

The proposed retained lands will continue to meet the minimum lot area and lot frontage requirements of the Rural (RU) Zone and therefore will not require rezoning.

Neighbouring lands to the north are currently zoned the Mineral Extractive Reserve (MXR) Zone in the Municipality of Tweed Zoning Bylaw. Section 5.33 of the Zoning Bylaw requires a minimum setback of 300 metres from any new residential dwelling to lands zoned Mineral Extractive Reserve (MXR). The entire proposed severed lot would be within 300 metres from the lands zoned Mineral Extraction Reserve (MXR) zoned lands. It appears the lands zoned Mineral Extractive Reserve (MXR) are not used for aggregate extraction, are not licenced by the Ministry of Northern Development, Mines and Natural Resources and Forestry and do no appear in the Official Plan as being designated Extractive Reserve.

Therefore, as a condition of consent approval, an appropriate reduction from the 300 metres setback from the neighbouring lands zoned **Mineral Extractive Reserve** (MXR) to the new residential dwelling on the proposed severed lands will be required.

Servicing/Roads/Other

As the proposed severed lands are less than 5 acres in lot area, the typical condition requiring the applicant provide proof of adequate groundwater quality and quantity will be required.

In close proximity with the proposed severed lot exists a number of other residential lots, each with limited lot areas. This will result in a cluster of residential lots in close proximity with each other. This introduces an increase in potential for influence upon adjacent water wells.

Specifically, **Section 7.8.9 1 b)** reads "a severance request is in an area constituting 5 or more existing dwellings/lots occupying 4 ha (10ac) or land or less within 300 metres of the new lot boundary."

The proposed severed lot is in close proximity to a number of existing dwellings and/or lots occupying 4 ha (10 ac) of land or less within 300 metres of the new lot boundaries. The result of this consent, if approved, will compound an existing cluster of residential lots with limited separation between private individual services, thereby introducing the potential for influence upon adjacent water wells.

To ensure that adjacent wells will not be adversely affected by the creation of this new lot, a condition of consent approval will require a hydrogeological study be prepared by a qualified professional demonstrating there will be no adverse effects upon adjacent wells from the new lot.

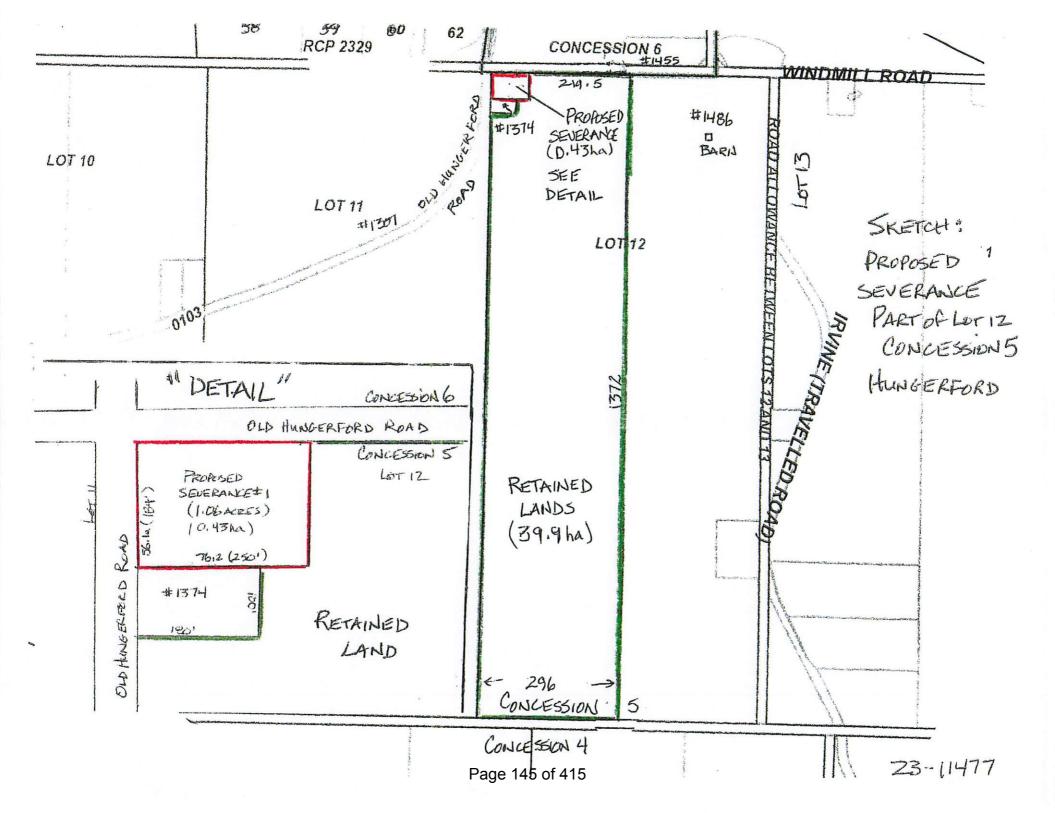
The Municipality is encouraged to review the width of Old Hungerford Road to consider requiring the applicant convey lands for the purpose of road widening across the road frontages of both severed and retained lands, as necessary.

The Municipality may also wish to review existing entrances and proposed entrances for the severed and retained lots to ensure safe site entrances and 9-1-1 addressing requirements.

Should you have any questions or require additional information please contact the undersigned.

Sincerely,

Gib Garrett Planner







Cassidy - Old Hungerford Rd

General information

Application date Mar 20, 2024 Municipal file number B147/23 Proposed application
Lot creation for a maximum of three nonagricultural use lots

Applicant contact information Edward Cassidy PO Box 440 Tweed, ON KOK 3J0 613-921-5111 thecaz@sympatico.ca Location of subject lands County of Hastings Municipality of Tweed HUNGERFORD Concession 5 , Lot 12 Roll number: 123132803001500

Calculations

Cassidy Farm - 1307 Old Hunger

Farm contact information Paul Cassidy 1307 Old Hungerford Road Thomasburg, ON K0K 3H0 Location of existing livestock facility or anaerobic digestor County of Hastings Municipality of Tweed HUNGERFORD Concession 5 , Lot 11 Roll number: 123132803001400 Total lot size 200 ac

Livestock/manure summary

Manure Form	Type of livestock/manure	Existing maximum number	Existing maximum number (NU)	Estimated livestock barn area
Solid	Beef, Backgrounders (7 - 12.5 months), Yard/Barn	85	28.3 NU	3400 ft²



Confirm Livestock/Manure Information (Cassidy Farm - 1307 Old Hunger)

The livestock/manure information has not been confirmed with the property owner and/or farm operator.

Setback summary

Existing manure storage

V4. Solid, outside, no cover, 18-30% DM, with covered liquid runoff storage

Design capacity

28.3 NU

Potential design capacity

85 NU

Factor A (odour potential) Factor D (manure type) 0.8 0.7 Factor B (design capacity) 302.33

Factor E (encroaching land use)

187 m (614 ft)

Building base distance 'F' (A \times B \times D \times E) (minimum distance from livestock barn)

Actual distance from livestock barn

NA

Storage base distance 'S' (minimum distance from manure storage)

Actual distance from manure storage

187 m (614 ft)

NA

Cassidy Farm - 1486 Old Hunger

Farm contact information

Edward Cassidy PO Box 440 Tweed, ON **K0K 3J0**

Location of existing livestock facility or

anaerobic digestor County of Hastings Municipality of Tweed HUNGERFORD Concession 5, Lot 12

Roll number: 123132803001600

Total lot size 97 ac

Livestock/manure summary

Solid Unoccupied Livestock 4600 ft ² 21.4 NU Barn	4600 ft ²

No livestock/manure



Confirm Livestock/Manure Information (Cassidy Farm - 1486 Old Hunger)

The livestock/manure information has not been confirmed with the property owner and/or farm operator.



Unoccupied Barn or Unused Storage (Cassidy Farm - 1486 Old Hunger)

The calculated setback is based on assumptions for an unoccupied barn or unused storage that may not reflect the actual design capacity.

Setback summary

Existing manure storage

V4. Solid, outside, no cover, 18-30% DM, with covered liquid runoff storage

Design capacity

21.4 NU

Potential design capacity

42.7 NU

Factor A (odour potential) Factor D (manure type)

0.7

Factor B (design capacity) 245.48 Factor E (encroaching land use)

Building base distance 'F' (A x B x D x E)

(minimum distance from livestock barn)

Actual distance from livestock barn

Storage base distance 'S' (minimum distance from manure storage)

Actual distance from manure storage

190 m (623 ft)

190 m (623 ft)

NA

NA

Preparer signoff & disclaimer

Preparer contact information Gib Garrett **Hastings County** 235 Pinnacle Street Belleville, ON K8N 3A9 613-966-6712 garrettg@hastingscounty.com

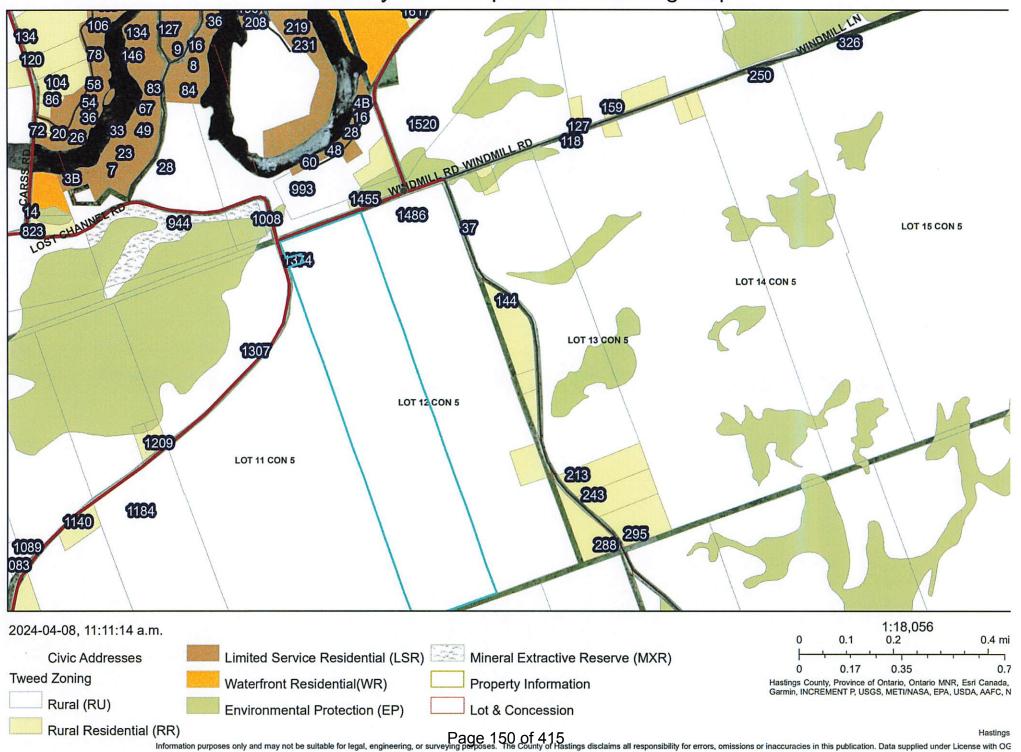
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Gib Garrett , Planner	Date (mmm-dd-yyyy)	

Note to the user

The Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) has developed this software program for distribution and use with the Minimum Distance Separation (MDS) Formulae as a public service to assist farmers, consultants, and the general public. This version of the software distributed by OMAFRA will be considered to be the official version for purposes of calculating MDS. OMAFRA is not responsible for errors due to inaccurate or incorrect data or information; mistakes in calculation; errors arising out of modification of the software, or errors arising out of incorrect inputting of data. All data and calculations should be verified before acting on them.

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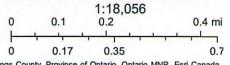


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Civic Addresses

Property Information

Lot & Concession



Hastings County, Province of Ontario, Ontario MNR, Esri Canada, Garmin, INCREMENT P, USGS, METI/NASA, EPA, USDA, AAFC, N



Postal Bag 4400 235 Pinnacle Street Belleville, ON K8N 3A9

March 21, 2024

PRELIMINARY REPORT

File information

Owner:

Edward Cassidy

Agent:

PA Miller Surveying Ltd. 1520 Old Hungerford Road

Civic Address: Legal Description:

Concession 6, Pt Lots 13 & 14, RP 21R 10009.

Pt Part 2

Municipality:

Municipality of Tweed (Hungerford)

Severed Lot 1	Frontage: 46 m (151 ft) Old Hungerford Road Area: 0.42 ha (1 ac)
Severed Lot 2	Frontage: 46 m (151 ft) Old Hungerford Road Area: 0.42 ha (1 ac)
Retained Lot	Frontage: 785 m (2,575 ft) Old Hungerford Road
	Frontage: 442 m (1,450 ft) Windmill Road Area: 34 ha (84 ac)
Official Plan	Rural/Waterfront and Environmental Protection
Designation	
Current	Rural (RU) Zone and Environmental Protection (EP) Zone
Zoning	
Previous	B93/18 & B94/18 (both new lots)
Consent	
Type of	New Lots (X) Lot Addition () Other:
Consent(s):	

The County of Hastings has received the above mentioned applications for severance. Further review and site inspection will be undertaken which may result in additional comments and conditions being incorporated into the final recommendations. Should you have any questions or require additional information regarding this preliminary report please contact me at this office. After a preliminary review we offer the following comments:

Description of Proposal

The subject lands are located at the north east intersection of Old Hungerford Road and Windmill Road in the Municipality of Tweed (Hungerford). The lands are characterized as open field areas with some low lying wet areas located in the south west corner of the subject lands near the intersection of Old Hungerford Road and Windmill Road. There are also treed, low lying lands in the central eastern portion of the subject lands.

The applicant proposes to create 2 new residential lots, both to have approximately 46 metres (151 ft) frontage on Old Hungerford Road with 0.4 ha (1 ac) in lot area. The proposed retained lands will have approximately 34 ha (84 ac) of lot area with 785 metres (2,575 ft) frontage on Old Hungerford Road and 442 metres (1,450 ft) frontage on Windmill Road.

The proposed severed lands are vacant and intended to be developed with a single detached dwelling on each lot. The retained lands, known municipally as 1520 Old Hungerford Road, contains a single detached dwelling, a garage, a drive shed and a barn

Planning Act

The subject applications appears to be complete. Said application appears to satisfy the requirements of Section 53 of the Planning Act.

Provincial Policy Statement

It appears, based on a preliminary review, that this application is consistent with the Provincial Policy Statement. However, further review will be undertaken before this can be confirmed.

Official Plan

The subject lands are designated **Rural-Waterfront** and **Environmental Protection** in the County of Hastings Official Plan.

The lands designated **Environmental Protection** relate to the low lying lands noted above and are not in the area of the proposed severed lots.

The consent policies under the **Rural** designation permit a maximum of two severances from a parcel that existed as of December 31, 1998; once those two created lots have been built out, there is potential for additional severances to be considered. There have been historical consent applications being Consent File Nos. B93/18 and B94/18 which created lots that have been developed with habitable dwellings known municipally as 1658 and 1664 Old Hungerford Road. These current applications appear to conform to with **Section 6.3.1.4** of the Official Plan in regards to the maximum number of severances from an original land holding. If approved, these applications will exhaust the maximum number of consents permitted and no further lots will be permitted.

The south east corner of the subject lands are identified as being an area of Potential Karst topography. Where development is deemed to have the potential to be located within or adjacent to known karst topography, Section 4.4.3.2 reads the owner may be required to retain a qualified person to undertake a geotechnical report and/or a site evaluation report to ensure the site is safe and if future site alternation would increase the hazard. Any report(s) may be peer reviewed, and any recommendations of an approved report shall be implemented as appropriate by rezoning bylaws, development agreements, site plan agreements and/or conditions of approvals. As the proposed severed lands are far removed from the identified

Karst feature, no further assessment appears necessary. Quinte Conservation Authority will be circulated for review comments.

It has been identified there are 2 barns in the general are of the proposed severed lots, located at 1724 Old Hungerford Road and on the subject lands known as 1520 Old Hungerford Road. Based on the data available, the Minimum Distance Separation (MDS 1) calculation was prepared for these barns to establish the minimum setback requirement from the barns to the new lots. MDS setbacks are required as follows:

Barn located at: 1520 Old Hungerford Road - 154 metres 1724 Old Hungerford Road - 192 metres

It appears the proposed lots are located over 300 metres from the existing barns, however it will be recommended the application submit a detailed sketch which identifies the actual setback from the barns to the closest lot line of the proposed new lots. Based on a preliminary assessment, it appears the new residential lots may comply with the required MDS 1 setbacks.

The subject lands are identified on Official Plan Schedule B as being part of the Moria River Significant Valleylands. Section 4.3.5.5 states any development proposed within 120m (394ft) of a significant woodland or valleyland is not permitted, unless it has been determined through an approved Environmental Impact Statement (EIS) pursuant to Section 7.8.6 of the Official Plan that ensures there will be no negative impacts on the natural features or associated ecological functions. Section 7.8.6.5 addresses the terms of reference of the EIS with consultation with the local Conservation Authority. The scope of the study, including the need for the study shall be assessed dependent on the degree of sensitivity of the natural heritage feature or system and the scale and nature of the proposed development.

Given the small scale of proposed development, the close proximity to the road and the physical separation the road creates between the natural feature and the proposed lot, it is deemed an EIS is not necessary for this development proposal, subject to completing a site visit.

A large section of the subject lands, including the area of the proposed severed lots, appear as a Significant Groundwater Recharge Area (SGRA) in the Official Plan. Surface and groundwater quality and quantity have been studied by the conservation authorities, source protection committees and member municipalities and have identified four types of vulnerable drinking water areas, which includes the Significant Groundwater Recharge Areas.

Section 4.2.3.17 states "Significant Groundwater Recharge Areas (SGRAs) are areas where the quantity of drinking water sources is vulnerable to depletion by various land uses or activities. Known or possible SGRAs in the County are shown on Map A-4.2. Development requiring a planning approval within or adjacent to a

significant groundwater recharge area should be circulated by the County and/or Member Municipality to the appropriate conservation authority and/or agency to determine if the proposed use poses a potential drinking water threat. A hydrogeological or water quality assessment may be required to determine the degree of threat that the proposed use poses and whether it can be managed with recommended mitigative measures and/or best management practices. Results or requirements of any study can be implemented as per special zone provisions, site plan control approval and/or the use of a holding symbol. If it is determined through a hydrogeological or water quality assessment that the risk cannot be managed, the County and/or Member Municipality should not approve the planning application.

Due to this feature being identified in on Map A-4.2 of the Official Plan, it is recommended consulting with Quinte Conservation Authority to review the impact the SGRA may have on the consent application.

Zoning By-law

The subject lands are currently zoned the Rural (RU) Zone and Environmental Protection (EP) Zone in the Municipality of Tweed comprehensive Zoning Bylaw.

The portion of the subject lands zoned the Environmental Protection (EP) Zone relate to the existing low lying area noted above and are not located near the proposed severed lots. The lands zoned Environmental Protection (EP) Zone will remain zoned as such.

The proposed lots created by consent application no. 1 and consent application no. 2 will not comply with the minimum lot area requirements of the **Rural (RU) Zone** and therefore both proposed lots will be required to rezone to the **Rural Residential (RR) Zone**. The minimum lot area in the **Rural Residential (RR) Zone** is 0.4 ha (1 ac). Any slight change in the lot width or lot depth may impact the proposed lot area, therefore it will be necessary to ensure the final configuration of the proposed severed lots will be no less than the required 0.4 ha (1 ac) lot area.

The retained lands lot will continue to meet the minimum lot area and minimum lot frontage requirements of the Rural (RU) Zone and therefore will not require rezoning.

Neighbouring lands to the east are currently zoned the Mineral Extractive Reserve (MXR) Zone in the Municipality of Tweed Zoning Bylaw. Section 5.33 of the Zoning Bylaw requires a minimum setback of 300 metres from any new residential dwelling to lands zoned Mineral Extractive Reserve (MXR). The entire proposed severed lot would be within 300 metres from the lands zoned Mineral Extraction Reserve (MXR) zoned lands. It appears the lands zoned Mineral Extractive Reserve (MXR) are not used for aggregate extraction, are not licenced by the Ministry of Northern Development, Mines and Natural Resources and Forestry and do no appear in the Official Plan as being designated Extractive Reserve.

Therefore, as a condition of consent approval, an appropriate reduction from the 300 metres setback from the neighbouring lands zoned **Mineral Extractive Reserve** (MXR) to the new residential dwelling on the proposed severed lands will be required.

Servicing/Roads/Other

As the proposed severed lands created by consent application no. 1 & 2 will be less than 5 acres in area, the typical conditions to provide proof of adequate water quality and quantity will be required.

The Municipality is encouraged to review the width of Old Hungerford Road and Windmill Road to consider requiring the applicant convey lands for the purpose of road widening across the road frontages of both severed and retained lands, as necessary.

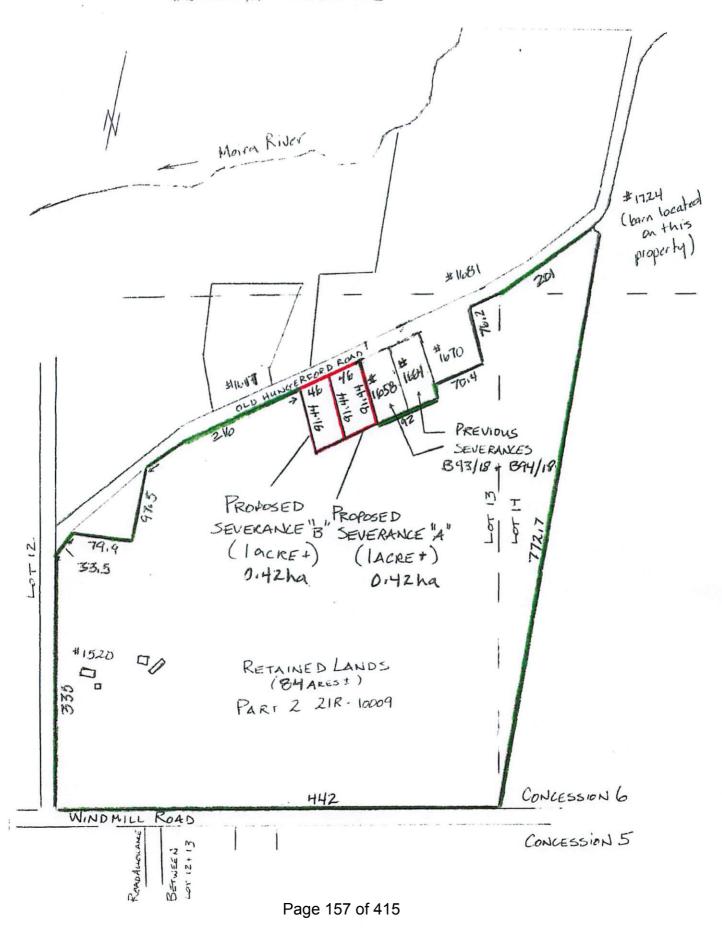
The Municipality may also wish to review existing entrances and proposed entrances for the severed and retained lots to ensure safe site entrances and 9-1-1 addressing requirements.

Should you have any questions or require additional information please contact the undersigned.

Sincerely,

Gib Garrett Planner

SKETCH SHOWING (2) PROPOSED SEVERANCES PART LOT 13 and 14, CONCESSION 6 TOWNSHIP OF HUNGEEFORD







Cassidy - Old Hungerford 2 lot

General information

Application date Mar 21, 2024 Municipal file number

Proposed application Lot creation for a maximum of three nonagricultural use lots

Applicant contact information Edward Cassidy 20 Old Troy Road RR 3 Tweed, ON K0K 3J0 Location of subject lands County of Hastings Municipality of Tweed HUNGERFORD Concession 6, Lot 13 Roll number: 123132803004000

Calculations

Cassidy Barn

Farm contact information Edward Cassidy 20 Old Troy Road RR 3 Tweed, ON KOK 3J0 Location of existing livestock facility or anaerobic digestor County of Hastings Municipality of Tweed HUNGERFORD Concession 6 , Lot 13 Roll number: 123132803004000 Total lot size 86 ac

Livestock/manure summary

Manure Form	Type of livestock/manure	Existing maximum number	Existing maximum number (NU)	Estimated livestock barn area
Solid	Beef, Backgrounders (7 - 12.5 months), Yard/Barn	67	22.3 NU	2680 ft ²



Confirm Livestock/Manure Information (Cassidy Barn)

The livestock/manure information has not been confirmed with the property owner and/or farm operator.

Setback summary

Existing manure storage

V4. Solid, outside, no cover, 18-30% DM, with covered liquid runoff storage

Design capacity

22.3 NU

Potential design capacity

44.7 NU

Factor A (odour potential) Factor D (manure type) 0.8 0.7 Factor B (design capacity) 249.32 Factor E (encroaching land use) 1.

Building base distance 'F' (A \times B \times D \times E) (minimum distance from livestock barn)

Actual distance from livestock barn

Storage base distance 'S'

Actual distance from manure storage

(minimum distance from manure storage)

1E4 m /E0E ft)

154 m (505 ft)

NA

154 m (505 ft)

NA

3/21/24, 2:52 PM Baldwin Barn

KOK 3J0

Farm contact information Robert Baldwin 1724 Old Hungerford Road Tweed, ON

Location of existing livestock facility or anaerobic digestor County of Hastings Municipality of Tweed HUNGERFORD Concession 6, Lot 13 Roll number: 123132803004200

Total lot size 49 ac

Livestock/manure summary

Manure Form	Type of livestock/manure	Existing maximum number	Existing maximum number (NU)	Estimated livestock barn area
Solid	Beef, Backgrounders (7 - 12.5 months), Yard/Barn	142	47.3 NU	5680 ft ²

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Confirm Livestock/Manure Information (Baldwin Barn)

The livestock/manure information has not been confirmed with the property owner and/or farm operator.

Setback summary

Existing manure storage

V4. Solid, outside, no cover, 18-30% DM, with covered liquid runoff storage

Design capacity

47.3 NU

Potential design capacity

94.7 NU

Factor A (odour potential) Factor D (manure type) 0.7

0.8

Factor B (design capacity) 310.98 Factor E (encroaching land use)

Building base distance 'F' (A x B x D x E) (minimum distance from livestock barn)

192 m (630 ft)

Actual distance from livestock barn

NA

Storage base distance 'S' (minimum distance from manure storage)

192 m (630 ft)

Actual distance from manure storage

NA

Preparer signoff & disclaimer

Preparer contact information Gib Garrett Hastings County 235 Pinnacle Street Belleville, ON K8N 3A9 613-966-6712 garrettg@hastingscounty.com

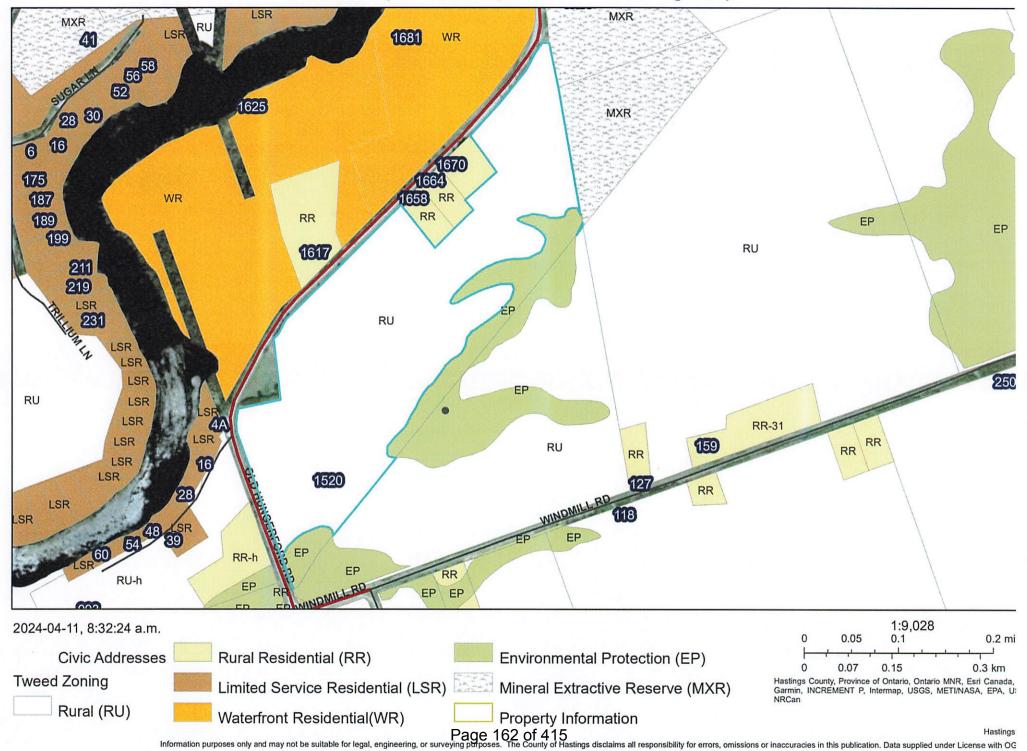
3/21/24, 2:52 PM	AgriSuite	9
Signature of preparer		

Gib Garrett , Planner	Date (mmm-dd-yyyy)	

Note to the user

The Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) has developed this software program for distribution and use with the Minimum Distance Separation (MDS) Formulae as a public service to assist farmers, consultants, and the general public. This version of the software distributed by OMAFRA will be considered to be the official version for purposes of calculating MDS. OMAFRA is not responsible for errors due to inaccurate or incorrect data or information; mistakes in calculation; errors arising out of modification of the software, or errors arising out of incorrect inputting of data. All data and calculations should be verified before acting on them.

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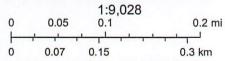




2024-04-11, 8:32:58 a.m.

Civic Addresses

Property Information



Hastings County, Province of Ontario, Ontario MNR, Esri Canada, Garmin, INCREMENT P, Intermap, USGS, METI/NASA, EPA, U:

Hastings TM

Postal Bag 4400 235 Pinnacle Street Belleville, ON K8N 3A9

March 18, 2024

PRELIMINARY REPORT

File information

Owner:

Mary McCann

Civic Address:

2571 Rapids Road

Legal Description:

Concession 13, Pt Lot 4, RP 21R 14975,

Parts 3 & 4

Municipality:

Municipality of Tweed (Hungerford)

Severed Lot	Frontage: 208 m (681 ft) Rapids Road Area: 3.9 ha (9.8 ac)		
Retained Lot	Frontage: 145 m (475 ft) Rapids Road		
Official Plan	Rural/Waterfront		
Designation			
Current Zoning	Special Rural Residential - 8 (RR-8) Zone		
Previous Consent	None since 1998		
Type of Consent(s): New Lot (X) Lot Addition () Other: Partial Discharge (X)			

The County of Hastings has received the above mentioned application for severance. Further review and site inspection will be undertaken which may result in additional comments and conditions being incorporated into the final recommendations. Should you have any questions or require additional information regarding this preliminary report please contact me at this office. After a preliminary review we offer the following comments:

Description of Proposal

The subject lands are located on the west side of Rapids Road, approximately 800 metres north of the intersection of Rapids Road and French Settlement Road/Brinson Road in the Municipality of Tweed. The lands are characterized as primarily a mix of wooded areas and sparsely open areas surrounding an existing dwelling in the southern portion of the subject lands. The topography rises from a lower elevation along the road frontage to the higher elevation on the westerly (rear) portion of the lands.

The applicant proposes the creation of a new lot having an area of approximately 3.9 ha (9.8 ac) with approximately 208 m (681ft) frontage on the west side of Rapids Road. The proposed retained lands will have a lot area of approximately 2.6 ha (6.4 ac) with 145 m (475 ft) frontage on the west side of Rapids Road.

The proposed severed lands are vacant and there are no current plans for development. The retained lands are developed with existing 138 square metres (1,485 sq ft) single detached dwelling.

In addition to the application for consent to create a new lot, the applicant has also requested under subsection 53(42) of the Planning Act, consent for a partial discharge of a Charge (Mortgage) registered on title to the subject property. Formal Planning Act consent is a necessary administrative requirement when a Charge is considered to encumber more than one property. This would be the case when a severance of a parcel of land is completed. Subsections 50(16) and (17) of the Planning Act apply with respect to the prohibition against retaining abutting land, which includes a mortgage over both the severed and retained lots, and the exceptions. As a condition of consent, the lawyer for the applicant would be required to provide the required documents to the Land Division Secretary for issuance of the Certificate of Official for the partial discharge of Charge.

Planning Act

The subject application appears to be complete. Said application appears to satisfy the requirements of Section 53 of the Planning Act.

Provincial Policy Statement

It appears, based on a preliminary review, that this application is consistent with the Provincial Policy Statement. However, further review will be undertaken before this can be confirmed.

Official Plan

The subject lands are designated **Rural-Waterfront** in the County of Hastings Official Plan.

The consent policies under the **Rural** designation permit a maximum of two severances from a parcel that existed as of December 31, 1998; once those two created lots have been built out, there is potential for additional severances to be considered. There have been no previous consent applications to create a new lot from the original land holding as it existed in 1998. The consent application conforms with **Section 6.3.1.4** of the Official Plan.

The subject lands are identified as being an area of Potential and Inferred Karst topography. Where development is deemed to have the potential to be located within or adjacent to known karst topography, **Section 4.4.3.2** reads the owner may be required to retain a qualified person to undertake a geotechnical report and/or a site evaluation report to ensure the site is safe and if future site alternation would increase the hazard. Any report(s) may be peer reviewed, and any recommendations of an approved report shall be implemented as appropriate by rezoning bylaws, development agreements, site plan agreements and/or conditions of approvals. Quinte Conservation Authority will be circulated for review comments.

As there are no livestock facilities in the immediate vicinity of the proposed new lot, an assessment of the Minimum Distance Separation I formula (MDS I) is not required.

Zoning By-law

The severed and retained lands are currently zoned the **Special Rural Residential** - 8 (RR-8) **Zone**.

The lands were subject to consent File No. B782/90 & B783/90 to create the subject lands. As a condition of consent approval, the lands were required to be rezoned to the Special Rural Residential 8 (RR-) Zone which permits the uses within the Rural Residential (RR) Zone with "the addition of keeping a maximum of two animals and associated farm practices and facilities."

The proposed severed and retained lands will meet the minimum lot area requirement of the Rural Residential (RR) Zone, however upon review of the current minimum lot area requirement for the housing of livestock being 6 ha (14.8 ac), the proposed severed and retained lots will be reduced lots that are not adequate for the keeping of livestock. It will be recommended the severed and retained lands be rezoned to the Rural Residential (RR) Zone. The effect of this rezoning will remove the permit use of housing 2 animals and associated farm practices and facilities.

Servicing/Roads/Other

As the proposed retained lands are developed with existing well and sanitary services and the severed lot exceeds 5 ac in area, the typical condition requiring that the applicant provide proof of adequate groundwater quality and quantity will not be required.

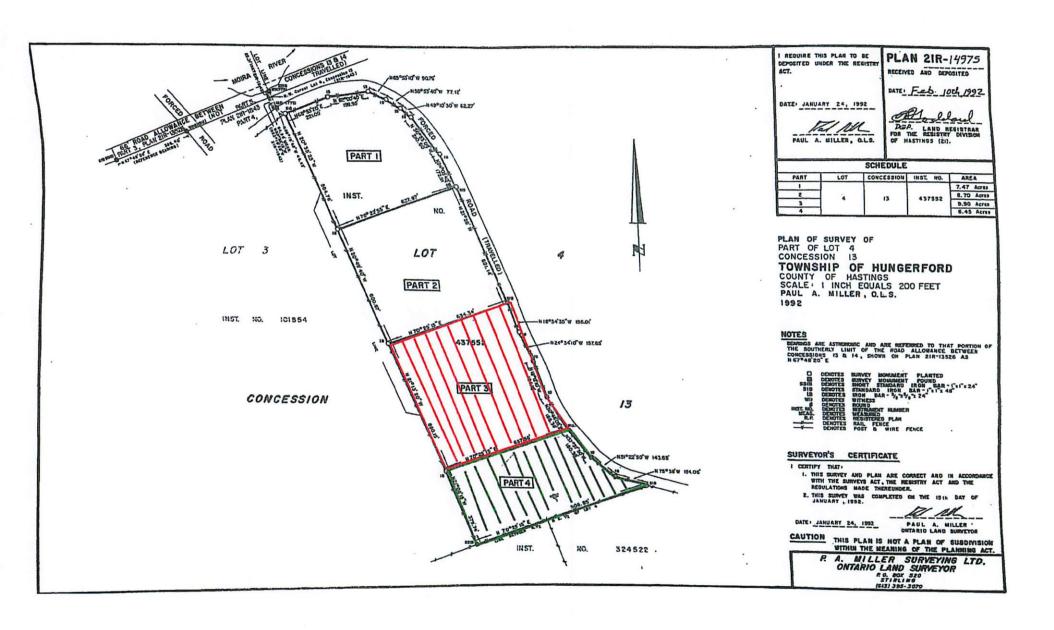
The Municipality is encouraged to review the width of Rapids Road to consider requiring the applicant convey lands for the purpose of road widening across the road frontages of both severed and retained lands, as necessary.

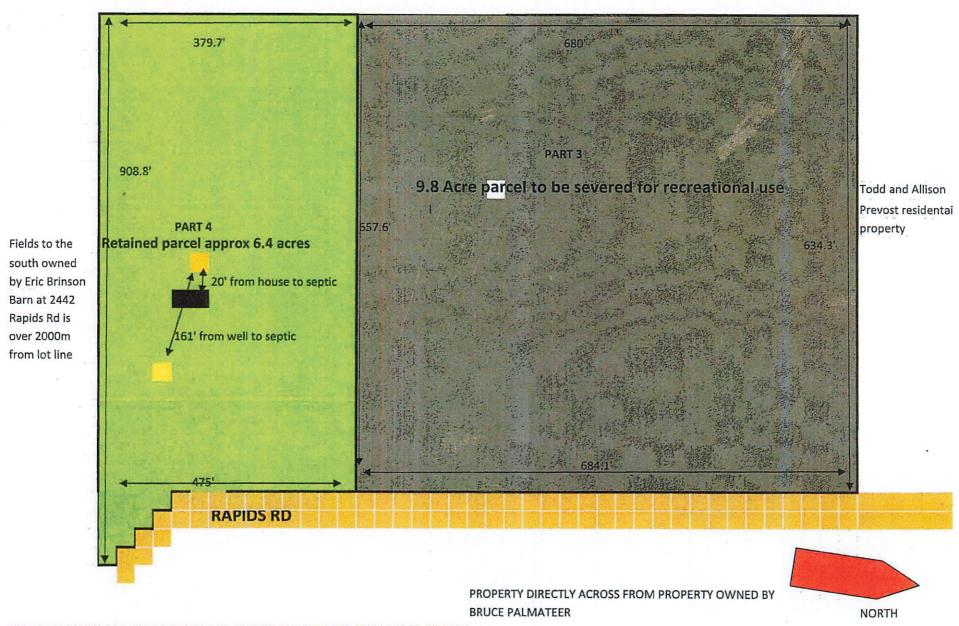
The Municipality may also wish to review existing entrances and proposed entrances for the severed and retained lots to ensure safe site entrances and 9-1-1 addressing requirements.

Should you have any questions or require additional information please contact the undersigned.

Sincerely.

Gib Garrett Planner





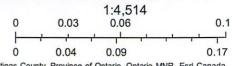
FIELDS ON SOUTH EAST SIDE OF RAPIDS RD OWNED BY BETTY AND THE LATE ED TIDMAN



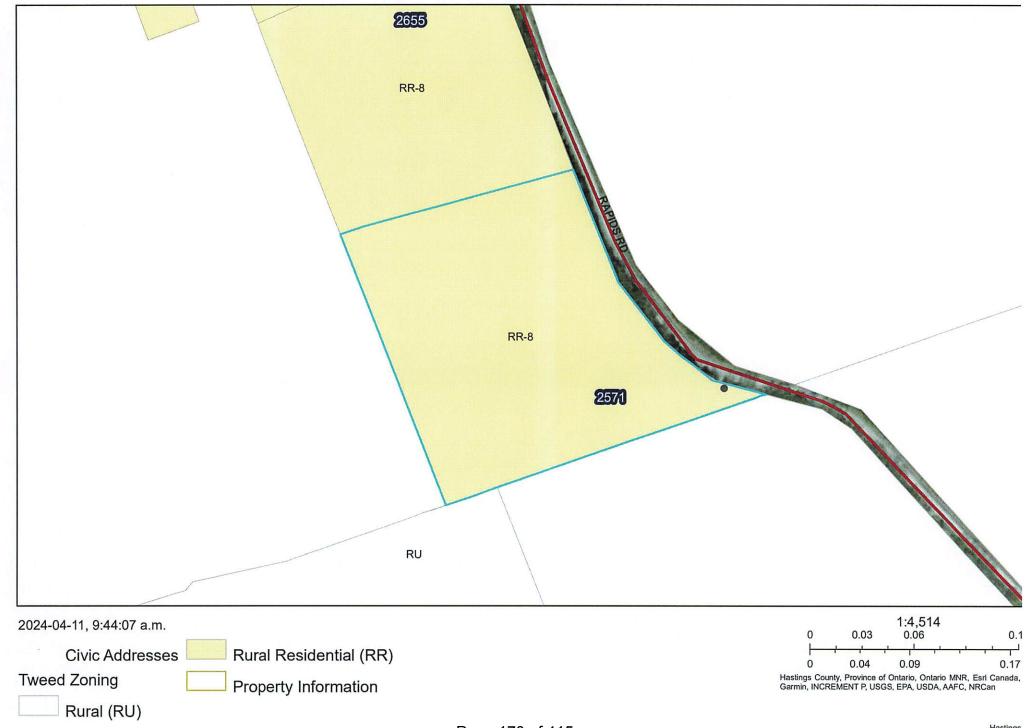
2024-04-11, 9:43:37 a.m.

Civic Addresses

Property Information



Hastings County, Province of Ontario, Ontario MNR, Esri Canada, Garmin, INCREMENT P, USGS, EPA, USDA, AAFC, NRCan





Postal Bag 4400 235 Pinnacle Street Belleville, ON K8N 3A9

March 19, 2024

PRELIMINARY REPORT

File information

Owner:

Joan Treanor

Agent:

PA Miller Surveying Ltd.

Civic Address:

147 Old Troy Road

Legal Description:

Concession 11, Pt Lot 11, RP 21R 2938, Part 23 & 24

Municipality: Municipality of Tweed (Hungerford)

Severed Lot	Frontage: 0 m (0 ft) Old Troy Road		
	Area: 1,302 sq m (0.32 ac)		
Retained Lot	Frontage: 46 m (151 ft) Old Troy Road		
	Area: 8.98 ha (22 ac)		
Official Plan	Rural/Waterfront		
Designation			
Current Zoning	Rural (RU) Zone and Special Rural Commercial 3 (RC-3) Zone		
Previous Consent	B46/03 (new lot), others prior to 1998		
Type of Consent(s): New Lot () Lot Addition (X) Other:			

The County of Hastings has received the above mentioned application for consent of a lot addition. Further review and site inspection will be undertaken which may result in additional comments and conditions being incorporated into the final recommendations. Should you have any questions or require additional information regarding this preliminary report please contact me at this office. After a preliminary review we offer the following comments:

Description of Proposal

The subject lands are located on the south side of Old Troy Road approximately 50 metres east of the intersection of Old Troy Road and Highway 37 in the Municipality of Tweed. The lands proposed to be severed and added to adjoining property have no frontage on Old Troy Road and are located behind the lot developed and known municipally as 32 Old Troy Road. The subject lands are characterized as a mix of wooded areas with some cleared grassed areas.

The applicant proposes a lot addition, having an area of 1,302 square metres (0.32 ac) with 46 metres (151 ft) width and 28.3 metres (93 ft) depth and contains no direct frontage on Old Troy Road.

These lands are to be added to the benefitting lands immediately to the west, known municipally as 20 Old Troy Road. The resultant lot (benefitting and severed) will have an area of approx. 0.53 ha (1.32 ac) with approximately 45.7 metres (150 ft) frontage on Old Troy Road. The proposed retained lands will have an approximate lot area of 8.98 ha (22 ac) and 46 metres (151 ft) frontage on Old Troy Road and is vacant land.

The proposed severed parcel is vacant land and the benefitting land is developed with a single detached dwelling. The area to be severed is a manicured lawn which will provide additional amenity space for the benefitting lands and provides little land use value to the retained lands

Planning Act

The subject application appears to be complete. Said application appears to satisfy the requirements of Section 53 of the Planning Act.

Provincial Policy Statement

It appears, based on a preliminary review, that this application is consistent with the Provincial Policy Statement. However, further review will be undertaken before this can be confirmed.

Official Plan

The subject lands are designated **Rural-Waterfront** in the County of Hastings Official Plan.

The lands have been subject to a number of historical consents applications prior to December 31, 1998. Consent File No. B46/03 created a new lot which is the benefitting lands for this lot addition application. Based on the details of the previous consent applications, the proposed severance for a lot addition is in conformity with **Section 6.3.1.4** of the Official Plan in regards to the maximum number of severances from an original land holding.

As there are no livestock facilities in the immediate vicinity of the proposed new lot, an assessment of the Minimum Distance Separation I formula (MDS I) is not required.

Zoning By-law

The subject lands are zoned the Rural (RU) Zone and the Special Rural Commercial 3 (RC-3) Zone. (Please see Attachment No. 1)

The majority of the subject lands are zoned the Rural (RU) Zone while a small southern area is zoned the Special Rural Commercial 3 (RC-3) Zone. The permitted uses in the Special Rural Commercial 3 (RC-3) Zone are limited to specific retail type uses such as a restaurant type establishment, a flea market, craft and gift shop and also prohibits deep fryers or open grills appliances.

The area zoned **Special Rural Commercial 3** (RC-3) on the subject lands align with neighbouring lands also zoned the **Special Rural Commercial 3** (RC-3) **Zone**. The neighbouring lands, known as Tweedy's Restaurant and Classic Scoops, have been developed in accordance with the permitted uses of the **Special Rural Commercial 3** (RC-3) **Zone**. The area zoned **Special Rural Commercial 3** (RC-3) **Zone** on the subject lands are vacant.

As this end of the subject lands is not accessible to any municipal roadways other than from Old Troy Road to the north, it appears the **Special Rural Commercial 3** (RC-3) **Zone** should not be applied to this vacant area. Therefore, it will be recommended that portion of the subject retained lands zoned the **Special Rural Commercial 3** (RC-3) **Zone** be rezoned to the **Rural** (RU) **Zone** to ensure a one zone consistency.

The severed lands are zoned the Rural (RU) Zone, and the benefitting lands are zoned the Rural Residential (RR) Zone. The proposed resultant lot, being the severed and benefitting lands will comply with the requirements of the Rural Residential (RR) Zone. It will be recommended the severed lands be rezoned from the Rural (RU) Zone to the Rural Residential (RR) Zone to ensure the newly created parcel is consistently in one zone.

The retained lands will comply with the requirements of the Rural (RU) Zone and therefore will not require rezoning.

Servicing/Roads/Other

As the subject application is for a lot addition only, the typical condition requiring that the applicant provide proof of adequate groundwater quality and quantity will not be required.

The Municipality is encouraged to review the width of Old Troy Road and consider requiring that the applicant convey lands for the purpose of road widening across the frontage of the retained lands, as necessary.

The benefitting lot was created by Consent File No. B46/03. As such, a small portion of said lands along the frontage of Old Troy Road may be required to be deeded to the Municipality to affect a merge of the severed and benefitting lands. This can be combined with the road widening noted above, as required.

The typical lot addition conditions will be required including confirmation that the proposed severed and benefitting lands will merge on title and the typical "PIN Consolidation" condition will also be required.

The Municipality may also wish to review existing entrance for the benefitting and retained lots to ensure safe site entrances and 9-1-1 addressing requirements.

Should you have any questions or require additional information please contact the undersigned.

Sincerely,

Gib Garrett Planner

Attachments:

Attachment No. 1 – Current Zoning

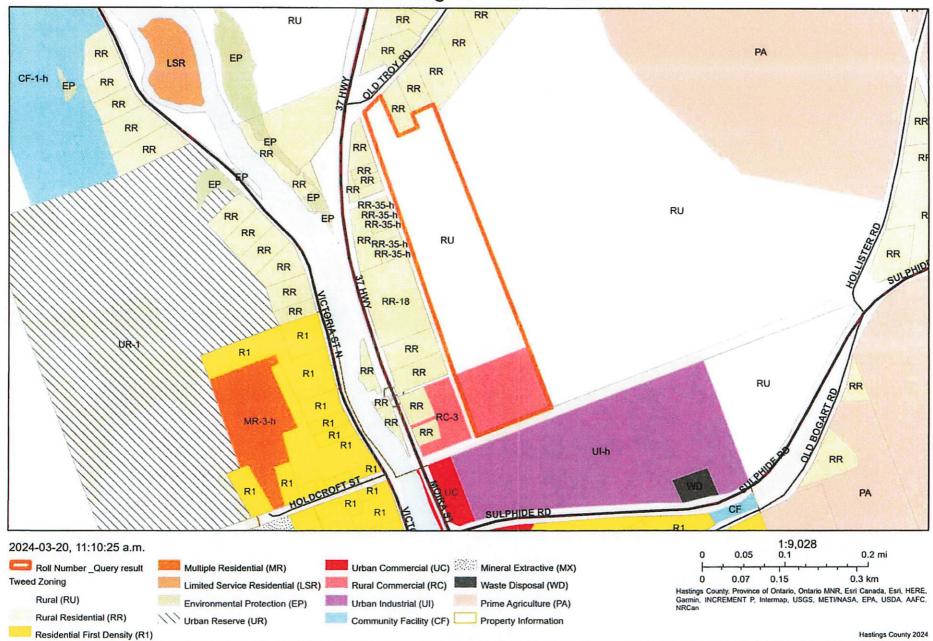
SKETCH FOR SEVERANCE APPLICATION

PART OF LOT II, CONCESSION II

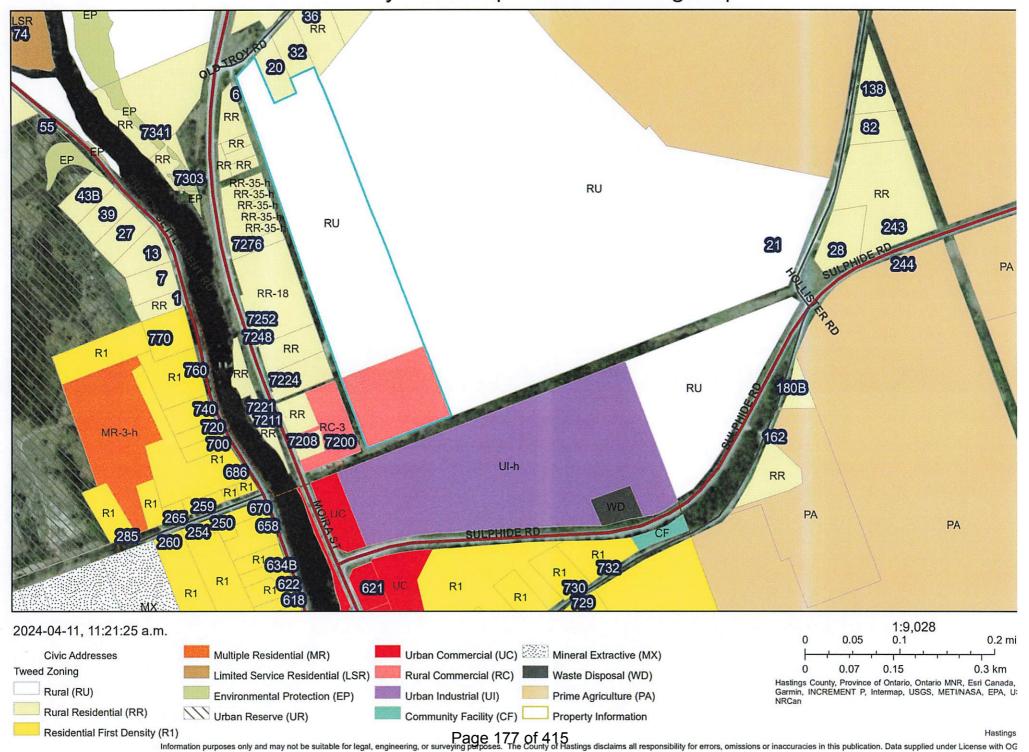
GEOGRAPHY TOWNSHIP OF HUNCERFORD

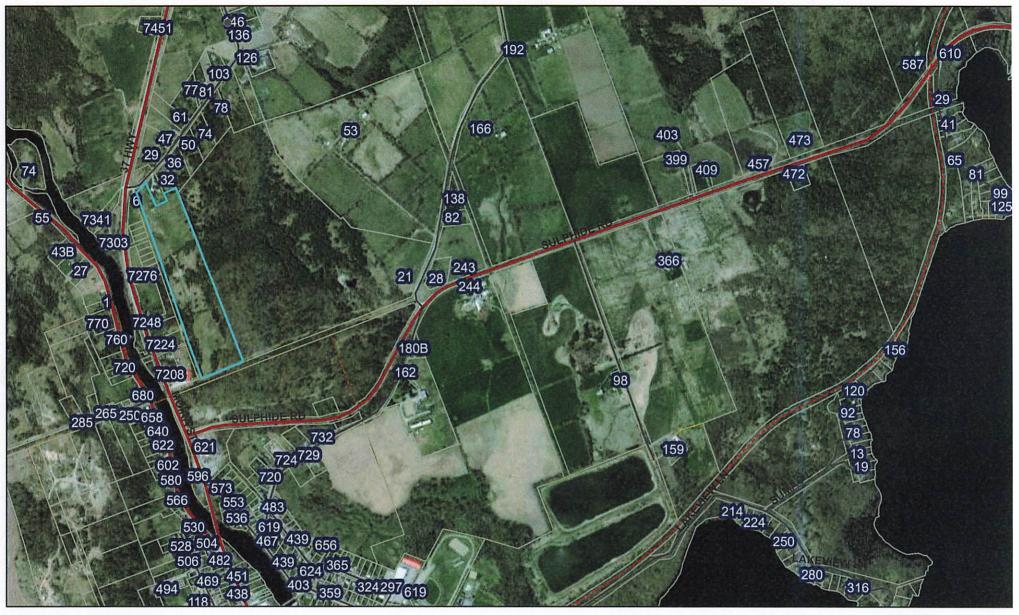


Current Zoning - B151/23 Treanor



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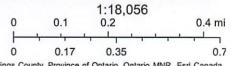


2024-04-11, 11:22:54 a.m.

Civic Addresses

Trans Canada Trail

Property Information



Hastings County, Province of Ontario, Ontario MNR, Esri Canada, Garmin, INCREMENT P. USGS, METI/NASA, EPA, USDA, AAFC, N



Postal Bag 4400 235 Pinnacle Street Belleville, ON K8N 3A9

March 21, 2024

PRELIMINARY REPORT

File information

Owner:

Brian and Vicki Brough

Civic Address: Legal Description: 687 Elzevir Road Concession
10. Pt Lots 17 & 18 Municipality

Municipality:

of Tweed (Elzevir)

Severed Lot	Frontage: 155 m (510 ft) Elzevir Road Area: 2.1 ha (5.4 ac)
Retained Lot	Frontage: 804 m (2,640 ft) Elzevir Road Area: 15.7 ha (39 ac)
Official Plan	Rural/Waterfront and Environmental Protection
Designation	
Current Zoning	Rural (RU) Zone, Mineral Extractive Reserve (MXR) Zone
	and Environmental Protection (EP) Zone
Previous Consent	None since 1998
Type of Consent(s):	New Lot (X) Lot Addition () Other:

The County of Hastings has received the above mentioned application for severance. Further review and site inspection will be undertaken which may result in additional comments and conditions being incorporated into the final recommendations. Should you have any questions or require additional information regarding this preliminary report please contact me at this office. After a preliminary review we offer the following comments:

Description of Proposal

The subject lands are located on the west side of Elzevir Road, approximately 3 kilometers north of the intersection of Elzevir Road and Flinton Road in the Municipality of Tweed. The lands are characterized as primarily a mix of open field areas with some wooded areas throughout. Low lying area considered as a localized drainage feature are located in the middle portion of the subject lands.

The applicant proposes the creation of a new lot having an area of approximately 2.1 ha (5.4 ac) with approximately 155 m (510 ft) frontage on the north side of Elzevir Road. The proposed retained lands will have a lot area of approximately 15.7 ha (39 ac) with 804 m (2,640 ft) frontage on the north side of Elzevir Road.

The proposed severed lands contain a 143 sq m (1,536 sq ft) drive shed and is intended to be developed with a single detached dwelling. The retained lands contain a dwelling, a detached garage, two out-buildings and a barn.

Pianning Act

The subject application appears to be complete. Said application appears to satisfy the requirements of Section 53 of the Planning Act.

Provincial Policy Statement

It appears, based on a preliminary review, that this application is consistent with the Provincial Policy Statement. However, further review will be undertaken before this can be confirmed.

Official Plan

The subject lands are designated **Rural-Waterfront** and **Environmental Protection** in the County of Hastings Official Plan.

Lands designated **Environmental Protection** relate to the portions mentioned above of low lying lands attributing to the local drainage on located on the proposed retained lands. This area does not impact the proposed severed lot fronting on Elzevir Road.

The consent policies under the **Rural** designation permit a maximum of two severances from a parcel that existed as of December 31, 1998; once those two created lots have been built out, there is potential for additional severances to be considered. There have been no previous consent applications to create a new lot from the original land holding as it existed in 1998. The consent application conforms with **Section 6.3.1.4** of the Official Plan.

It has been identified there are 2 barns in the general are of the proposed severed lots, located at 698 Elzevir Road and on the subject lands known as 571 Elzevir Road. Based on the data available, the Minimum Distance Separation (MDS 1) calculation was prepared for these barns to establish the minimum setback requirement from the barns to the new lots. MDS setbacks are required as follows:

Barn located at: 698 Elzevir Road - 110 metres 571 Elzevir Road - 106 metres

It appears the MDS 1 setback from the barn located at 571 Elzevir Road has been met. It appears the MDS 1 setback from the barn located at 698 Elzevir Road do appear to impact the proposed lot.

MDS 1 setbacks are generally applied from the existing barn to the closest lot line of the proposed new lot. Guideline 41 of the MDS Guidelines identify for proposed lots without an existing dwelling that are greater than 1 ha in lot area, the MDS 1 setbacks are measured as the shortest distance between a 0.5 ha (1.24 ac) or larger building envelope to the barn.

As the proposed lot is greater than 1 ha (2.4 ac) in lot area, the results indicating the MDS 1 setback of 110 metres from the existing barn located at 698 Elzevir will need to

be identified on a detailed sketch that ensures a building envelope of at least 0.5 ha (1.24 ac) exists.

Zoning By-law

The severed and retained lands are currently zoned the Rural (RU) Zone, Mineral Extractive Reserve (MXR) and the Environmental Protection (EP) Zone.

The proposed severed lands will not meet the minimum lot area requirement of the Rural (RU) Zone and consequently will be required to rezone to a Special Rural Residential-X (RR-X) Zone. Further, as an existing machine shed will be located on the proposed severed lot, the Special Rural Residential -X (RR-X) Zone will include provisions permitting the accessory machine shed prior to a principle use being established.

Neighbouring lands to the north and the westerly edge of the subject lands are currently zoned the Mineral Extractive Reserve (MXR) Zone in the Municipality of Tweed Zoning Bylaw. Section 5.33 of the Zoning Bylaw requires a minimum setback of 300 metres from any new residential dwelling to lands zoned Mineral Extractive Reserve (MXR). The entire proposed severed lot would be within 300 metres from the lands zoned Mineral Extraction Reserve (MXR) zoned lands. It appears the lands zoned Mineral Extractive Reserve (MXR) are not used for aggregate extraction, are not licenced by the Ministry of Northern Development, Mines and Natural Resources and Forestry and do no appear in the Official Plan as being designated Extractive Reserve.

Therefore, as a condition of consent approval, an appropriate reduction from the 300 metres setback from the neighbouring lands zoned **Mineral Extractive Reserve** (MXR) to the new residential dwelling on the proposed severed lands will be required. The appropriate setback reduction will be incorporated into the **Special Rural Residential -X** (RR-X) **Zone** noted above.

The proposed retained lands will continue to meet the minimum lot area and lot frontage requirements of the Rural (RU) Zone and therefore will not require rezoning, however it will be recommended the portion of the retained lands currently zoned the Mineral Extractive Reserve (MXR) Zone be rezoned to the Rural (RU) Zone. This will remove the Mineral Extractive Reserve (MXR) Zone from the retained lands.

The lands currently zoned the **Environmental Protection (EP) Zone** relate to the low lying lands, as previously noted, located on the retained lands and will remain zoned as such.

Servicing/Roads/Other

As the proposed severed lands exceed 5 ac in area, the typical condition requiring that the applicant provide proof of adequate groundwater quality and quantity will not be required.

The Municipality is encouraged to review the width of Elzevir Road to consider requiring the applicant convey lands for the purpose of road widening across the road frontages of both severed and retained lands, as necessary.

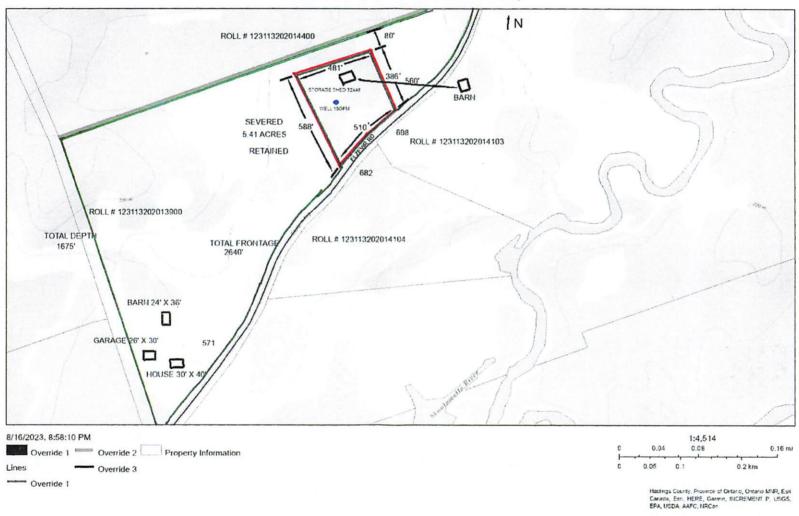
The Municipality may also wish to review existing entrances and proposed entrances for the severed and retained lots to ensure safe site entrances and 9-1-1 addressing requirements.

Should you have any questions or require additional information please contact the undersigned.

Sincerely,

Gib Garrett Planner

General Public Interactive Map



Hastings County GIS Information purposes only and may not be suitable for legal, engineering, or surveying purposes. The County of Hastings disclaims all responsibility for errors, omissions or inaccuracies in this substation. Data supplied under License with OGDE & MPAC.

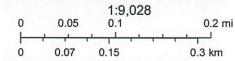
County & Municipal Staff Planning Map



2024-04-11, 1:50:05 p.m.

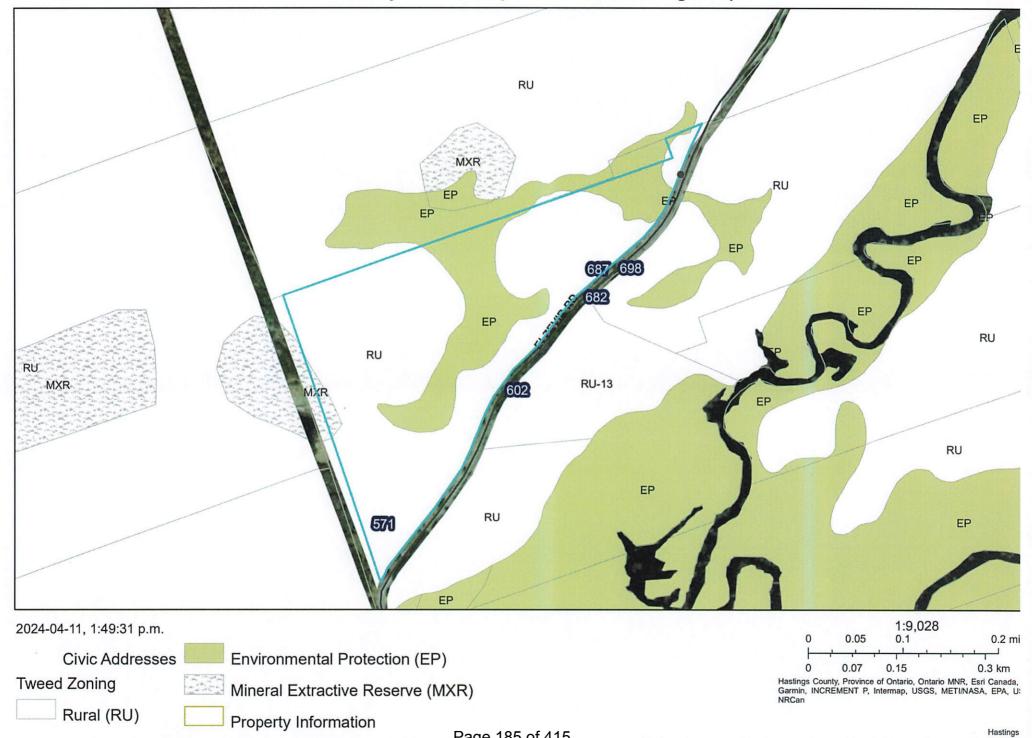
Civic Addresses

Property Information



Hastings County, Province of Ontario, Ontario MNR, Esri Canada, Garmin, INCREMENT P, Intermap, USGS, METI/NASA, EPA, U:

County & Municipal Staff Planning Map



Page 185 of 415
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The Corporation of the Municipality of Tweed Committee Report

Date: May 7, 2024 Council Meeting

Report to: Council

Report from: April 26, 2024 Committee of Adjustment/Planning

Department: Administration

Title: Zoning Amendment ZA1/21 Public Meeting

PURPOSE:

To provide Council with an update on the Public Meeting held for proposed Zoning Amendment ZA1/21.

BACKGROUND:

ZA1/21 - The purpose and effect of the proposed zoning by-law amendment is to change the zoning of an existing land parcel from the Residential Density 1 (R1) zone to the Special Multiple Residential (MR-10) zone to allow for site specific zoning for the development of a multi-residential dwelling. The special provisions will limit the development to a fourplex and recognize the existing lot area of 10,890 sq. ft. as the minimum lot area and the existing lot frontage of 66 ft. as the minimum lot frontage, the existing front yard setback as 7.3 meters as the minimum front yard setback, and allow for one parking space per unit. The special provisions will also grant an exemption from Section 5.30.2 xvii) for no setback for parking spaces from lot lines.

The following speakers attended the meeting:

The applicant attended the meeting to speak about his application. The applicant spoke to changes to the Planning Act that have been put in place since 2021 when the application was last presented. The applicant shared a letter from Public Works regarding the entrances being approved. The applicant highlighted the proposed Zoning By-law amendments that Council is exploring. The applicant highlighted a submitted report showing comparable properties to his proposal in the Village. The applicant highlighted the distance between his parcel and the school bus loading zone.

The committee asked how many bedrooms would be in the units. The applicant indicated the addition portion would be 1 bedroom units.

The committee asked where the additional unit entrances would be located. The applicant advised that they would be located at the side of the building.

The applicant explained the parking layout to the Committee using a diagram he provided.

The applicant shared he would be willing to amend his site plan if needed.

The following comments were received by the Committee:

Comments from Hastings County Re: parking concerns on reduction and configuration.

Comments from Quinte Conservation with no objection.

Comments from MTO that the subject lands are outside their jurisdiction.

Comments from Enbridge Gas of no objection.

The Committee asked the applicant to provide Council a clarifying site plan.

The Committee noted that the project is an overall positive development proposal for the community and will comply with future parking requirements as Council works through a Zoning Amendment process on parking.

OPTIONS:

None.

FINANCIAL IMPLICATIONS:

None

IMPACT:

None.

RECOMMENDATIONS:

BE IT RESOLVED THAT Council receive the Zoning Amendment Public Meeting Report as presented;

AND FURTHER, that Council authorize staff to prepare a By-law for Zoning Amendment ZA1/24 for passing at the next Regular Council Meeting as recommended by the Committee of Adjustment/Planning.

Lucas Wales

From: Municipal Planning < Municipal Planning@enbridge.com>

Sent: April 4, 2024 2:20 PM

To: Lucas Wales

Subject: RE: [External] ZA1/21 Reciruclation

Thank you for your circulation.

Enbridge Gas does not object to the proposed application(s) however, we reserve the right to amend or remove development conditions. This response does not signify an approval for the site/development.

Please always call before you dig, see web link for additional details: https://www.enbridgegas.com/safety/digging-safety-for-contractors

Please continue to forward all municipal circulations and clearance letter requests electronically to MunicipalPlanning@Enbridge.com.

Regards,

Willie Cornelio CET (he/him)

Sr Analyst, Municipal Planning Engineering

ENBRIDGE

TEL: 416-495-6411 500 Consumers Rd, North York, ON M2J1P8

enbridge.com

Safety. Integrity. Respect. Inclusion.

From: Lucas Wales < lucasw@tweed.ca> Sent: Thursday, March 28, 2024 9:11 AM

Inc.' <landuseplanning@hydroone.com>; 'Justin Harrow' <HarrowJ@hastingscounty.com>; 'Liz W' <WesterhofL@hastingscounty.com>; 'MTO' <CorridorEast@ontario.ca>; 'Ontario Power Generation'

<Executivevp.lawanddevelopment@opg.com>

Subject: [External] ZA1/21 Reciruclation

CAUTION! EXTERNAL SENDER

Were you expecting this email? TAKE A CLOSER LOOK. Is the sender legitimate? DO NOT click links or open attachments unless you are 100% sure that the email is safe.

Good morning all,

Please find attached a recirculation of file ZA1/21 in the Municipality of Tweed.

Lucas

Lucas Wales Deputy Clerk/Corporate Services Planning Assistant 613-478-2535 ext 113 lucasw@tweed.ca www.tweed.ca



QUINTE CONSERVATION - PLANNING ACT REVIEW

QC File No. PL0020-2021

Municipality:	Tweed						
Landowner:	Garett Scott						
Location:	51 McClellan S	Street	Hungerford				
Roll #:	12312310150460000000						
Application Description:	Zoning By- law Amendment Appl'n File No. ZA1/21	Multiple R the develor the develor square fee the minim minimum special pro	xisting lands from Residential Density 1 (R1) Zone to the Special Residential Holding (MR-10) Zone to allow for site specific zoning for lopment of a multi-residential dwelling. The special provisions will limi lopment to a fourplex and recognize the existing lot area of 10,890 set as the minimum lot area and the existing lot frontage of 66 feet as mum lot frontage, the existing front yard setback of 7.3 metres as the infront yard setback, and allow for one parking space per unit. The rovisions will also grant an exemption from Section 5.30.2 xvii) for no or parking spaces from lot lines.				
Regulated Feature(s):	None						
	Conservation Authorities have Provincially delegated responsibilities to represent Provincial interests regarding natural hazards under Section 3.1 of the Provincial Policy Statement (PPS) (2020). Natural hazards include areas subject to flooding, prone to erosion, dynamic beaches, and unstable bedrock. Generally, the policies of the PPS direct development to areas outside of hazard lands. Staff are satisfied that the application as presented is consistent with Section 3.1 of the PPS. Ontario Regulation #41/24 (Regulation of Prohibited Activities, Exemptions and Permits) The subject lands do not lie within an area that is regulated by Quinte Conservation. The owners will not require a permit prior to development (construction/ filling/ excavation/ site grading) from this office.						
Comments:	Quinte Region Source Protection Plan Quinte Conservation provides Risk Management services as prescribed by the Clean Water A 2006 on behalf of member municipalities. Part of this is reviewing building and planning applications to ensure no new significant drinking water threats as outlined in the Quinte Re Source Protection Plan are created. Policies for significant threats in the Quinte Region Source Protection Plan are not applicable as the subject property lies outside of an intake protection zone or wellhead protection area for a municipal drinking water system. As such no Section Sclearance Notice is required. Other Potential Municipal Studies As per Sections 21.1.1 and 21.1.2 of Ontario Regulation 596/22 (amendments made under the Conservation Authorities Act) as a result of the More Homes Built Faster Act, 2022, conservation authorities are no longer able to review or provide comment on Natural Heritage and Hydrogeology, nor is this office able to peer-review technical reports related to these maters the Municipality requests a hydrogeological assessment or Environmental Impact Study (EIS)						

Final Comments:	Quinte Conservation has <u>no objection</u> to the rezoning application as presented.
ca 1	
Sandaney	April 15, 2024
Sam Carney	Date

Sam Carney Planning Technician

Lucas Wales

From:

Corridor East (MTO) < Corridor East @ontario.ca>

Sent:

April 4, 2024 3:00 PM

To:

Lucas Wales

Cc:

Taylor, George (MTO)

Subject:

RE: ZA1/21 Reciruclation

ZA1/21 – Plan 294, Part Lot 26, 51 McClellan Street – Zoning By-law Amendment

Good Afternoon Lucas,

Thank you for circulating the proposed Zoning By-law Amendment for the subject lands at 51 McClellan St to the Ministry of Transportation (MTO) for review. Please accept this as a formal response from MTO. We have reviewed the application in accordance with the Public Transportation and Highway Improvement Act (PTHIA) and Highway Corridor Management Manual to offer the following comments:

The ministry has determined that the subject lands are not within MTO's permit control area, therefore we have no comments to offer this application.

If you have any further questions, please do not hesitate to contact me.

Kindly,

Chautel Rose Brayall (she/her)

Planning Intern | Corridor Management Section East Operations | Ministry of Transportation CorridorEast@Ontario.ca Chantel.Brayall@Ontario.ca

Work Phone: (613) 484-3571

From: Lucas Wales < lucasw@tweed.ca>

Sent: March 28, 2024 9:11 AM

To: 'Algonquin & Lakeshore Cath. Dist. Sch. Bd.' <planning@alcdsb.on.ca>; 'Davis, Kari' <DavisK@hastingscounty.com>; 'Enbridge Gas Inc.' <municipalplanning@enbridge.com>; 'HPEDSB' <planning@hpedsb.on.ca>; 'Hydro One Networks Inc.' <landuseplanning@hydroone.com>; 'Justin Harrow' <HarrowJ@hastingscounty.com>; 'Liz W'

<WesterhofL@hastingscounty.com>; Corridor East (MTO) <CorridorEast@ontario.ca>; 'Ontario Power Generation'

<Executivevp.lawanddevelopment@opg.com>

Subject: ZA1/21 Reciruclation

CAUTION -- EXTERNAL E-MAIL - Do not click links or open attachments unless you recognize the sender. Good morning all,

Please find attached a recirculation of file ZA1/21 in the Municipality of Tweed.

Lucas

Lucas Wales

Deputy Clerk/Corporate Services Planning Assistant 613-478-2535 ext 113 lucasw@tweed.ca www.tweed.ca

MUNICIPALITY OF TWEED

RECIRCULATION- Amended NOTICE OF APPLICATION and NOTICE OF PUBLIC MEETING CONCERNING A PROPOSED ZONING BY-LAW AMENDMENT

NOTICE is hereby given that the Council of the Municipality of Tweed has received an application for an amendment to Comprehensive Zoning By-Law No. 2012-30, complete with the prescribed information.

TAKE NOTICE that the Committee of Adjustment/Planning of the Municipality of Tweed will hold a Public Meeting on **Friday**, **April 26**, **2024** at **10:00 a.m.** in the Council Chambers at 255 Metcalf Street, Tweed to consider a proposed zoning by-law amendment under Section 34 of the Planning Act for the above noted application, numbered as ZA1/21.

The proposed zoning by-law amendment will change the zoning for the lands described as Plan 294, Part Lot 26, 51 McClellan St., Village of Tweed, now the Municipality of Tweed and shown on the key map attached hereto.

The purpose and effect of the proposed zoning by-law amendment is to change the zoning of an existing land parcel from the Residential Density 1 (R1) zone to the Special Multiple Residential (MR-10) zone to allow for site specific zoning for the development of a multi-residential dwelling. The special provisions will limit the development to a fourplex and recognize the existing lot area of 10,890 sq. ft. as the minimum lot area and the existing lot frontage of 66 ft. as the minimum lot frontage, the existing front yard setback as 7.3 meters as the minimum front yard setback, and allow for one parking space per unit. The special provisions will also grant an exemption from Section 5.30.2 xvii) for no setback for parking spaces from lot lines.

Additional information and material relating to the application for the proposed zoning bylaw amendment is available for inspection by any member of the public during regular business hours at the Municipal Office, 255 Metcalf Street, Tweed.

ANY PERSON may attend the Public Meeting and/or make written or verbal representation either in support of or in opposition to the proposed zoning by-law amendment. Please refer to the information sheet attached entitled 'Public Planning Meetings Participation Guidance' for details on how to participate in the Public Meeting. The public may also choose to attend the Public Meeting through Zoom. You must register in advance at the following web address:

https://us06web.zoom.us/meeting/register/tZUsd-2tqTkvE9KkWHFdPNMCDJn6AQmFsILU

If a person or public body would otherwise have an ability to appeal the decision of the Council of the Municipality of Tweed to the Local Planning Appeal Tribunal but the person does not make oral submissions at the Public Meeting, or make written submissions to the Municipality of Tweed, before the by-law is passed, the person or public body is not entitled to appeal the decision.

If a person or public body does not make oral submissions at the Public Meeting, or make written submissions to the Municipality of Tweed, before the by-law is passed, the person or public body may not be added as a party to the hearing of an appeal before the Local Planning Appeal Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

If you wish to be notified of the decision of the Municipality of Tweed on the proposed zoning by-law amendment, you must make a written request to the Municipality of Tweed (address below).

If you are a person with a disability and need Municipality of Tweed information provided in another format, please contact the Deputy Clerk at lucasw@tweed.ca or at 613-478-2535.

Dated at the Municipality of Tweed this 28th day of March, 2024.

Lucas Wales
Deputy Clerk/Zoning Administrator
Municipality of Tweed
255 Metcalf St.
Postal Bag 729
Tweed, ON K0K 3J0
613-478-2535

CORPORATION OF THE MUNICIPALITY OF TWEED

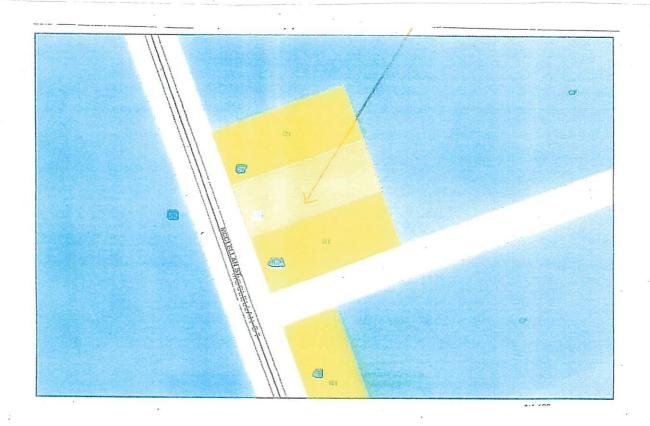
KEY MAP

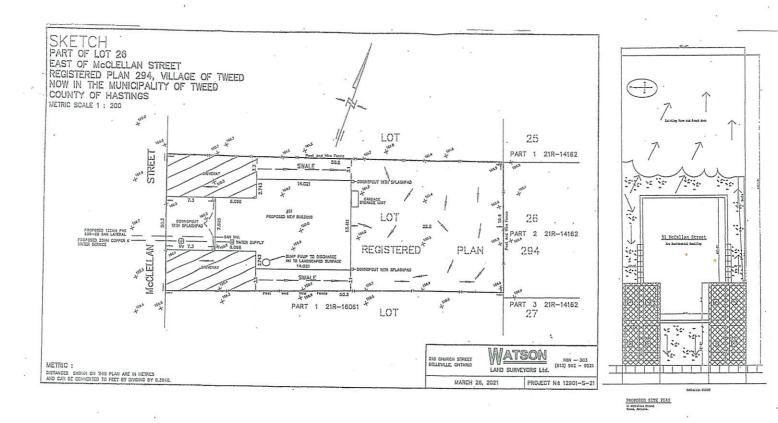
Land Subject of Zoning Amendment Application ZA1/21

Plan 294, Part Lot 26, 51 McClellan St., Village of Tweed

Proposed Zoning to Special Multiple Residential (MR-10) Zone One existing land parcel for the construction of a fourplex multi-residential unit.

Roll No. for subject parcel - 1231-231-015-04600-0000







Public Planning Meetings Participation Guidance

The Municipality of Tweed utilizes a hybrid meeting format for all Public Hearings and Public Planning Meetings. Therefore, participants have the right to decide whether they wish to be physically in attendance at the meeting or to attend virtually through zoom. Due to this hybrid format, the following matters should be known:

- The Council Chambers has limited seating on a first come, first served basis.
- The foyer has additional seating. We will be using a microphone and speaker system to improve volume in the foyer for those in attendance.
- Public can also choose to attend through Zoom. You must register in advance by selecting the April 26th meeting link at https://tweed.ca/meetingsc10
- Public attending physically will be asked to sign a sign in sheet to document your attendance at the meeting for the record.
- For everyone wishing to speak, you must start with stating your name clearly and spelling it to ensure it is documented properly. If you are attending virtually, you must also provide your address and e-mail for the record. All comments should be provided in writing, in advance when possible, to accompany your verbal submission. This is to ensure clarity and understanding of all comments, concerns and submissions for the record.
- If seating capacity becomes a concern, after each application has been heard and voted upon, we ask that the applicant, representatives and public in attendance for that meeting vacate the chambers and move to the foyer to allow for the next applicant, representative and public attendees to come forward.
- Please note that all meetings are recorded and will be uploaded to the Municipality's YouTube channel after the meeting as the meetings are public.
 Only those who are in attendance during the live session will be deemed to be part of the official attendance record. Those watching the recording after the event will not be included in the official attendance record.

Municipality of Tweed Council Meeting Council Meeting

Resolution No.

289.

Title:

Zoning Amendment ZA1/21

Date:

Wednesday, May 12, 2021



Moved by

B. Treanor

Seconded by

J. DeMarsh

J. allus

BE IT RESOLVED THAT Council defer Zoning Amendment ZA1/21 as recommended by the Committee of Adjustment/Planning.

Carried

Mayor

The Corporation of the

MUNICIPALITY OF TWEED

255 Metcalf St., Postal Bag 729 Tweed, ON K0K 3J0 Tel.: (613) 478-2535 Fax: (613) 478-6457



Email: info@tweed.ca Website: www.tweed.ca facebook.com/tweedontario

May 11, 2021

Garett Scott P.O. Box 614 Tweed, ON K0K 3J0

Dear Mr. Scott:

Re: Rezoning Application ZA1/21 (Amended)

Your amended application for the rezoning of the property located at 51 McClellan St. in Tweed was deemed to require a new Public Meeting. The Notice of Application and Notice of Public Meeting for the amended rezoning was issued April 9, 2021. The Public Meeting was conducted by the Committee of Adjustment/Planning at their Regular Meeting on Friday, April 30, 2021 at 10:00 a.m. with yourself in attendance electronically. At the Public Meeting the Committee received your verbal Delegation in support of the application.

Similar to the original application, the rezoning application requested to change the zoning of the property from the Residential Density 1 (R1) zone to the Special Multiple Residential Holding (MR-10-h) zone. The present R1 zone allows for the existing single-family dwelling on the property. The MR-10-h zone would allow for the development of a multi-residential dwelling on the property.

During the Public Meeting it was made known to you that Hastings County Planning still had concerns which needed to be addressed. These concerns had been provided in their comments dated February 26, 2021 and again in their comments dated April 29, 2021. Following discussion about these concerns you agreed that it would be best to defer the amended application until you could meet with the County Planner to finally address the concerns outlined.

Following the Public Meeting the Committee of Adjustment/Planning recommended that Council defer the rezoning.

Page 2 May 11, 2021 Garrett Scott

We look forward to processing your rezoning application in due course. Please advise our office following your meeting with the County Planner.

Yours truly,

Gloria R. Raybone, CPA, CA

CAO/Treasurer

:kl

2061 OLD HIGHWAY 2, RR#2, BELLEVILLE, ON, K8N 4Z2 **PHONE**: (613) 968-3434 • **FAX**: (613) 968-8240

www.quinteconservation.ca

QUINTE CONSERVATION - PLANNING ACT REVIEW

QC File No. PL0020-2021

Municipality:	Municipality of Tweed					
Landowner:	Garett Scott					
Location:	51 McClellan Street		Part Lot 10, Concession 10	Hungerford		
Roll #:	12312310150460000000					
Application Description:	Zoning By-law Amendment Application File No. ZA1/21	Rezoning from Residential Density 1 (R1) zone to Special Multiple Residential Holding (MR-7-h) zone to allow for site specific zoning for the development of a multi-residential dwelling. Special provisions will limit development to a fourplex and to recognize existing lot area, existing lot frontage and allow for tandem parking.				
Regulated Feature:	None					
Comments:						
Final Comments:	Quinte Conservation has no	object	tion to the application as presen	ited.		

Sam Carney
Planning and Regulations Technician

April 29, 2021
Date

PLANNING & DEVELOPMENT

235 Pinnacle Street Postal Bag 4400 Belleville, Ontario K8N 3A9



Phone: 613.966.6712 Fax: 613.966.7654 Toll Free: 1.866.321.9563

Municipality of Tweed 255 Metcalf Street P.O. Bag 729 Tweed, Ontario K0K 3J0 28 April 2021

APR 2 9 2021

Att: Gloria Raybone, CAO/Treasuer/Zoning Administrator

MUNICIPALITY OF TWEED

RE: Application for Zoning By-Law Amendment (ZA 1/21)

Plan 294, Pt Lot 26 - 51 McClellan Street - Municipality of Tweed

Roll Number 12 31 231 015 04600

The County of Hastings Planning and Development Department has received notice of public meeting for a proposed zoning by-law amendment to rezone lands located in Plan 294, Part Lot 26, known municipally as 51 McClellan Street in Tweed.

The effect of this Zoning Bylaw amendment will rezone the subject lands from the Residential First Density (R1) Zone to the Special Multiple Residential Holding (MR-7-h) Zone. The subject lands are developed with a single detached dwelling and it is intended to re-develop with a multi-unit residential building containing 4 residential units (fourplex). The site specific Special Multiple Residential (MR-7) Zone is requested to provide relief for the minimum lot are and minimum lot frontage requirements.

Further to my letter of February 26, 2021 (copy attached), a virtual meeting was held on March 5, 2021 to discuss the various concerns raised with the proposed fourplex development. Since this meeting, the applicant has amended the original application to request additional relief from the Zoning Bylaw to allow for a parking design utilizing tandem arrangements. A sketch prepared by Watson Land Surveyors, dated March 26, 2021 was submitted which provided detailed information on the lot dimensions, the location of the proposed new fourplex building, location of the proposed water and waste water connections, existing site grades and proposed parking areas.

It had been suggested the applicant conduct a thorough review of the requirements of the Zoning Bylaw to ensure all other provisions of the Bylaw are complied with. Based on the more detailed sketch submitted by the applicant, it indicates a front yard of 7.3 metres from the proposed building, as the Multiple Residential (MR) zone requires a minimum 7.5 metre front yard (Section 14.3 b) iii), the sketch will need to be updated.

Staff are confident there is sufficient space to allow the building to be slightly adjusted to meet the minimum 7.5 metre front yard setback.

In addition, the tandem parking areas proposed on the sketch appear to abut the interior lot line on each side, with no setback. The inside limits of the parking spaces abut the front portion of the building. Section 5.30.2 xvii) requires parking areas be at least 1 metre setback from any lot line. As the inside limits of the parking area abut the building, there does not appear to be sufficient space to adjust the parking area to meet the 1 metre setback from each lot line while still providing the minimum required width of parking spaces. (2.75 metres width for each space, totaling a minimum of 5.5 metres). In order to be compliant with the Zoning Bylaw, the development will need to be adjusted to allow for a minimum 1 metre setback of the parking areas from both the interior side lot line and the front lot line.

These are examples where a thorough review of the requirements of the Zoning Bylaw should be conducted and provided to the Committee for their consideration to ensure the scale of development is appropriate on the subject lands.

While a site grading plan for the proposed development has not been submitted, based on the existing grades provided on the submitted sketch, staff believe the proper grading can be addressed through the Site Plan approval process subject to more detailed grading plans.

The rezoning application was amended to permit tandem parking. The parking arrangement of 8 parking spaces, by tandem spaces remains a concern. Each of the required 8 parking spaces are all to be readily accessible at all times and arranged in a manner to provide access to park and remove a vehicle without the necessity of moving any other motor vehicle. Discussions with the applicant suggested other options be investigated for the required parking, such as in the rear yard.

Staff have concern with the impact allowing 8 parking spaces in the front yard may have on the character of the area. Further, due to the close proximity of the public school which results in increased pedestrian and bus traffic, the proposed 8 parking spaces in tandem arrangement may pose a safety issue for ingress and egress to the site. It is recommended the Roads Department be provided the opportunity to review the proposed driveway entrances and proposed parking to determine if the proposed design is satisfactory. The Committee should be satisfied that the proposed development, including parking, will allow the site to function appropriately including mitigating any negative impacts on pedestrian and bus traffic safety.

The Municipality is encouraged to consider whether the scale of the proposed development is appropriate on the subject lands while considering the character of the surrounding area.

Should you have any questions or require additional information please contact the undersigned.

Sincerely,

Gib Garrett Planner

PLANNING & DEVELOPMENT

235 Pinnacle Street Postal Bag 4400 Belleville, Ontario K8N 3A9



Phone: 613.966.6712 Fax: 613.966.7654 Toll Free: 1.866.321.9563

26 February 2021

Municipality of Tweed 255 Metcalf Street P.O. Bag 729 Tweed, Ontario K0K 3J0

Att: Karen LaVallee, Clerk/Deputy Treasurer

RE: Application for Zoning By-Law Amendment (ZA 1/21)

Plan 294, Pt Lot 26 - 51 McClellan Street

Municipality of Tweed

Roll Number 12 31 231 015 04600

The County of Hastings Planning and Development Department has received notice of public meeting for a proposed zoning by-law amendment to rezone lands located in Plan 294, Part Lot 26, known municipally as 51 McClellan Street in Tweed.

The effect of this Zoning Bylaw amendment will rezone the subject lands from the Residential First Density (R1) Zone to the Special Multiple Residential Holding (MR-7-h) Zone. The subject lands are developed with a single detached dwelling and it is intended to re-develop with a multi-unit residential building containing 4 residential units (fourplex). The site specific Special Multiple Residential (MR-7) Zone is requested to provide relief for the minimum lot are and minimum lot frontage requirements.

Official Plan

The subject lands are designated **Urban Residential** within the Urban Community Secondary Plan, Part B on Schedule USCP A.6 of the County of Hastings Official Plan.

Part B – Section 2.2 Urban Residential Designation provides policies on appropriate consideration of development in the Urban Residential Designation. Development is intended to be low density uses and medium density residential uses. Low density is considered as single detached dwellings, semi-detached dwellings and duplexes while medium density residential is multi-unit dwellings, triplexes, four plexes, townhouses

and low rise apartment buildings. The proposed development is seeking to introduce a fourplex residential building which is a permitted use in the **Urban Residential** designation.

The Pattern of Development policies include residential re-development in established residential area having regard for the existing scale and pattern of development and the existing streetscape qualities so as not to adversely impact the character of the neighbourhood. When reviewing development applications, the Municipality will ensure multi-unit dwellings will not create traffic hazards and that impacts on low density residential areas will be minimal. Also, where new multi-unit residential uses are proposed in areas adjacent to existing low density residential uses, measures to ensure compatibility between the uses will be required and may include grass strips, vegetative screening and transitional design features.

The application also requests the reduction in the required lot area and lot frontage requirements of the **Multiple Residential (MR) Zone**. Within the **Multiple Residential (MR) Zone**, for the development of a fourplex, the required minimum lot area is 3,000 square metres (32,270 sq ft) and the required minimum lot frontage is 40 metres (131.2 ft). The subject lands only provide a lot area of 1,011 square metres (10,890 sq ft) and 20 metres (66 ft).

The relief requested for the minimum lot area and minimum lot frontage appears to be a significant reduction. The Municipality is encouraged to consider whether the scale of the proposed development is appropriate on the subject lands while considering the character of the surrounding area.

Prior to approval of the rezoning application, it is recommended a thorough review of the requirements of the Zoning Bylaw be provided by the applicant it ensure all other provisions of the Bylaw are complied with. Based on the Proposed Site Plan submitted, it does not appear the required number of parking spaces (8 spaces) has been allocated. Further, based on the constraints of the limited area of the subject lands and the proposed building situate, there does not appear to be adequate area to accommodate the required parking spaces. Each of the required 8 parking spaces are all to be readily accessible at all times and arranged in a manner to provide access to park and remove a vehicle without the necessity of moving any other motor vehicle. Review of such details are important to ensure the proposed increase in residential density will allow the site to function appropriately on a lot with limited area for the proposed use.

In support of a rezoning for this project and to ensure the principle of development is appropriate and feasible, the applicant should submit to the Municipality, prior to approval of a rezoning for the proposed development, a site evaluation report assessing the suitability of the residential development proposed. The site evaluation report should include considerations such as: servicing capacity of the fourplex, site grading and drainage, siting and building massing to surrounding properties, entrances/driveways and parking areas, landscaping buffers, garbage storage areas.

It is recommended any decision of this rezoning application be <u>deferred</u> until such time as Council is satisfied the applicant has provide sufficient justification the proposed multi-unit residential development is appropriate for the subject lands.

It is recommended the site specific Zoning Bylaw amendment include the use of the Holding provision to control the appropriate phasing, servicing and development of the property. The Holding provision can be remove in whole or in part as the owner enters into the required Site Plan Agreement(s) and posting of any required financial obligations.

Should you have any questions or require additional information please contact the undersigned.

Sincerely,

Gib Garrett Planner

The Corporation of the MUNICIPALITY OF TWEED

255 Metcalf St., Postal Bag 729 Tweed, ON K0K 3J0 Tel.: (613) 478-2535 Fax: (613) 478-6457



Email: info@tweed.ca Website: www.tweed.ca facebook.com/tweedontario

March 16, 2021

Garett Scott P.O. Box 614 Tweed, ON K0K 3J0

Dear Mr. Scott:

Re: Rezoning Application ZA1/21

Your application for the rezoning of the property located at 51 McClellan St. in Tweed was received in our office on December 15, 2020 along with the prescribed fee. The Notice of Application and Notice of Public Meeting for the rezoning was issued February 5, 2021. The Public Meeting was conducted by the Committee of Adjustment/Planning at their Regular Meeting on Friday, February 26, 2021 at 10:00 a.m. with yourself and Bruno Beutler in attendance. At the Public Meeting the Committee received your verbal Delegation in support of the application.

The rezoning application requested to change the zoning of the property from the Residential Density 1 (R1) zone to the Special Multiple Residential Holding (MR-10-h) zone. The present R1 zone allows for the existing single-family dwelling on the property. The MR-10-h zone would allow for the development of a multi-residential dwelling on the property.

During the Public Meeting it was made known to you that Hastings County Planning was recommending that a site evaluation report be completed to assess the suitability of the residential development proposed to ensure that the conditions of the site could support the proposed land use. The site evaluation report should include considerations such as servicing capacity of the fourplex, site grading and drainage, siting and building massing to surrounding properties, entrances/driveways and parking area, landscaping buffers, and garbage storage areas. It was recommended that the rezoning application be deferred until such time as the required site evaluation report has been submitted and possibly peer reviewed.

Following the Public Meeting the Committee of Adjustment/Planning recommended

Page 2 March 16, 2021 Garrett Scott

that Council defer the rezoning as outlined by Hastings County Planning.

At the March 11, 2021 Regular Council Meeting the following Resolution was passed by Council:

Moved by J. DeMarsh, Seconded by J. Palmateer BE IT RESOLVED THAT Council defer Zoning Amendment ZA1/21. Carried.

We look forward to the receipt of the necessary site evaluation report to proceed with the processing of your rezoning application in due course.

Yours truly,

Gloria R. Raybone, CPA, CA CAO/Treasurer

:kl

PLANNING & DEVELOPMENT

235 Pinnacle Street Postal Bag 4400 Belleville, Ontario K8N 3A9



Phone: 613.966.6712 Fax: 613.966.7654 Toll Free: 1.866.321.9563

Municipality of Tweed 255 Metcalf Street P.O. Bag 729 Tweed, Ontario K0K 3J0

RE:

Att: Karen LaVallee, Clerk/Deputy Treasurer

Application for Zoning By-Law Amendment (ZA 1/21)

Plan 294, Pt Lot 26 - 51 McClellan Street

Municipality of Tweed

Roll Number 12 31 231 015 04600

26 February 2021

FEB 2 6 202

MUNICIPALITY OF TWEED

The County of Hastings Planning and Development Department has received notice of public meeting for a proposed zoning by-law amendment to rezone lands located in Plan 294, Part Lot 26, known municipally as 51 McClellan Street in Tweed.

The effect of this Zoning Bylaw amendment will rezone the subject lands from the Residential First Density (R1) Zone to the Special Multiple Residential Holding (MR-7-h) Zone. The subject lands are developed with a single detached dwelling and it is intended to re-develop with a multi-unit residential building containing 4 residential units (fourplex). The site specific Special Multiple Residential (MR-7) Zone is requested to provide relief for the minimum lot are and minimum lot frontage requirements.

Official Plan

The subject lands are designated **Urban Residential** within the Urban Community Secondary Plan, Part B on Schedule USCP A.6 of the County of Hastings Official Plan.

Part B – Section 2.2 Urban Residential Designation provides policies on appropriate consideration of development in the Urban Residential Designation. Development is intended to be low density uses and medium density residential uses. Low density is considered as single detached dwellings, semi-detached dwellings and duplexes while medium density residential is multi-unit dwellings, triplexes, four plexes, townhouses

and low rise apartment buildings. The proposed development is seeking to introduce a fourplex residential building which is a permitted use in the **Urban Residential** designation.

The Pattern of Development policies include residential re-development in established residential area having regard for the existing scale and pattern of development and the existing streetscape qualities so as not to adversely impact the character of the neighbourhood. When reviewing development applications, the Municipality will ensure multi-unit dwellings will not create traffic hazards and that impacts on low density residential areas will be minimal. Also, where new multi-unit residential uses are proposed in areas adjacent to existing low density residential uses, measures to ensure compatibility between the uses will be required and may include grass strips, vegetative screening and transitional design features.

The application also requests the reduction in the required lot area and lot frontage requirements of the **Multiple Residential (MR) Zone**. Within the **Multiple Residential (MR) Zone**, for the development of a fourplex, the required minimum lot area is 3,000 square metres (32,270 sq ft) and the required minimum lot frontage is 40 metres (131.2 ft). The subject lands only provide a lot area of 1,011 square metres (10,890 sq ft) and 20 metres (66 ft).

The relief requested for the minimum lot area and minimum lot frontage appears to be a significant reduction. The Municipality is encouraged to consider whether the scale of the proposed development is appropriate on the subject lands while considering the character of the surrounding area.

Prior to approval of the rezoning application, it is recommended a thorough review of the requirements of the Zoning Bylaw be provided by the applicant it ensure all other provisions of the Bylaw are complied with. Based on the Proposed Site Plan submitted, it does not appear the required number of parking spaces (8 spaces) has been allocated. Further, based on the constraints of the limited area of the subject lands and the proposed building situate, there does not appear to be adequate area to accommodate the required parking spaces. Each of the required 8 parking spaces are all to be readily accessible at all times and arranged in a manner to provide access to park and remove a vehicle without the necessity of moving any other motor vehicle. Review of such details are important to ensure the proposed increase in residential density will allow the site to function appropriately on a lot with limited area for the proposed use.

In support of a rezoning for this project and to ensure the principle of development is appropriate and feasible, the applicant should submit to the Municipality, prior to approval of a rezoning for the proposed development, a site evaluation report assessing the suitability of the residential development proposed. The site evaluation report should include considerations such as: servicing capacity of the fourplex, site grading and drainage, siting and building massing to surrounding properties, entrances/driveways and parking areas, landscaping buffers, garbage storage areas.

It is recommended any decision of this rezoning application be <u>deferred</u> until such time as Council is satisfied the applicant has provide sufficient justification the proposed multi-unit residential development is appropriate for the subject lands.

It is recommended the site specific Zoning Bylaw amendment include the use of the Holding provision to control the appropriate phasing, servicing and development of the property. The Holding provision can be remove in whole or in part as the owner enters into the required Site Plan Agreement(s) and posting of any required financial obligations.

Should you have any questions or require additional information please contact the undersigned.

Sincerely,

Gib Garrett Planner

Karen LaVallee

From:

Karen LaVallee <clerk@tweed.ca>

Sent:

February 25, 2021 10:11 AM 'graham.locklin@ssc-spc.gc.ca'

To: Cc:

'graham.locklin@ssc-spc.gc.ca' 'Gloria Raybone (cao-treasurer@tweed.ca)'; Lucas Wales

Subject:

RE: ZA1/21 - Feb 26 2021 - Comment

Thank you for providing your written comments pertaining to Zoning Amendment ZA1/21. They will be provided to the Committee members.

Karen LaVallee

Clerk/Deputy Treasurer/Planning Assistant

Municipality of Tweed Phone: 613-478-2535 Toll Free: 833-478-5818

Fax: 613-478-6457 clerk@tweed.ca www.tweed.ca

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Individuals who submit letters and other information to Council should be aware that any personal information contained within their communications may become part of the public record and may be made available to the public through the Council Agenda process.

From: graham.locklin@ssc-spc.gc.ca <graham.locklin@ssc-spc.gc.ca>

Sent: February 25, 2021 8:56 AM

To: clerk@tweed.ca

Subject: ZA1/21 - Feb 26 2021 - Comment

Good morning,

With regard to ZA1/21 to be presented February 26th 2021 I would like to submit the following;

I had taken some time to look at this lot. I see it has a small single dwelling.

- 1. As density in this area is to increase with the development of the old school lands I would like to bring attention to park space and green space. Will this property have enough green space for the residence of this 4 unit building? School yards are not public park space.
- 2. Snow management. The included proposed site plan shows driveways on both sides of the lot. Each driveway is 20 feet wide leading to a large porch. Snow will need to be displaced to the middle of the property's front yard or removed from the property. Is there enough room to pile the snow from two 20x44 feet driveways and the



- 3. Are there any requirements for a development to add or replace any trees to a development / redevelopment?
- 4. This street has no curbs. If the parking is not sufficient the street and undefined boulevard may be utilized to satisfy the parking of 4 units creating winter and safety concerns. (F150 truck is up to 20.3ft long, Dodge minivan is 16.9ft long).

How many parking spaces per dwelling unit are required? Can a parking spot be blocked in by another parking spot?

Thank you for reviewing my comments.

Graham Locklin 13 French Settlement Road, Tweed



2064 OLD HIGHWAY 2, RR#2, BELLEVILLE, ON, K8N 4Z2 PHONE: (613) 968-3434 • FAX: (613) 968-8240

2021 www.quinteconservation.ca

QUINTE CONSERVATION - PLANNING ACT REVIEW

DA		QC File No. PL0020-2021		
51 Mc Clellan Street	Lot 10, Concession 10	Hungerford		
12312310150460000000				
Zoning By-law Amendment	from 32,270 Square Feet t	o 10,890 Square Feet relief for		
N/A				
N/A Planning Act - Natural Hazard policies of the Provincial Policy Statement and Quinte Conservation Planning Act Review policy Conservation Authorities have Provincially delegated responsibilities to represent Provincial interests regarding natural hazards under section 3.1 of the Provincial Policy Statement (Pl (2020). Natural hazards include areas subject to flooding, prone to erosion, dynamic beach and unstable bedrock. Generally the policies of the PPS direct development to areas outsic hazards lands. Staff are satisfied that the application as presented is consistent with section 3.1 of the PP there is sufficient area for development outside the natural hazard. Ontario Regulation #319/09 (Regulation of Development, Interference with Wetlands and Alterations to Shorelines and Watercourses The subject lands do not lie within an area that is regulated by Quinte Conservation. The owill not require a permit prior to development (construction/filling/excavation/site gradiform this office. Quinte Region Source Protection Plan Quinte Conservation provides Risk Management services as prescribed by the Clean Water 2006 on behalf of member municipalities. Part of this is reviewing building and planning applications to ensure no new significant drinking water threats as outlined in the Quinte Source Protection Plan are created. Policies for significant threats in the Quinte Region Sou Protection Plan are created. Policies for significant threats in the Quinte Region Sou Protection Plan are reated. Policies for significant threats in the Quinte Region Sou Protection Plan are reated. Policies for significant threats in the Quinte Region Sou Protection Plan are reated. Policies for significant threats in the Quinte Region Sou Protection Plan are for a municipal drinking water system. As such no Sectio Clearance Notice is required. Planning Act - Natural Heritage policies of the Provincial Policy Statement protects feat				
	N/A Planning Act - Natural Hazard portion Planning Act Revies Conservation Authorities have Printerests regarding natural hazard (2020). Natural hazards include a and unstable bedrock. Generally hazards lands. Staff are satisfied that the applications to Shorelines and Wordship The subject lands do not lie with will not require a permit prior to from this office. Quinte Conservation provides Riapplications to ensure no new si Source Protection Plan are creat Protection Plan are inot applicabe zone or wellhead protection are Clearance Notice is required. Planning Act - Natural Heritage Section 2.1 of the Natural Heritage Section 2.1 of the Natural Heritage Including (but not limited to); Prince Tonservation (provided to); Prince The Natural Heritage (procedure) is the Natural Heritage Section 2.1 of the Natural Heritage Section (procedure) is the Natural Heritage (procedure) in the Natural Heritage (procedure) is the Natural Heritage (procedure) in the Natural Heritage (procedure) is the Natural Heritage (procedure) in the Natural Heritage (procedure) is the Natural Heritage (procedure) in the Natural Heritage (procedure) is the Natural Heritage (procedure) in the Natural Heritage (procedure) is the Natural Heritage (procedure) in	Garett Scott 51 Mc Clellan Street Lot 10, Concession 10 12312310150460000000 Zoning By-law Amendment Special Multiresidential (I from 32,270 Square Feet to the Individual of Individual Office of Individual of Individual of Individual of Individual Office of Individual of Individual Office of Individual Office of Individual Office offi		

Luky hih

February 24, 2021

Date

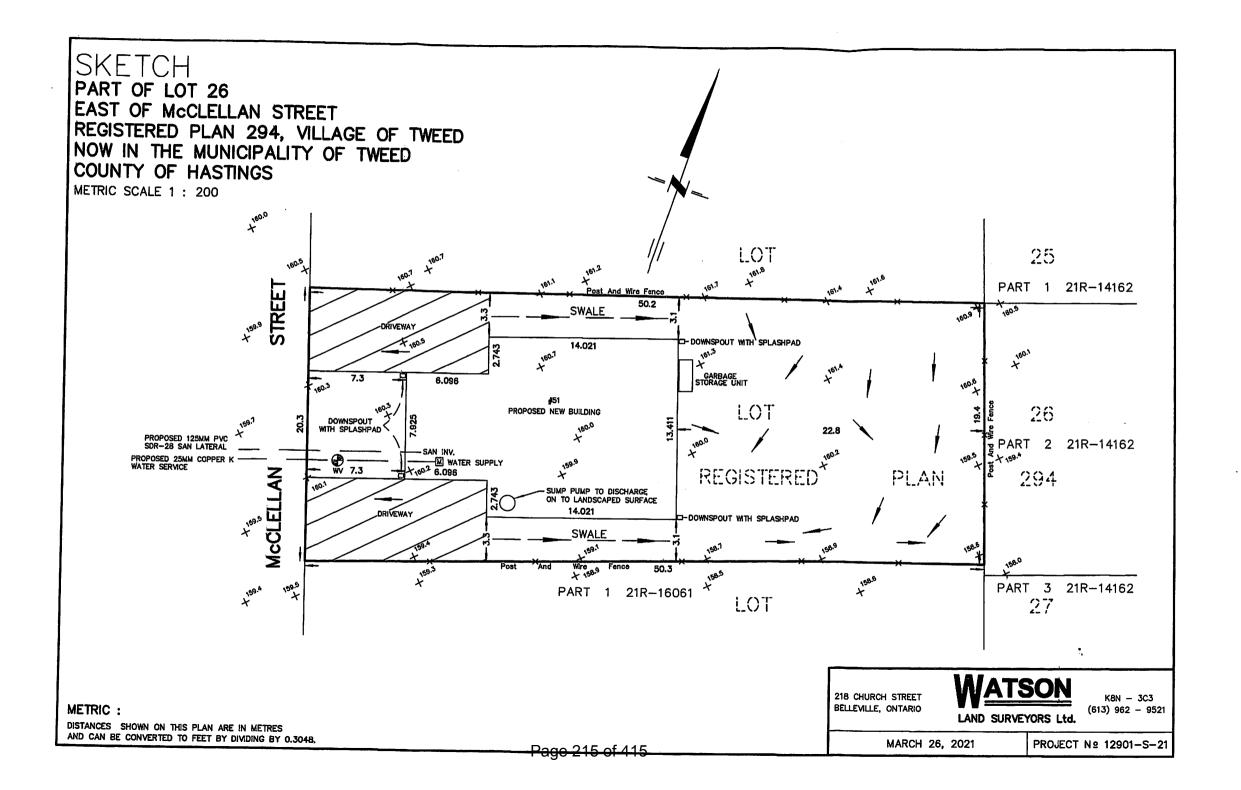
Lindsay Nash

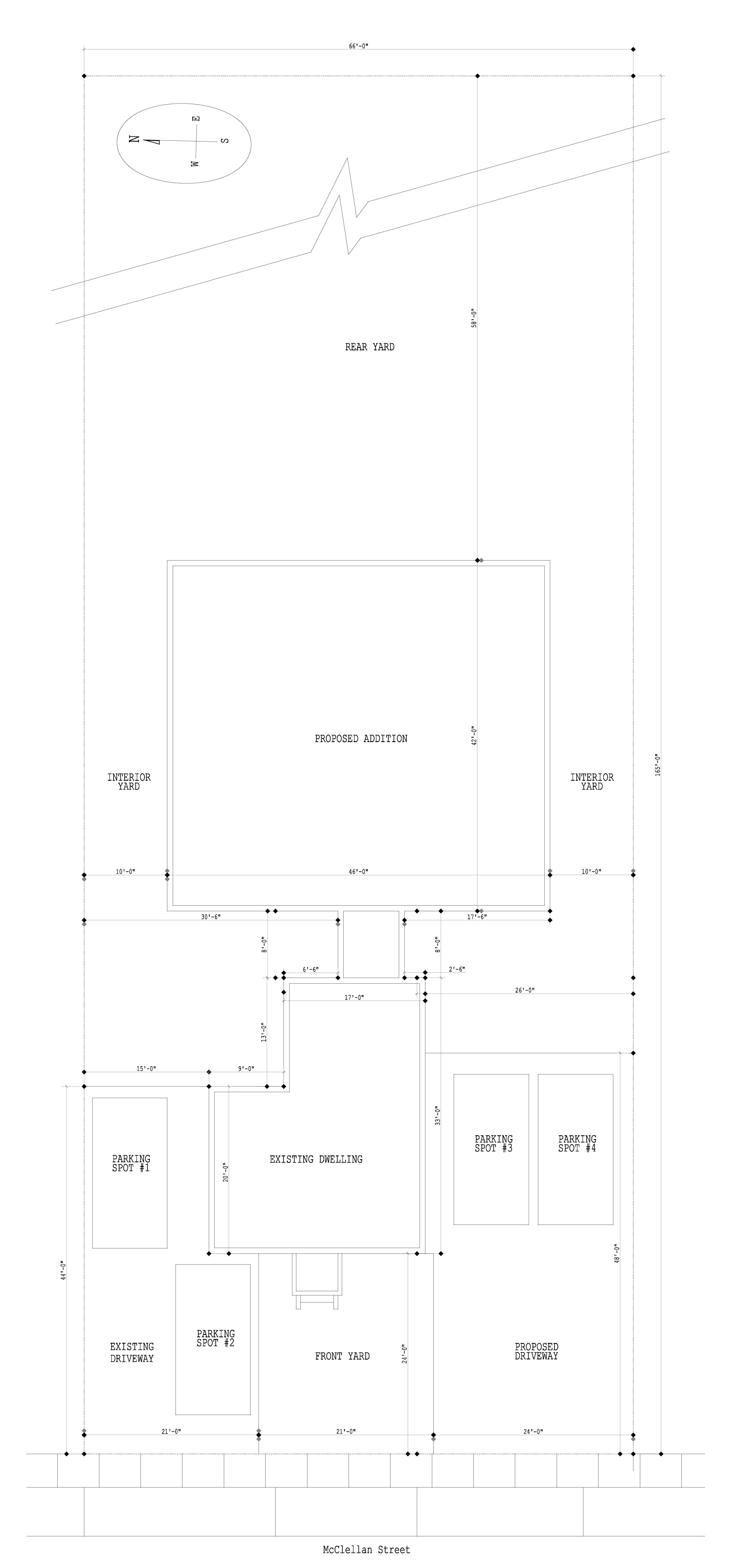
Environmental and Regulations Technician

For;

Sharlene Richardson Regulations Officer

82P .





PROPOSED SITE PLAN

51 McClellan ST
TWEED, ONTARIO



The Corporation of the

MUNICIPALITY OF TWEED

255 Metcalf St., Postal Bag 729 Tweed, ON K0K 3J0 Phone: 613-478-2535

Toll Free: 833-478-5818 Fax: 613-478-6457



Email:info@tweed.ca Website:www.tweed.ca facebook.com/tweedontario

April 10, 2024

After careful inspection of the driveway entrance at 51 McClellan St in Tweed, it has been deemed to have good sightlines and the Municipality of Tweed Public Works Supervisor Trevor Prevost is satisfied and signs off.

Trevor Prevost

Public Works Supervisor

Tweed

613-848-29140

BY-LAW NO. 2024-28

Being A By-law to require mandatory pre-consultation for certain planning applications in the Municipality of Tweed

WHEREAS the Council of the Municipality of Tweed has deemed it necessary to develop a mandatory Pre-Consultation By-law for certain planning applications and to delegate authority to staff to determine when an application will be considered by Council or when an inactive file may be closed;

WHEREAS pre-consultation between the applicant and the Municipality can help ensure a complete application and provides opportunities for early feedback and information sharing on the proposed concept;

1. DEFINITIONS

- 1.1 "Zoning Administrator" shall mean the appointed Zoning Administrator or designate of the Municipality of Tweed.
- 1.2 "Pre-Consultation" shall mean the process for fulfilling the requirements set out in this by-law as applied to all applications for Zoning By-law Amendments, Site Plan Agreements, and Minor Variances.
- 1.3 "Municipality" shall mean the Corporation of the Municipality of Tweed.

2. PRE-CONSULTATION REQUIREMENT AND PROCESS

- 2.1Any person or public body intending to file an application under Sections 22(3.1)(b), 34(10.0.1)(b), and 41(3.1)(b) of the Planning Act R.S.O. 1990 c.P. 13, as amended, is hereby required to pre-consult with the Municipality of Tweed prior to submitting an application on all applications for Zoning By-law Amendments, Site Plan Control, and Minor Variances.
- 2.2 The Municipality shall not accept any application for which an applicant has not pre-consulted with Municipality of Tweed staff.
- 2.3 Notwithstanding any provision of this by-law to the contrary, the Zoning Administrator or designate, is hereby delegated the authority to waive the requirement for pre-consultation with Municipality where the Zoning Administrator, determines that there is no need for a pre-consultation prior to the application being filed.
- 2.4 The Zoning Administrator, at their discretion, will involve staff from other Departments, County Planning Staff, the applicable conservation authority, member municipality, and other review agencies as they deem appropriate.
- 2.5 The Zoning Administrator, at their discretion, may require more than one pre-consultation meeting before they are in a position to determine the requirements for a complete application or if more than six (6) months has lapsed since the initial pre-consultation.

3. PERIOD OF VALIDITY

3.1 The Zoning Administrator shall hereby be delegated the authority to close a file following a period of inactivity of six months or subject to legislative changes.

4. ENACTMENT

4.1This By-law shall come into force and take effect on the day of final passing thereof.

MAYOR		
CLERK		

BY-LAW NO. 2024-29

Being a By-law to Amend Comprehensive Zoning By-law No. 2012-30 of the Corporation of the Municipality of Tweed, as Amended.

WHEREAS By-law No. 2012-30, as amended, is the Comprehensive Zoning By-law governing the lands located within the Corporation of the Municipality of Tweed;

AND WHEREAS the Council of the Corporation of the Municipality of Tweed, having received and reviewed an application to amend By-law No. 2012-30 for the Corporation of the Municipality of Tweed is in agreement with the proposed changes;

AND WHEREAS authority is granted under Section 34 of the Planning Act, R.S.O. 1990, c. P.13, as amended;

NOW THEREFORE the Council of the Corporation of the Municipality of Tweed enacts as follows:

- That By-law No. 2012-30, as amended, is hereby amended as follows:
 - Rural Residential (RR) Frederick & Dorothy Northey, Parts of Lot 7 & 8, Concession 3, Vanderwater Rd., Township of Hungerford. (Severed lot created by Severance B114/23)
- That Schedule 'A' to By-law No. 2012-30, as amended, is hereby 2. amended by changing the zone categories thereon in accordance with Schedule '1' attached hereto.
- That Schedule '1' attached hereto forms part of this By-law.
- That the lands identified on Schedule '1' attached hereto and described as Parts of Lot 7 & 8, Concession 3, Vanderwater Rd., Township of Hungerford are hereby zoned Rural Residential (RR, Severed Lot) all other provisions of the RR zone and By-law No. 2012-30, as amended, shall apply to the lands zoned RR.
- 5. That By-law No. 2012-30, as amended, is hereby amended to the extent of the provisions of this By-law.
- 6. That this By-law shall come into force and take effect immediately upon the passing thereof by the Council of the Corporation of the Municipality of Tweed subject to the provisions of the Planning Act, R.S.O. 1990, c. P.13, as amended.

ead a first, second, and third and final ben Council this 7th day of May, 2024.	
	MAYOR
,	CLERK

BY-LAW NO. 2024-29

SCHEDULE '1'

This is Schedule '1' to By-law No. 2024-29 amending Comprehensive Zoning By-law No. 2012-30, as amended, for the Municipality of Tweed.

Passed this 7th day of May, 2024.

MAYOR

CLERK

Location of Subject Lands: Parts of Lot 7 & 8, Concession 3, Vanderwater Rd

Rezone 1.51-acre severed lot created by Severance

B114/23 to Rural Residential (RR).

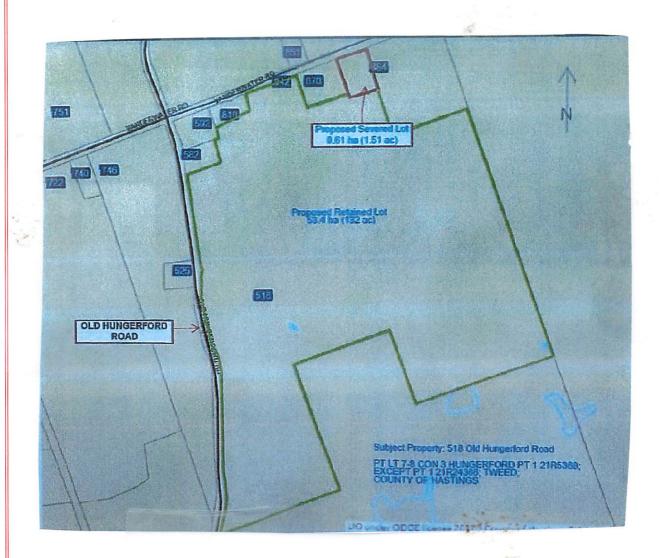
Portion of subject property zoned Rural (RU) Environmental Protection (EP) to remain

unchanged.

Zoning Amendment ZA4/24

Roll No. of subject parcel 1231-328-010-11900

Lands to be rezoned to the Rural Residential (RR) zone.



CORPORATION OF THE MUNICIPALITY OF TWEED BY-LAW NO. 2024-30

Being a By-law to Authorize the Municipality of Tweed to Enter into a Development Agreement to be Registered on Title as a Condition of Severance No. B2/22.

WHEREAS the Council of the Corporation of the Municipality of Tweed deems it expedient to enter into a Development Agreement with Kimberly Anne Wright in accordance with Condition #11 of Severance No. B2/22;

NOW THEREFORE the Council of the Corporation of the Municipality of Tweed enacts as follows:

- 1. THAT the CAO/Treasurer is hereby authorized to execute the Development Agreement between The Corporation of the Municipality of Tweed and Kimberly Anne Wright., attached hereto as Schedule 'A', and which shall form part of this By-law.
- 2. THAT this By-law shall be registered on title to the retained lands at the sole cost of the owners.
- THAT this By-law shall come into force and take effect immediately upon the passing thereof by the Council of the Corporation of the Municipality of Tweed.

MAYOR	

LRO # 21 Notice Of Subdivision Agreement

at 15:13 Receipted as HT346119 on 2024 04 26

The applicant(s) hereby applies to the Land Registrar.

yyyy mm dd Page 1 of 5

Properties

PIN

40280 - 0059 LT

✓ Affects Part of Prop

Description

PART LOTS 11 AND 12 CONCESSION 13 HUNGERFORD, PART 1 21R-1817, EXCEPT PART 1-2 21R-13771; EXCEPT PART 1-2 21R-26434; TWEED; COUNTY OF HASTINGS

Address

7896 HIGHWAY 37

Applicant(s)

The notice is based on or affects a valid and existing estate, right, interest or equity in land.

Name

WRIGHT, KIMBERLY ANNE

Address for Service

167 Maribank Rd Tweed, Ontario

KOK 3J0

This document is not authorized under Power of Attorney by this party.

Party To(s)

Capacity

Share

Name

THE CORPORATION OF THE MUNICIPALITY OF

Firm Name

Address for Service

TWEED

Postal Bag 729 Tweed, Ontario

KOK 3JO

Statements

This notice is for an indeterminate period

The land registrar is authorized to delete the notice on the consent of the following party(les) The Corporation of the Municipality of Tweed Schedule: See Schedules

Signed By

John Tyler McMurren

325 Victoria Street North PO Box

acting for Applicant(s)

2024 04 26 Signed

Tweed

730

KOK 3J0

Tel 613-478-1900

Fax 613-478-5200

I have the authority to sign and register the document on behalf of all parties to the document.

John Tyler McMurren

Tel

Fax

325 Victoria Street North PO Box

acting for Party To(s) Signed 2024 04 26

730 Tweed

K0K 3J0

613-478-1900 613-478-5200

I have the authority to sign and register the document on behalf of all parties to the document.

Submitted By

MCMURREN LAW PROFESSIONAL CORPORATION

325 Victoria Street North PO Box 730

2024 04 26

Tweed **KOK 3J0**

Tel 613-478-1900 613-478-5200 Fax

Fees/Taxes/Payment

Statutory Registration Fee

\$69.95 \$69.95

Total Paid

File Number

Applicant Client File Number:

22-R409WRI

Party To Client File Number :

22-R409WRI

THIS AGREEMENT DATED THE DAY OF A 2024.
BETWEEN:

':•

KIMBERLY ANNE WRIGHT

(Hereinafter called the "Transferor")

OF THE FIRST PART;

and

The Corporation of the Municipality of Tweed (Hereinafter called the "Municipality")

OF THE SECOND PART;

WHEREAS the lands which are the subject of this agreement are legally described in Schedule "A" attached hereto (hereinafter referred to as the "Subject Lands");

AND WHEREAS pursuant to the provisions of the Decision of the Hastings County Planning Advisory and Land Division Committee for Consent File(s) B2/22, the Owner is required, as a condition, to enter into an agreement with the Municipality to be registered on title and to be referred to in the Transfer/Deed and acknowledged by the Transferee.

NOW THEREFORE in consideration of the consents and orderliness of development and the public good, the Municipality and the Owner hereto agree, and covenant as follows:

- The Owner herein agrees to provide a copy of the Servicing Assessment to Support Severance, Shannies Restaurant, Tweed, Ontario completed by John Porritt and David Cooper of The Greer Galloway Group Inc. dated February 8, 2024, to any prospective purchaser of the 'subject lands'.
- 2. The Owner herein agrees to implement the recommendations of John Porritt and David Cooper of The Greer Galloway Group Inc. Service Assessment dated February 8, 2024, including any works to be taken. A copy of the recommendations is attached hereto as Schedule 'B'.
- 3. The owner agrees that any transfer from him/her to a purchaser of the subject premises shall refer to this agreement in the following terms:

"This transfer is subject to the terms of an agreement between the transferor and the Corporation of the Municipality of Tweed.

REGISTERED as Instrument No. ______."

- 4. The owner agrees that he shall be responsible for registration of this agreement and will not sell or otherwise deal with the subject premises unless and until this agreement has been registered on the title to the subject premises, at the owner's sole expense.
- The parties agree that this shall constitute an agreement pursuant to Sections
 53(12) and Section 51(26) of the Planning Act, 1990.
- This Agreement shall inure to the benefit of and be binding upon the respective heirs, executors, administrators, successors and assigns of the parties hereto.

IN WITNESS WHEREOF the parties hereto have executed this Agreement as at the date first set out above.

SIGNED, SEALED AND DELIVERED IN THE PRESENCE OF

The Corporation of the Municipality of Tweed

Gloria Raybone, CAO / Treasurer

I have the authority to bind the Corporation.

Witness:

Owner Kimberly Anne Wrigh

SCHEDULE 'A'

PART LOTS 11 AND 12 CONCESSION 13 HUNGERFORD, PART 1 21R-1817, EXCEPT PART 1-2 21R-13771; EXCEPT PART 1-2 21R-26434; TWEED; COUNTY OF HASTINGS

SCHEDULE 'B'



Recommendations:

- Any new wells should be constructed by a licensed well contractor and must be a minimum of 30 metres from all septic system distribution pipe, including neighboring lots.
- All well water should be treated before consumption with a minimum of staged cartridge filtration to 1 micron, followed by ultraviolet light, sterilization. The effectiveness of this treatment should be tested routinely.
- 3. If the well servicing the restaurant/apartment on the Retained Portion is determined in the future to be unable to provide instantaneous demand, a balancing/holding tank reservoir may be indicated. Consideration should be given to upgrading the casing of this well to replace the well pit with an Ontario Water Resources Act approved casing extension, with a pitless adapter.
- 4. The retention volume of the septic tank servicing the Retained Portion meets OBC requirements and may continue to be used, however a pump chamber equipped with septic pump would have to be placed in series with the septic tank.
- The existing distribution bed for the Retained Portion must be rebuilt as a fully raised bed with imported mantle and should be designed by a licensed OBC designer or contractor.

CORPORATION OF THE MUNICIPALITY OF TWEED BY-LAW NO. 2024-31

Being a By-law to Convey Certain Property Described on Registered Plan 21R-26434 Registered on May 11, 2023 for Road Widening Purposes.

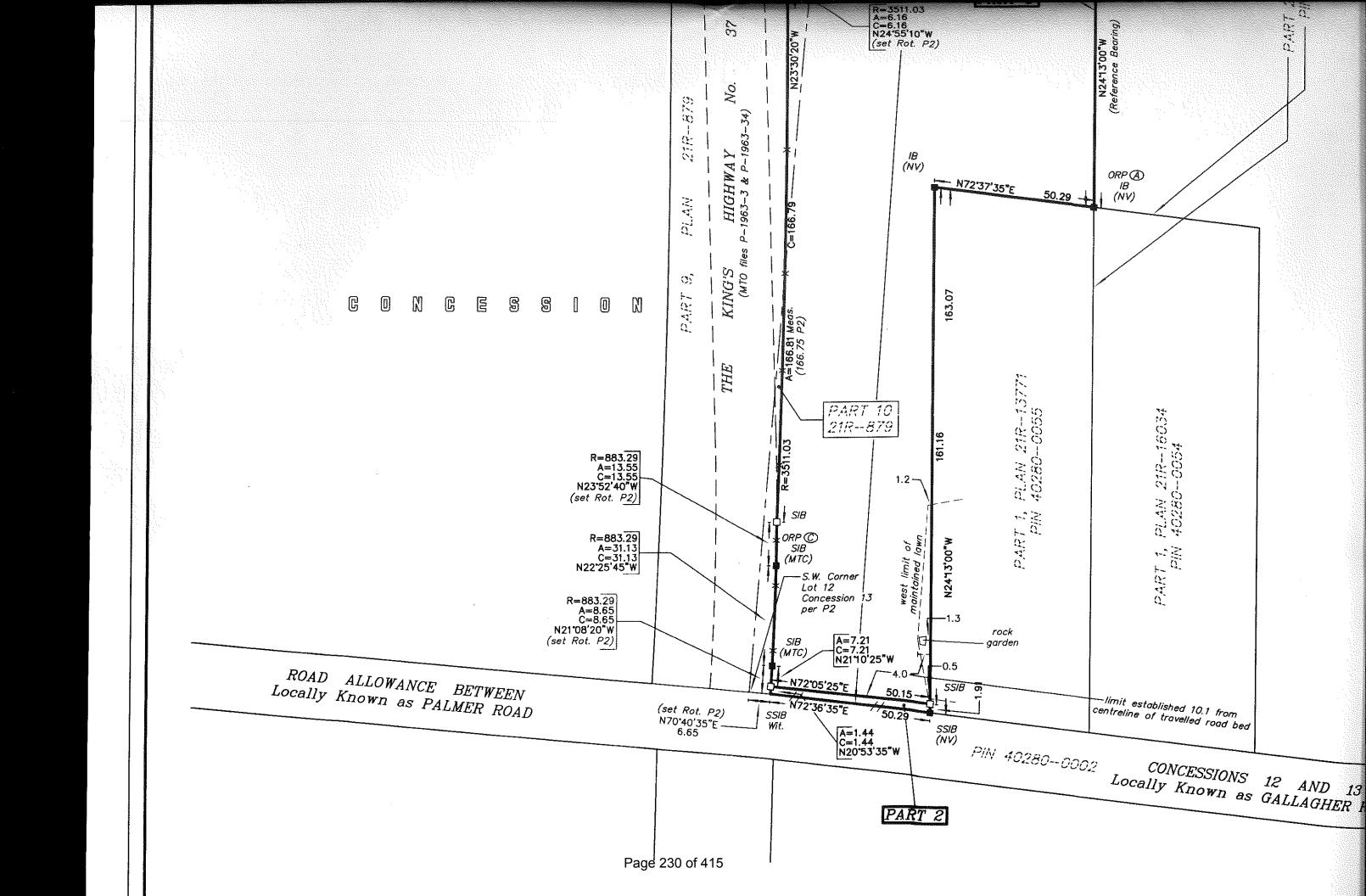
WHEREAS Section 6 of the *Municipal Act, 2001, S.O. 2001, c. 25,* as amended, provides the scope of power for a municipality to acquire land;

AND WHEREAS it is necessary that a portion of property in Hungerford Township, now in the Municipality of Tweed, be conveyed to the Corporation of the Municipality of Tweed for road widening purposes at Gallagher Road;

NOW THEREFORE the Council of the Corporation of the Municipality of Tweed enacts as follows:

- 1. THAT the following property in Hungerford Township, now in the Municipality of Tweed, be hereby transferred to the Corporation of the Municipality of Tweed and designated as a municipal road:
 - Registered Plan 21R-26434 registered on May 11, 2023 and described as Part of Lot 12, Concession 13, Part 2, on RP 21R-26434; Hungerford; being part of Gallagher Road; Tweed; County of Hastings; and being Part of PIN 40280-0059 (LT).
- 2. THAT this By-law shall come into force and take effect immediately upon the passing thereof by the Council of the Corporation of the Municipality of Tweed.

MAYOR		
CLERK		



BY-LAW NO. 2024-32

Being a By-law to Amend By-law 2021-69, Being A By-law to Provide for the Orderly Addressing of Properties and the Appropriate Naming of Roads Within the Municipality of Tweed.

WHEREAS Section 5 (1) of the Municipal Act, 2001. S.O. 2001, c. 25, as amended, provides that the powers of a municipal corporation are to be exercised by its Council;

AND WHEREAS Section 5 (3) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provides that the powers of every Council are to be exercised by By-law;

AND WHEREAS Section 116 (1) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, authorizes a municipality to establish, maintain, and operate a centralized communication system for emergency response purposes;

AND WHEREAS the Council of the Corporation of the Municipality of Tweed deems it expedient for the health, safety, and well-being of the residents of the Municipality of Tweed, to establish an organized system and therefore, wishes to ensure accurate and efficient routing of emergency vehicles, other services, and to accommodate future growth;

NOW THEREFORE the Council of the Corporation of the Municipality of Tweed enacts as follows:

- 1. THAT Schedule "A" to By-law 2021-69 be amended to rename "Sheffield Boundary RD" to "Sheffield-Hungerford Boundary RD"
 - 2. THAT this By-law shall come into force and take effect immediately upon the passing thereof by the Council of the Corporation of the Municipality of Tweed.

MAYOR		
CLERK		

SCHEDULE 'A' TO BY-LAW NO. 2021-69

ROAD NAMES IN FORMER TOWNSHIP OF HUNGERFORD AS IN E9-1-1 DATABASE

ALLORE CT
ALLORE RD
ANN ST
ASSELSTINE RD
RETHEL RD

BETHEL RD
BIRCH LN

BOGART RD BRENDAN LN BRIDGEWATER RD BRINSON RD BROOKS RD BROWNS LN BYERS LN CAMP LN CAMP RD **CARSS RD CARTER ST** CARY RD CASSIDY LN **CHAPMAN RD CHARLES CT CHARLES RD**

CLAREVIEW RD
CLEAR LN
COLD WATER RD
COLONIZATION RD
CONCHIE RD
COSY COVE LN
COUNTRYMAN RD
COURNEYA RD
CROOKSTON RD
DENNISON RD
DEROCHE LN

DEROCHE RD

CHEESE FACTORY LN

CLARE ST

DESHANE RD
EAST HUNGERFORD RD
EKBLAD RD
ERVINE RD
ESKER RD
FARRELL RD
FLATROCK LN
FLATROCK RD
FLYNN LN

FLYNN RD
FRANKLIN ST
FRENCH SETTLEMENT CT
FRENCH SETTLEMENT LN
FRENCH SETTLEMENT RD

FULLER RD

GALLAGHER RD
GEEN RD

GREENWOOD RD HAGERMAN LN HAWKINS BAY RD HAWKINS LN HIGHWAY 37 HOGS BACK RD HOLLISTER RD

HORRIGAN RD
HOUSTON LN
HUGHES LN
HUNT RD
INDUSTRIAL PARK RD

JAMES ST
JOHNSTON RD
KANATA LN
KAREN CT
KENNER CT
KING RD
KINLIN RD
LABARGE RD
LAJOIE RD
LAKEVIEW LN
LATENDRE LN

LIME LAKE LN
LOST CHANNEL CT
LOST CHANNEL RD
LUFFMAN RD
LYNCH RD
LYNN LN
MAINES RD
MARLBANK RD
MARRISETT RD
MARTIN RD
MATILDA ST
MC CREA CT

MC GRATH CT

MC GRATH RD

MEEKS RD
MONEYMORE RD
MORTON RD
MULRONEY LN
MURPHY RD
NAPANEE RD
OAKLEY LN
OLD BOGART RD

OLD HUNGERFORD RD
OLD TROY RD
OTTER CREEK RD
PALMATEER RD
PALMER RD
PARADISE LN
PETER ST

POTTER SETTLEMENT RD

PREVOST RD QUEEN ST

QUIN-MO-LAC RD RAPIDS CT

RAPIDS RD REAVIE LN ROBINSON RD RUSH LN

SHANNONVILLE RD SHEFFIELD-HUNGERFORD

BOUNDARY RD SHERRY CT SHERRY RD SMITH RD

ST. EDMUNDS RD
STATION RD
STOCO RD
SUGAR LN
SULPHIDE RD
SUMAC LN
SUNRISE LN
SUNSMILE LN
THOMAS ST
THOMASBURG RE

THOMASBURG RD
TRILLIUM LN
TRILLIUM RD
TRUDEAU LN
TURCOTTE RD
TWEEDSMUIR CR
TWEEDSMUIR LN
TYNER RD

UENS RD

VAN DER WAY CT VANDERWATER RD VICTORIA VARTY RD WANNAMAKER LN WILLIAM ST WINDMILL LN

WINDMILL RD

YOUNGS RD



The Corporation of the Municipality of Tweed Staff Report

Date: May 7, 2024 Council Meeting

Report to: Council

Report from: Tax & Property Assistant

Department: Administration

Title: Road Naming Amendment

PURPOSE:

The purpose of this report is to request a road naming amendment.

BACKGROUND:

The road Sheffield-Boundary Rd is located on the boundary of Municipality of Tweed and Stone Mills Township. In the Lennox-Addington 9-1-1 network the road we know municipally as Sheffield-Boundary Rd is labelled as Sheffield-Hungerford Boundary Rd. A request from the Lennox-Addington GIS Analyst Matt Mulder was received by Hastings County GIS Coordinator Nick January to amend the road name within our 9-1-1 network to include Hungerford in the title to ensure consistency in the 9-1-1 network.

OPTIONS:

- No amendments to the road named Sheffield Boundary Rd.
- Amend the road name to Sheffield-Hungerford Boundary Rd.
- Request Stone Mills township to amend their road name to Sheffield Boundary Rd.

FINANCIAL IMPLICATIONS:

Not applicable.

IMPACT:

By amending the road name, the 9-1-1 networks across neighbouring townships will be consistent and prevent confusion going forward.

RECOMMENDATION:

That Council pass By-law 2024-32 as presented.

Click or tap here to enter text.

BY-LAW NO. 2024-33

Being a By-law to Amend By-law No. 2024-05, Being a By-law to Impose Fees and Charges on Persons for Services and Activities Carried Out by the Municipality.

WHEREAS Section 391 of the *Municipal Act, 2001, S.O. 2001, c. 25,* as amended, provides that a municipality may pass by-laws imposing fees or charges on any class of persons for services or activities provided or done by it or on behalf of it;

AND WHEREAS the Council of the Municipality of Tweed deems it expedient to provide an updated list of fees and charges;

NOW THEREFORE the Council of the Corporation of the Municipality of Tweed enacts as follows:

- 1. That By-law No. 2024-05 be amended by replacing Schedule 'A' with the revised Schedule 'A' attached hereto which shall be the fees imposed for services carried out by the Municipality of Tweed.
- 2. That By-law No. 2024-05 is hereby amended to the extent of this By-law. All other provisions of By-law No. 2024-05, as amended, shall remain in effect.
- 3. That this By-law shall come into force and take effect immediately upon the passing thereof by the Council of the Corporation of the Municipality of Tweed.

MAYOR		
CLERK		

SCHEDULE 'A' TO BY-LAW NO. 2024-05

USER FEES

Administration: Photocopying – black & white \$0.25 per page \$1.00 per page \$2.00 and \$2.00 and \$2.00 and \$2.00 and \$3.00 and \$

Bag Tags \$3.00 each Yard Sale Permit \$7.50

Blue Box Full Cost Recovery

Lottery Licence (Outside Groups) 3% of total prize value; subject to

minimum fee of \$5.00 and maximum fee of \$250.00.

Lottery Licence for Not-For-Profit/Charitable

Tweed-based Organization \$25.00 per licence

Break Open Ticket Licence for Not-For-Profit/

Charitable Tweed-based Organization \$25.00 per year

Marriage Licence\$200.00Burial Permit (Tweed Deaths)\$15.00Burial Permit (Out of Town Deaths)\$40.00

Commissioner of Oaths \$15.00 for first 5 pages and \$1.00 per page thereafter

Tax Certificate (incl. Work Orders; Liens) \$150.00 NSF Cheque Fee \$75.00

Display Signs (on municipal property) \$150.00 + HST per year

Zoning Letter \$150.00 **Zoning Compliance** \$150.00 \$1,300.00 Zoning Amendment Minor Variance \$1,000.00 Recirculation of planning notices \$250.00 Site Plan Review \$1,500.00 Subdivision Site Plan Review \$5,000.00 Parkland Fee \$750.00

Road Closing Applicant pays all costs

(advertising, legal, etc.)

Tax Sales:

Administrative fee of \$600.00 plus chargeable costs (including, but not limited to, title searching, survey, registration of tax arrears certificate, registration of statutory declaration, mailing farm debt mediation notices, mailing first notice, mailing final notice, preparation of extension agreement, legal costs, registration of cancellation certificate, costs of preparing land for sale) when a property is registered for tax sale.

Administration fee increased to \$1,000.00 plus chargeable costs (including, but not limited to, advertising expenses, expenses incurred for holding auction, registration of documents, legal costs, distribution of proceeds of sale) if a tax sale is carried to completion with a final sale proceeding under auction or public tender process.

Animal Control:

Fees set as per By-law No. 2014-07, as amended:

Dog Tag per calendar year: January 1st - March 31st

\$25.00/dog

April 1st - December 31st

\$60.00/dog

Kennel Licence per calendar year: January 1st - March 31st

\$150.00/licence

April 1st - December 31st

\$200.00/licence

Fire:

Burning Permit: \$25.00 each per calendar year

Inspection: \$200.00 Return Inspection: \$125.00

Page 2 – Schedule 'A' to By-law No. 2024-05

Recreation:

Arena Ice Rental:

\$180.00/hour + HST Prime Time Rate

(Fees Effective

\$120.00/hour + HST Non-Prime Time

September 1, 2023)

\$120.00/hour + HST Minor Hockey & Figure Skating

in Prime Time Hours

Outside Ice Rental/

Tournament:

\$180.00/hour + HST

Prime Time Hours: Rentals after 4:00 p.m. Monday to Friday and all-day Saturday

& Sunday

Arena-Summer Use: Receptions \$678.00 + HST (includes tables and chairs) plus

damage deposit of \$250.00

\$60.00/hour + HST for Ball Hockey, etc.

Arena Sign Rental: Wall Signs \$150.00/season + HST

Board Signs \$300.00/season + HST

Protective Cover for 1st time Board Sign Purchase \$100.00

Zamboni Signs \$400.00/season + HST

Corporate Sponsorship Public Skating \$50.00 + HST

Arena Ice Surface: \$600.00 + HST

Advertising

Ball Diamond Rental:

\$27.00 + HST for day use

\$33.00 + HST for evening use

\$20.00 + HST for day use - youth rate \$25.00 + HST for evening use - youth rate \$60.00 + HST per day for tournaments \$100.00 + HST for corporate day use

Soccer Field Rental: Tweed Soccer Association - \$1,650.01/season + HST

Outside Groups - \$27.00 + HST

Outside Groups – Tournaments/day - \$60.00 + HST

Fence Sign Rental at

Recreation Areas: \$150.00 + HST

Splash Pad:

Outside School Groups - \$2.00/person + HST

Public Works:

Entrance Permit:

Municipality recovers all costs incurred for work carried out

which includes the cost of culvert, gravel, and staff hours. Administration Fee - \$150.00 plus applicable Deposit

Residential Deposit - \$500.00 Commercial Deposit - \$1,000.00

Municipal Consent: \$500.00

Wide Load Permits: \$100.00

BY-LAW NO. 2024-34

Being a By-law to Adopt the Estimates of All Sums Required During the Year 2024 and to Strike the Rates of Taxation for the Year 2024 and to Provide for Penalty and Interest in Default of Payment Thereof for 2024.

WHEREAS Section 312 (2) of the *Municipal Act, 2001, S.O. 2001, c.25*, as amended, provides that the Council of a local municipality shall, for the purpose of raising the general local municipality levy, pass a By-law levying a separate tax rate on the assessment in each property class in the local municipality rateable for local municipality purposes;

AND WHEREAS Section 312 (4) of the *Municipal Act, 2001, S.O. 2001, c.25,* as amended, provides that the Council of a local municipality shall, for the purpose of raising a special local municipality levy, pass a By-law levying a separate tax rate on all or part of the assessment in each property class in the local municipality rateable for local municipality purposes;

AND WHEREAS it is necessary to raise the total sum of \$8,966,601.00 from property taxes;

AND WHEREAS provincial regulations provide for certain tax rates for certain classes or subclasses of property;

NOW THEREFORE the Council of the Corporation of the Municipality of Tweed hereby enacts as follows:

1. THAT the following sums be and they are hereby levied for the year 2024:

General Municipal Purposes	\$5,	448,962.33
County Purposes	\$2,	167,128.61
Education Purposes	\$1,	245,377.06
Special Area Rates - Waste Collection	\$	76,733.00
Special Area Rates - Streetlights	\$	28,400.00

2. THAT the following general municipal tax rates be and they are hereby adopted to be applied against the whole of the assessment for real property in the following classes:

i.	Residential (RT, RG & RP)	0.844143%
ii.	Multi Residential (MT)	0.844143%
iii.	Farm (FT)	0.211036%
iv.	Managed Forest (TT)	0.211036%
٧.	Commercial (CT, CH, CF & CG)	0.928557%
vi.	Commercial Small Scale on Farm Business (C7)	0.232139%
vii.	Commercial Excess Land (CU)	0.928557%
viii.	Commercial Vacant Land (CX)	0.928557%
ix.	Commercial New Construction (XT)	0.928557%
Χ.	Commercial New Construction Excess Land (XU)	0.928557%
xi.	Industrial (IT & IH)	0.928557%
xii.	Industrial Excess Land (IU)	0.928557%
xiii.	Industrial Vacant Land (IX)	0.928557%
xiv.	Industrial New Construction (JT)	0.928557%
XV.	Industrial New Construction Excess Land (JU)	0.928557%
xvi.	Pipeline (PT)	0.693801%
xvii.	Landfill (HF)	0.928557%

THAT the following special area rates be and they are hereby adopted to be a flat rate applied against properties with streetlight and waste

Page 2 - By-law No. 2024-34

5.

collection services:

Special Area Rates per Household:

i.	Waste Collection - Tweed	\$111.86
ii.	Streetlights - Tweed	\$ 33.75
iii.	Streetlights - Marlbank	\$ 24.07
iv.	Streetlights - Thomasburg	\$ 29.46
٧.	Streetlights - Actinolite	\$ 33.33
vi.	Streetlights - Queensborough	\$ 18.06

THAT the final levy for commercial, industrial and multi-residential (capped) properties shall include tax adjustments calculated through the Ontario Property Tax Analysis System and the adjustments shall be detailed on disclosure notices provided.

THAT every owner shall be taxed according to the tax rates in this By-law and such tax shall become due and payable in two installments as follows:

50% of the final levy shall become due and payable on the 30th day of September, 2024 and the balance of the final levy shall become due and payable on the 29th day of November, 2024 and non-payment of the amount, as noted, on the dates stated in accordance with this section shall constitute default.

- THAT on all taxes which are in default after the due date of any installment thereof a penalty of 1.25% of the amount due and unpaid on the first day of default shall be imposed and thereafter a penalty of 1.25% per month shall be added on the 1st day of each and every month the default continues until December 31, 2024.
- 6. THAT on all taxes in default on January 1, 2025 interest shall be added at the rate of 1.25% per month for each month or fraction thereof in which the default continues.
 - THAT penalties and interest added in default shall become due and payable and shall be collected as if the same had originally been imposed and formed part of such unpaid tax levy.
- 8. THAT the collector shall mail, or cause to be mailed, a written or printed notice specifying the amount of taxes due and payable to the residence or place of business of such person indicated on the last revised assessment roll.
- 9. THAT all taxes shall be paid into the office of the Treasurer of the Municipality of Tweed.
- 10. THAT this By-law shall come into force and take effect immediately upon the passing thereof by the Council of the Corporation of the Municipality of Tweed.

MAYOR	

BY-LAW NO. 2024-35

Being a By-law to Adopt a Assessment Roll Access and Reproduction Policy for the Municipality of Tweed.

WHEREAS the *Municipal Act, 2001. S.O. 2021, c. 25*, as amended, provides the general authority for Councils to adopt policies;

AND WHEREAS the Council of the Corporation of the Municipality of Tweed deems it expedient to adopt a Assessment Roll Access and Reproduction Policy for the Municipality of Tweed;

NOW THEREFORE the Council of the Corporation of the Municipality of Tweed enacts as follows:

- 1. THAT the Assessment Roll Access and Reproduction Policy attached hereto as Schedule 'A' to this By-law, is hereby adopted as the Assessment Roll Access and Reproduction Policy for the Municipality of Tweed.
- 2. THAT Schedule 'A' attached hereto forms part of this By-law.
- 3. THAT this By-law shall come into force and take effect immediately upon the passing thereof by the Council of the Corporation of the Municipality of Tweed.

MAYOR		
CLERK		



SUBJECT: Assessment Roll Access and Reproduction Policy PAGE 1 of 5

1.0 Definitions

- (a) "Assessment Act" shall mean the Assessment Act, R.S.O. 1990, c. A.31, as amended:
- (b) "Assessment Roll" shall mean the assessment roll that is delivered per Section 39(1) of the Assessment Act and as defined by the Assessment Act, prepared in accordance with the Municipal Act, 2001, S.O. 2001, c. 25, as amended;
- (c) "Clerk" shall mean the Clerk or designate appointed by the Corporation of the Municipality of Tweed;
- (d) "Council" shall mean the elected Mayor and Council of the Corporation of the Municipality of Tweed;
- (e) "Inspection" shall mean "view only" by those physically at the Municipal administration building;
- (f) "IPC" shall mean the Information Privacy Commissioner of Ontario, or their representative as appointed;
- (g) "MFFIPA" shall mean the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, as amended;
- (h) "MPAC" shall mean the Municipal Property Assessment Corporation as established by the Municipal Property Assessment Corporation Act, 1997, S.O. 1997, c. 43, Sched. G, as amended;
- (i) "Municipality" shall mean the Corporation of the Municipality of Tweed;
- "Reproduction" shall mean copying of the whole, or parts thereof, of the Assessment Roll by means of a scanner, photocopier, filming, and/or photography; and
- (k) "Treasurer" shall mean the Treasurer or designate appointed by the Corporation of the Municipality of Tweed.

2.0 Purpose

The purpose of this Assessment Roll Access and Reproduction policy is to set out the guiding principles and establish a statement of the assessment roll inspection policies and goals for the purpose of making the assessment roll available to the public for inspection while meeting the statutory requirements under MFIPPA.

3.0 Scope

The Assessment Roll Access and Reproduction Policy applies to all annual assessment rolls in the possession of the Municipality.



SUBJECT: Assessment Roll Access and Reproduction Policy PAGE 2 of 5

4.0 Governing Principles

The municipality shall adhere to the following guiding principles in the providing of access to the public of the Assessment Roll:

4.1. Adherence to Statutory Requirements

Assessment Rolls access to public for inspection shall be in compliance with Section 39(2) of the Assessment Act.

Protection of private information within the Assessment Roll shall be in compliance with MFIPPA.

4.2. Consultation with MPAC on Assessment Roll Access

As supported by the IPC's decision in Order MO-2668, it is appropriate for municipalities to consult with MPAC on the matter of access to the Assessment Roll. Therefore, the policy shall be guided by any and all consultation with MPAC on the matter.

5.0 Access to the Assessment Roll

5.1. Information Contained within the Roll

As per the Assessment Act, the Assessment Roll will include information about all properties within the Municipality including the following:

Public Information

- Physical characteristics of the property such as frontage and total area
- Location of the property (legal and local if e911 addressing available)
- Classification (such as residential, commercial, industrial, etc.)
- Assessed value

Personal Information

- Owner name
- · Owner's mailing address
- Tenant information
- Religious information (if Roman Catholic)
- · French language education rights

5.2. Inspection Availability

As per Section 39(2) of the Assessment Act, the most current assessment roll shall be made available to the public during regular office hours of the Municipal Administration building. As this is viewed by MPAC as being intended to facilitate access by taxpayers to assessment roll information to ensure their assessments are equitable with other taxpayers in the Municipality, the following limitations will be placed to ensure appropriate and equitable inspection access all taxpayers:

A) A time limit of twenty (20) minutes shall apply to all individuals accessing the assessment roll.



SUBJECT: Assessment Roll Access and Reproduction Policy

PAGE 3 of 5

- B) Inspection shall take place at the front counter, in full view of municipal employees at all times, or in the front map room, in full view of municipal employees at all times.
- C) Care shall be taken by everyone handling the Assessment Roll to avoid damage to the document.
- D) At no time shall any individual, whom is not an employee of the Municipality, write, mark-up, alter or amend the Assessment Roll.
- E) Notes may be taken on a sheet no larger than eleven (11) centimeters by fourteen (14) centimeters.
- F) The individual must disclose their intent or purpose for inspection of the assessment roll to any employee of the Municipality, if requested.
- G) All individuals accessing the assessment roll must sign the waiver attached at as Appendix 'A' to this policy.

6.0 Prohibitions

In order for the Municipality to meet Section 53(4) of the Assessment Act, the following prohibitions are established to ensure that use of the Assessment Roll is only for the original purpose as provided to the Municipality.

6.1. Reproduction

Any and all reproduction of the Assessment Roll by the public shall be prohibited.

6.2. Data Mining

The Assessment Roll shall not be used for data mining for mass mailings or data matching of personal information (as noted as personal information Section 5.1 of this policy). This shall ensure the protection of personal information as per MFIPPA.

6.3. Access to Previous Assessment Rolls

Access to all previous assessment rolls shall be prohibited, except by approval of the Clerk or Treasurer.

7.0 Agencies Requiring Notification Mailings

The Municipality acknowledges that from time to time, legislation requires notifications to all property owners within a set area. In order to meet agencies and companies needs for notifications, access to large data from the Assessment Roll is to be directed to MPAC's Business Development Group by e-mailing products@mpac.ca or visiting www.propertyline.ca.

In order to ensure MFIPPA is adhered to, the Municipality shall not provide any mass data provisions that MPAC's Business Development Group can service.



SUBJECT: Assessment Roll Access and Reproduction Policy

PAGE 4 of 5

8.0 Violations of the Policy

8.1 Initial Offences

If in the opinion of the Treasurer or Clerk of the Municipality, an individual has violated this policy, inspection access will be immediately ended for the remainder of the day.

8.2 Repeated Offences

If in the opinion of the Treasurer or Clerk of the Municipality, an individual who has already violated the policy and had Section 8.1 applied twice in a 14 calendar day period, inspection access will be immediately ended for the remainder of the week.

If after the week period is completed and the violator returns and continues to violate the policy again within 30 calendar days of being granted re-access, inspection access will be immediately ended for the remainder of the month.

If the violator continues to violate the policy within 30 calendar days of being granted re-access again, then the Treasurer or Clerk shall seek direction from Council and may seek guidance from the Municipality's lawyer as to the next steps.

8.3 Appeals

The individual shall have the ability to appeal directly to the Municipality, regarding the decision to end inspection access by addressing the concerns in writing to the CAO.

Any individual who wishes to appeal the inspection access restriction must submit a written request to the CAO within fourteen (14) days of the incident. The CAO shall review the appeal and may confirm, rescind, or amend the restrictions.

9.0 Policy Review

This policy shall be presented to Council for review and update, if applicable, every four years, or as deemed necessary by Council, the Treasurer, or the Clerk.



SUBJECT: Assessment Roll Access and Reproduction Policy PAGE 5 of 5

Appendix 'A'

Date:
Name:
Purpose of inspection of Assessment Roll:
By signing below, I acknowledge that the Assessment Roll access is limited to the most recent Assessment Roll and that I confirm that I am not using the Assessment Roll for any prohibited purpose, as set out in the Assessment Roll Access and Reproduction Policy.
Signature



Main Office - Belleville

179 North Park Street, Belleville, ON K8P 4P1 T: 613-966-5500 | 1-800-267-2803 | F: 613-966-9418

TTY: 711 or 1-800-267-6511

hpePublicHealth.ca

CSR 335000

April 19, 2024

Municipality of Tweed CAO/Clerk-Treasurer Postal Bag 729 255 Metcalf St. Tweed, ON K0K 3J0

This letter is to request your support for our West Nile Virus Preparedness and Prevention Plan 2024. Hastings Prince Edward Public Health will, as a contingency measure, be applying to the Ontario

Ministry of Environment, Conservation and Parks for pesticide permits, should there be a need to carry out mosquito larviciding activities within the municipalities in our Public Health jurisdiction.

In order to obtain these permits, we require a letter of support from the municipalities in our area as soon as possible so that Public Health is in a position to apply for the pesticide permits and carry out control measures if necessary. Acquiring your approval is a precautionary measure as the use of biological larvicide will only be considered when there is clear evidence of West Nile virus activity in the community and there is high risk of human exposure. Additionally, a risk management plan has been approved by Quinte Conservation in compliance with the local source water protection plan.

Public Health will notify the municipality in advance of any use of larvicide and will also post a public notice in a local newspaper advising residents of the work.

We look forward to receiving your letter of support. A sample letter with suggested wording has been enclosed for your convenience.

If you have any questions regarding this matter, please contact me at 613-966-5500 extension 249.

Regards,

Bill Sherlock, BScN

horter L

Program Manager

BS/df

APR 7 6 12 4

MUNICIPALITY OF TWEED

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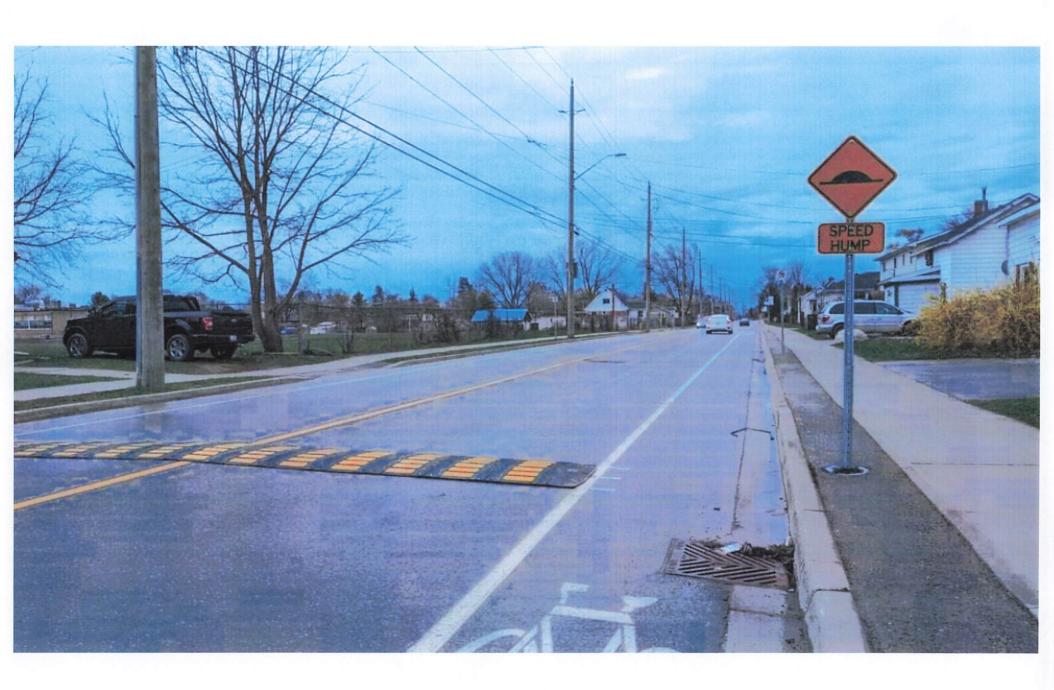
To:	Hastings Prince Edward Public Health 179 North Park Street Belleville, ON K8P 4P1	
	Fax: 613-968-1461 Email: ehfax1@hpeph.ca	
	Date:	
	Attention: Mr. Bill Sherlock, Program Manager	
	This is to advise that the Municipality/Town/City of	of
	supports the efforts of Hastings Prince Edward Public Health to reduce the risk of	
	West Nile virus illness in our area.	
	Furthermore, the Municipality/Town/City of	
	gives permission to Hastings Prince Edward Public Health to carry out larviciding activities to prevent and/or control West Nile virus in our area, if deemed	
	necessary.	
	Signature of Authorization	Name PRINT

Title

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cao-treasurer@tweed.ca

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o-treasurer@tweed.ca
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to add an agenda item for a future Council Meeting please.
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The Corporation of the Municipality of Tweed Staff Report

Date: April 10, 2024 Committee of the Whole

Report to: Council

Report from: Tax & Property Assistant/ Public Works Supervisor / Zoning

Administrator

Department: Administration

Title: Entrance Policy Review

PURPOSE:

The purpose of this report is to propose amendments to our current entrance policy to address considerations related to minimum and maximum widths for entrances, variations between rural and urban entrances, and the clarification of sightlines, particularly concerning the definition of a daylighting triangle. These proposed amendments aim to enhance safety, accessibility, and the aesthetic appeal of entrances.

BACKGROUND:

With increased urban development in the Village staff have identified a few possible provisions missing from our entrance policy.

- 1. Minimum and Maximum Widths for Entrances:
 - It is proposed to introduce minimum and maximum width requirements for entrances to ensure consistency and safety. Entrances serve as critical access points to properties and must accommodate various types of vehicles while maintaining adequate sightlines. To address this, the proposed amendments will establish minimum and maximum width standards for entrances, taking into account the different needs and conditions of rural and urban areas.
- Rural Entrances: Due to typically larger lot sizes and better sightlines in rural
 areas, the maximum width for rural entrances may be greater than that for urban
 entrances. This acknowledges the need for larger entrances to accommodate
 agricultural vehicles and other wide-load vehicles commonly found in rural
 settings.
- Urban Entrances: Urban entrances, on the other hand, may have stricter width requirements to ensure compatibility with surrounding infrastructure, pedestrian safety, and overall streetscape aesthetics. Narrower entrances may also help to mitigate traffic speeds in urban areas.

2. Sightlines for Rural and Urban Entrances:

The proposed amendments will also address sightline considerations for rural and urban entrances. Sightlines play a crucial role in ensuring safe access to and from properties, particularly in areas with higher traffic volumes or limited visibility. By distinguishing between rural and urban entrances, the policy will provide clear guidelines for sightline requirements tailored to the specific characteristics of each area.

Rural Sightlines: Rural entrances may require broader sightlines due to longer distances and higher vehicle speeds on rural roads. Adequate sightlines are essential for safe ingress and egress, particularly when turning onto busy roads or highways.

Urban Sightlines: In urban areas, sightline requirements may focus more on pedestrian safety and visibility at intersections. Clear sightlines are necessary to ensure that drivers have sufficient time to react to pedestrians and other vehicles.

3. Clarification of Daylighting Triangle:

As part of the proposed amendments, it is recommended to provide a more clear definition of a daylighting triangle within the entrance policy. A daylighting triangle refers to the triangular area at intersections where visibility must be maintained to ensure safe traffic flow. By clarifying the definition and requirements of a daylighting triangle, the policy aims to enhance intersection safety and reduce the risk of collisions caused by obstructed sightlines.

4. Clarifying Section 5.30.2 xvii) of the Zoning By-law

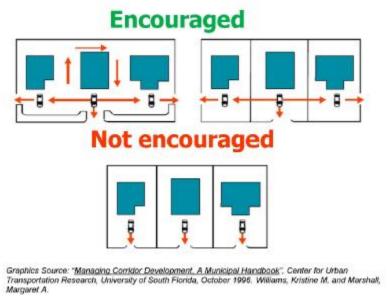
The maintenance of a 1-metre buffer between streets and parking lots is crucial for ensuring public safety, enhancing pedestrian and vehicular visibility, and mitigating potential hazards. This buffer serves as a protective space that provides a layer of separation between moving vehicles and parked cars, pedestrians, and cyclists.

The 1-metre buffer enhances visibility and sightlines for both drivers and pedestrians. Maintaining a buffer between streets and parking lots facilitates safe vehicle maneuverability. It provides drivers with adequate space to enter and exit parking spaces without encroaching on the sidewalk or impeding the flow of pedestrian traffic. This buffer also enables vehicles to navigate turns and intersections more safely, reducing the risk of collisions with pedestrians or other vehicles. As you can see in the diagrams below, having a principle entrance point helps to mitigate risks to pedestrians and other vehicles on the roadway when entering or exiting parking lots. Staff would recommend this provision be clearly applied to all zones that permit multi-unit or mixed uses.

5. One Year Timeline

Establish a one year period to install an entrance to limit staff time from following up with applicants to confirm completion of work.





The proposed amendments to the entrance policy seek to address important considerations related to minimum and maximum widths, sightlines, and the definition of a daylighting triangle for rural and urban entrances. These amendments aim to promote safety, accessibility, and aesthetic quality.

Staff are seeking Council input on these proposed amendments before bringing a draft amended policy forward to a Regular Council Meeting.

OPTIONS:

Discuss appropriate provisions for the four recommended areas of amendments to the Entrance Policy and have staff bring forward an amended policy.

FINANCIAL IMPLICATIONS:

For the urban area, it could be possible that certain curb enhancements would be required to establish proper entrances. Developers will incur expense in the 1 metre buffer area.

IMPACT:

The proposed amendments to the entrance policy, coupled with recommendations for suitable buffer zones aim to improve safety, accessibility, and functionality within urban and rural areas. By implementing standardized entrance requirements and selecting appropriate materials for the buffer zone, the Municipality can mitigate potential hazards, enhance pedestrian and vehicular visibility.

RECOMMENDATION:

BE IT RESOLVED THAT the Committee of the Whole authorize staff to bring forward a draft amended Entrance Policy for review at a future Council Meeting.

CORPORATION OF THE MUNICIPALITY OF TWEED

BY-LAW NO. 2023-06

Being a By-law to Regulate the Location, Construction, and Use of Entrances Onto Municipal Roads for the Municipality of Tweed, and to Repeal By-law No. 98-14.

WHEREAS under Section 27 (1) of the *Municipal Act, 2001, S.O. 2001, c. 25*, as amended, except as otherwise provided in the Act, a municipality may pass by-laws in respect of a highway only if it has jurisdiction over the highway;

AND WHEREAS the Council of the Corporation of the Municipality of Tweed deems it necessary to regulate the location, construction, and use of entrances onto municipal roads;

NOW THEREFORE the Council of the Corporation of the Municipality of Tweed enacts as follows:

- THAT no person shall construct, alter, or use any private road, entrance way structure, or facility as a means of access onto a municipal road, except as provided in this By-law and in accordance with an entrance permit obtained from the Municipality of Tweed.
- THAT all applications shall be evaluated in terms of safety and maintenance requirements of the municipal roads system (i.e. stopping sight distance, drainage, snow clearance, ground contour and slope).
- 3. THAT any person constructing or altering any private or public road or any other type of entrance way, which provides access onto a municipal road, without first obtaining a permit from the Municipality, shall be liable to a fine, upon conviction, pursuant to the *Provincial Offences Act, R.S.O. 1990, c. P.33*, as amended.
- 4. THAT the total cost of an entrance shall be borne by the applicant, entrance shall be installed by owner, and final inspection shall be done by the Public Works Manager or Public Works Supervisor.

Policies and procedures for establishing new entrance ways or altering existing entrance ways.

1. General Purpose

The primary purpose of this policy is to establish guidelines and design criteria to be used when granting access onto municipal roads.

2. Definitions

- i) Entrance Way shall mean a private drive used as a means of access onto a municipal road.
- ii) Clear Vision shall mean the visibility distance from the centre point of the entrance in either direction on the municipal road.
- iii) Day Lighting Triangle shall mean the triangular space formed on a corner lot by the street lines and a line drawn from a point in one street line to a point in the other street line, each being measured nine (9) metres (29.5 ft.) along the street lines from the point of intersection of the street lines.

3. Classification of Entrance Ways

 Residential or Commercial Entrance Way shall mean an entrance opening onto a municipal road from a private residence or commercial outlet.

- ii) Farm Entrance Way shall mean an entrance opening onto a municipal road from a farm, primarily for access to barns and buildings. A farm is defined as a holding of arable land of more than 4.1 acres.
- iii) Field Entrance Way shall mean an opening onto a municipal road from a field forming part of a farm. It shall be used only for the passage of animals, crops and other agricultural purposes, but not for access to buildings of any type.

4. Restrictions Regarding Entrance Ways

- The owner of a subdivision planning to construct a public entrance way from a subdivision onto a municipal road, must obtain a permit from the Municipality of Tweed before construction commences on the entrance way or any related work within the limits of the right of way of a municipal road. These constraints will also be in effect for all other types of entrances.
- ii) An entrance shall not be permitted to cross over a day lighting triangle.
- iii) Residential, farm and field entrance ways are the basic entrances, and all existing properties shall be entitled to one basic access regardless of visibility constraints. However, at the discretion of the Public Works Manager or Public Works Supervisor, a hidden entrance sign may be erected at the owner's cost. When considering the creation of a new residential lot with direct access to a municipal road, the minimum sight distances for residential, farm and field entrances ways shall be as in table one.

Table One Minimum Sight Distance

Speed Limit	Sight Distance
45 km/hr.	45 metres
50 km/hr.	60 metres
60 km/hr.	75 metres
70 km/hr.	100 metres
80 km/hr.	100 metres

iv) Commercial entrance ways shall have minimum sight distances as in table two.

Table Two Minimum Sight Distance

Speed Limit	Sight Distance
45 km/hr.	60 metres
50 km/hr.	75 metres
60 km/hr.	100 metres
70 km/hr.	125 metres
80 km/hr	150 metres

- v) The maximum grade for an entrance onto a municipal road shall be 6% for a rural residential entrance and 10% for a rural farm or field entrance. The maximum grade for an urban residential entrance and urban farm or field entrance shall be 8% to 10% respectively.
- vi) An entrance adjacent to a bridge or other structure which may interfere with the clear vision of traffic using the entrance must be located as follows:
 - i) A residential entrance in an area where the speed limit is 80 km/hr. must be located 30 metres from the end of the deck of the bridge or from the nearest part of the structure which actually interferes with the clear vision of traffic using that entrance.

ii) In areas where the speed limit is less than 80 km/hr., the Public Works Manager or Public Works Supervisor may restrict the location of an entrance to that distance from the bridge or other structure which they deem advisable.

5. General Specifications for Residential, Farm and Field Entrances

- i) The minimum width of an entrance way, where a culvert is required shall be 4.9 metres measured at culvert centre.
- ii) Where culverts are required, only new corrugated steel or plastic pipe culverts, having minimum length of 7.5 metres shall be used with a minimum diameter of 381 mm.
- iii) Each entrance way onto a municipal road shall be designed, constructed, and maintained in a manner that will prevent surface water from the entrance way or from the adjoining property, being discharged via the entrance way onto the traveled portion of the municipal road.
- iv) Concrete pavements, concrete structures, pillars, or headwalls of any type shall not be allowed on the municipal road allowance.
- v) The bottom of the pipe shall be set flush with ditch elevation.
- vi) The entrance way fill materials should be placed on a 3 to 1 side slope.

6. General Specifications for Commercial Entrances

- i) A commercial entrance shall have a platform top of 9 metres (30 ft.).
- A commercial entrance shall have a taper width at the edge of the municipal roadway of 30 metres.
- iii) A commercial entrance shall have a minimum culvert length of no less than 23 metres and have .5 metres exposed at each end of the pipe.
- iv) In the event a municipal road is tar and chip or asphalt surface, the commercial entrance shall be as of the same surface to a distance of 30 metres from the edge of municipal roadway or property line, whichever is less.

7. Municipal Road Construction

- i) Where an existing entrance way is affected by the reconstruction of a municipal road, the municipality shall reinstate at the municipality's cost the affected entrance.
- ii) The reinstatement and improvement shall conform to this policy, any original materials of construction salvaged shall remain the property of the municipality.

8. Maintenance

The Municipality of Tweed shall maintain daily that portion of the entrance way that lies within the shoulder width of the roadway. The remaining length shall be maintained by the property owner at their expense. The Municipality shall maintain the drainage through the culvert of any entrance way.

9. Replacement of Existing Culverts

Any existing entrance way with culvert pipe that has deteriorated, collapsed, or is otherwise unsuitable for proper drainage, shall be replaced by the municipality at the municipality's expense and shall conform with this policy.

10. Permit Procedures

- All entrance way permits shall be issued by the Public Works Manager or Public Works Supervisor.
- Applications for entrance ways must be accompanied by plans or drawings of proposed entrance ways.
- iii) Site inspections for entrance way applications are to be carried out by the Public Works Manager or Public Works Supervisor.

11. Repeal of By-law

i) By-law No. 98-14 is hereby repealed in its entirety.

Read a first, second, and third and final time, passed, signed, and sealed in open Council this 9th day of February, 2023.

MAYOR

Lawalles

CLERK

Lucas Wales

From: Liz Van Dijk <lvandijk@hotmail.ca>

Sent: April 29, 2024 2:46 PM

To: Lucas Wales

Subject: Remove Hold on Severance 18/22

Attachments: 1000007326.jpg

Good Day, April 29, 2024

This letter is requesting the removal of the Hold on Severance #18/22

Part 1

Part of Lot 12

Concession 6

PIN # 40295-0251

Area of Building Envelope is 1.273 Ha

Please note this Plan of survey was part of the conditions for severance. Completed!

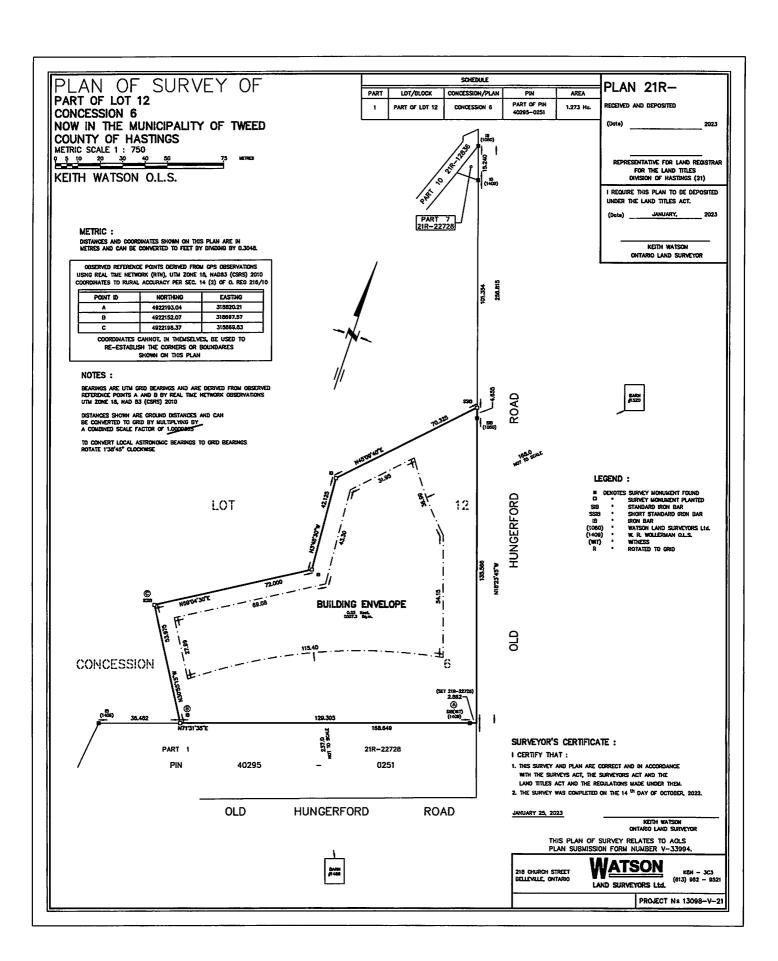
It was Condition 8 and it was deposited under the Land Titles Act approved January 2023.

By Keith Watson

Ontario Land Surveyor

Brian and Elizabeth Van Dijk 993 Lost Channel Rd Thomasburg Ontario KOK 3H0 613 478 6051

Thank you Liz Van Dijk



April 29nd, 2024

Municipality of Tweed Council 255 Metcalf Street Tweed, Ontario KOK 3J0

Dear Mayor DeGenova and Council Members,

As you know, Telecom currently has a contract to put in 5G on behalf of Bell. Such is a result of a Provincial and Federal governments subsidised high-speed internet program to bring advanced fiber optic broadband communication infrastructure and services to our home. Work has commenced on our road but halted as a result of a bigger legal issue. As it stands right now, we as residents do not have any legal right to provide the contractor with authority to continue or even stop work. Bell plans on providing residents with a waiver to sign, but we are not the legal authority to authorise such work to continue, enclosed is a copy of the waiver. This matter of legal responsibility has been brought before the old mayor and council on a previous occasion, and now this situation, is one of the many examples of how this needs to be dealt with.

We last appeared before the council on November 26, 2019 at 5pm, this was prior to the current council being elected. During that meeting, it was our 2nd time submitting new information to council in an attempt to collaborate in finding a solution to the road maintenance and ownership issue. At the meeting, we were advised that the council was to seek legal opinion from a lawyer to determine ownership of "Westall Lane". Property owners on Westall Lane, then received a letter dated February 19, 2020, from Cunningham Swan Lawyers presenting themselves as your legal counsel, the letter is included herein for your reference.

Now, you ask, why are we revisiting the issue again, 4 years later???? Unfortunately, with Covid, pursuing this issue forward at the time was not really an option and we were told in the letter from your legal representation that "... this matter has been raised a number of times before Council. As we interpret the Procedural By-law, similar requests should not be permitted to be brought before Council in the future. Only if the Clerk determines that new information is available would this rule be relaxed."

Now that being said, as we understand it, the old road manager at the time, Al Broeke, gave permission to the said company (Vaughn at Telecon) to perform such work on roadways within the Municipality and never advised him of a private road issue, in fact, Telecom did not know of this issue at the time of writing and they still do not know who owns the road. Clearly the chaos around the road ownership issue permeates even a senior municipal staff member. Telecom recently commenced work on "Westall Lane" causing quite the bit of concern, as property owners on the road were not notified of work to be done until a concerned property owner made a phone call to the current roads manager Ryan Reid. This caused work to halt.

Why you may ask? Well to properly answer that, we need to go back to documentation previously submitted to council that has not been properly addressed or reviewed. Who has

the legal right to provide permission to install or halt this 5G network on "Westall Lane"? We as property owners on "Westall Lane" and tax payers have the right to the Provincial and Federal governments subsidised high-speed internet program to bring advanced fiber optic broadband communication infrastructure and services to our home, but this presents a bigger problem to residents of "Westall Lane".

Some problems appears to be, but are not limited to;

- Who has the authority to provide permission to perform such work? Who has the authority to halt such work? As mentioned before, it appears that Telecom was given authorization by the Municipality. As of now, a significant amount of work has been done, which in order for it to continue, the proper legal entity would need to provide such permission, which until now appears to have been the Municipality. We believe that information provided to you in this letter will help prove that the Municipality of Tweed should accept legal ownership of the road. This is a legal issue that has been addressed to council in the past but has now become a very real issue.
- As taxpayers, we paid into this government funded improvement but may be denied services for the lack of proper permissions, because of a legal title issue that has been addressed and should have been dealt with in the past. We also pay our taxes like everyone else and don't have a very basic service of road maintenance.
- Now that lines are in the ground, how are residents to proceed? What if washouts
 occur as a result of such work? Who is responsible for the costs and continuing
 maintenance?

Information provided below, supports the fact that the legal representation and ownership of this road needs to be resolved. We are requesting that the legal ownership of Westall Lane be transferred to the Municipality of Tweed based on subsequent information. Information below is enough documented and registered information to prove that the Municipality should take over and legally acknowledge ownership of the road.

Let's look at the letter enclosed herein from your legal council dated February 19, 2020.

1- On the said letter, they advised us that "The Municipality is not the owner of this private lane". We would like to make something clear, we are not a private road, a private road is defined by Noah Potechin of Merovitz Potechin LLP in his article published December 22, 2014 (Attached herein) as follows:

"That means that the municipality has not taken responsibility for the road. The road is owned by a collection of all of the owners of the houses on the private road. Each owner will own a share of the road"

As presented to council on previous occasions, none of the property owners on "Westall Lane" have registered ownership of the north or south portion of the lane. So it's clear, we do not fall within the definition of a private road.

2- In the third paragraph of the said letter the lawyer wrote:

"Based on the information available to us, it appears that the Lane was never owned (with an exception of an error in conveyancing, now corrected) by the Municipality and the Municipality never maintained it"

This information is incorrect, based on the following registered documentation with the Land Registry Office as well as your own By-laws. Below are instances whereas it clearly states that the Lane in question is a **Travelled Township Road**, **Forced Township Road and/or Old Township Road**. This information was either provided to you, or by your offices, so it should have been made available to your lawyer. We requested that these matters be looked at yet, which is why the council was to seek legal advise yet the individual matters were never addressed. Below are just some instances, whereas it clearly states ownership:

- Property Index Map Block 40257 clearly shows the Lane as a "Travelled Road" dated July 1, 2008.
- A letter presented to council by us on September 10, 2019 included Reference Plan 21R12178 dated April 19, 1989 and included as Appendix "D". The said plan clearly states "Forced Township Road". This applies to the North Portion of the Lane.
- Reference Plan 21R11830 states that it's a "Township Road (as Travelled)". This applies to the south portion of the Lane.
- By-Law 88-5, The Corporation of the Township of Elzevir and Grimthorpe dated July 20, 1988.
- Document General Registered on Dec 1, 1988 bearing instrument # 406277. This
 was provided in the Carol Casey Title Search dated September 24, 2019.
 - -Page 2, paragraph 1, it states "Travelled Township Road"
 - -Page 2, paragraph 2, it states "unmaintained municipal road"

There are many instances, as mentioned above, and in previous meetings, where it is clear that the aforementioned Lane is clearly documented as a Township Road in one way or another. It was documented as a Township Road and should be grandfathered in, as it was acknowledged as such prior to any road standards that you may now have. It is also clear that the entire lane is designated as a roadway to allow access to property owners on the Lane. What is not clear, is how it came to be that it was not maintained. You have yet to provide us with any bylaw or documentation changing the status/use and name of the entire road. Property owners on the north portion of the lane, currently have no registered interest or ownership in the lane, or legal requirements to maintain it. There's lots of documentation stipulating it is a road and we will continue to use it as such.

Lastly, in the Minutes of meeting held on March 11, 2020, it has been brought to my attention that Reavie Lane, now renamed Old Ross Road has become municipally maintained as of

May 1, 2020. This is relevant because they were on the delegation at the same time as us and had very similar issues to ours.

- Please refer to all of the staff report dated October 9, 2019. As per Reavie, we are
 also identified as a road on block maps and R-plans; when title searching adjoining
 lands as mentioned above, no neighbouring properties have a registered ownership
 in the roadway. And when the land was surveyed, again it appears that for some
 reason the roadway was not registered.
- Title search performed by Carol Casey also mentions that in both cases the
 reference plan shows it as a travelled road and in our case Forced Township Road
 and Travelled Road, and again, neither cases show that the property owners have
 deeded ownership of the road.
- Also, there is no documentation providing that our road is anything but a Township Road, Forced Township Road or Travelled Road.

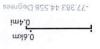
Our position is clear, it is evident that there is enough legal documentation stating that "Westall Lane" is a Township Road, it has been documented since 1988 as such, in various legal documents previously mentioned. Nowhere do any legal documents state it's a private road, and it should not be treated as such. We are making a request to the current council to municipally maintain Westall Lane and to rectify the legal ownership and responsibility of such so that we may be provided with 5G services as per the grant and so that we may continue to use our road without disruption.

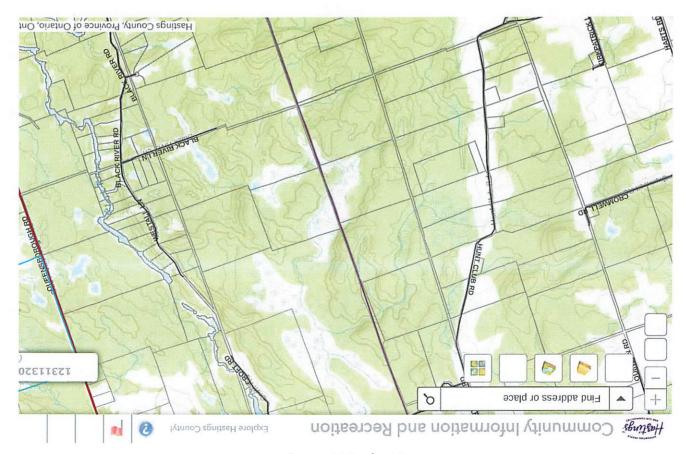
We appreciate your time to consider this matter, and look forward to working with you to help rectify this situation.

Thanks.

Melissa Kloetstra and John Dorion Property owners on Westall Lane







Page 265 of 415



INFRASTRUCTURE UPGRADES

NAME AND MAILING ADDRESS	DATE:
RE: Construction(Location)	
Dear, (Owner)	
Kindly accept this letter as part of Bell Canada's reconducted as part of the Provincial and Federal gorgram to bring advanced fiber optic broadband your home. This work is estimated to begin in 202	overnments subsidized high-speed internet communication infrastructure and services to
Bell Canada's approved vendor Pickard Construction completing the design and construction work. Bell placing the new facilities, in order to minimize the	I will attempt to use all existing infrastructure when
Please note that this work will be done at no cost to completion.	o you with no obligation to sign up for service upon
In addition, the work will not affect your existing se original condition. In the event that restoration is owe will ensure to follow up and make all needed rewarranty all restorations.	complete but later requires additional attention,
	e construction may cause and hope to complete our ons, comments or concerns, please do not hesitate
Should you have questions about the proposed was 4695 or at vaughn.windeler1@bell.ca.	ork, please contact Vaughn Windeler at 905-375-
f you grant permission for us to proceed, please no	tify Bell Canada at
Please quote job network number	
f we do not hear from you by If the planned works and will proceed with cons	, 202, we will assume your acknowledgment struction as planned.
lease be advised that if you decide not to take adv scluded in this subsidized project and any future co	antage of this opportunity, your property will not be sts to extend fiber to your residence may apply.
hank you,	
ELL CANADA	



HOME OUR FIRM

OUR TEAM PRACTICE AREAS

BLOG RESOURCES CONTACT

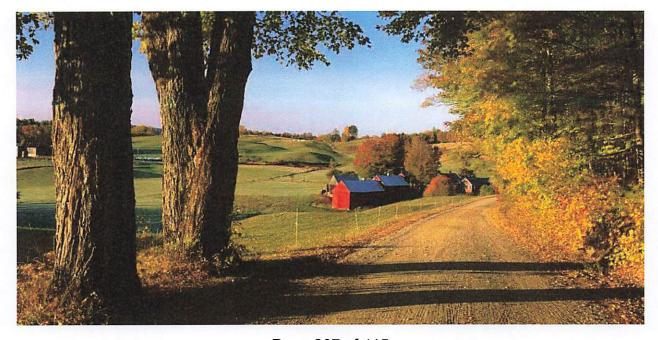
MEROVITZ POTECHI

Categories

What You Should Know About Private Roads

Category: Real Estate Law

By Noah Potechin (Of Counsel) of Merovitz Potechin LLP on Monday December 22, 2014.



Page 267 of 415

Private roads are being used more frequently in recent years in Ontario. When a residential house is situated on a private road and a purchaser offers to buy that residential house, the purchaser should be aware of several associated realities.

Who owns private roads?

First, the house is not on a dedicated municipal road. That means that the municipality has not taken responsibility for the road. The road is owned by a collection of all of the owners of the houses on the private road. Each owner will own a share of the road. The owners may also own other common areas, such as open space and visitor parking areas.

The owners will usually collectively hire a property manager to maintain the road and any associated green space. That is just the first expense in a series of expenses that the purchaser may not have been fully aware of. The property manager creates a budget and charges a fee to each owner to cover the common expenses of that shared property.

Tony E. Fleming
Direct Line: 613.546.8096
E-mail: tfleming@cswan.com

February 19, 2020

Delivered by: Regular Mail

Philip Andrew Kloetstra Melissa June Langlois 213 Westall Lane RR3 Tweed, Ontario KOK 3J0

Dear Philip and Melissa:

RE: Westall Lane – Ownership Opinion Roll No. 12-31-132-015-10905-0000 Our File No. 33720-3

We are the lawyers for the Municipality of Tweed. We are instructed to provide this letter setting out our opinion with respect to the ownership of Westall Lane and the obligations of the Municipality.

It is our opinion that the Municipality is not the owner of this private lane. We reviewed all necessary title documents and agreements related to the Lane to arrive at this opinion.

Based on the information available to us, it appears that the Lane was never owned (with the exception of an error in conveyancing, now corrected) by the Municipality and the Municipality never maintained it. As such, there is no legal obligation for the Municipality to maintain the Lane currently. We are further advised that this matter has been raised a number of times before Council. As we interpret the Procedural By-law, similar requests should not be permitted to be brought before Council in the future.

Only if the Clerk determines that new information is available would this rule be relaxed.

Sincerely,

Cunningham, Swan, Carty, Little & Bonham LLP

Tony E. Fleming, C.S.

LSO Certified Specialist in Municipal Law (Local Government / Land Use Planning)
Anthony Fleming Professional Corporation

TEF:ks



Bright Beginnings of Tweed & District Little Learners Daycare

Box 63 Tweed, Ontario - KOK 3J0 -613.478.5676

beststartlittlelearners@vahoo.ca

Our Mission Statement: To provide care and education for young children through a program promoting their healthy physical, social, and intellectual growth.

April 23, 2024

Municipality of Tweed Council

Council:

We are providing this letter to explain our request for a rental agreement and provide background information on our organization along with a rationale of why we require consideration.

Bright Beginnings of Tweed and District is a non-profit childcare centre with charity status incorporated in 1980. We operate sustainably within St Carthagh's Catholic School. Currently we are licensed to provide care for up to 61 children daily 7:30am to 6:00pm in a toddler, a preschool and a school age program. Further expansion of school age programs is in our long-term plan to be located within the school.

Since the introduction of the federal Canada Wide Early Learning and Childcare Act (CWELCC), fees for parents have been reduced for those under 6 years by 52.75%. Our enrolment in the CWELCC program was signed in good faith of appropriate funding from the various levels of government. Much of the funding formulas had not been finalized by our signing deadline. Part of the agreement requires us to maintain our current levels of fees without any option to increase parent costs. While the provincial government is providing numerous types of funding including wage supplements, it has only guaranteed 2.75% inflationary supplement to offset increased costs. Our organization is a labour-intensive business. Our current budget expenses include close to 90% labour costs.

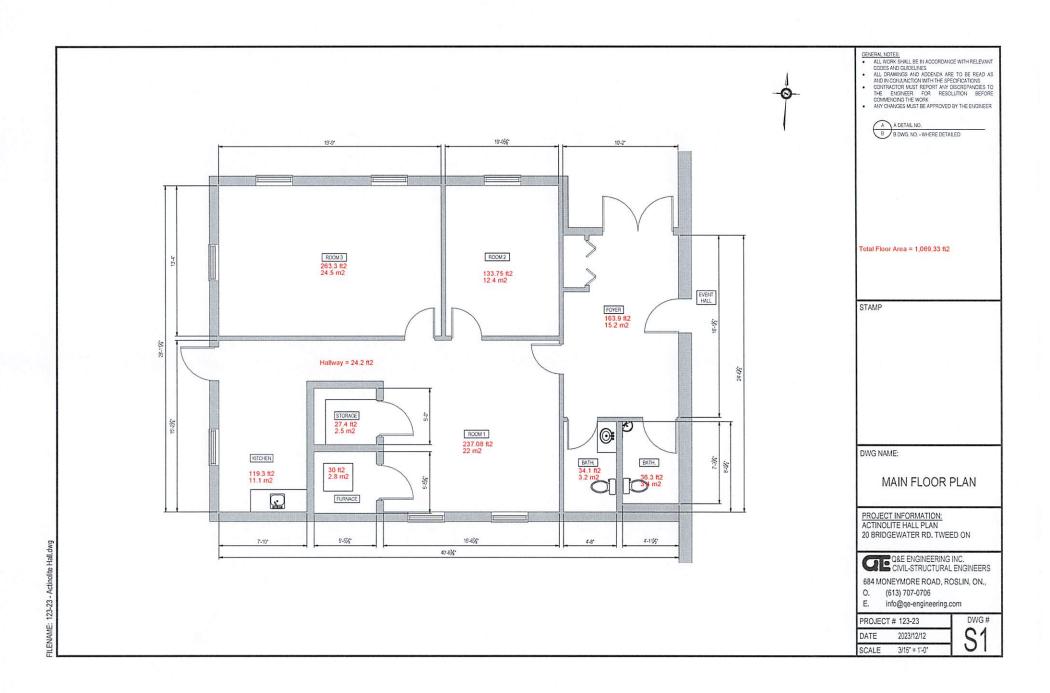
The CWELCC reduction of fees has had a dramatic effect on the parents in our community. Their childcare costs have reduced over 50% and many can now return to the work force and that extra income benefits our local economy. Unfortunately, the lower cost and large return to the workforce after Covid has resulted in a massive request for childcare. Our wait list for toddler and preschool care is beyond our current capabilities. We recognize the need for more quality licensed care within the municipality and our research has shown the Actinolite Hall office space would make a great satellite site. We could offer a toddler program for 10 children and a preschool program for 8 children within the current space.

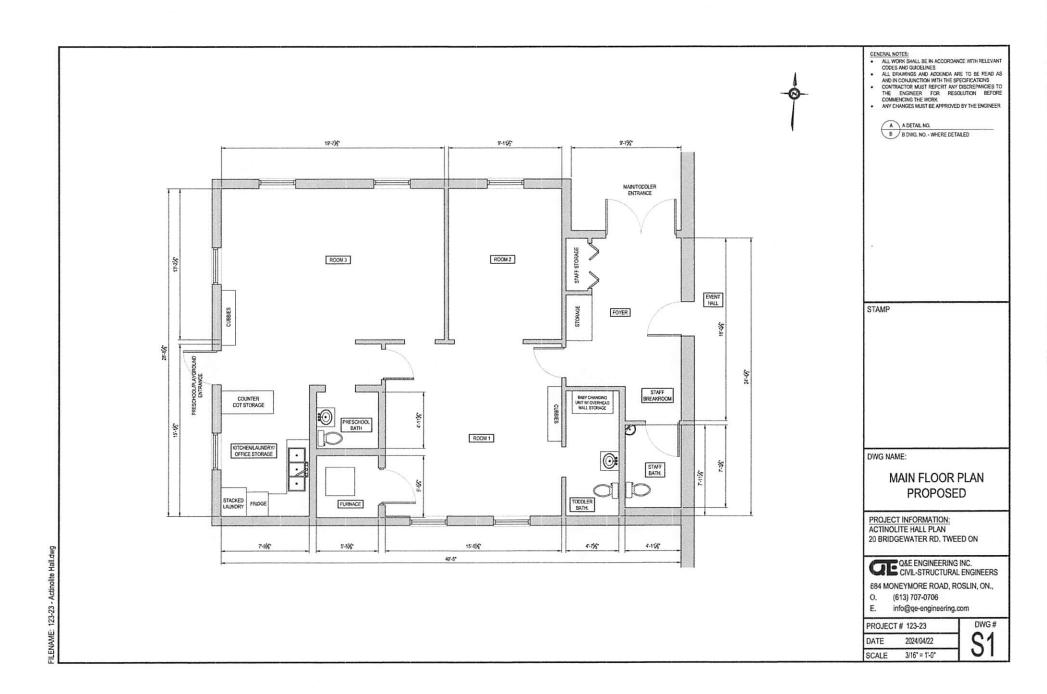
We have created an updated floor plan which would accommodate the changes required for a licensed centre, are creating a business plan to submit to the County of Hastings for funding and we are beginning the process required for licensing with the Ministry of Education. One of our first steps is to finalize a rental agreement with the municipality.

We request as low as possible monthly rental cost to allow us to show sustainability and qualify for the government funding for renovations and ongoing operating costs. If we cannot show sustainability in our budget, the funding will be denied. We wish to partner with the municipality to create more opportunities for a vibrant workforce in our municipality and quality care for the youngest members of the community. We ask that the council approve a monthly rent cost of \$100 or less for the use of the space.

Thank you for your time and consideration. Please let us know if you require more information.

Bright Beginnings Board of Directors.







April 24, 2024

Hon. Sylvia Jones, Minister of Health Ministry of Health 5th Floor - 777 Bay St. Toronto, ON M7A 2J3

DELIVERED VIA EMAIL

Dear Minister,

Re: Motion regarding Public Health Ontario Labs

Please be advised that at its regular meeting of April 23, 2024, Loyalist Township Council passed the following resolution:

Resolution 2024-94

Moved by Deputy Mayor Townend Seconded by Councillor Willis

WHEREAS the mission of Public Health Ontario (PHO) is to "enable informed decisions and get actions that protect and promote health and contribute to reducing health inequities", there are grave concerns that the closure of six community-based PHO labs will increase health inequities, especially for rural communities; and

WHEREAS combined these labs collect and process thousands of water samples and time sensitive medical tests each day; and

WHEREAS there are grave concerns about the integrity of samples being compromised if travel time is increased by centralizing all tests to a few locations; and

WHEREAS these labs already process overflow tests and samples when labs such as Toronto and Ottawa cannot keep up to demand and many scaled up to meet demand during the COVID-19 pandemic; and

WHEREAS frequent drinking water testing services is vital for Ontarians who draw their water from private drinking water systems (i.e. wells) and protecting groundwater quality and quantity is a shared responsibility.



NOW THEREFORE BE IT RESOLVED THAT As stewards of care for the Safe Drinking Water Act, 2022, Council of Loyalist Township urges the provincial government to take caution against acting on the recommendations stated in the aforementioned audit report.

AND FURTHER THAT this motion be circulated to Honourable Sylivia Jones, Minister of Health, Shelby Kramp-Neuman MP of Hastings-Lennox and Addington, Ric Bresee MPP of Hastings-Lennox and Addington and all municipalities, for their support. **Motion carried.**

Sincerely,

anne Kantharaxu

Anne Kantharajah Township Clerk <u>akantharajah@loyalist.ca</u> 613-386-7351 Ext. 121

cc: Shelby Kramp-Neuman MP - Hastings-Lennox & Addington Ric Bresee, MPP Hastings - Lennox & Addington Jim Hegadorn, Mayor, Loyalist Township Rebecca Murphy, CAO, Loyalist Township Deputy Mayor Townend, Loyalist Township Councillor Willis, Loyalist Township Ontario Municipalities



April 24, 2024

The Right Honourable Justin Trudeau Office of the Prime Minister 80 Wellington Street Ottawa, ON K1A 0A2

DELIVERED VIA EMAIL

Dear Prime Minister,

Re: Motion regarding Housing Funding

Please be advised that at its regular meeting of April 23, 2024, Loyalist Township Council passed the following resolution:

Resolution 2024-95

Moved by Councillor Willis Seconded by Councillor Ennis

WHEREAS Loyalist Township is in need of \$4,375,000 in funding to complete the Peak Flow Equalization and Headworks Upgrades at the Amherstview Water Pollution Control Plant in 2024, which is critical in the ongoing development of new homes in Loyalist Township;

AND WHEREAS the Township cannot afford to increase Water or Sewer rates to fund all of this infrastructure;

AND WHEREAS increased Debt to build the project will just increase costs to Water and Sewer rates, or increased costs to developers;

AND WHEREAS Loyalist Township is currently experiencing a housing crisis from all citizens;



AND WHEREAS Peak Flow Equalization and Headworks Upgrades at the Amherstview Water Pollution Control Plant are projected to accommodate 1889 new residential units to be completed, 607 which are shovel ready;

AND WHEREAS Loyalist Township is not currently eligible for funding under the Provincial Building Faster Fund as its population is below the threshold;

AND WHEREAS Loyalist Township is submitting an application to the provincial Housing-Enabling Water Systems Fund which has only \$825M available in funding of which the province would only fund up to 73% to a maximum of \$35M for one project;

AND WHEREAS additional funding has not been allocated from the Federal Government to enhance the Housing-Enabling Water Systems Funding;

NOW THEREFORE BE IT RESOLVED THAT Loyalist Township calls on the Federal Government to re-evaluate their lack of funding for municipalities with a population less than 50,000 in rural Ontario and to make available funding for infrastructure programs to help build infrastructure to help build much-needed new homes;

AND FURTHER THAT the Province of Ontario be asked to prioritize funding from the \$825M Housing Enabling Water Systems Fund to municipalities without housing targets that are not eligible for funding under the Building Faster Fund;

AND FURTHER THAT this motion be circulated to Honourable Justin Trudeau, Prime Minister, Honourable Sean Fraser, Federal Minister for Housing, Honourable Doug Ford, Premier of Ontario, Ministry of Infrastructure, Ministry of Municipal Affairs and Housing, Shelby Kramp-Neuman MP of Hastings-Lennox and Addington and Ric Bresee MPP of Hastings-Lennox and Addington, and all municipalities, for their support. Motion carried.



Sincerely,

anne Kantharaxu

Anne Kantharajah Township Clerk <u>akantharajah@loyalist.ca</u> 613-386-7351 Ext. 121

cc: the Honourable Sean Fraser, Federal Minister for Housing Honourable Doug Ford, Premier of Ontario Ministry of Infrastructure
Ministry of Municipal Affairs and Housing
Shelby Kramp-Neuman MP Hastings - Lennox and Addington Ric Bresee, MPP Hastings - Lennox and Addington Jim Hegadorn, Mayor, Loyalist Township
Rebecca Murphy, CAO, Loyalist Township
Councillor Willis, Loyalist Township
Councillor Ennis, Loyalist Township
Ontario Municipalities



April 23, 2024

The Honourable Doug Ford Premier of Ontario Legislative Building 1 Queen's Park Toronto, ON M7A 1A1

Sent via email: premier@ontario.ca

Re: Provincial Regulations Needed to Restrict Keeping of Non-native ("exotic") Wild Animals
Our File 35.11.2

Dear Premier Ford,

At its meeting held on April 8, 2024, St. Catharines City Council approved the following motion:

WHEREAS Ontario has more private non-native ("exotic") wild animal keepers, roadside zoos, mobile zoos, wildlife exhibits and other captive wildlife operations than any other province; and

WHEREAS the Province of Ontario has of yet not developed regulations to prohibit or restrict animal possession, breeding, or use of non-native ("exotic") wild animals in captivity; and

WHEREAS non-native ("exotic") wild animals can pose very serious human health and safety risks, and attacks causing human injury and death have occurred in the province; and

WHEREAS the keeping of non-native ("exotic") wild animals can cause poor animal welfare and suffering, and poses risks to local environments and wildlife; and

WHEREAS owners of non-native ("exotic") wild animals can move from one community to another even after their operations have been shut down due to animal welfare or public health and safety concerns; and

WHEREAS municipalities have struggled, often for months or years, to deal with non-native ("exotic") wild animal issues and have experienced substantive regulatory, administrative, enforcement and financial challenges; and



WHEREAS the Association of Municipalities of Ontario (AMO), the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO) and the Municipal Law Enforcement Officers' Association (MLEOA) have indicated their support for World Animal Protection's campaign for provincial regulations of non-native ("exotic") wild animals and roadside zoos in letters to the Ontario Solicitor General and Ontario Minister for Natural Resources and Forestry;

THEREFORE BE IT RESOLVED that the City of St. Catharines hereby petitions the provincial government to implement provincial regulations to restrict the possession, breeding, and use of non-native ("exotic") wild animals and license zoos in order to guarantee the fair and consistent application of policy throughout Ontario for the safety of Ontario's citizens and the non-native ("exotic") wild animal population; and

BE IT FURTHER RESOLVED that this resolution will be forwarded to all municipalities in Ontario for support, the Premier of Ontario, Ontario Solicitor General, Ontario Minister for Natural Resources and Forestry, MPP Jennie Stevens, MPP Sam Oosterhoff, MPP Jeff Burch, AMO, AMCTO, and MLEAO.

If you have any questions, please contact the Office of the City Clerk at extension 1524.

Kristen Sullivan, City Clerk Legal and Clerks Services, Office of the City Clerk :av

CC:

The Honourable Michael S. Kerzner, Solicitor General The Honourable Graydon Smith, Minister of Natural Resources and Forestry Local MPPs Association of Municipalities of Ontario (AMO)

Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO)
Municipal Law Enforcement Officers' Association of Ontario (MLEAO)
All Municipalities of Ontario



The Corporation of The Township of The Archipelago **Council Meeting**

Agenda Number:

15.8.

Resolution Number 24-082

Title:

Public Health Ontario proposes phasing out free water testing for private wells

Date:

Friday, April 19, 2024

Moved by:

Councillor Manners

Seconded by:

Councillor MacLeod

WHEREAS the Ontario Auditor General's annual report on public health from December 2023 indicates that Public Health Ontario is proposing the phasing-out of free provincial water testing services for private drinking water; and

WHEREAS free private drinking water testing services has played a pivotal role in safeguarding public health, particularly in rural communities, including the entire Township of The Archipelago, that rely predominantly on private drinking water; and

WHEREAS the removal of free private drinking water testing could lead to a reduction in testing, potentially increasing the risk of waterborne diseases in these vulnerable populations; and

WHEREAS the tragic events in Walkerton, Ontario underscored the critical importance of safe drinking water.

NOW THEREFORE BE IT RESOLVED that The Township of The Archipelago hereby requests that the Province reconsider and ultimately decide against the proposed phasing-out of free private drinking water testing services.

FURTHER BE IT RESOLVED that this resolution be sent to all Ontario municipalities, Minister of Environment Conservation and Parks, Minister of Health, North Bay Parry Sound District Health Unit, Graydon Smith, MPP Parry Sound-Muskoka.

Carried



Office of the Auditor General of Ontario

Value-for-Money Audit: Public Health Ontario



December 2023



Ministry of Health

Public Health Ontario

1.0 Summary

Public Health Ontario is an independent, board-governed agency with a broad mandate to provide scientific and technical advice and support to those working across health-related sectors to protect and improve the health of Ontarians. This includes carrying out and supporting activities such as population health assessment, public health research, surveillance, epidemiology, and planning and evaluation. Established in 2007 following the SARS outbreak in 2003, Public Health Ontario is one of the three pillars of Ontario's public health system, consisting of 34 local public health units and the Ministry of Health (Ministry), which exercises its authority in the area of public health primarily through the Office of the Chief Medical Officer of Health.

Public Health Ontario supports areas such as preventing and controlling infections and the spread of communicable diseases, improving environmental health and preventing chronic diseases, and operates Ontario's public health laboratory. Public Health Ontario provided public health and testing expertise during the COVID-19 pandemic, for example, in the area of vaccine safety, through its surveillance of adverse events following immunization.

The Ministry is the primary funder of Public Health Ontario. The agency spends the majority of its annual funding, which was about \$222 million in 2022/23, on operating the province's 11 public health laboratory sites. Ontarians relied on the agency's public health laboratory to perform 6.8 million tests in 2022/23 for diseases that include HIV, syphilis, tuberculosis, influenza, COVID-19 and West Nile virus. The laboratory

also carries out all required testing relating to outbreaks and investigations in Ontario, and has the capability of diagnosing pathogens requiring a high level of biosecurity and safety measures.

In early 2019, the Province announced its intention to modernize Ontario's public health system. A 2019 discussion paper to support the provincial plan outlined the key challenges facing public health. The paper noted the importance of working toward clearer and better aligned roles and responsibilities between the Province, Public Health Ontario and local public health units. In particular, it stated Public Health Ontario's potential to strengthen public health functions if these are co-ordinated or provided at the provincial level. The government revised its approach to modernizing the public health system in August 2023 to include a review of standards that govern the work of public health units, the roles and responsibilities that all three pillars of the public health system play, as well as their relationships and alignment across and beyond the broader health-care system.

Our audit found that Public Health Ontario has been unable to meet a number of its legislated responsibilities under the Ontario Agency for Health Protection and Promotion Act, 2007. This is partially due to a lack of direction from the Ministry to perform at its full potential. This includes a continued lack of clarity on roles and responsibilities in an evolving health-care system that saw the introduction of a new health agency, Ontario Health, that became operational in 2019. Though Public Health Ontario is responsible for providing scientific and technical advice and support to clients in the government, it was not consulted on some critical decisions concerning public health, such as the health impacts of increased access to gambling

and alcohol in recent years, and it did not address these topics independently.

We also found that lack of information sharing between the Ministry, public health units and Public Health Ontario has limited the agency's ability to centralize and co-ordinate work effectively in the area of research and evidence synthesis (a research methodology involving collecting the best available evidence on a given topic and summarizing it to inform best practice). This has resulted in duplication of efforts between provincial and local public health entities. From our work, we noted examples where multiple public health units have independently developed local resources in areas including key public health issues such as mental health and alcohol, when it would have been more cost-effective for Public Health Ontario to develop resources centrally.

Further, we found that Public Health Ontario's laboratory sites, where about 70% of its financial resources are allocated, were not operating efficiently. We found that three sites were able to perform tests on only 9% to 20% of the samples and specimens they receive, transferring the remainder of samples to other laboratory sites. Each of these three sites had base operating costs ranging from \$5 million to \$10 million over the last five years. The agency explained that transferring out laboratory tests to other sites was necessary for reasons that included lack of expertise or lack of sufficient volume to maintain competency of laboratory personnel in a specific test, lack of equipment to conduct certain tests, and efficiencies to achieve economy of scale. The agency developed a plan collaboratively with the Ministry in 2017 to modernize its laboratory operations by consolidating resources into fewer laboratory sites and discontinuing or restricting eligibility for certain tests; however, the government still had not approved the plan at the time of our audit. The Ministry stated this was due to reasons that include the COVID-19 pandemic and more recent recommendations relating to provincial laboratory optimization from an external consulting firm. We also found that the agency was not taking the lead in performing or co-ordinating testing for the surveillance of some diseases of public health significance.

These include a laboratory test to detect latent tuberculosis—a disease of public health significance that can disproportionally affect Indigenous people and newcomers to Ontario—as well as wastewater testing for the detection of COVID-19, which is currently led by another Ministry.

Other observations of this audit include:

- Public Health Ontario is challenged by a lack of sustainable funding from the Ministry of Health. We found that since 2019/20, Public Health Ontario has seen limited increases in base funding, and has had some of its base funding replaced by one-time annual funding. While the Ministry has increased base funding since 2020/21, it has still not restored it to prepandemic levels. This lack of consistent funding threatens Public Health Ontario's ability to fully deliver on its mandate, and hinders the agency's ability to continue to provide services. For example, the agency has begun to explore options to scale back or dismantle the operations of a committee designed to enhance provincial capacity to respond to public health emergencies.
- Public Health Ontario did not adequately monitor compliance with procurement policies. We found that Public Health Ontario has not always followed the Ontario Public Service Procurement Directive, as well as the agency's own corporate procurement policy. From 2018/19 to 2022/23, Public Health Ontario staff at various laboratory sites were using their purchasing cards to make recurring purchases of laboratory and health-care supplies from the same vendor, instead of engaging in competitive procurement as required by internal policies. The agency provided explanations for why it used purchasing cards for recurring transactions with two of the top vendors. For the remaining 28 vendors, we found that annual transaction values over this same period ranged from \$25,133 to \$222,283. We further found that Public Health Ontario does not have a formal process to track vendor performance

- and non-compliance, even though the Directive requires vendor performance to be managed and documented.
- Public Health Ontario mostly measures outputs but little in the way of client satisfaction or service quality. The agency establishes performance indicators as well as targets in its annual business plans; however, these indicators mostly focus on quantifying the output of the agency's operational activities rather than client satisfaction and actual performance of its core activities, making it difficult for the agency to demonstrate that it has been effective in meeting the needs of its clients. We also found that the agency's performance indicators do not cover all of its key functions, for example, the performance of its research ethics committee, which provides ethics reviews to 26 of Ontario's 34 public health units, to measure the turnaround time of its reviews.
- Public Health Ontario's information technology (IT) processes need improvement. We examined Public Health Ontario's IT controls and processes related to user account management, cybersecurity and software management. Due to the nature of these findings and so as to minimize the risk of exposure for Public Health Ontario, we provided relevant details of our findings and recommendations directly to Public Health Ontario. Public Health Ontario agreed with the recommendations and committed to implementing them.

This report contains 10 recommendations, with 24 action items, to address our audit findings and to position Public Health Ontario for success to continue to contribute to the overall health of Ontarians as a public health agency, independent from the government.

Overall Conclusion

Our audit concluded that Public Health Ontario has delivered on some areas of its mandate as set out in the *Ontario Agency for Health Protection and Promotion Act,* 2007 (Act), but does not yet sufficiently collaborate

with the Ministry of Health and local public health units to clearly define and ascertain the agency's role in areas such as undertaking public health research, disseminating knowledge, and delivering public health laboratory services to more effectively protect and promote the health of the people in Ontario and reduce health inequities.

We also concluded that Public Health Ontario mostly measures outputs but little in the way of client satisfaction or service quality, and that the agency's suite of performance indicators does not cover all of its key functions.

OVERALL PUBLIC HEALTH ONTARIO RESPONSE

Public Health Ontario thanks the Auditor General for this comprehensive value-for-money audit report.

Public Health Ontario is committed to fulfilling our mission to enhance the protection and promotion of the health of the people in Ontario and to contribute efforts toward reducing health inequities. By providing scientific and technical advice and leadership to support our clients across the public health and health systems, we enable evidence-informed public health action and decision-making.

In consideration of our role in the province, we recognize the importance of continuing to strive to improve our operations and enhance the quality of our services and products. As such, we appreciate the independent review of our organization by the Auditor General and the recommendations brought forward, all of which we have accepted and have plans to address.

When interpreting the findings of the report, it is important to note that the time frame covered by the audit includes more than three years during which Public Health Ontario was actively engaged in the COVID-19 pandemic response. Public Health Ontario, like other public health organizations, was greatly affected by the extraordinary demands of the pandemic. Due to the need to dedicate considerable resources to the pandemic, some areas of

our work did not progress as planned during this period, such as efforts to reduce purchasing card usage in the laboratory and expand our outcomebased performance measures.

As we are now in the process of returning to a "new normal" for the public health system in Ontario, Public Health Ontario is leveraging the lessons learned during the pandemic to inform the development of our next strategic plan covering the years 2024–29. The insights shared through this audit are helpful inputs that will support us in our commitment to continuous quality improvement and further enhance our leadership role within the public health system.

2.0 Background

2.1 Overview of Public Health Ontario

The Ontario Agency for Health Protection and Promotion (also known as Public Health Ontario) was established in 2007 as an independent, board-governed agency, primarily funded by the Ministry of Health (Ministry) in response to Ontario's challenges faced during SARS, a global respiratory outbreak that affected Ontario and other parts of Canada in 2003. Public health is the organized effort of society to promote and protect the health of populations and reduce health inequities through the use of supportive programs, services and policies. Thus, Public Health Ontario's role is chiefly in disease surveillance, disease prevention and outbreak preparedness, as opposed to clinical treatment.

In accordance with the Ontario Agency for Health Protection and Promotion Act, 2007, the legislation that created Public Health Ontario, the agency's mandate is to:

- enhance the protection and promotion of the health of Ontarians;
- contribute to efforts to reduce health inequities by providing scientific and technical advice and support to those working across health-related

- sectors to protect and improve the health of Ontarians; and
- carry out and support activities such as population health assessment, public health research, surveillance, epidemiology, planning and evaluation.

The agency's primary clients are the Office of the Chief Medical Officer of Health as well as various divisions within the Ministry, Ontario's 34 public health units, health system providers and health system partners. The Chief Medical Officer of Health of Ontario is responsible for determining provincial public health needs, developing public health initiatives and strategies, and monitoring public health programs delivered by Ontario's local public health units. Ontario's 34 public health units are primarily funded by the Ministry but also receive funding from local municipalities; each is led by its own Medical Officer of Health and governed by a Board of Health-and therefore they operate independently from each other. The public health units provide programs and services to all members of their respective communities as per the Ontario Public Health Standards—the minimum requirements that public health units must adhere to in delivering programs and services-and as determined by their own Boards of Health. They are not accountable to Public Health Ontario.

Figure 1 illustrates the relationship between Public Health Ontario and the various organizations involved in Ontario's public health system, which, according to the Chief Medical Officer of Health, consists of about 9,000 people. Public Health Ontario has a complement of just under 870 full-time-equivalent staff as of June 2023.

2.1.1 Public Health Modernization

As part of the 2019 Ontario Budget, the Province announced in April 2019 (pre-COVID-19 pandemic) that public health would be undergoing a modernization process. This decision had the most impact on public health units, aiming to reduce their number from 35 (since reduced to 34 through amalgamation)

Figure 1: Public Health Model in Ontario

Prepared by the Office of the Auditor General of Ontario

Public Health Ontario

- Provides scientific and technical information, and advice to the Office of the Chief Medical Officer of Health
- Provides scientific and operational advice, and laboratory testing for 34 local public health units¹

34 Local Public Health Units

- Administer public health programs and services as per the Ontario Public Health Standards
- Report and input information into provincial public health databases for their jurisdiction²

Office of the Chief Medical Officer of Health in the Ministry of Health

- Requests scientific and technical information, and advice from Public Health Ontario
- Oversees local public health unit programs and directs response plan for health risks or emergencies
- 1. In addition to public health units, Public Health Ontario's laboratory provides testing services to other health-care providers, for example, clinicians and community laboratories.
- 2. Local public health units are not accountable to Public Health Ontario.

to 10 by April 1, 2020; however, this modernization process was paused when the COVID-19 pandemic was declared in March 2020.

As part of the modernization process, the Ministry of Health launched a public consultation in November 2019, appointing a special advisor to lead the process of gathering feedback, and releasing a discussion paper in November 2019 outlining the key challenges facing public health. In this paper, Public Health Ontario is acknowledged as a key partner in the public health system, with the following themes being discussed:

- working toward improved clarity and alignment of roles and responsibilities between the Province, Public Health Ontario and local public health units;
- reducing duplication of efforts, co-ordinating and providing certain public health functions, programs or services at the provincial level, possibly by Public Health Ontario; and

 clarifying the role of Public Health Ontario in better informing and co-ordinating provincial priorities to increase consistency.

The government revised its approach to modernizing the public health system in August 2023 to include a review of the Ontario Public Health Standards, the roles and responsibilities that all three pillars of the system—the Ministry, Public Health Ontario and the local public health units—play, as well as their relationships and alignment across and beyond the broader health-care system.

2.2 Key Program Areas

Public Health Ontario's operations consist of five principal public health program areas: Laboratory Science and Operations; Health Protection; Environmental and Occupational Health; Health Promotion, Chronic Disease and Injury Prevention; and Knowledge Exchange and Informatics.

2.2.1 Laboratory Science and Operations

About 70% of the agency's resources are allocated to the operation of its laboratory. Public Health Ontario has 11 fully accredited laboratory sites across Ontario, located in Toronto, Hamilton, Kingston, London, Orillia, Ottawa, Peterborough, Sault Ste. Marie, Sudbury, Thunder Bay and Timmins. The agency's laboratory conducts a wide range of functions described by the Canadian Public Health Laboratory Network, including laboratory tests such as diagnostic tests and confirmatory tests, as well as complex tests that other providers, such as hospital and community laboratories, refer to it. This testing informs public health surveillance, detects threats and outbreaks, and enables preventive and therapeutic interventions for public health action and patient management in Ontario.

Public Health Ontario's laboratory serves public health units, hospital and community laboratories, long-term-care homes and other congregate settings, clinicians in private practice, and private citizens in the context of private well water testing. It performs the majority of its laboratory tests Monday to Friday for the detection and diagnosis of infectious diseases (such as tuberculosis) or antimicrobial resistance (that is, when a bacterium or fungus develops the ability to defeat the drug designed to kill it), and for specialized testing for molecular profiling of pathogens by examining the entire genetic makeup of a specimen (for example, identifying which variant of COVID-19 someone has), including genomics. Public Health Ontario's laboratory also offers after-hours support, and it has been performing COVID-19 testing daily since the summer of 2020. It was still performing this daily testing at the time of our audit.

Public Health Ontario's laboratory performed about 6.8 million tests in 2022/23; these tests include 100% of diagnostic HIV testing and over 95% of syphilis testing in the province. According to the agency, it operates one of the largest tuberculosis laboratories and one of the largest diagnostic mycology laboratories in North America. As well, the agency indicates that it is known as the provincial resource and expert for laboratory testing and outbreak support for emerging

pathogens, as well as for the 10 most common infectious agents causing the greatest burden of disease in Ontario. These agents include *C. difficile, E. coli,* hepatitis B, hepatitis C, HIV, human papillomavirus, influenza, rhinovirus, *Staphylococcus aureus* and *Streptococcus pneumoniae*. The laboratory also carries out all testing relating to pathogens found in food, water or the environment to assist in their investigations, and is able to diagnose pathogens requiring a high level of biosecurity and safety measures, such as tuberculosis and anthrax.

Public Health Ontario's laboratory undergoes accreditation by Accreditation Canada and the Canadian Association for Laboratory Accreditation Inc. to ensure that processes in accordance with the International Organization for Standards and requirements under environmental laws such as the Safe Drinking Water Act, 2002 are in place. As of June 2023, all 11 public health laboratory sites have met these standards and requirements, including those designed to help mitigate future occurrences similar to the Walkerton E. coli outbreak in 2000.

Figure 2 shows that test volumes at public health laboratory sites increased from about 6.3 million in 2018/19 to 7.7 million in 2021/22, primarily due to conducting COVID-19—related laboratory tests, and then decreased to 6.8 million in 2022/23. The cost of each laboratory test generally increased between 2018/19 and 2022/23 by 36%, from about \$16.33 to \$22.15.

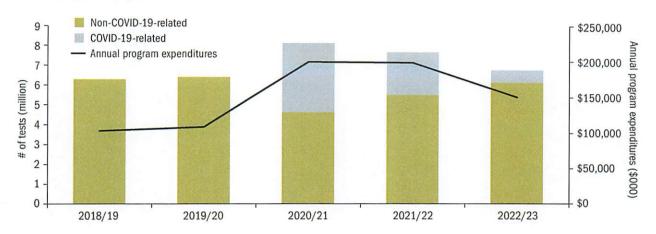
2.2.2 Health Protection

Public Health Ontario's Health Protection program provides data analysis, surveillance, evidence generation and synthesis, and consultation services to its clients. These activities are intended to better prevent communicable diseases, reduce transmission of infectious agents, and support system capacity building and professional development in public health and infection control best practices in Ontario. Expertise in this program spans:

 all diseases of public health significance (such as hepatitis A and B) as defined under the

Figure 2: Expenditures on Laboratory Services and Number of Tests Performed by Public Health Ontario, 2018/19-2022/23

Source of data: Public Health Ontario



Health Protection and Promotion Act (see Appendix 1 for a full list of diseases of public health significance);

- surveillance and epidemiology of communicable diseases;
- infection prevention and control (IPAC) best practices and lapse investigations (that is, deviations from IPAC standard of care);
- programs and research to support epidemiology, immunization and antimicrobial stewardship (that is, promoting appropriate use of antibiotics to limit the development of antibiotic resistance); and
- emergency preparedness.

Public Health Ontario has an interactive online tool to track infectious disease trends, which provides 10 years of analyzed data on diseases of public health significance in Ontario. This helps the agency's clients and partners with surveillance, as well as informing program planning and policy. For example, as shown in Figure 3, the cases and rate of syphilis in Ontario from 2012 to 2021 have been steadily increasing according to Public Health Ontario's surveillance efforts; this information could be helpful to clinicians, policy-makers, and the public to raise awareness. In 2021/22—the latest year for which information is available—over 2.1 million total visits were made to Public Health Ontario's online centralized data and

analytic tools, down from about 2.9 million in 2020/21, the first year that the agency measured this metric.

2.2.3 Environmental and Occupational Health

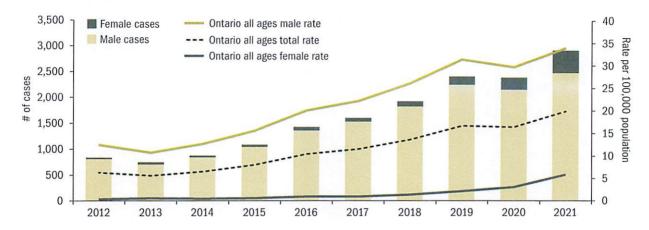
Public Health Ontario's Environmental and Occupational Health program area provides field support and helps the agency's clients and partners better understand and address evolving public health issues relating to exposures in the environment, such as indoor air quality, outdoor air pollution, water quality and food safety. This program works with and supports public health units and policy-makers to better respond to environmental threats and issues. This is done through situation-specific consultation and advice, interpretation of data, research, evidence-based reviews, case studies, access to environmental monitoring equipment, and training workshops.

2.2.4 Health Promotion, Chronic Disease and Injury Prevention

According to the World Health Organization, health promotion entails building healthy public policy; creating supportive environments; strengthening community action; developing personal skills; and reorienting health-care services toward prevention of illness and promotion of health. Public Health

Figure 3: Infectious Syphilis Cases and Rates for All Ages and by Sex in Ontario, 2012–2021

Source of data: Public Health Ontario



Ontario's Health Promotion, Chronic Disease and Injury Prevention program focuses on non-communicable diseases (such as heart disease, cancer, diabetes) and injuries, oral health conditions, and the modifiable risk factors that contribute to them. The program covers comprehensive tobacco control; healthy eating and physical activity; oral health; reproductive, child and youth health; healthy schools; mental health promotion; substance use (for example, opioids, alcohol, cannabis, tobacco); injury prevention; health equity; and health promotion. One of the program's activities is tracking data on substance abuse, such as opioid-related morbidity and mortality, as shown in Figure 4.

2.2.5 Knowledge Exchange and Informatics

Public Health Ontario's Knowledge Exchange program supports the development and dissemination of the agency's products and services, including its external website. The program delivers professional development, including special events and learning exchanges, and the annual Ontario Public Health Convention; supports medical resident and student placements at Public Health Ontario and in public health units; provides training and education programs; and delivers library services, knowledge mobilization and

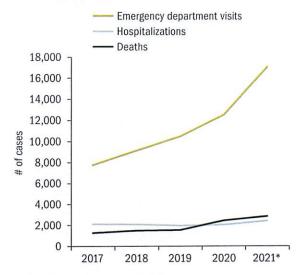
evaluation supports to its own staff, as well as to the overall public health sector. In 2021/22—the latest year for which information is available—this program area facilitated 70 professional development sessions to external clients and stakeholders.

This program also includes the Locally Driven Collaborative Projects (LDCP) program, which brings together public health units, along with academic and community partners, to collaboratively design and implement applied research and program evaluation projects on important public health issues of shared interest, and build new partnerships among participants. Examples of LDCP in prior years include a project to help public health units plan programs around substance abuse and harm reduction, and another project to identify lessons learned from the collection of sociodemographic data during the COVID-19 pandemic, as this data informs targeted improvement to address health inequities.

Informatics applies information and data science to public health practice, research and learning, enabling and bridging the use of technology and data to present critical information needed for effective public health decision-making. This team provides specialized and centralized supports for the governance, acquisition, synthesis, analysis, interpretation and presentation of data and information.

Figure 4: Emergency Department Visits, Hospitalizations and Deaths Related to Opioid Use in Ontario, 2017–2021

Source of data: Public Health Ontario



* According to Public Health Ontario, death data for 2021 should be considered as preliminary and is subject to change. Possible contributing factors to rising rates of opioid-related harm during the COVID-19 pandemic include increased stress, social isolation and mental illness, resulting in changes in drug use, and reduced accessibility of addiction, mental health and harm reduction services.

2.3 Organizational Structure and Accountability

2.3.1 Organizational Structure

Figure 5 shows Public Health Ontario's program areas and senior management. Public Health Ontario's office and main laboratory site is located in Toronto, with laboratory sites in 10 other cities across Ontario. As of August 2023, Public Health Ontario had 1,176 employees (just under 870 full-time equivalents), with 67% (792) of its employees working in laboratory sites across the province.

2.3.2 Governance and Accountability

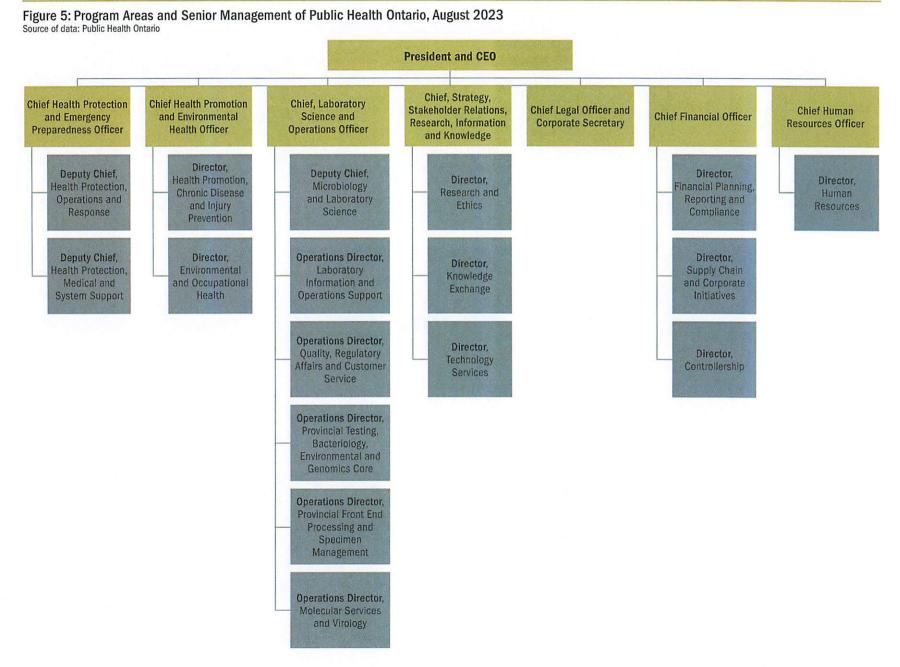
The Agencies and Appointments Directive issued by the Management Board of Cabinet, an accountability framework for all board-governed provincial agencies, outlines the requirements of the reporting relationships between parties (see **Appendix 2** for more information). Public Health Ontario must adhere to this accountability framework. The Chief Medical Officer of Health, a senior employee of the Ministry, also has the power to issue directives to the agency, as shown in Figure 6.

A memorandum of understanding (MOU) between the agency and the Ministry outlines accountability relationships, roles and responsibilities, and expectations for the operational, administrative, financial, staffing, auditing and reporting relationships. Public Health Ontario's day-to-day operations are administered by the President and CEO, who reports to the agency Board of Directors. Public Health Ontario's Board of Directors consists of a maximum of 13 voting members; each is appointed for a three-year term by the Lieutenant Governor in Council. According to the Ontario Agency for Health Protection and Promotion Act, 2007, appointment of people to Public Health Ontario's Board should consider persons with skills and expertise in areas covered by Public Health Ontario or in corporate governance, and include a person with expertise in public accounting or with related financial experience, and a lay person with demonstrated interest or experience in health issues. Figure 7 shows that the agency's Board of Directors consisted of 12 people, with one vacancy, as of June 2023.

2.3.3 Joint Liaison Committee

The Joint Liaison Committee was created by the Ministry in 2008, shortly after the agency was established, to address issues of mutual interest between the Ministry and Public Health Ontario, resolve issues, provide direction, and delegate and co-ordinate work. The Committee is co-chaired by either the Assistant Deputy Minister or the Chief Medical Officer of Health from the Ministry, as well as the Chief Executive Officer of Public Health Ontario. The Committee held its last meeting prior to 2017/18, and since then the Office of the Chief Medical Officer of Health and the Chief Executive Officer of Public Health Ontario have mutually agreed to liaise informally as needed.

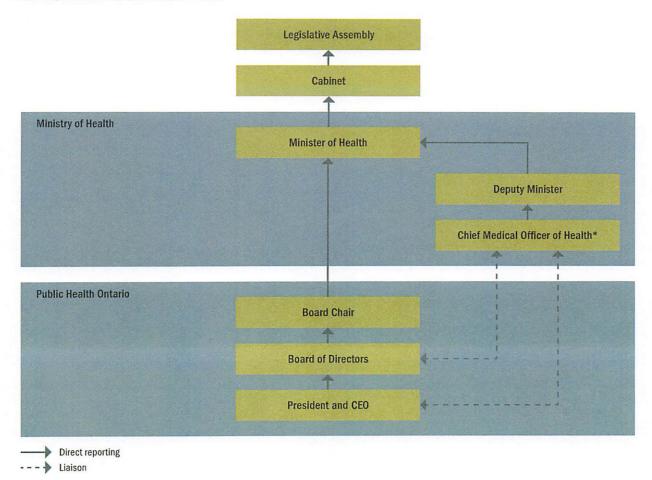
In April 2020, the Office of the Chief Medical Officer of Health created the COVID-19 Public Health Measures Table, consisting of public health unit



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Figure 6: Accountability Framework for Public Health Ontario

Prepared by the Office of the Auditor General of Ontario



* The Chief Medical Officer of Health plays a liaison role between Public Health Ontario and the Ministry of Health, sitting as a non-voting member of the Board of Directors at Public Health Ontario, as well as a voting member on the Strategic Planning Standing Committee of the Board of Directors at Public Health Ontario to convey Ministry strategies and provincial priorities to Public Health Ontario. The Chief Medical Officer of Health also has the power to issue directives to Public Health Ontario.

representatives and Public Health Ontario, with the purpose of providing advice to the Chief Medical Officer of Health on public health measures that may be implemented to prevent or slow the transmission of COVID-19.

2.4 Financial Information

As shown in Figure 8, Public Health Ontario's expenditures were about \$222 million in 2022/23, an approximately 37% increase over the last five fiscal years. The increase was mainly attributable to

a temporary increase in testing volumes during the COVID-19 pandemic. In the last five years, 71% of the agency's actual expenditures related to its laboratory program, 18% related to science and public health programs, and the remaining 11% were for general administrative and amortization expenses.

Figure 9 shows funding provided to Public Health Ontario for the last five years. The Ministry is the primary funder of Public Health Ontario, providing about 94% of the agency's revenue. The agency also receives grants, mainly from the Canadian Institutes of Health Research, which averaged about \$1.8 million

Figure 7: Public Health Ontario Board of Directors as of June 30, 2023

Source of data: Public Health Ontario

Name	Board Position	Current/Most Recent Role
Helen Angus	Chair	Chief Executive Officer of AMS Healthcare, former Deputy Minister of Health
Dr. Isra Levy	Vice-Chair Chair, Governance and Human Resources Standing Committee ¹	Vice-President of Medical Affairs and Innovation, Canadian Blood Services
lan McKillop	Member Chair, Strategic Planning Standing Committee ²	Associate Professor at University of Waterloo, School of Public Health Sciences
S. Ford Ralph	Member Chair, Audit Finance and Risk Standing Committee ³	Former Vice-President of Petro-Canada
Roxanne Anderson	Member	Senior Vice-President of Business Optimization and the Chief Financial Officer of the Victorian Order of Nurses
Harpreet Bassi	Member	Executive Vice-President, Strategy and Communications, Niagara Health
Cat (Mark) Criger	Member	Indigenous Elder, Traditional Teacher and Knowledge Keeper
William MacKinnon	Member	Former Chief Executive Officer of KPMG
Theresa McKinnon	Member	Former Partner at PwC Canada, Assurance
Rob Notman	Member	Trustee and former Board Chair of the Royal Ottawa Mental Health Centre
Dr. Andy Smith	Member	President and Chief Executive Officer of Sunnybrook Health Sciences Centre, Professor of Surgery at the University of Toronto
David Wexler	Member	Former Chief Human Resources Officer for the Vector Institute for Artificial Intelligence, FreshBooks, Syncapse, Alias Systems and the Canada Pension Plan Investment Board

The Governance and Human Resources Standing Committee supports the Board's commitment to and responsibility for the sound and effective governance of
Public Health Ontario. This includes nominations for recommendation by the Board for appointment to the Board; appointment of Board members to committees;
help with orientation and education of new directors to assist them in fulfilling their duties effectively; and support for the Board in its oversight of human resources
policies and strategies.

annually in the last five years. Ministry-provided base funding for Public Health Ontario has generally flatlined over the last 10 years, and decreased in 2019/20 just prior to the onset of the COVID-19 pandemic. While the Ministry has increased base funding subsequent to 2020/21, it still has not restored it to prepandemic levels.

2.5 Other Jurisdictions

In Canada, British Columbia's BC Centre for Disease Control and Quebec's Institut national de santé publique are close comparators to Public Health Ontario. The federal government's Public Health Agency of

The Strategic Planning Standing Committee provides reviews and advice on Public Health Ontario's strategic planning, performance measurement, quality assurance and stakeholder engagement processes, and monitors and advises it on progress against goals. The Chief Medical Officer of Health is part of this standing committee.

The Audit Finance and Risk Standing Committee ensures that Public Health Ontario conducts itself according to the principles of ethical financial and management behaviour and that it is efficient and effective in its use of public funds by overseeing Public Health Ontario's accounting, financial reporting, audit practices and enterprise risk management.

Figure 8: Public Health Ontario Expenditures, 2018/19-2022/23 (\$000)

Source of data: Public Health Ontario

	2018/19	2019/20	2020/21	2021/22	2022/23	% of Total Expenditures (2018/19-2022/23)
Public health labs	102,889	108,399	199,562	198,741	150,495	71
Science and public health programs	38,802	37,757	36,597	38,537	39,843	18
General and administrative	14,007	13,148	17,024	19,098	19,102	8
Amortization of capital assets	6,547	5,464	7,428	11,655	12,539*	3
Total	162,245	164,768	260,611	268,031	221,979	100

Increased 92% over five years due to increase in capital acquisitions starting in 2020/21 due to COVID-19.

Figure 9: Public Health Ontario Funding, 2018/19-2022/23 (\$000)

Source of data: Public Health Ontario

	2018/19	2019/20	2020/21	2021/22	2022/23	% of Total Funding (2018/19-2022/23)
Base operations ¹	152,703	156,151	250,480	252,612	205,324	94
Base funding	152,703	153,114	148,563	151,282	150,683	60 ²
COVID-19 one-time funding ³	n/a	3,037	101,917	101,331	54,641	34 ²
Amortization of deferred capital asset contributions	6,547	5,464	7,428	11,655	12,539	4
Other grants	1,781	2,207	1,377	1,867	2,003	1
Miscellaneous recoveries	1,214	946	1,326	1,897	2,113	1
Total	162,245	164,768	260,611	268,0314	221,979	100

^{1.} Increased revenue from 2019/20 to 2021/22 corresponds to increased operating expenditures due to Public Health Ontario's increased services to respond to COVID-19.

Canada, while similar to Public Health Ontario, is not governed by a board but rather overseen by the federal Minister of Health. Appendix 3 shows a comparison of mandates and reporting relationships among these agencies.

3.0 Audit Objective and Scope

Our audit objective was to assess whether Public Health Ontario has effective systems and procedures in place to: • deliver its mandate as set out in the Ontario Agency for Health Protection and Promotion Act, 2007, which includes providing scientific and technical advice and support to identified clients, including the Ministry of Health and other relevant ministries and agencies, public health units, and health-care providers; delivering public health laboratory services; undertaking public health research; and advancing and disseminating knowledge, best practices and research, with the goal of protecting and promoting the health of the people in Ontario and reducing health inequities; and

Covers fiscal years 2020/21 to 2022/23 only, as this represents the most significant time period for COVID-19 expenses, and represents three-year base funding and COVID-19 one-time funding as a percentage of base operations expenditures.

^{3.} Public Health Ontario recognized COVID-19 revenue in its accounting records as related expenses were incurred.

^{4.} Numbers do not add up due to rounding.

 measure and publicly report on the quality and effectiveness of these activities.

In planning for our work, we identified the audit criteria (see Appendix 4) we would use to address our audit objective. These criteria were established based on a review of applicable legislation, policies and procedures, internal and external studies, previous reports from our Office, and best practices. Senior management at Public Health Ontario reviewed and agreed with the suitability of our objectives and associated criteria.

We conducted our audit between January 2023 and August 2023. We obtained written representation from Public Health Ontario management that, effective November 10, 2023, it had provided us with all the information it was aware of that could significantly affect the findings or the conclusion of this report.

At Public Health Ontario, we:

- reviewed applicable legislation and regulations as well as documents consisting mainly of financial information, contracts and agreements, policy and procedure manuals, annual business plans, annual reports, strategic plans and meeting minutes;
- interviewed senior management and program staff responsible for all program areas, selected former agency management staff, as well as the Board Chair;
- obtained and analyzed financial and operational data from Public Health Ontario systems; and
- observed laboratory operations and met with staff at four of the 11 public health laboratory sites, located in London, Orillia, Sudbury and Toronto.

At the Ministry of Health, we conducted the majority of our work at the Office of the Chief Medical Officer of Health, where we interviewed staff and senior management, and reviewed documents consisting mainly of briefing notes, agreements, funding letters and external review reports of Public Health Ontario conducted since 2016.

We interviewed medical officers of health or their delegates from eight of the province's 34 public health units, consisting of Eastern Ontario; Grey Bruce; Kingston, Frontenac and Lennox & Addington; Niagara; Peel; Sudbury; Timiskaming; and Toronto, to better understand local interactions with and perspectives on Public Health Ontario. We selected these public health units based on their size, geographic location and issues identified through our research. We reached out to 18 public health units to obtain more information on their courier routes for laboratory samples and specimens that would be delivered to Public Health Ontario, of which 16 responded. We selected these public health units based on factors including their geographic location and whether they used the agency's or their own couriers. We also reviewed public-facing websites for all 34 public health units to identify locally developed knowledge products.

To assess the cybersecurity risks to Public Health Ontario, we met with and obtained data from the Cyber Security Division of the Ministry of Public and Business Service Delivery, which provides certain services to the agency.

To gain familiarity with emerging public health issues, we attended The Ontario Public Health Convention in March 2023. This conference was organized by Public Health Ontario for public health professionals.

In addition, we researched similar organizations in British Columbia and Quebec to identify best practices for public health agencies.

We conducted our work and reported on the results of our examination in accordance with the applicable Canadian Standards on Assurance Engagements—Direct Engagements issued by the Auditing and Assurance Standards Board of the Chartered Professional Accountants of Canada. This included obtaining a reasonable level of assurance.

The Office of the Auditor General of Ontario applies Canadian Standards on Quality Management and, as a result, maintains a comprehensive system of quality management that includes documented policies and procedures with respect to compliance with rules of professional conduct, professional standards and applicable legal and regulatory requirements.

We have complied with the independence and other ethical requirements of the Code of Professional Conduct of the Chartered Professional Accountants of Ontario, which are founded on fundamental principles of integrity, objectivity, professional competence and due care, confidentiality and professional behaviour.

4.0 Detailed Audit Observations

4.1 Ministry of Health Has Not Leveraged Public Health Ontario Effectively to Achieve Its Full Intended Capacity and Potential to Improve the Health of Ontarians

4.1.1 Public Health Ontario Has Been Left Out of the Province's Decision-Making with Major Public Health Implications

Despite the mandate of Public Health Ontario to provide scientific and technical advice and support to clients working in government, public health, health care and related sectors, the agency was not consulted when the government made some of its decisions affecting public health, such as those relating to increased access to alcohol and gambling. As well, upon observing recent government decisions on increased access to alcohol and gambling, Public Health Ontario has not conducted independent research in these areas.

Increased Access to Alcohol and Gambling

The government's decision to increase access to alcohol in various settings, such as grocery stores and convenience stores, was first announced in 2015 and saw expansion in 2019 and 2023. In addition, the new legal Internet gaming market in Ontario has grown by an average of more than 50% in total wagers and gaming revenue each quarter since its launch in April 2022. According to iGaming Ontario, a total of 1.65 million player accounts were active over the course of the 2022/23 fiscal year; these players on average spent about \$70 per month.

Public Health Ontario representatives confirmed with us that government decision-makers have not consulted them on the health impacts of either of these decisions, which have implications on addictions and mental health on a population level. We asked the Ministry of Health (Ministry) why it did not consult Public Health Ontario, and Ministry representatives explained that the Ministry of Finance made both of these decisions. It did not seek an assessment of the impacts on public health from the Office of the Chief Medical Officer of Health, which also did not conduct a health impact assessment on increased access to alcohol and gambling. The Ministry informed us that, instead, the Ministry of Finance, working with other partner ministries, engaged and consulted stakeholders, for example, the Centre for Addiction and Mental Health, to understand the potential impacts.

In these cases, the government did not fully leverage Public Health Ontario to provide expert advice on the potential population health impacts of policy decisions made. One of the legislated responsibilities of Public Health Ontario according to the Ontario Agency for Health Protection and Promotion Act, 2007 (Act) that created it, is "to inform and contribute to policy development processes across sectors of the health care system and within the Government of Ontario through advice and impact analysis of public health issues." Our 2017 audit on Public Health: Chronic Disease Prevention highlighted the Health in All Policies approach, defined by the World Health Organization as an approach that considers how government decisions affect population health so that more accountability is placed on policy-makers. Our 2017 report recommended that the Ministry develop a process to integrate this approach into policy settings where appropriate, but this had not yet been fully implemented as of the time of this audit.

While these provincial policy changes affecting public health were occurring, Public Health Ontario did not prioritize publishing the state of the evidence in these areas. To illustrate, in relation to alcohol, a public health unit in October 2018 requested Public Health Ontario to answer a research question on the impact of increasing alcohol availability. However, instead of publishing an independently researched knowledge product that could establish Public Health Ontario's position on the state of the evidence, the agency compiled a list of existing journal articles and sent the

completed list directly to the public health unit in May 2019.

Similarly, we found that Public Health Ontario has not published any research on the health impact of problem gambling. In 2012, the agency published a knowledge product on the burden of mental illness and addictions in Ontario, but that product did not discuss problem gambling. We researched whether public health units had to independently develop knowledge products on problem gambling and found that six public health units-North Bay and Parry Sound, Ottawa, Peterborough, Sudbury, Toronto, and Windsor-had developed such research independently. Toronto Public Health explained in its report that studies have suggested an increase in problem or pathological gambling rates after gambling expansion, such as in Niagara where the rate increased from 2.2% to 4.4% one year after a casino opening. It also went on to note a consistent social impact from problem gambling, such as suicide and personal bankruptcy rates, with direct or indirect impacts on individuals and families.

We found that, unlike Public Health Ontario, other provinces have centrally developed knowledge products on problem gambling. For example, Quebec has made available centrally developed resources and knowledge products on the population health impact of problem gambling. Specifically, the Institut national de santé publique du Québec has on its website an interactive map that allows the public to quantify and visualize exposure and vulnerability to gambling in Quebec, and to support development of preventive initiatives and interventions to address these issues. Similarly, we found that British Columbia's Centre for Disease Control had included problem gambling on its website on substance use, indicating that a report was forthcoming.

Decisions Made During the COVID-19 Pandemic

Public Health Ontario was also not consistently consulted by the Province to provide scientific and technical advice in certain key decisions related to the COVID-19 pandemic.

According to the Act, one of the roles of Public Health Ontario is to provide scientific and technical advice, and operational support, to any person or entity in an emergency or outbreak situation that has health implications, as directed by the Chief Medical Officer of Health.

Our 2020 audit on COVID-19 preparedness and management, Outbreak Planning and Decision-Making, noted that Public Health Ontario played a diminished role in the COVID-19 pandemic, despite the agency being created in response to the SARS outbreak in 2003. Even when Public Health Ontario provided advice, such as on the recommended indicators and threshold triggers for lockdown, the Ministry of Health either did not fully follow this advice, or implemented the agency's advice much later than suggested.

Similarly, our 2022 audit on the COVID-19 Vaccination Program noted that Public Health Ontario was not represented on the COVID-19 Vaccine Distribution Task Force, where it felt that it could have contributed more scientific or technical expertise and support on vaccine distribution decisions.

4.1.2 Public Health Ontario's Role Has Continued to Diminish in the Public Health System, with Increased Reliance on One-Time Annual Funding

Public Health Ontario Could Not Fully Deliver Its Mandate, Citing Capacity and Funding Constraints

As noted in **Section 2.4**, in 2019/20, the Ministry reduced Public Health Ontario's base funding, replacing it with one-time annual funding. This was done because the Ministry at that time had assumed that its laboratory modernization plan would be implemented and that Public Health Ontario would be consolidated as part of Ontario Health. One-time funding makes it challenging for Public Health Ontario to plan for activities, as such funding is susceptible to being withdrawn. While the Ministry has increased base funding since 2020/21, it has still not restored it to pre-pandemic levels.

We found that, while the Ministry reduced Public Health Ontario's base funding assuming implementation of the laboratory modernization plan, the Ministry has not yet implemented this plan. We discuss this plan in greater detail in Section 4.2.1.

The Ministry also eventually did not consolidate Public Health Ontario into Ontario Health, as it had assumed it would. The government announced in 2019 that it would consolidate multiple health-care agencies and organizations, including Cancer Care Ontario, Trillium Gift of Life Network and all 14 Local Health Integrated Networks, within a single agency, known as Ontario Health. Ontario Health is responsible for planning and funding the health-care system, primarily in clinical settings, and ensuring health service providers have the tools and information to deliver quality care.

Despite both of these assumptions resulting in reduced base funding for Public Health Ontario, the Ministry has still not restored the agency's base funding to pre-pandemic levels, even though neither assumption was realized.

Our 2020 audit on COVID-19 preparedness and management, Outbreak Planning and Decision-Making, noted that, due to resource constraints, Ontario Health performed some tasks that were outlined in the Ontario Health Plan for an Influenza Pandemic as the responsibility of Public Health Ontario. These included co-ordinating laboratory testing for COVID-19 and analyzing provincial surveillance data.

Public Health Ontario explained to us that its budget has been flatlined for over 10 years, and has repeatedly raised this concern in its annual business plan, which it has submitted to the Ministry. While the Ministry provided Public Health Ontario with one-time COVID-19 funding between 2019/20 and 2022/23, this was strictly for use in the laboratory for COVID-19 testing, and little was added to fund the rest of the agency's mandate to support its growth, such as in environmental health, health promotion, and chronic disease and injury prevention.

As explained in **Section 2.3.2**, the relationship between Public Health Ontario and the Ministry is governed by provincial legislation and directives, but also by a memorandum of understanding (MOU) that has not been updated since 2015. The Ministry and Public Health Ontario have continued to affirm the existing MOU since 2015 when new Board chairs and ministers have taken office. They informed us at the time of our audit that they were working on refreshing the MOU, with expected completion by the end of 2023.

Lack of Consistent Funding Puts the Continuation of Advisory Committee for Public Health Emergencies at Risk

In July 2020, the Province created the COVID-19 Science Advisory Table to provide emerging evidence and advice to the Ministry of Health to inform Ontario's response to the COVID-19 pandemic. Part of the impetus for this Table was that Public Health Ontario could not fully support the Province in providing synthesized evidence relating to the COVID-19 pandemic due to capacity constraints. The Table was external to Public Health Ontario, though one of the then vice-presidents of the agency was a co-chair. In July 2022, following direction from the Ministry of Health, Public Health Ontario became the permanent home of this Table. In September 2022, Public Health Ontario, building on the work of the Table, announced the establishment of the Ontario Public Health Emergencies Science Advisory Committee, an external advisory committee whose mandate is to enhance provincial capacity to respond to public health emergencies with the best available evidence.

The Ministry provided one-time funding of \$1.2 million in 2022/23 to the agency to establish and oversee this committee, but did not continue this funding in 2023/24. Public Health Ontario informed us that, as a result of the Ministry no longer providing funding, it was exploring options to scale back or dismantle the operations of this committee.

RECOMMENDATION 1

To enhance the clarity, relevance and value of Public Health Ontario's role in Ontario's public health system, we recommend that Public Health Ontario work with the Ministry of Health (Ministry) to:

- develop and implement a process to include Public Health Ontario's review of evidence when developing provincial policy decisions that impact public health; and
- clarify the agency's roles and responsibilities in the memorandum of understanding between the agency and the Ministry, especially with respect to Public Health Ontario's role in relation to Ontario Health's role.

PUBLIC HEALTH ONTARIO RESPONSE

Public Health Ontario accepts the recommendation, and will work with the Ministry of Health to enhance and clarify our role within the public health system. While there are existing mechanisms in place for the Ministry to request support and advice from Public Health Ontario as needed, we recognize that there may be opportunity for improvement by formalizing a process specific to supporting provincial policy decisions. We also recognize the importance of clarifying the agency's roles and responsibilities in the memorandum of understanding between Public Health Ontario and the Ministry, which, as noted in the report, is currently in the process of being refreshed.

RECOMMENDATION 2

To ensure that Public Health Ontario has sustainable resources required to deliver on the agency's mandate effectively, we recommend that Public Health Ontario work with the Ministry of Health to develop a business case that addresses reallocation of one-time annual funding to base funding.

PUBLIC HEALTH ONTARIO RESPONSE

Public Health Ontario accepts the recommendation to work with the Ministry of Health to reallocate its one-time annual funding to base funding for the agency.

4.1.3 Lack of Information Sharing on Priority Areas of Public Health Units Limits Public Health Ontario's Ability to Centralize and Co-ordinate Work

Public Health Ontario obtains input from the Ministry and public health units, often through regular meetings, to inform its work. However, it does not have established information-sharing processes on what Ontario's 34 public health units plan to do in terms of their program priorities and what research they would require that is best done centrally. Public health units report planned activities to the Ministry on an annual basis, but the Ministry does not share this information with Public Health Ontario. As a result, we found instances of fragmented responses to key public health issues and duplication of effort.

According to the Ontario Agency for Health Protection and Promotion Act, 2007, the agency is tasked with the responsibility to "undertake, promote and coordinate public health research in cooperation with academic and research experts as well as the community." About half of the requests made to Public Health Ontario between 2018/19 and 2022/23 to conduct consultations, answer scientific questions and deliver presentations came from public health units, and the number of these requests ranged from 413 to 1,023 requests per year. Despite this, Public Health Ontario does not receive important summarized information on public health units' planned program activities for the upcoming year so as to proactively prepare and direct its own efforts.

In contrast, every year, the Ministry of Health requires all 34 public health units to submit an annual service plan that outlines how each public health unit plans on satisfying the Ontario Public Health Standards, which we explain in Section 2.1. This includes planned activities, such as seasonal flu clinics, and the vaccine clinics in schools that public health units deliver as part of their programs. However, as the Ministry does not share the priorities in these annual service plans with Public Health Ontario, the agency

cannot synthesize information from these annual service plans to effectively identify areas where it can provide the most value across all public health units, such as co-ordinating research efforts and developing knowledge products, including evidence briefs and literature reviews. One of the purposes of these is to give users synthesized and easy-to-understand evidence to help them design programs and support advancing public health policy, knowledge and best practices in Ontario.

We found that public health units had duplicated efforts in producing resources on public health topics. For example, as noted in **Section 4.1.1**, six public health units individually developed resource materials on problem gambling, with Public Health Ontario not having published any such materials centrally. Similarly, between 2016 and 2020, eight public health units individually developed local resources on mental health and made these resources public. While five of these public health units referenced Public Health Ontario materials for either data or publications, the remaining three did not reference the agency at all. Public Health Ontario last conducted a full literature review on the burden of mental health problems and addictions in 2012, over 10 years ago.

With respect to the agency-developed resource on mental health from 2012, we further found that Public Health Ontario's research did not cover some important areas that public health units needed and therefore had to produce on their own. This led to public health units duplicating efforts amongst themselves, a missed opportunity to have Public Health Ontario prepare one central report covering all these common topics. Specifically, public health units individually compiled data on the use of mental health services, suicide rates, emergency department visits, and community belongingness in the context of their own regions, while comparing these to the provincial scale. Public Health Ontario's knowledge products on mental health did not discuss any of these topics for public health units to reference and adapt to their communities.

A successful example of this type of centralization has been seen in the topic of alcohol consumption. Seven public health units created knowledge products on low-risk alcohol consumption guidelines, and six out of the seven referenced the agency for either data or publications. In this instance, the majority of data references were taken from Public Health Ontario's snapshot of self-reported rates of exceeding the low-risk consumption guidelines, where individual public health units pulled the centralized data and informational pieces for use in their local context.

Nevertheless, Public Health Ontario has demonstrated the ability to partner with public health units and other stakeholders to produce knowledge products:

- In 2013, one year after its literature review on mental health, Public Health Ontario released a report in partnership with Toronto Public Health and the Centre for Addiction and Mental Health, which discussed how Ontario public health units were addressing child and youth mental health.
- Since 2012, Public Health Ontario has partnered with four public health units to become hub libraries, which provide library services to 22, or 65%, of the province's 34 public health units. Public health units may use the services of a hub library to promote knowledge exchange, which may be used for a variety of purposes, including to search for peer-reviewed journal articles and research done on a topic that a public health unit would want to build local resources on.

Agency representatives informed us that, as part of their strategic planning consultations in 2023, they heard feedback from some public health units that there is an interest in Public Health Ontario developing more centralized and shared services to avoid overlap and duplication of effort. Such services may include a repository of resources on topics of mutual interest. They added that the agency would be considering its role in this. In the meantime, librarians performing the search through this partnership are encouraged to check to see if any other librarians have done a similar search already. Neither Public Health Ontario nor the partnered libraries receive copies of completed health unit knowledge products, limiting the potential for information sharing and reduction of duplication of efforts.

RECOMMENDATION 3

To improve the cost-effectiveness and efficiency of generating public health research in Ontario, we recommend that Public Health Ontario work with the Ministry of Health and public health units to:

- evaluate the feasibility of a formal process to centralize public health research across all three pillars of the public health system in Ontario; and
- if the current process is kept, create a searchable research repository consisting of all public health journal articles and research products prepared by Public Health Ontario as well as individual public health units and share access to this repository with all public health units.

PUBLIC HEALTH ONTARIO RESPONSE

Public Health Ontario accepts the recommendation, and recognizes that there are opportunities to gain efficiencies through centralized public health research activities. While Public Health Ontario already routinely produces knowledge products, including scientific reports and research publications, on a variety of public health topics, we will engage with the Ministry of Health and public health units to evaluate the feasibility of further centralization. With respect to the potential creation of a central research repository, Public Health Ontario will also explore this idea with the Ministry and our public health unit clients to determine if this would be a valuable resource to support their work.

4.1.4 Multiple Recommendations of the Agency's 2016 Mandate Review Still Not Implemented

In 2016, the Ministry commissioned a review of Public Health Ontario's mandate, as is required for boardgoverned agencies every six years under the Agencies and Appointments Directive (Directive), described in Section 2.3.2. However, we found that the Ministry never shared the final report of this mandate review with Public Health Ontario, despite some of the recommendations being directed to the agency; many of the recommendations are still outstanding seven years later. When we asked the Ministry why it has withheld the final report, it informed us that it is common practice to not share final mandate review reports with provincial agencies. The Ministry noted that the recommendations in the final report directed toward Public Health Ontario were shared through other mechanisms and processes, including through the issuing of mandate letters. However, this did not give Public Health Ontario an opportunity to provide input into the mandate review process or address specific recommendations from this review.

The mandate review noted areas for improvement that spanned different areas including revising Public Health Ontario's mandate and refining the agency's activities and operations. Notably, the review recommended the following, which remain outstanding more than seven years later:

- the Ministry to update the MOU to incorporate the respective roles, responsibilities and accountabilities of Public Health Ontario with Ministry communications with the public;
- the Ministry to decide whether or not to amend the Ontario Agency for Health Protection and Promotion Act, 2007 or develop a new regulation to clarify how the agency's services will be directed; and
- Public Health Ontario and the Ministry to confirm alignment of the agency's functions for supporting Ministry priorities and programs for health promotion and reducing health inequities.

Furthermore, as per the Directive, Public Health Ontario should have undergone another mandate review in 2022. However, the Ministry indicated to us that this was put on hold due to the COVID-19 pandemic, with no expected date for completion.

Mandate Letters Either Provided Late or Not Provided at All to Public Health Ontario, Contrary to Government Directive Requirement

Every year for the last six years (2018/19–2023/24), the Ministry has not complied with the Agencies and Appointments Directive requirement to provide Public Health Ontario with a mandate letter 180 days before the start of its fiscal year. The mandate letter is issued by the Minister of Health, and lays out the focus, priorities, objectives, opportunities and challenges that the Minister has set for the agency for the coming year. The Ministry transmitted Public Health Ontario's mandate letters as late as six days before the start of the next fiscal year in 2021/22, making it difficult for the agency to set priorities for its annual business and strategic plans, and not providing sufficient time to plan activities prior to the start of the fiscal year. When we asked the Ministry why it had not complied with this requirement, the Ministry acknowledged that the timing to issue mandate letters to Public Health Ontario had not always met the 180-day requirement due to competing public health demands and priorities. The Ministry also indicated that the Chief Medical Officer of Health routinely shares Ministry priorities with Public Health Ontario through Board and committee meetings to help inform the agency's development of its annual business plan.

As well, the Ministry did not provide a mandate letter to Public Health Ontario in 2019/20 or 2020/21. The Ministry's explanation was that it was planning for public health modernization (explained in **Section 2.1.1**), and the public health system could have potentially changed.

RECOMMENDATION 4

To allow Public Health Ontario to more effectively plan its activities, we recommend that the Ministry of Health:

share any review reports with Public Health
 Ontario and follow up on the implementation of
 any outstanding recommendation at least on an
 annual basis; and

 provide annual mandate letters to the agency on a timely basis in accordance with the Agencies and Appointments Directive.

MINISTRY RESPONSE

The Ministry of Health agrees with this recommendation and will continue to work closely with Public Health Ontario to ensure that agency goals, objectives and strategic directions align with government's priorities and direction. This includes, but is not limited to, providing annual mandate letters to the agency in accordance with the Agencies and Appointments Directive and sharing any relevant review recommendations with Public Health Ontario and following up on the implementation on any outstanding recommendations on a timely basis.

4.2 Public Health Ontario Laboratory Not Operating Efficiently

4.2.1 Streamlining of 11 Public Health Ontario Laboratory Sites Not Yet Implemented

In addition to its main Toronto laboratory, Public Health Ontario has 10 regional laboratory sites across Ontario to provide regional coverage for public health units and hospitals. However, we found that some regional laboratory sites are unable to perform a large proportion of the tests on the samples and specimens they receive. The agency provided the Ministry with the recommendation to consolidate some of these laboratory sites, in 2017 and again in early 2023, based on factors that included test volume and productivity, stating that the consolidation can save \$6 million in its budget. Although a 2020 consultant report had reached similar conclusions, the Ministry had not approved the consolidation of these sites at the completion of our audit.

According to an internal agency document, from September 2021 to September 2022, three public health laboratory sites transferred out more than 90% of the non-COVID-19 tests they received. We expanded this analysis to include all laboratory tests, including

COVID-19, that Public Health Ontario laboratory sites received and performed from 2018/19 to 2022/23. As shown in **Figure 10**, we found that:

- regional laboratory sites were completing wide ranges of between 9% and 80% of the tests they received and transferring the remainder to other laboratory sites;
- three laboratory sites—Peterborough, Sault Ste.
 Marie and Sudbury—transferred between 80% and 91% of all tests to other sites; and
- Toronto was the largest receiver of these transfers, receiving about 19 million tests from regional laboratory sites, with the London site receiving the next most tests, at over four million tests.

The three laboratory sites that transferred between 80% and 91% of the tests they received each had operating costs ranging from \$5 million to \$10 million over the last five years.

Public Health Ontario explained to us that the reasons for these transfers could include capacity issues, lack of expertise or sufficient volume to maintain competency of laboratory personnel in a specific test, lack of equipment to conduct certain tests, or

efficiencies to achieve economy of scale. For example, only one of the 11 public health laboratory sites has the equipment necessary to test for *H. pylori*, a bacterium that affects the stomach.

In 2017, Public Health Ontario proposed a joint modernization plan to update its public health laboratory, collaboratively with Ministry staff at the request of the Deputy Minister, that would have resulted in:

- gradually closing six of its 11 public health laboratory sites (Hamilton, Kingston, Orillia, Peterborough, Sault Ste. Marie and Timmins), while maintaining coverage across the province through five geographic areas; and
- changing the types of tests offered at the Public Health Ontario laboratory that would remove 20 tests and restrict eligibility for 12 additional tests, as well as the gradual discontinuation of private drinking water testing.

According to the agency, this plan was needed to mitigate rising costs of repairs and upgrades in existing laboratory sites, and would result in a more efficient operating model to address issues such as sites needing to reroute the majority of samples and specimens they receive to other sites.

Figure 10: Number of Tests Received, Completed and Transferred Out by Public Health Ontario Laboratory Sites, 2018/19-2022/23

Source of data: Public Health Ontario

Laboratory Site	# Received1	# Completed	# Transferred Out	% Transferred Out
Sudbury	670,052	57,935	612,994	91
Sault Ste. Marie	251,953	87,116	223,915	89
Peterborough	839,389	192,579	668,436	80
Ottawa	3,163,981	1,578,148	2,034,978	64
Timmins	415,938	276,814	203,773	49
Hamilton	2,769,143	1,484,913	1,301,497	47
Thunder Bay	1,027,948	603,753	433,203	42
London	4,211,543	3,224,316	1,199,701	28
Kingston	1,695,958	3,240,1552	366,121	22
Orillia	1,044,555	1,599,189²	213,330	20
Toronto	19,040,243	22,785,7852	233,173	1

^{1.} Refers to the laboratory location that originally logged the sample or specimen in the laboratory information system; includes those tests that hospital and community laboratories and public health units send to this location.

^{2.} Number of laboratory tests completed is greater than number of laboratory tests received mainly due to additional tests that other regional laboratory sites transferred to these laboratory sites.

The most recent iteration of this modernization plan, presented by Public Health Ontario to the Ministry in January 2023, included the same plan to consolidate sites, but instead focused on discontinuing its testing for *H. pylori*, which is not a disease of public health significance, and again recommended the gradual discontinuation of private drinking water testing. This updated plan also showed that current test volumes per full-time-equivalent staff ranged widely between all 11 existing sites, from 775 in Timmins to 13,523 in Hamilton.

A 2020 laboratory facilities report by a private-sector consultant commissioned by the Ministry of Government and Consumer Services (now the Ministry of Public and Business Service Delivery) and Infrastructure Ontario had findings consistent with Public Health Ontario's proposed plan, and made identical recommendations with respect to Public Health Ontario laboratory sites. Our 2020 audit on COVID-19 preparedness and management, Laboratory Testing, Case Management and Contact Tracing, recommended that the Ministry of Health immediately review Public Health Ontario's laboratory modernization plan, and consult with the agency to determine and provide the level of base funding that would allow the agency to fulfill its mandate.

Despite this, at the time of our audit, the Ministry of Health was still in the process of obtaining necessary internal approvals for the plan. We asked the Ministry why the plan was not yet implemented; it informed us that in the 2019 Ontario Budget, the government committed to modernize Ontario's public health laboratory system by developing a regional strategy. However, implementation of this plan was put on hold due to the construction of the new London public health laboratory, as well as increased capacity required from all Public Health Ontario laboratory sites for COVID-19.

RECOMMENDATION 5

To more efficiently deliver public health laboratory services, we recommend that Public Health Ontario, in conjunction with the Ministry of Health, update and implement a plan within 12 months to streamline public health laboratory operations.

PUBLIC HEALTH ONTARIO RESPONSE

Public Health Ontario accepts the recommendation, and will continue to work in conjunction with the Ministry of Health to update the plan to streamline and modernize the agency's laboratory operations. Upon receipt of Ministry approval to proceed, Public Health Ontario will commence the phased implementation of the plan. We will work closely with our stakeholders throughout the implementation process to communicate changes in service delivery and minimize service disruptions.

4.2.2 Courier Services That Deliver Samples and Specimens Do Not Cover All Regions of the Province

Primary-care clinicians, hospitals and public health units are just some examples of places that send specimens (such as blood, phlegm and stool) to Public Health Ontario laboratory sites across the province for testing. Private citizens also send samples (such as well water) to these sites. Public Health Ontario co-ordinates courier services that pick up and deliver samples and specimens, most of which are sensitive to time and temperature during transit, to and from these locations as well as among its own network of 11 public health laboratory sites. For example, in the five-year period between 2018/19 and 2022/23, 21% of the tests received by public health laboratory sites were transported to other public health laboratory locations for testing.

Over the last five years, Public Health Ontario has relied on a roster of up to 18 courier companies to transport samples and specimens, and has established formal contracts with four of them. Currently, there are two contracted couriers providing the majority of these services to the agency. One company covers the Greater Toronto Area, southwestern Ontario and eastern Ontario; the other company focuses on Northern Ontario. Public Health Ontario engaged the other courier companies on its roster only when needed, such as to supplement any shortfalls of the two contracted courier companies.

Public Health Ontario's spending on courier services has increased by \$1.6 million, or 99%, in the last five years. The majority of this increase is attributable to the change in market pricing for this specialized service, and the remainder is attributable to an 8% increase in overall test volumes over the same period. In 2022/23, Public Health Ontario spent about \$3.8 million on courier services for samples and specimens, up from \$1.9 million in 2018/19, as shown in Figure 11.

We could not determine whether Public Health Ontario's courier services fully cover all primary-care clinician offices and hospitals that send samples and specimens to the public health laboratory, because the total number of these collection sites is not readily available. We found, however, that Public Health Ontario does not provide courier services to nine, or 26%, of the 34 public health units. We surveyed these nine public health units, and another random sample of nine geographically dispersed public health units that use Public Health Ontario's contracted courier, of which seven responded. We noted the following:

 Five of the nine public health units that do not use Public Health Ontario's courier were not even aware that this service exists; these public health units therefore had to co-ordinate their

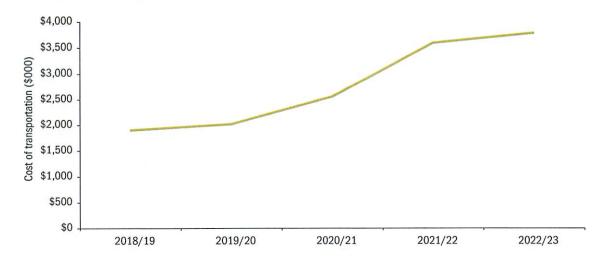
- own couriers to send samples and specimens to the public health laboratory.
- Of the public health units that use the agency's courier, some cited challenges with the courier services including delayed, missed and/or infrequent pickups; this can sometimes result in samples and specimens being rejected by the public health laboratory as they did not arrive within the time frame required for testing. Public Health Ontario and some public health units also have had to use external couriers to cover the shortfalls of the current courier routes so that samples and specimens can be delivered on time to be suitable for testing.

RECOMMENDATION 6

To achieve better value for money for the province's use of couriers for the public health laboratory, we recommend that Public Health Ontario, in conjunction with the Ministry of Health, consult with all public health units to determine whether centrally procured courier services for laboratory samples and specimens would be beneficial, and make centrally co-ordinated courier services available to all public health units.

Figure 11: Public Health Ontario Courier Expenses for Transportation of Laboratory Samples and Specimens, 2018/19-2022/23

Source of data: Public Health Ontario



PUBLIC HEALTH ONTARIO RESPONSE

Public Health Ontario accepts the recommendation, and recognizes the importance of better value for money with respect to laboratory courier services across the public health sector. We will work with the Ministry of Health, public health units and other partners, including the Ontario Laboratory Medicine Program, to determine the feasibility of making centrally co-ordinated courier services available to all public health units, including a collaborative procurement approach.

4.2.3 Some Laboratory Tests for Diseases of Public Health Significance Not Offered at the Public Health Laboratory

Public Health Ontario provides surveillance of communicable diseases based on data it collects through its laboratory or obtains from other sources. It provides over 270 tests, and is often the only laboratory in Ontario to test for certain diseases, for example, HIV. Providing comprehensive laboratory tests to detect and identify diseases of public health significance in its role as the provincial public health laboratory is therefore critical to effectively protect the health of Ontarians. We compared testing menus from Public Health Ontario to those of other provincial health agencies, and found some examples of tests not done through public health laboratories for diseases of public health significance, such as certain types of testing for latent tuberculosis, and wastewater testing that can identify COVID-19 transmission in geographic areas.

Interferon Gamma Radiation Assay for Latent Tuberculosis

One of Public Health Ontario's legislated responsibilities is "to provide scientific and technical advice and support to the health care system and the Government of Ontario in order to protect and promote the health of Ontarians and reduce health inequities." Despite this, we found that the Public Health Ontario laboratory does not offer a test that is specifically beneficial for the

detection of latent tuberculosis in at-risk populations such as Indigenous communities and foreignborn populations.

Latent tuberculosis is a dormant form of tuberculosis, meaning the person does not feel sick or have symptoms, but has the potential to progress to active tuberculosis later in life due to weakened or compromised immune systems. Approximately 15% of people with latent tuberculosis progress to the active disease, which is preventable, as latent tuberculosis can be treated with antibiotics, through shared decision-making between the health-care providers and patients. Statistics from the Government of Canada showed that in 2020, there were 1,772 cases of active tuberculosis in Canada, with more than 80% of these cases found in foreign-born individuals and Indigenous people.

In Ontario, the only publicly funded test to detect latent tuberculosis is a skin test, which public health units and other health-care clinics conduct. Another testing method—interferon gamma release assay (IGRA)—involves blood testing done by laboratories. The last Ministry guidelines on tuberculosis, from 2018, stated that Ontario was assessing the use of IGRA in select communities. However, at the time of our audit, this test was still not publicly funded across Ontario. IGRA is currently available in Ontario at one children's hospital under specific eligibility, as well as selected private laboratories at a cost of around \$90 per test to the patient. Public Health Ontario's laboratory currently does not perform any laboratory tests to detect latent tuberculosis.

Public Health Ontario published a report in 2019 that looked at testing for tuberculosis infection using IGRA as compared to the conventional skin testing method. The report did not look into the estimated costs of delivering IGRA versus the skin test method, but noted the pros and cons of each method as follows:

 The conventional skin test method requires a second clinic visit 48 to 72 hours after the first, which may result in patients, especially those living in rural and northern communities, not making that follow-up visit.

- IGRA is more specific to obtain the right diagnosis but also costlier due to the need for new equipment, training and processing time.
- IGRA requires specimens to be processed within a specific window of time after collection; Public Health Ontario's laboratory does not have co-located facilities to support timely blood specimen collection and submission for assay testing, though one commercially available test can be processed up to 53 hours after specimen collection.

The agency has not more recently analyzed the full costs and benefits of IGRA versus the skin test to detect latent tuberculosis, and does not have plans to do so in the near future. Such an analysis could include the potential impact of not diagnosing and treating someone with latent tuberculosis. For instance, a recent study, using data obtained at a treatment centre in Ontario as well as two other centres in Canada, found that the median cost to treat patients with tuberculosis infection was \$804 for the most easily treatable varieties and ranged as high as \$119,014 for highly drug-resistant tuberculosis infections.

In contrast, the British Columbia Centre for Disease Control has co-ordinated with hospitals to offer IGRA for the diagnosis of latent tuberculosis. It controlled for some of the limitations of this test, such as time from sample collection to processing, by co-ordinating sample collection times with lab availability, to ensure that samples will be tested before spoiling.

Wastewater Testing

Public Health Ontario does not perform wastewater testing in Ontario, which can identify COVID-19 transmission in geographic areas and supplement other clinical data sources. Currently, wastewater testing is led by the Ministry of the Environment, Conservation and Parks, through its Wastewater Surveillance Initiative. Through this initiative, laboratory tests are conducted through 13 different Ontario universities, as well as the Public Health Agency of Canada's National Microbiology Laboratory.

In contrast, the British Columbia Centre for Disease Control collects samples two to three times a week for testing from wastewater treatment plants in urban regions across British Columbia, to identify respiratory pathogens such as influenza and COVID-19. At the time of our audit, the Ministry of Health informed us that it was working collaboratively with Public Health Ontario to develop a proposal for a public health model for wastewater surveillance in Ontario.

RECOMMENDATION 7

To help ensure the public health laboratory in Ontario applies current and best practices to conduct surveillance on diseases of public health significance, we recommend that Public Health Ontario, together with the Ministry of Health:

- perform a jurisdictional scan to compare public health laboratory test menus;
- conduct a cost/benefit analysis on the tests not conducted by the public health laboratory in Ontario to determine whether the alternative tests would yield more accurate and timely results; and
- develop a plan to incorporate new tests into the Ontario public health laboratory test menu.

PUBLIC HEALTH ONTARIO RESPONSE

Public Health Ontario accepts the recommendation, and will work with the Ministry of Health to ensure that our test menu supports the evolving public health needs and ensures fiscal responsibility. We will continue our work to finalize the public health laboratory test menu for Ontario, which will be informed by a jurisdictional scan of other public health laboratory test menus in Canada and the findings of test cost/benefit analyses.

4.3 Weaknesses in Corporate Procurement Policy and Lack of Enforcement, Resulting in Poor Procurement Governance

The Ontario Public Service Procurement Directive (Directive), developed by the Management Board of Cabinet in March 2019, sets out the responsibilities of organizations throughout the procurement process. The purpose of the Directive is to ensure that goods

and services are acquired through an open, fair and transparent process, to reduce purchasing costs, and to ensure consistency in the management of procurement. Public Health Ontario's internal corporate procurement policy, originally drafted in July 2010 and last updated in November 2022, is based on this Directive.

During our audit, we reviewed details of procurement projects that were active as of May 31, 2023, and examined a sample of them. We found that Public Health Ontario did not always follow its own corporate procurement policy, which contributed to weaknesses in procurement governance and could have prevented the agency from achieving value for money. From 2018/19 to 2022/23, Public Health Ontario spent, on average, \$207 million per year in goods and services to operate its laboratory and deliver its science and public health programs.

4.3.1 Agency Staff Purchased Goods and Services from Vendors Using Purchasing Cards Rather than Procuring Them Competitively

We found that Public Health Ontario's laboratory staff were using purchasing cards (P Cards) in ways that are contrary to their intended purposes. As a result, we found instances where the agency did not acquire goods or services through an open, fair and transparent process.

According to the agency's procurement policy, P Cards are "primarily used for low value purchases" and may only be used for individual purchases valued under \$5,000 (or \$10,000 for senior staff) that are "not recurring transactions with a single vendor." The policy further clarifies that "a series of reasonably related transactions shall be considered as a single transaction for purposes of determining the required approval and authority levels." At the time of our audit, the agency had issued P Cards to 126 of its staff, 68 of whom were responsible for laboratory operations.

The corporate procurement policy further states that program areas are required to work with the procurement team "to assist in the planning and coordination of all procurement activities." However, the agency has not been enforcing this requirement. In fact, laboratory staff at Public Health Ontario can

procure goods and services on their own without having to go through the procurement team.

We found that staff from various laboratory sites at Public Health Ontario were using their P Cards to make recurring purchases of laboratory and healthcare supplies from the same vendor between 2018/19 and 2022/23. Although the individual purchases were under \$5,000, the cumulative value of the recurring transactions exceeded \$25,000—the amount above which purchases must be procured competitively according to procurement policies. As shown in Figure 12, we found that from 2018/19 to 2022/23, Public Health Ontario staff made almost 17,000 transactions on their P Cards with 30 different vendors, for a combined purchase value of over \$11 million over five years. Over \$4 million of this amount related to purchases from two vendors. According to Public Health Ontario, the use of P Cards is required for purchases below \$5,000 in the User Guide for the Vendor of Record arrangement with the top vendor. The User Guide was prepared by the then Ministry of Government and Consumer Services (now Ministry of Public and Business Service Delivery), Ontario Shared Services and Supply Chain Ontario. As a result, its staff have to follow this User Guide, resulting in recurring transactions using their P Cards. Regarding the second vendor, agency staff told us that, until recently, it accepted only P Cards as payment. Excluding the top two vendors, annual transaction values ranged from \$25,133 to \$222,283. Agency staff purchased laboratory equipment and supplies on a recurring basis from these vendors using their P Cards, when they should have instead procured these supplies and equipment competitively.

Our review of the individual transactions found that this practice, although limited to the agency's laboratory operations, was widespread across several laboratory sites. For example, in 2022/23, 35 staff across various laboratory sites cumulatively made 1,339 recurring purchases of medical laboratory and health-care supplies from a single vendor totalling over \$554,000. This is equivalent to an average of 39 recurring transactions per staff member for that year alone. According to Public Health Ontario, these recurring P Card transactions were done in accordance

Figure 12: Top 10 Vendors by Total Value of Recurring Transactions Charged to Purchasing Cards (P Cards) and Totals for All 30 Vendors, 2018/19-2022/23

Source of data: Public Health Ontario

	# of Years with	Value of Cha	rges (\$)	# of Cha	rges
Vendor #	P Card Charges >\$25,000	Total	Avg. per Year	Total	Avg. per Year
Top 10 Vendor	rs				
1	5	2,789,087	557,817	6,669	1,334
2	3	1,381,694	460,565	1,349	450
3	5	1,037,100	207,420	1,955	391
4	3	666,848	222,283	882	294
5	5	622,895	124,579	1,350	270
6	5	485,805	97,161	294	59
7	5	475,601	95,120	963	193
8	4	408,235	102,059	523	131
9	4	360,486	90,121	387	97
10	5	352,095	70,419	479	96
All 30 Vendors	S				
1-30	1-5	11,104,934	3,286,409	16,961	4,111

with the User Guide for the agency's arrangement with this vendor. We noted that the agency's P Card guidelines state that they are used to acquire goods and services that are not required frequently. According to Public Health Ontario, it has to follow this User Guide as opposed to its own procurement policy. This practice was also not limited to a single year. As shown in Figure 12, recurring P Card purchases exceeded \$25,000 in all the five years we analyzed.

The agency's finance team explained that for low-dollar and low-risk routine purchases, laboratory operations used P Cards instead of going through competitive procurement in these circumstances either because they needed to acquire the goods urgently, or, in cases where a contract existed between the agency and the vendor, because the contract did not cover the goods they needed. Additionally, they used P Cards for low-dollar and low-risk routine purchases when they needed to source from an alternative vendor if there were unforeseen supply shortages with the existing vendor. The dollar value of these recurring purchases, whether taken per year or cumulatively over the five years, should have required staff to

procure the goods and services competitively, either by soliciting quotes from at least three vendors or requesting bids from vendors. In either process, the procurement would have resulted in formal contracts with the chosen vendors, stipulating deliverables, payments and performance monitoring. However, because these transactions were made through P Cards, the agency's procurement team was not involved in these procurements, even though the team is responsible for monitoring the agency's compliance with both internal and public-sector procurement policies. At the time of our audit, the finance team did not periodically review P Card use across the agency to identify recurring transactions for which central procurement might be used without the need to use P Cards.

Our review of individual P Card limits noted that six of the cards have spending limits that range from \$35,000 to \$60,000, and one card has a limit of \$200,000 specifically for urgent COVID-19 pandemic-related purchases. According to Public Health Ontario, these exceptions were granted to meet operational needs resulting from the pandemic.

4.3.2 Vendor Progress and Performance Not Measured or Monitored

We found that Public Health Ontario does not have a formal process to track vendor performance and non-compliance, and does not always evaluate whether vendors have accomplished deliverables before it makes payment. As a result, procurement staff cannot easily verify, as part of their responsibilities to manage contracts, whether the vendor's work has been completed satisfactorily and whether the vendor met agreed upon terms before making payments.

Public Health Ontario's corporate procurement policy does not outline how to periodically monitor vendor performance and how to resolve matters of poor performance or non-compliance, even though the Directive outlines that vendor performance must be managed and documented, and any performance issues must be addressed.

Nonetheless, over half of the contracts we reviewed included requirements for the vendor to submit mandatory quarterly activity reports to Public Health Ontario that reflect all activities pertaining to the provision of goods and services. We requested copies of these reports submitted to Public Health Ontario for all contracts we reviewed, but the agency could not provide these reports for any contracts in our sample.

We also found that over half of the contracts we reviewed required the creation of a Contract Management Committee with representatives from Public Health Ontario and the vendor. The contract terms require the committee to meet regularly and conduct quarterly or semi-annual reviews of the vendors' fulfillment of the deliverables. We requested minutes of committee meetings; the agency informed us that the committees, though mentioned in the contracts, were never struck or acted upon. As a result, these reviews had not been completed at the time of our audit.

The procurement team told us that they regularly met with program staff to review contracts and discuss procurement issues, and that they had not identified performance issues with any of the vendors in our sample. However, they could not provide us with supporting documentation for 35% of our sample. In all

cases where the agency provided us with documentation, the communication between procurement staff and program area staff centred around clarification about contract terms and renewal options, with no discussion of the vendor's performance.

We noted that, as of May 31, 2023, 43 vendors had between two and seven active contracts with Public Health Ontario, with one vendor accounting for \$32 million in contracts. The value of the contracts with just these 43 vendors totalled \$108 million, which comprised 78% of the total value of all active contracts at the time. The multiple contracts with certain vendors highlight the importance of having a system in place to monitor and document vendor performance across different contracts.

The consequences of not monitoring vendor performance were evident in 2022 when Public Health Ontario paid a consulting firm almost \$50,000 to conduct a survey of staff to assess burnout, and recommend policies and practices to address agency staff burnout resulting from the COVID-19 pandemic. At the conclusion of the contract, the vendor recommended that Public Health Ontario develop initiatives to help staff become involved with self-help activities such as exercise and meditation. The vendor also recommended that the agency implement policies that would provide staff with sufficient time off to allow meaningful recovery from work stress. However, the agency already had these initiatives and policies in place at the time; it had provided the consultant with its existing initiatives and policies, but the consultants still made these recommendations. With proper vendor performance monitoring, this lapse would have been identified earlier, thereby preventing the redundant recommendations.

The lack of vendor performance tracking also hinders Public Health Ontario's ability to review its history with vendors to help inform its decision-making process when engaging a vendor for a new project. In our review of a sample of contracts, we noted that in 73% of cases, there was no discussion of the vendors' historical performance with the agency or evidence of reference checks to inquire about other organizations' past experience with the vendors. For example, four

of the contracts we reviewed, with a combined value of over \$32 million, were awarded to one vendor. The contracts had effective dates between March 2020 and April 2022 for terms of three to over six years. None of the documentation for any of the four contracts discussed the vendor's historical performance.

RECOMMENDATION 8

To help ensure that Public Health Ontario is using taxpayer money to procure goods and services in an open and transparent manner and is receiving value for money, we recommend that Public Health Ontario:

- review the use of purchasing cards at least on an annual basis to identify recurring transactions with vendors, and take corrective actions as necessary;
- monitor that payments to vendors are made only when goods and services have been satisfactorily delivered and within the contract ceiling price;
- evaluate vendor progress and performance in accordance with contract terms; and
- develop and implement a process to include evaluation results in the consideration of vendor selection in future projects.

PUBLIC HEALTH ONTARIO RESPONSE

Public Health Ontario accepts the recommendation. Prior to the pandemic, we had initiated a purchasing card (P Card) project to reduce P Card usage in Laboratory Operations. The project, which was paused during the COVID-19 pandemic, was restarted in April 2023 and is now expected to be completed by February 2024. Public Health Ontario also plans to augment our procurement practices to ensure that processes are in place to evaluate vendor progress and performance. We will develop and implement a risk-based vendor performance framework to support these processes.

4.4 Public Health Ontario Has No Succession Plan in Place for Specialized Management Roles

Public Health Ontario does not have a formal succession plan in place to identify when key roles may need to be filled, such as in the case of retirement. This leaves Public Health Ontario at risk of being without senior leadership and/or key specialized roles for long periods before the positions are filled, potentially affecting its ability to appropriately respond to public health risks, especially during times of emergency.

The agency employs a wide variety of specialized roles, such as medical laboratory technologists, public health physicians, epidemiologists, clinical microbiologists, scientists and more. The scientific and technical advice Public Health Ontario provides to its clients is dependent on having a skilled workforce and anticipating any changes in these highly specialized roles, so that the agency can continue to carry out its mandate without any setbacks.

The impact of not having a succession plan was felt during the COVID-19 pandemic, when between April 2020 and September 2021, Public Health Ontario lost its President and CEO, Chief Health Protection Officer, and Chief of Microbiology and Laboratory Science all in the span of 17 months. Except for the President and CEO role, which was filled temporarily by an existing executive, these positions were filled by promoting internal senior leaders at a time when Public Health Ontario was looked to for leadership. The position of President and CEO was filled in July 2022, more than two years after its temporary holder took on the role.

In its 2017/18 annual business plan, Public Health Ontario outlined a strategic direction to continue to improve employee engagement, which included piloting a succession planning process for senior leadership positions. Work on this had begun in 2019 prior to the pandemic, specifically with the laboratory, such as developing guiding documents to support the succession planning process. More recently, in its 2020/23 strategic plan, Public Health Ontario outlined a

goal to build leadership capacity, by developing and implementing a proactive approach to workforce and succession planning that enhances diversity and inclusion and improves continuity and consistency of services. At the time of our audit, Public Health Ontario had not fully realized this goal.

Public Health Ontario also does not track which senior leadership or specialized positions have had a successor identified internally, and has not set a target for when a successor should be identified before an anticipated departure. Further, the agency does not have a formal process to identify which staff, including those in senior leadership or specialized positions, are about to retire and therefore would leave a position vacant or without effective leadership. During our audit, in June 2023 the agency's new Chief of Health Promotion and Environmental Health Officer assumed the full responsibilities of the position only after a transition period that had begun with her predecessor's retirement in January 2023. The predecessor's retirement was known from May 2022, at which point a formal public recruitment began. However, this role required an experienced public health physician executive, and there was a limited pool of qualified candidates. Although the successful candidate accepted the position in March 2023, the responsibilities of the position were still being covered by agency executives for an additional three months, during which the successful candidate was transitioning to her new role.

Other jurisdictions have targeted goals in their strategic plans and annual reports for the proportion of prioritized positions they want to have a successor identified for internally. For example, Quebec's Institut national de santé publique has a stated objective to anticipate the retirement of staff members whose expertise plays a key role in the pursuit of the institute's mission, and to develop succession plans to offset the impact of such departures by focusing on the full potential of its personnel. The Quebec institute targeted 60% of its prioritized positions to have an internal successor identified in 2020/21.

RECOMMENDATION 9

To better prepare Public Health Ontario in continuing to deliver its mandate with the support of skilled staff and management, we recommend that Public Health Ontario:

- conduct an analysis to determine when senior positions and specialized roles are expected to become vacant;
- identify and develop potential talent from within the organization, or identify the need to recruit;
- develop and track key performance indicators that support succession planning; and
- develop and implement a succession plan for senior leadership and specialized roles.

PUBLIC HEALTH ONTARIO RESPONSE

Public Health Ontario accepts the recommendation. We are currently in the process of developing a new human resources strategy, which will include a focus on succession planning for the organization and will incorporate the elements described in the recommendation.

4.5 Continuous Improvement Efforts Needed to Collect Better Data on Performance Indicators

4.5.1 Public Health Ontario's Performance Indicators Mostly Measure Output Volume Instead of Client Satisfaction or Service Quality

Public Health Ontario establishes performance indicators as well as targets in its annual business plans; however, these indicators mostly focus on quantifying the output of the agency's operational activities rather than client satisfaction and actual performance of its core activities, making it difficult for the agency to demonstrate that it has been effective in meeting the needs of its clients. As early as 2018/19, Public Health Ontario acknow-ledged in its annual report that the performance of public health organizations is often difficult to assess quantitatively. The agency noted that it continued to explore new approaches to performance measurement to incorporate additional impact, value and outcome considerations. Its 2018 peer review also recommended that the current performance indicators could be reoriented to capture service quality rather than focusing largely on volume of services delivered. However, the agency has made little progress on this. It stated in its 2021/22 annual report that it did not advance this work substantively due to focusing on requirements relating to the COVID-19 pandemic.

At the time of our audit, Public Health Ontario was tracking performance indicators that are mostly volumetric. These include the number of knowledge products published on the agency's website, the number of visits to the agency's online data and analytic tools, and the number of scientific and technical support activities and data requests completed in response to clients and stakeholders.

With respect to measuring client satisfaction, the only performance indicator where satisfaction is directly measured is the percentage of professional development sessions achieving a client/stakeholder rating of at least 3.5 out of 5. The agency noted that it also measures the quality of its core activities and services through indicators of the percentage of laboratory tests completed within the target turnaround time that it has established, and the percentage of multi-jurisdictional outbreaks of diseases of public health significance that it assesses for further investigation within one day of being notified. In our view, these are indirect measures of client satisfaction. Public Health Ontario also noted that it frequently receives client feedback; however, these results are not shared publicly.

The agency informed us that, historically, it has conducted client satisfaction surveys via third-party marketing firms on a two-year cycle, with its last survey completed in 2016. Since then, the agency has

not sought these services due to government-imposed expenditure constraints.

In contrast, the Institut national de santé publique du Québec reported on more client-focused performance indicators such as clients' satisfaction with the usefulness of the institute's scientific productions to support them in their work, and satisfaction with its support for intervention with public health departments in the event of a public health threat (for more examples of these indicators, see Appendix 5).

Public Health Ontario informed us that it last fully reviewed its performance indicators during the development of its 2014–19 strategic plan. At that time, the agency reframed the performance scorecard reported in its annual reports to better align with its strategic direction. While it continues to review them on an annual basis, it plans to conduct its next full review of organizational performance measurement when it develops its next strategic plan, covering 2024–29.

4.5.2 Public Health Ontario Does Not Track or Report on Performance of Several Key Functions or Programs

Public Health Ontario's suite of performance indicators do not cover all its key functions, for example, the performance of its research ethics committee, environmental and occupational health program consults, or the agency's Locally Driven Collaborative Projects, explained in Section 2.2.5.

Public Health Ontario has contracts with 26 public health units to perform ethics reviews for local research these health units plan and conduct. According to the World Health Organization's Tool for Benchmarking Ethics Oversight of Health-Related Research with Human Participants, among the criteria research ethics committees should select to evaluate is time from a project application's submission to its approval. Public Health Ontario confirmed with us that it had not established clear definitions for the submission date of a project application for the purposes of tracking turnaround time.

We reviewed ethics reviews conducted by Public Health Ontario's research ethics committee for public health units from 2017/18 to 2022/23 using the date of receipt or, in lieu of that, the earliest indicated date, and found that on average it completed the reviews in seven weeks, ranging from one week to 18 weeks. When asked why this was not reported as a performance indicator, the agency informed us that it was still in the process of determining an appropriate performance indicator for ethics reviews, as the time it takes to grant approval may vary due to the quality of the application, including missing information or necessary follow-up with the applicants.

We looked to other public health agencies, and found that the joint ethics review board for Health Canada and the Public Health Agency of Canada reported on its review board turnaround time, citing an average of 42 days (six weeks) in 2021/22 from time of application submission to approval, and this was reported in its ethics review board's annual report. Tracking this metric and publicly reporting on it may allow Public Health Ontario to identify education opportunities for the agency to train public health units on best practices relating to the development of project applications, and a demonstrated record of efficiency will help as the agency works toward bringing the remaining public health units into agreements for its services.

4.5.3 Public Health Ontario Does Not Track or Report Uptake of Its Services by Public Health Issue

Between 2020/21 and 2022/23, Public Health Ontario on average received about 1,630 requests annually from all clients, including public health units, which represent about 50% of those requests. The agency internally tracks the number of requests by the responsible lead program areas that handle them, but not by public health issue. Tracking and reporting on incoming requests by public health issue, such as alcohol, cannabis, dental health, food safety and healthy eating, could help the agency better inform and advise the Ministry on the most topical issues on which public health units require assistance from Public Health Ontario throughout the year, which would in turn provide the Ministry with a more complete picture of public health events that require intervention throughout the year across all three pillars of the public health system.

As shown in Figure 13, between 2020/21 and 2022/23, Public Health Ontario's "health protection" was assigned as the lead program area for most of these requests, which includes communicable diseases, emergency preparedness and response. The high volume of requests in this program area likely corresponded with the COVID-19 pandemic and can

Figure 13: Lead Program Areas Where Public Health Ontario Received Requests from All Clients, 2020/21–2022/23

Source of data: Public Health Ontario

Lead Program Area	2020/21	2021/22	2022/23
Health Protection ¹	1,540	1,441	980
Environmental and Occupational Health	216	120	122
Health Promotion, Chronic Disease and Injury Prevention	77	35	57
Laboratory ²	126	115	49
Other ³	11	7	14
Total	1,970	1,718	1,222

- 1. Includes communicable diseases, emergency preparedness and response, infection prevention and control and antimicrobial stewardship.
- 2. Reflects the requests made primarily by public health units and the Ministry of Health; separate from support requests to the laboratory customer support centre.
- 3. Includes knowledge exchange and communications, strategy stakeholder relations, and legal and privacy.

be readily linked to that public health issue. However, program areas such as "environmental and occupational health" and "health promotion, chronic disease and injury prevention" cover a wide range of potential public health issues and yield less specific information to inform the full scope of issues raised by requestors. Public Health Ontario noted that the title and description of the request can be filtered for key words. However, this is not done regularly, and can result in inconsistency.

In addition, the agency reports publicly only on total volume of outputs but does not break down the total into program areas. For example, one of its performance indicators is "responses to client and stakeholder requests," which includes all program areas.

RECOMMENDATION 10

To increase its value and impact on public health units and other clients, we recommend that Public Health Ontario:

- conduct a jurisdictional scan of key performance indicators used by other public health agencies, focusing on those that measure client satisfaction;
- establish and collect data on key performance indicators that are focused on client satisfaction and outcomes;
- update the request tracking database to categorize requests according to public health issue, and report on this in its annual report; and
- publicly report on key performance indicators, including those that relate to client and stakeholder requests, broken down by program areas.

PUBLIC HEALTH ONTARIO RESPONSE

Public Health Ontario accepts the recommendation. As described in the report, we intend to complete a fundamental review of organization-wide performance measurement as part of the implementation of our new Strategic Plan for 2024–29. We will use that review as an opportunity to introduce additional performance indicators that are focused on client satisfaction and outcomes, informed by a jurisdictional scan of performance indicators used by other public health agencies. We also plan to make updates to our request tracking database at the start of the next fiscal year, which will enable reporting on client request performance indicators broken down by the lead program area and public health issue.

4.6 IT Governance and Operations of Public Health Ontario

We examined Public Health Ontario's information technology (IT) controls and processes related to user account management, cybersecurity and software management. Due to the nature of these findings and so as to minimize the risk of exposure for Public Health Ontario, we provided relevant details of our findings and recommendations directly to Public Health Ontario. Public Health Ontario agreed with the recommendations and committed to implementing them.

Appendix 1: Diseases of Public Health Significance under the *Health Protection* and *Promotion Act*

Disease	Communicable ¹	Virulent ²
Acquired immunodeficiency syndrome (AIDS)	✓	
Acute flaccid paralysis		
Amebiasis	✓	
Anaplasmosis		
Anthrax	✓	
Babesiosis		
Blastomycosis	✓	
Botulism	✓	
Brucellosis	✓	
Campylobacter enteritis	✓	***************************************
Carbapenemase-producing Enterobacteriaceae infection or colonization	✓	
Chancroid	✓	
Chickenpox (varicella)	✓	
Chlamydia trachomatis infections	✓	
Cholera	✓	✓
Clostridium difficile infection outbreaks in public hospitals	✓	
Creutzfeldt-Jakob disease, all types	✓	
Cryptosporidiosis	✓	
Cyclosporiasis	✓	
Diphtheria	✓	✓
Diseases caused by a novel coronavirus, including severe acute respiratory syndrome (SARS), Middle East respiratory syndrome (MERS) and coronavirus disease (COVID-19)	✓	
Echinococcus multilocularis infection	✓	
Encephalitis, primary, viral	✓	
Encephalitis, post-infectious, vaccine-related, subacute sclerosing panencephalitis, unspecified		
Food poisoning, all causes	✓	
Gastroenteritis, outbreaks in institutions and public hospitals	✓	
Gonorrhea	✓	✓
Group A streptococcal disease, invasive	✓	
Group B streptococcal disease, neonatal		
Haemophilus influenzae disease, all types, invasive	✓	
Hantavirus pulmonary syndrome	✓	
Hemorrhagic fevers, including Ebola virus disease, Marburg virus disease, Lassa fever, and other viral causes	✓	✓
Hepatitis A, viral	✓	
Hepatitis B, viral	✓	
Hepatitis C, viral	✓	

Disease	Communicable ¹	Virulent ²
Influenza	✓	
Legionellosis	✓	
Leprosy	✓	✓
Listeriosis	✓	
Lyme disease		
Measles	✓	
Meningitis, acute, including bacterial, viral and other	✓	
Meningococcal disease, invasive	✓	
Mumps	✓	
Ophthalmia neonatorum		
Paralytic shellfish poisoning	✓	
Paratyphoid fever	✓	
Pertussis (whooping cough)	✓	
Plague	✓	✓
Pneumococcal disease, invasive	✓	
Poliomyelitis, acute	✓	
Powassan virus		
Psittacosis/ornithosis	✓	
Q fever	✓	
Rabies	✓	
Respiratory infection outbreaks in institutions and public hospitals	✓	
Rubella	✓	
Rubella, congenital syndrome	✓	
Salmonellosis	✓	
Shigellosis	✓	
Smallpox and other orthopoxviruses, including monkeypox	✓	✓
Syphilis	✓	✓
Tetanus	✓	
Trichinosis	✓	
Tuberculosis Tuberculosis	✓	✓
- Fullaremia	✓	
Typhoid fever	✓	
Verotoxin-producing E. coli infection, including hemolytic uremic syndrome (HUS)	✓	
West Nile virus illness		
/ersiniosis	✓	

^{1.} An illness caused by pathogenic microorganisms, such as bacteria, viruses, parasites or fungi; can spread from the environment or from one person to another.

^{2.} A pathogen's or microorganism's ability to cause damage to a host, such as a human.

Appendix 2: Mandatory Requirements for Board-Governed Agencies per Agencies and Appointments Directive

Requirement	Details
Directives	 Must comply with all Treasury Board/Management Board of Cabinet (TB/MBC) directives whose application and scope cover board-governed agencies, unless exempted
Mandate reviews	Required once every six years
Mandate letter	 Provided to the agency in time to influence business plan, no later than 180 calendar days prior to the start of the agency's next fiscal year
Business plan	Must be submitted to Minister no later than one month before the start of the provincial agency's fiscal year
	Must be Minister approved
	 Must be submitted to Chief Administrative Officer or executive lead three months prior to the beginning of the agency's fiscal year
Annual Report	Must be submitted to Minister:
	 no later than 120 calendar days after the provincial agency's fiscal year-end, or where the Auditor General is the auditor of record, within 90 calendar days of the provincial agency's receipt of the audited financial statement
	 Minister must approve within 60 calendar days of the Ministry's receipt of the report
	 The Ministry must table an agency's annual report in the Legislative Assembly within 30 days of Minister's approval of the report
Compliance attestation	 Chairs of board-governed agencies must send a letter to the responsible Minister, at a date set by annual instructions, confirming their agency's compliance with legislation, directives and accounting and financial policies
	 To support the Chair, Chief Executive Officers of provincial agencies should attest to the Chair that the provincial agency is in compliance with mandatory requirements
Public posting	 MOU, business plan and annual report must be made available to the public on a government or provincial agency website within 30 calendar days of Minister's approval of each
	 Agency mandate letter must be made available to the public on a government or provincial agency website at the same time as the agency's business plan
	 Expense information for appointees and senior executives must be posted on a government or provincial agency website
Memorandum of	Must have a current MOU signed by the Chair and Minister
understanding (MOU)	 Upon a change in one of the parties, an MOU must be affirmed by all parties within six months
Risk assessment	Ministries are required to complete risk assessment evaluations for each provincial agency
evaluation	Ministries must report high risks to TB/MBC on a quarterly basis
Financial audit	Financial statements must be audited and reported based on meeting audit threshold criteria

Appendix 3: Jurisdictional Scan of Public Health Agencies in Canada

	Canada: Public Health Agency of Canada	British Columbia: BC Centre for Disease Control	Quebec: Institut national de santé publique du Québec
Mandate and function	 Contributes to disease and injury prevention and health promotion. Enhances sharing of surveillance information and knowledge of disease and injury. Provides federal leadership and accountability in managing public health events. Strengthens intergovernmental collaboration and facilitates national approaches to public health policy and planning. Serves as a central point for sharing public health expertise across Canada and with international partners, and for using this knowledge to inform and support Canada's public health priorities. 	Provides surveillance, detection, prevention, treatment, policy development, and health promotion programming to promote and protect the health of British Columbians.	Offers expertise and support to Quebec's Ministre de la Santé and the health sector.
Governing document(s)	Public Health Agency of Canada Act, 2006 Department of Health Act, 1996 Quarantine Act, 2005 Human Pathogens and Toxins Act, 2009	Societies Act, 2015 Provincial Health Services Authority (Authority) Constitution and By-Laws	The Act respecting Institut national de santé publique du Québec, 1998
Organization type	Agency	Non-profit/Agency	Agency
Governed by Board	No	Yes—part of the Authority	Yes

	Canada: Public Health Agency of Canada	British Columbia: BC Centre for Disease Control	Quebec: Institut national de santé publique du Québec
Reporting relationship	The President is the deputy head of the agency and reports to the Minister of Health. As part of the agency, the Chief Public Health Officer provides the Minister of Health and the President of the agency with scientific public health advice.	The Vice President, Population and Public Health, is the lead for the agency and reports to the CEO of the Authority. The CEO of the Authority reports to the Authority's Board Chair. The Board Chair of the Authority is the interface between the CEO and the Minister. The Provincial Health Officer reports to the Ministry of Health and is external to the agency but works with it on disease control, health protection and population health.	All Board members, including the Président-directeur général and Chair of the Board, are appointed by the government. The Board reports to the Minister. The province's Directeur national de santé publique reports to the sous-ministre à la Santé et aux Services sociaux and is external to the agency.
Board appointment process	Governor-in-Council appointment	Appointed by the government	Appointed by the government
# of full-time- equivalent employees	4,565	444	666

Appendix 4: Audit Criteria

- Effective governance and accountability structures are in place and operating to ensure Public Health Ontario operates costeffectively.
- 2. Public Health Ontario's role in Ontario's public health system is clearly defined, and understood by its clients, stakeholders and the public.
- 3. Public Health Ontario has access to and collects relevant data and provides timely and objective data analyses and advice to its clients that meet their needs.
- 4. Public Health Ontario has effective processes in place to support public health units in developing programs and capacity to help deliver public health services locally, and seeks to identify opportunities for minimizing duplication of efforts in the public health system and achieving efficiencies in the laboratory system.
- 5. Public Health Ontario has resources available to fulfill its mandate and allocates and uses them efficiently and effectively.
- Performance measures and targets are established, monitored and compared against actual results to ensure that the intended outcomes are achieved, and are publicly reported.
- Processes are in place to identify areas of improvement and to operate more efficiently and effectively, and changes are made on a timely basis.

Appendix 5: Institut national de santé publique du Québec Examples of Strategic Objectives Performance Measures, 2021/22

Source of data: Institut national de santé publique du Québec

	Indicators	Target (%)
Participate in relevant legislative and governmental processes	Rate of participation in parliamentary committees and selected public consultations	80
Support public departments in their regional partnerships	Response rate to requests for support from public health departments in health impact assessment	90
Support public health actors in integrating knowledge into their practices	Client satisfaction rate on the usefulness of scientific productions to support clients in their work	95
Continuously capture the needs of regional partners	Satisfaction rate regarding support for intervention with public health departments in the event of a threat to the health of the population	90
Deliver scientific products in a timely manner for decision-makers	Rate of compliance with the deadlines set out in the charter of prioritized projects	80



Office of the Auditor General of Ontario

20 Dundas Street West, Suite 1530 Toronto, Ontario M5G 2C2 www.auditor.on.ca

© i



April 16, 2024

Conservation Authorities and Natural Hazards Section Ministry of Natural Resources and Forestry – RPDPB By E-mail: ca.office@ontario.ca

Matthew Rae
MPP for Perth-Wellington
By E-mail: matthew.rae@pc.ola.org

RE: Conservation Authorities Act

Please note that in response to the attached Ministry of Natural Resources and Forestry's proposal "Regulation detailing new Minister's Permit and Review powers under the Conservation Authorities Act" on April 5, 2024, Council of the Municipality of West Perth at its Regular Council Meeting held on April 15, 2024, passed the following resolution:

RESOLUTION: 122/24

Moved By: Councillor Trentowsky

Seconded by: Councillor Duck

CARRIED

"That the Council for the Municipality of West Perth recommends to the province that any proposed changes contemplated by the province be put on hold until such time that the planning statement is finalized by the province and communicated to the municipalities and that this motion be circulated to the Association of Municipalities of Ontario (AMO) All Ontario Municipalities for support."

If you require further information, please do not hesitate to contact the Clerk's Department.



Daniel Hobson Manager of Legislative Services/Clerk Municipality of West Perth

cc: Matthew Rae, MPP for Perth-Wellington Association of Municipalities of Ontario (AMO) All Ontario Municipalities

Regulation detailing new Minister's Permit and Review powers under the Conservation Authorities Act.

ERO (Environmental

019-8320

Registry of Ontario)

number

Notice type

Regulation

Act Conservation Authorities Act, R.S.O. 1990

Posted by Ministry of Natural Resources and Forestry

Notice stage Proposal

Proposal posted April 5, 2024

Comment period April 5, 2024 - May 6, 2024 (31 days) Open

Last updated April 5, 2024

This consultation closes at 11:59 p.m.

on:

May 6, 2024

Proposal summary

We are proposing a regulation specifying the circumstances under which the Minister may issue an order to prevent a conservation authority from making a permitting decision and make the permitting decision in the place of a conservation authority or may undertake a review of a conservation authority permitting decision.

Proposal details

Conservation authorities regulate development and other activities through a permitting process under the *Conservation Authorities Act* for the purposes of natural hazard management and to protect people and property from natural hazards, such as flooding and erosion. Each conservation authority implements the permitting framework based on provincial legislation, regulatory

requirements, and technical standards, as well as conservation authority board-approved policies that outline how the conservation authority administers regulations locally.

Recently proclaimed provisions in the *Conservation Authorities Act* and associated regulations came into effect on April 1, 2024, including new powers for the Minister to 1) issue an order to prevent a conservation authority from issuing a permit and to take over the permitting process in the place of a conservation authority, and 2) review a conservation authority permit decision at the request of the applicant.

The Ministry is proposing a regulation which would set out the circumstances under which these powers could be used. If the regulation is approved, public guidance would be made available on the criteria and processes outlined in the regulation.

1. Permits issued by the Minister

Existing requirements under the Conservation Authorities Act regarding permits issued by the Minister under section 28.1.1 include:

- The Minister may issue an order directing a conservation authority not
 to issue a permit to a specific individual to engage in a specified activity,
 or to persons who may wish to engage in a certain type or class of
 activity, that would be prohibited under section 28 without a permit.
- The Minister's decision to issue an order is discretionary, and it may be issued either before or after an application for a permit has been submitted to the relevant conservation authority.
- Notice of any order must be provided to affected conservation authorities, any person who applied for the permit in question prior to the order and be posted on the Environmental Registry of Ontario (ERO (Environmental Registry of Ontario)) within 30-days.
- If an order made, the Minister has the power to issue a permit in place
 of the conservation authority. When making a permitting decision, the
 Minister is required to satisfy the same criteria concerning natural
 hazards and public safety that are considered by conservation
 authorities. This includes whether the activity is likely to affect the
 control of flooding, erosion, dynamic beaches or unstable soil or

bedrock. It also must consider whether the activity is likely to create conditions or circumstances that, in the event of a natural hazard, might jeopardize the health or safety of persons or result in the damage or destruction of property.

 The Minister may refuse the permit or issue a permit subject to such conditions as the Minister determines are appropriate.

Proposed additional requirements that would be set out in regulation include:

- The Minister may make an order to prevent a conservation authority from making a permitting decision and take over the permitting process only if the development activity or type or class of permits pertains to or supports a specified provincial interest, including:
 - o Housing (community, affordable and market-based)
 - Community services (health, long-term care, education, recreation socio-cultural, security and safety, environment)
 - Transportation infrastructure
 - o Buildings that facilitate economic development or employment
 - Mixed use developments
- If a proponent wishes to petition the Minister to issue an order, the proponent must submit a request to the Minister that would include information on:
 - o Overview of proposed development.
 - Why the Minister's involvement is requested (e.g., development of provincial interest, timing/urgency; permitting process to date if applicable; other barriers) and preferable to the standard process in the Conservation Authorities Act.
 - Indication of whether the local municipality has endorsed the project and the request for Minister's involvement (e.g., by municipal letter or resolution).
 - Status of other required project approvals including the extent of any engagement with the conservation authority in the permitting process that the applicant has had to date.

2. Permits reviewed by the Minister

Existing requirements under the *Conservation Authorities Act* relating to requests for review under section 28.1.2 regarding permits where there is an order made by the Minister of Municipal Affairs and Housing under section 34.1 or 47 of the *Planning Act* and section 28.1 regarding all other conservation authority permits include:

- An applicant who has been refused a permit or had conditions attached
 to a permit by a conservation authority to which the applicant objects
 can, within 15-days of receiving reasons for the authority's decision,
 submit a request to the Minister for the Minister to review the
 authority's decision. Alternatively, an applicant also has the option to
 appeal the authority's decision to the Ontario Land Tribunal.
- After receiving a request, the Minister has 30-days in which to decide
 whether or not they intend to conduct a review. If the Minister decides
 to conduct the review. a notice shall be posted on the <u>ERO</u>
 (Environmental Registry of Ontario) within 30-days of a reply indicating
 the Minister intends to review the decision by the authority. If the
 Minister does not reply within 30-days of the request, this is deemed to
 indicate that the Minister does not intend to conduct a review.
- After conducting a review, the Minister may confirm or vary the authority's decision or make any decision that the Minister considers appropriate, including issuing the permit subject to conditions.
- The Minister is required to base the decision on same criteria concerning natural hazards and public safety that are considered by conservation authorities. This includes whether the activity is likely to affect the control of flooding, erosion, dynamic beaches or unstable soil or bedrock. It also must consider whether the activity is likely to create conditions or circumstances that, in the event of a natural hazard, might jeopardize the health or safety of persons or result in the damage or destruction of property.

Proposed additional requirements that would be set out in regulation include:

- The Minister may conduct a review of a conservation authority permit decision only if the development activity pertains to or supports a development of specified provincial interest, including:
 - Housing (community, affordable and market-based)
 Page 331 of 415

- Community services (health, long-term care, education, recreation socio-cultural, security and safety, environment)
- Transportation infrastructure
- Buildings that facilitate economic development or employment
- Mixed use developments

Note: This criteria would not apply to permit reviews under section 28.1.2 regarding permits where there is an order made by the Minister of Municipal Affairs and Housing under section 34.1 or 47 of the *Planning Act*.

- The request submitted to the Minister for a review would include information on:
 - · Overview of proposed development.
 - If the request relates to conditions imposed by the conservation authority to which the applicant objects, identification of the specific conditions that are subject to the request for review, the changes requested to the conditions and the rationale in support of the requested changes.
 - If the request relates to an authority's decision to refuse a permit, the rationale in support of requesting that the Minister varies the decision and issues the permit.
 - Why the Minister's involvement is requested (e.g., development of provincial interest, timing/urgency; permitting process to date; other barriers) and preferable to alternative mechanisms in the Conservation Authorities Act.
 - Indication of whether the local municipality has endorsed the project and/or the request for Minister's involvement (e.g., by municipal letter or resolution).
 - Status of other required project approvals.

Regulatory impact analysis

By clearly communicating the circumstances under which the Minister would consider whether to issue an order to prevent a conservation authority from making a permitting decision and to make permitting decisions in place of a conservation authority or to review a conservation authority permitting decision, this proposal would ensure that development proponents pursue the appropriate permitting channel. Efficiently navigating the permitting process is

expected to help save proponents time and resources. We expect that there will be some minor administrative costs for development proponents based on the time needed to learn about and understand the proposed changes.

Supporting materials

Related links

Conservation Authorities Act
(https://www.ontario.ca/laws/statute/90c27#BK43)

O. Reg. 41/24: Prohibited Activities, Exemptions and Permits (https://www.ontario.ca/laws/regulation/240041)

View materials in person

Some supporting materials may not be available online. If this is the case, you can request to view the materials in person.

Get in touch with the office listed below to find out if materials are available.

MNRF - RPDPB - Resources Development Section 300 Water Steet 2nd Floor South Peterborough, ON K9J 3C7

Comment

Let us know what you think of our proposal.

Have questions? Get in touch with the contact person below. Please include the ERO (Environmental Registry of Ontario) number for this notice in your email or letter to the contact.

Read our commenting and privacy policies. (/page/commenting-privacy)

Submit by mail

Conservation Authorities and **Natural Hazards Section** Ministry of Natural Resources and Forestry - RPDPB 300 Water Street 2nd Floor South Tower Peterborough, ON K9J 3C7 Canada

Connect with

us

Contact

Conservation Authorities and **Natural Hazards Section**

cao-treasurer@tweed.ca

From:

Brad Robinson < BRobinson@ocwa.com>

Sent:

April 22, 2024 12:46 PM

To: Cc: 'Cathy.Chisholm@ontario.ca'
Maracle, Shayna (She/Her) (MECP); cao-treasurer@tweed.ca; Wesley Henneberry;

Amber Coupland; Julie Mulligan

Subject:

Tweed Lagoons Q1 bypass report

Attachments:

Tweed Sewage Lagoons Q1 2024 Bypass and Overflow Report.pdf

Good Afternoon

Please find attached the Q1 bypass report for the Tweed Lagoons.

Thanks and have a nice day.

Brad Robinson Process & Compliance Technician ONTARIO CLEAN WATER AGENCY Kawartha Trent Regional Hub P. 613-813-1257

E. brobinson@ocwa.com

Trent Valley Hub 131 St. Paul Street PO Box 20157 Belleville, Ontario K8N 5V1 Tel: (613) 962-5454 Fax: (613) 962-196

April 22, 2024

Cathy Chisholm
District Manager
Ministry of the Environment, Conservation and Parks
Kingston District Office

Dear Cathy Chisholm:

Re: Tweed Sewage Lagoon 2024 Q1 Bypass and Plant Overflow Event Report

This report is being issued under the Environmental Compliance Approval #5173-CKLQN8 Section 4(6) and Section 5(6) issued November 1st, 2022. ECA #5173-CKLQN8 was the regulatory document during this quarter. The Tweed Lagoons requires a quarterly *Bypass Event(s)* and *Overflow Event(s)* Summary Report be submitted to the District Manager, no later than February 15, May 15, August 15, and November 15 each calendar year.

There were no incidents of a Plant Bypass Event or Overflow Event at the Tweed Sewage Lagoons during the first quarter of 2024 (January, February and March).

Best regards,

Brad Robinson

Process and Compliance Technician

Ontario Clean Water Agency

(613) 813-1257

CC: Shayna Maracle, Provincial Officer/Water Inspector, MECP Gloria Raybone, CAO/Clerk-Treasurer, Municipality of Tweed Wes Henneberry, Regional Hub Manager (A), OCWA Amber Coupland, Senior Operations Manager, OCWA



A Word From Our CEO

Through the first quarter of 2024, we have attended various events and meetings with communities, their leaders, and valued stakeholders to build vital relationships with the people and communities who will influence the development of this passenger railway.

Their feedback will play a vital role in our planning and decision-making processes, guiding us toward completing a project that meets the needs of those it will serve. As we progress, thorough preparation remains our top priority. Taking the time to lay a solid foundation in the project's initial stages will ultimately allow us to move fast.

- Martin Imbleau

Forging Connections in Ontario and Québec

Québec

Addressing the Chamber of Commerce and Industry of Québec City on March 19th, Martin delivered a strong message. "The only way to avoid any risk is not to do it. Not doing it is certainly the costliest option financially, socially, and environmentally". He emphasized the vital role of this rapid passenger train in supporting Québec City's fast economic growth and development.





Ontario

As local transit systems expand, our communities become more connected. Our goal is to create a service that is the backbone of these networks while serving as a means of provincial and national economic growth. At the Toronto Region Board of Trade's Annual Transportation Symposium on March 26th, we emphasized this vision alongside industry leaders, including Ontario Minister of Transportation, Prabmeet Sarkaria.

Join our Team!

We're growing – and we want you to grow with us! At VIA HFR, we believe in the importance of collaboration, innovation, and development for everyone, whether you're an engineer, executive, or aspiring student. Join our team and be part of Canada's largest infrastructure project.



Explore opportunities

What's Ahead

In the coming weeks, we will be participating in events hosted by the Trois-Rivières Chamber of Commerce on May 8th, and the Toronto Railway Club on May 10th. **Connect with us on social media for updates.**

COUNCIL REPORT



April 25, 2024

This report highlights items considered by County Council at its last regular meeting on April 25, 2024. It is a summary and is provided for the interest of County employees.

County Council met in Council Chambers and virtually via Zoom, which was livestreamed on the County Facebook page.



Warden's Report to Council

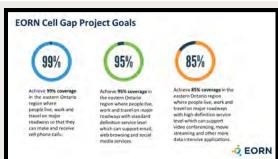
- His Honour began his remarks by stating the Land Acknowledgement to recognize the traditional First Nations, Métis, and Inuit territories of land in Canada and honour the original occupants of these lands.
 - Warden Mullin and CAO Dorey visited multiple member municipalities' Council meetings to do a presentation on Hastings County's Strategic Plan, including Tudor and Cashel, Madoc Township, Town of Deseronto, and Marmora and Lake.

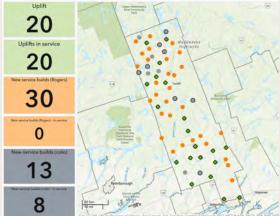
His Honour attended the Annual General Meeting of Conservation Ontario in Toronto on April 15th, and the Good Roads Conference, also in Toronto, from April 21st - 24th, where he presented two delegations along with Marmora and Lake.



Warden Mullin attended the grand opening of It's Your Time Fitness Centre in Tweed. They offer online and in-person classes, training, open gym and more. Also in attendance was, Owner Terry-Lynn Storms, Tweed Mayor Don DeGenova, Denise Gray on behalf of MP Shelby Kramp-Neuman and MPP Ric Bresee, and Tweed Community Development Coordinator Cindy Chow, as well as their friends, family, and community members.

Delegation - Eastern Ontario Regional Network





About Communal Servicing Systems

- Communal services, also known as shared drinking water and sewage systems, provide w and wastewater treatment to clusters of reside and businesses.
- . They are also to be referred to as decentralized systems or cluster systems
- These systems operate on principles similar to conventional municipal services but without the reliance on a single central facility where municipal water and sewer services are either not existent, or beyond the fiscal capacity of local



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Why Communal Servicing?

- Unlocks rural land and developme hindered by lack of traditional infrastructure.
- Reduces costs and wait times associated with traditional infrastructure.
- Increases density and land efficiency.
- Increases opportunities for mixed-use development.
- Not new technology! Proven technology already in use.



Jason St. Pierre, CAO, and Jim Pine, Indigenous Lead, from the Eastern Ontario Regional Network (EORN) gave an update to Council on the Cell Gap Project and other items.

Information regarding project goals, funding details, and the steps to construction, including the duty to consult with Indigenous communities and organizations by the Crown, were presented.

By the end of the project, the following updates will occur:

- a total of 312 upgrades to existing towers, including 20 in Hastings County
- 257 new towers built by Rogers, including 30 in Hastings County
- 75 new towers that are co-located with other providers, including 13 in Hastings County

To see the full presentation, click here.

They also spoke about EORN initiatives for 2024, including the 7 in 7+ Regional Housing Plan, and the development of a strategic plan.

They concluded by speaking about the benefits of Communal Servicing Systems, also known as shared drinking water and sewage systems that provide water and wastewater treatment to clusters of residences and businesses. These systems operate on principles similar to conventional municipal services but without the reliance on a single central facility where municipal water and sewer services are either non-existent, or beyond the fiscal capacity of local government.

CAO's Report

CAO Dorey began by announcing the signing of Dr. Jonathan Villa Alvarez, the 24th physician to sign on to Hastings County's Family Physician Recruitment Program. Mr. Dorey also spoke regarding the Memorandum of Understanding for Regional Physician Recruitment that Hastings County will be signing along with the City of Belleville, Prince Edward County, the City of Quinte West, and Municipality of Brighton. More information on both of these items will be given under the Finance, Property and Personnel Committee update.

A Special Resolution was supported by Council with regard to the interruption of the National Housing Strategy. The Resolution was brought forth from the Housing Strategic Committee which represents the 47 Service Managers in Ontario. The Committee raised the alarm this past week that there is still no resolution between the provincial and federal governments. The Resolution is to address the pausing in \$357 million in funding from the federal government for social housing support in Ontario as of April 1st, and is being brought forward to all service managers to be supported at their councils. This interruption is causing significant disruption to households and programs supported through this funding (Canada-Ontario Community Housing Initiative, Ontario Priorities Housing Initiative, and the Canada-Ontario Housing Benefit). In Hastings County, there are many residents who rely on these programs through rent supplement agreements, housing benefits, and housing allowances. The funding is also critical to maintaining the existing social housing stock. It is hopeful that this Resolution will help to resolve this situation as soon as possible.

Community and Human Services Committee Update

The Backyard Bonanza, free summer day camp program for children 4-12 residing in Community Housing in Belleville and Quinte West, will be fully in-person this summer for the first time since the pandemic interrupted it in 2020.

Hastings County received \$2.34 million in funding for 2024-2028, and \$292,000 in winter top-up funds under Reaching Home: Canada's Homelessness Strategy. Reaching Home is a community-based program aimed at preventing and reducing homelessness. The City of Belleville is a designated Reaching Home Community and Hastings County is the Community Entity responsible for receiving and administering this funding in alignment with the Reaching Home directives.

Hastings County is going to pursue funding opportunities to support the Community Response Team (CRT), an outreach team dedicated to supporting vulnerable homeless individuals. CRT members are located in Belleville (4 staff), Quinte West (1 staff), Madoc (1 staff) and Bancroft (.5 staff) but are responsive to Hastings County as a whole. In Belleville specifically, the CRT is engaged with the Drop-in Centre at Bridge Street United Church. In February 2024, due to a tainted drug supply that caused numerous overdoses at the drop-in, concern has mounted for the safety of the homeless population who use substances and frequent the Centre. To immediately increase support to this vulnerable population, the CRT and Hastings County Community Paramedics have partnered in an outreach capacity. More information will be provided in the Hastings/Quinte Emergency Services Committee summary.



Congratulations and thank you to Joanna Dickie for 10 years of service with Hastings County. Joanna was recognized at the Community and Human Services Committee meeting by Warden Mullin, Sheri-Lynn Collyer, Manager of Facilities Maintenance, and Committee Chair, Chris Malette.



Congratulations and thank you to Charlene Cripps for 10 years of service with Hastings County. Charlene was recognized at the Community and Human Services Committee meeting by Warden Mullin, Marilyn Forestell, Program Support Services Supervisor, and Committee Chair, Chris Malette.



Congratulations and thank you to Sheri-Lynn Collyer for 15 years of service with Hastings County. Sheri-Lynn was recognized at the Community and Human Services Committee meeting by the Director of Facilities, Matt Carty, Committee Chair, Chris Malette, and Warden Mullin.



Congratulations and thank you to Shannon-Tummon-Graham for 15 years of service with Hastings County. Shannon was recognized at the Community and Human Services Committee meeting by Assistant Manager of Housing, Michelle Lang, Committee Chair, Chris Malette, and Warden Mullin



Congratulations and thank you to Sierra Scanlon, Community Response Team Caseworker, on 15 years of service with Hastings County!

Hastings/Quinte Emergency Services Committee Update

Paramedic Services is purchasing the remaining 20 ambulance onboard computers that they began replacing in 2023.

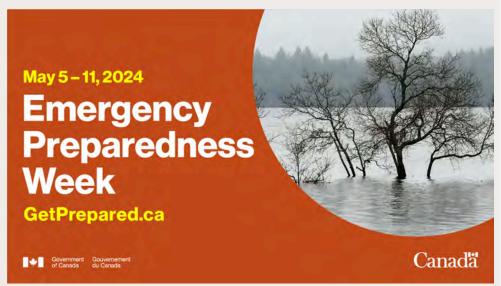
Hastings County is entering into a new agreement with Quinte Health to continue to provide offloading services at Belleville General Hospital (12 hours/day, 7 days/week) and Trenton Memorial Hospital (8 hours/day, 7 days/week).

In February 2024, due to a tainted drug supply that caused numerous overdoses at the drop-in, the Community Response Team (CRT) and Hastings County Community Paramedics have partnered in an outreach capacity to help ease some of the pressures on emergency services while bolstering support for the homeless community. Together they provide a focused response to the Drop-in Centre and surrounding areas. The Canadian Mental Health Association (Hastings & Prince Edward) has also joined this partnership with the provision of mental health support staff. The goal of the partnership is to provide low barrier emergent medical, mental health and substance use supports, alongside the longer-term wraparound stability and housing supports provided by the CRT for the homeless community while also easing pressures on emergency services. In the first week of operation, 911 calls dropped from 3.5 to 1.5 calls per day at the Bridge Street Church, with only 2 calls occurring during the operating hours of the outreach team. Hastings County is working with local community services and healthcare partners on a comprehensive proposal to address mental health and addictions in this area and will be seeking funding opportunities to support associated initiatives.





Hastings/Quinte
Paramedic Services
joined police and fire
department partners
and Quinte Health at
their four hospitals to
help raise awareness for
Organ and Tissue
Donation Month.



Warden Mullin declared May 5 - 11 as Emergency Preparedness Week. The week is a national awareness campaign coordinated by Public Safety Canada and is aimed at increasing individual preparedness in the event of an emergency. This year's theme is "Plan for every season."



Warden Mullin also declared May 19 - 25 as Paramedic Services Week in support of the Ontario Association of Paramedic Chiefs and the Paramedic Chiefs of Canada.

Hastings/Quinte Long-Term Care Committee Update

Hastings and Centennial Manors signed and submitted their required Annual Declaration of Compliance as part of the Long-Term Care Homes Service Accountability Agreement with Ontario Health.

Hastings Manor is applying for a grant of just over \$10,000 to the Royal Canadian Legion Ontario Provincial Command Branches and Ladies Auxiliaries Charitable Foundation for the purchase of a lift and Centennial Manor is applying for just over \$7,500 for the purchase of two vital signs machines.

Hastings Manor will be using funds from their donation contributions to purchase one

cybercyle recumbent bike, five blanket warmers, and six computer stations to enhance care, services, and quality of life to the residents.



Congratulations and thank you to Nancy Allman who celebrated 15 years of service supporting the residents at Hastings Manor in 2023!

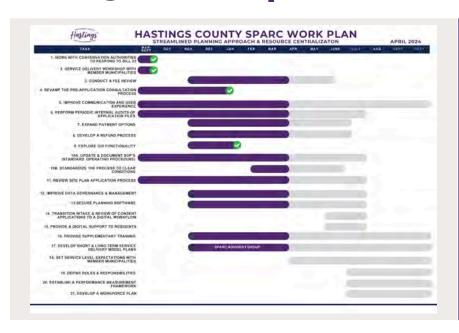


Congratulations and thank you to Tim Fobert on 15 years of service supporting residents at Hastings Manor!



Warden Mullin declared May 6 - 12 as Nursing Services Week in Hastings County.

Planning and Development Committee Update



Council received an update on the SPARC (Streamlined Planning Approach and Resource Centralization) workplan that will implement centralized planning services to support member municipalities.







Hastings County has rented and designed new billboards along Highway 62. Two billboards are in Madoc, and one is in Hastings Highlands. The billboards are a part of our "Be The One" campaign to inspire people to invest and open a business here in Hastings County and advertise our Small Business Coordinator resource.





We celebrated the grand opening of Skinkle's Pet Supplies & More! Located in Stirling, they are a one-stop shop for all pet supply needs. In attendance pictured L to R: Hastings County Economic and Tourism Development Manager, Andrew Redden, Township of Stirling-Rawdon Economic Development Officer, Michelle Detlor, Manager of Constituency Services for MPP Ric Bresee, Anita Ramski, Hastings County Councillor and Mayor of Tweed (on behalf of the Warden), Don DeGenova, owners Melissa and Josh Skinkle, Shelby Kramp-Neuman, MP and Store Manager Krystan.

We officially launched The Wildly Authentic Adventures of Timmy Boyle videos on YouTube and Social Media that see local Comedian Timmy Boyle experience some of the best that Hastings County has to offer in terms of Wildly Authentic Experiences. The videos can be found here.

Finance, Property and Personnel Committee Update

Hastings County is entering into a Memorandum of Understanding for Regional Physician Recruitment with our neighbouring municipalities - City of Belleville, City of Quinte West, Prince Edward County, and the Municipality of Brighton. Due to the shortage of family physicians in Ontario and Canada, many municipalities have developed recruitment programs and incentives similar to Hastings County, including our neighbouring municipalities. Through the Health PULSE (Partners United in Local Solutions for Everyone) partnership it was determined that it would be beneficial to develop a Memorandum of Understanding (MOU) between local municipalities that sets forth basic principles and guidelines with respect to supporting regional physician recruitment and retention.



Warden Bob Mullin announced that Dr. Jonathan Villa Alvarez has signed on to practice family medicine under the Family Physician Recruitment Program.

"Jonathan is the 24th physician to sign on to our program and will be joining Gateway Community Health Team in Tweed to begin practicing this summer," said Warden Bob Mullin.

Dr. Villa Alvarez went to medical school at the University of Ottawa and is completing his family medicine residency at Queen's University. "I am delighted to be signing on to practice family medicine in beautiful Hastings County," stated Dr. Villa Alvarez. "After experiencing the warmth and professionalism of the Gateway Community Health Centre firsthand, I couldn't be more excited. Their model of care resonates deeply with me, and I can't wait to contribute to this wonderful community starting in the summer!"

"The County's program has made a major impact on addressing the primary care needs across all of Hastings County," stated Warden Mullin.

Further information regarding other decisions approved by County Council and the full agenda package is available **here**.

Connor Dorey, Chief Administrative Officer

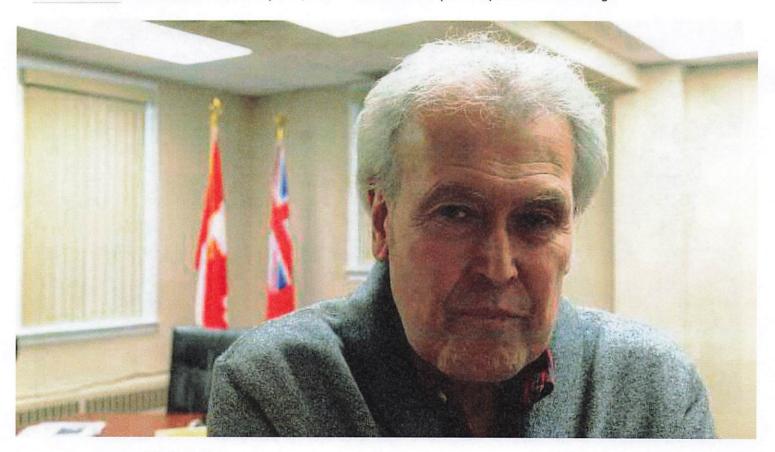


Ottawa

Provincial neglect risking infrastructure collapse, eastern Ontario mayors warn

Communities say 'insurmountable' costs will lead to bridge closures, maintenance delays

Dan Taekema · CBC News · Posted: Apr 30, 2024 12:00 PM EDT | Last Updated: 4 hours ago



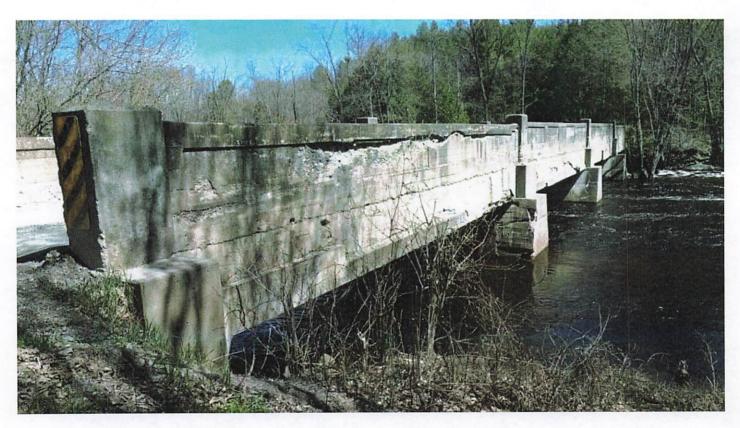
Tweed Mayor Don DeGenova says without support from the province, his community will have to close several bridges. (Dan Taekema/CBC)

If you want a sense of how the province has left small town Ontario in the lurch, Tweed Mayor Don DeGenova suggests taking a look at the bridge on Lost Channel Road.

The piers of the crossing are cracked and eroded. Great chunks are missing from its sides and there's a hole punched completely through the concrete, offering a view of the rapids below.

The bridge is so dilapidated the municipality's manager of public works said its most recent inspection rated it 19 out of a possible 100, considered "extremely poor."

"The major concern would be collapse," Ryan Reid explained. "We need to fix it now. If we can't come up with the funding, we really only have one choice."



Officials say the Lost Channel Bridge in Tweed, Ont., received a score of 19/100 during its most recent inspection and is at risk of closure. The crossing is shown in this photo from April 25, 2024. (Dan Taekema/CBC)

Replacing the structure will cost more than \$5 million, roughly equal to the entire amount the community along Highway 7 brings in each year by taxing its population Page 349 of 415

of just over 6,000.

Yet even if they could find the money, repairing one bridge won't fix Tweed's problems, said DeGenova, who became mayor in 2022.

There are six other bridges in similar condition, with similar budget-busting price tags, according to local officials.

While the provincial government trumpets its investments, it's done "diddly-squat" for rural eastern Ontario, according to DeGenova. Upper levels of government are "turning their backs" on the region and it's starting to collapse, he said.

"It can't continue because it's going to be the demise of us."

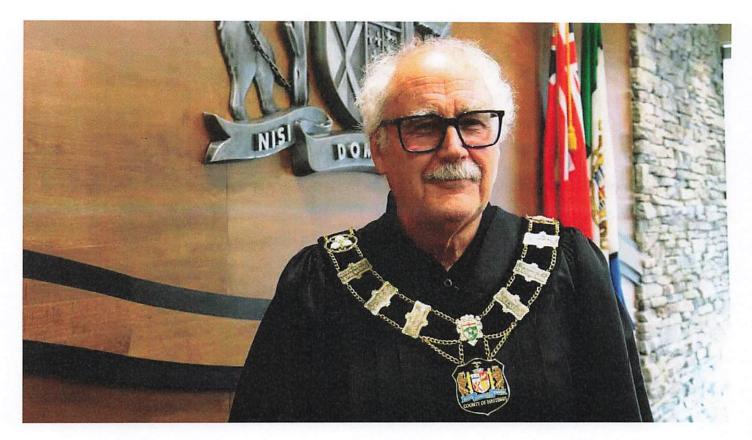
Communities call for provincial support

Other leaders in Hastings County — a region of 14 municipalities spread over nearly 160 kilometres between the Bay of Quinte and Algonquin Park — shared similar concerns following a county meeting last week.

They say they're facing double-digit tax increases, depleted reserves and maxed out borrowing limits, all while contemplating bridge closures, delaying road maintenance and putting off repairs to century-old infrastructure.

Several say they're frustrated with the provincial government over a lack of investment, part of a growing sense of abandonment as they see the province doling out support for larger centres while their needs are seemingly ignored.

Warden Bob Mullin of the Township of Stirling-Rawdon said his community is "confronted by tough decisions."



Hastings County Warden Bob Mullin said communities in the region are facing steep infrastructure costs and need support from upper levels of government. (Dan Taekema/CBC)

They've started renting equipment rather than buying it, dropping load limits on bridges, and are even going to pulverize a hardtop road to turn it back into gravel because that will be easier to maintain.

The township is now contemplating a tax hike in the "lower double digits," he said.

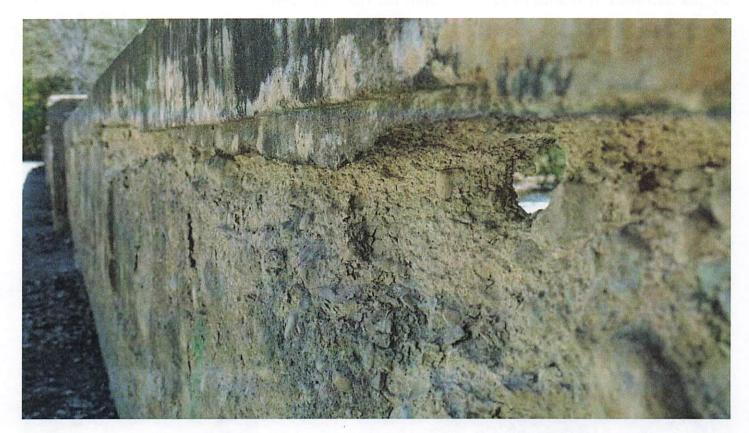
It's a situation that leaves both residents and their leaders unhappy with the state of municipal services, Mullin added.

"We're under strict guidelines [for] road repairs, minimum maintenance standards, and the fact that we can't reach those ... is very worrisome," he said.

Fears of closures without funding

The Municipality of Marmora and Lake has been patching up problems for years, but Mayor Jan O'Neill said it's no longer enough.

"We're at the critical stage," she explained. "In one to five years, we have a number of structures that we either need to close or we need to rebuild them."



A section of the Lost Channel Bridge is so badly damaged a hole offers a view of the rapids below. (Dan Taekema/CBC)

Her community raised taxes by 12.2 per cent this year, but even with the increase, O'Neill said the population of just over 4,000 can't hope to cover the costs headed its way.

"It's an insurmountable amount," she said, adding what's needed instead is a new formula.

The current system requires cash-strapped communities to pay for expensive reports and devote limited staff time to filling out complex applications in hopes of securing funding, "and most often, they're denied," O'Neill said.

Province says it paid out \$2.5M

That approach makes planning difficult, according to O'Neill, who said if she and other leaders had a better idea of what support they could expect from upper levels of government, it would help them plan for the long term.

In a statement, a spokesperson for Ontario's Ministry of Infrastructure said it provides formula-based funding to 425 rural municipalities for projects including roads, bridges and wastewater. Communities can save their grant funding for up to five years to cover larger projects.



Ontario Infrastructure Minister Kinga Surma speaks at a news conference in Toronto on April 18, 2023. (Heather Waldron/CBC)

The Ontario Community Infrastructure Fund paid out a combined \$2,510,634 to the 14 municipalities that make up Hastings County in 2024, the ministry wrote.

Ontario is also investing \$1 billion in a municipal housing infrastructure program, which will go toward roads and bridges. Hastings County communities will be eligible to apply for that money this summer, so long as those projects will enable housing, according to the statement.

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Like talking to the wall

Of the \$5.5 million Tweed brings in through taxes each year, its mayor says nearly 20 per cent goes to paying Ontario Provincial Police, another 10 per cent goes to insurance and the remaining funds have to be spread across fire services, recreation, 52 bridges and 800 kilometres of road.

"I could have been talking to that wall over there. The lack of empathy, a lack of understanding was so disconcerting that we left in a rage."

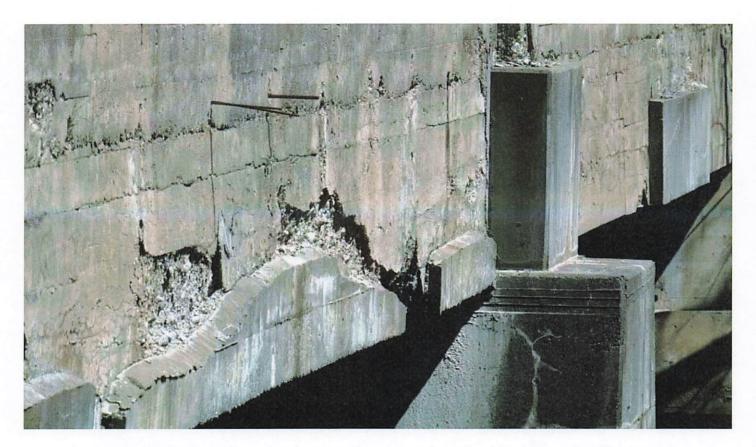
- Tweed Mayor Don DeGenova

Tweed's council started the 2024 budget cycle staring down a 54.4 per cent tax increase.

After significant cuts, including to all infrastructure projects, that was whittled down to the 17.8 per cent and passed.

Despite the increase, DeGenova said he expects some of the region's bridges will be shut down.

A <u>report about the Lost Channel Bridge</u> states that would mean detours for residents living in five homes on one side, and another four homes plus an apartment building on the other.



Large chunks are missing from the safety barriers along Lost Channel Bridge in Tweed. Officials say it needs to be replaced or repaired immediately. (Dan Taekema/CBC)

DeGenova said the closure would force school buses to change their routes, and the prospect has also sparked fears about ambulance response times.

The mayor tried to raise his concerns during a meeting with Infrastructure Minister Kinga Surma in January, but said his pleas fell on deaf ears.

"I could have been talking to that wall over there," he said, pointing. "The lack of empathy, a lack of understanding was so disconcerting that we left in a rage.

"People don't want to acknowledge that they have a role and a responsibility to helping small rural Ontario survive."

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Dear Shoreline Property Owner,

Thank you for ordering your personalized Love Your Lake shoreline property report!

Your report is full of important information about your shoreline property. You'll learn about what we've noticed about your shoreline and how it impacts your lake health and wildlife. We've outlined easy and affordable steps you can take to protect or restore your shoreline and provide suggestions that will directly impact the health of Stoco Lake. Your report also includes other important property information about erosion, docks, wildlife habitat and more.

Once you've had a chance to read through your shoreline property report, would you do us a favour and complete a short Evaluation Survey at LoveYourLake.ca? We would really love to know what you think about your report and it would help us serve you and your lake better.

We're committed to working with shoreline property owners across Canada, providing this free evaluation to help protect and improve your lake health and wildlife. You can help us deliver this program to more communities by donating at LoveYourLake.ca today!

We hope that you will make good use of your shoreline property report. If you have any questions about your report or the program, please contact Friends of Stoco Lake by visiting https://www.facebook. com/groups/1509064695989329/ or you can contact Watersheds Canada by visiting https://watersheds. ca.

Sincerely,

The Love Your Lake Team

Love Your Lake has been brought to Stoco Lake by:

Friends of Stoco Lake, Watersheds Canada, the Canadian Wildlife Federation and several enthusiastic volunteers! Thank you to everyone involved for making this program possible.

Friends of Stoco Lake



https://www.facebook.com/ groups/1509064695989329/ info@friendsofstocolake.ca

https://watersheds.ca loveyourlake@watersheds.ca 613-264-1244

For more information about the program, visit LoveYourLake.ca.

The Love Your Lake program is coordinated by



CanadianWildlifeFederation.ca





SHORELINE PROPERTY REPORT





Stoco Lake

Shoreline Property Report | Summer 2023

A project of



Watersheds Canada

(serving Eastern Ontario)

115-40 Sunset Boulevard Perth, Ontario K7H 2Y4

613. 264.1244 | loveyourlake@watersheds.ca Watersheds.ca

The Love Your Lake program is coordinated by









The Canadian Wildlife Federation and Watersheds Canada wish to thank the following for supporting the Love Your Lake program:













Rogers Foundation



degree of impact on and near the shore

Property-specific reports for each shoreline property owner outlining voluntary actions that improve the health of their lake

■ Follow up support on recommendations such as access to native plant sources, assistance with shoreline restoration, wildlife habitat creation and additional resources

For more information on this program, please visit LoveYourLake.ca.

About Shoreline Assessments

To create your personalized property report, trained f I staff travel around your lake during the summer, viewing each property from a boat.

For each property, photos are taken and recorded observations include:

- Classification of the shoreline
- Development such as docks, stairs, decks and retaining walls
- Terrestrial and aquatic wildlife habitat
- Presence / absence of natural shoreline vegetation
- Presence of erosion

RESTORATION OR PROTECTION OPPORTUNITIES

The observations recorded on a datasheet for each property is used to develop a personalized property report that is unique to your property. Along with information on actions you have already taken to protect your shoreline, you will find helpful tips on further actions you can take to improve your shoreline health. Not only will you benefit from a clean and healthy lake, but so will future generations and wildlife.

Recommendations may include:

- native planting
- erosion control
- wildlife habitat enhancements
- shoreline access improvements

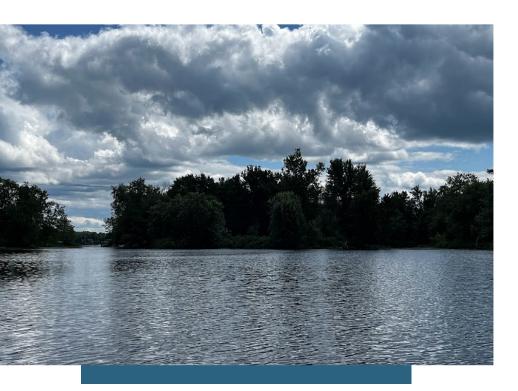
PROTECTING YOUR PRIVACY

The intent of the shoreline assessments and personalized property reports is to engage you in efforts to protect your lake. Many shoreline property owners have an interest in protecting water quality, yet may not know that their actions are negatively affecting water quality. These reports are developed to provide you with simple, effective recommendations that are relevant to your property! The assessment data is NOT used for regulatory purposes, and the project partners will not share personal information.



The overall goal of the Love Your Lake program is intended to help increase individual and community engagement on your lake for a cleaner, healthier lake for all to enjoy. Thank you to the many generous community volunteers for their enthusiasm and participation!

As this assessment is conducted from a boat there are limitations in what we can see and therefore record about your property. Some lakes may experience fluctuating water levels which could influence the content of the reports. Utmost care is taken to ensure accurate information is included in all reports. We do apologize if something is reflected incorrectly.



HIGHLIGHTS FOR YOUR SHORELINE PROPERTY

You have great vegetation along your shoreline.
You have great habitat on your property.

Please read your full report for more information.

Stoco Lake

Report # 54759

Address Butternut Island

Assessment # 12313280200465000000

GENERAL INFORMATION ABOUT SHORELINES

Shorelines are unique and sensitive areas that warrant special attention. Due to their ecological, aesthetic and recreational value, protecting waterfront properties benefits you and your lake. The purpose of this report is to suggest individual action you can take on your property to help maintain healthy water quality and improve wildlife habitat for Stoco Lake. In no way, do these suggestions imply that action must be taken. However, any changes made on individual properties will positively impact your lake.

A natural shoreline has important biological functions. First it acts as a filter, reducing the amount of pollutants that enter the lake. It protects against erosion by supporting the soil and provides vital habitat for fish and wildlife. The shallow waters and first 10-15 metres (30-50 feet) of shore around lakes and rivers contributes leaves, insects and wood to these ecosystems. These supplies are important sources of food and habitat for aquatic life. Keeping shorelines natural is the easiest way to protect water quality and the value of shoreline properties.

YOUR PROPERTY'S RIPARIAN ZONE

Riparian zones exhibit characteristics of both the terrestrial and aquatic ecosystems, as well has having unique properties of their own. It is the ribbon of trees, shrubs and grasses growing along your lake, extending back 30 metres (100 feet) from your shoreline. Natural and healthy riparian

Your Shoreline Property Report

zones are among the most productive and diverse environments on the planet, supporting a vibrant community of plants, microorganisms, insects, amphibians, reptiles, birds, mammals and fish.

Currently there appears to be no development on your shoreline property. If you decide to build on your property in the future, there are a few considerations to take into account. It is important to maintain a healthy shoreline buffer - a strip of trees, shrubs and grass lining the edge of your shoreline. By keeping as much natural vegetation as you can, you are helping to protect against erosion as well as trap and filter sediments, pathogens, pesticides, fertilizers and other nutrients that reduce water quality. Buffers also shade and cool the water, and provide protective cover for birds, mammals and other wildlife that feed, breed and rear young near water. When nutrients are not captured it can lead to the accelerated growth of algae and aquatic plants. For new developments on shoreline properties, it is recommended to leave 75% of your property natural, leaving 25% for your personal use. This will help protect the health of your property and the health of Stoco Lake, while still allowing you to enjoy your shoreline property. If you decide to create shoreline access in the future, by creating either a well-formed pathway that follows the contours of the slope or constructing raised, open-backed stairs, you can direct foot traffic leading to your shoreline and limit possible erosion in these high traffic areas. Covering pathways with wood chips, bark mulch, or crushed gravel will help reduce soil loss on the pathways; and, raised open-backed stairs will allow vegetation to grow underneath, helping to hold soils in place. During construction, it is important to take proper precautions to prevent soil erosion and runoff into your lake. Refer to the Shoreline Information Resource for more information.

Thank you for maintaining such a great shoreline buffer - the strip of trees, shrubs and grasses lining the edge of your shoreline. You're helping protect against erosion as well as trapping and filtering sediments, pathogens, pesticides, fertilizers and other nutrients that reduce water quality, harm the delicate gills of fish and smother the eggs of fish and small aquatic organisms essential to the food chain. When nutrients are not captured it can lead to accelerated growth of algae and aquatic plants. You're also shading and cooling the water, and you're providing protective cover for birds, mammals and other wildlife that feed, breed and rear young near water. The recommended ideal buffer depth is 30 metres (100 feet). However, if a 30-metre buffer is not possible, a shoreline buffer of any size is better than no buffer at all. See the Shoreline Information Resource for more information on buffers.

WILDLIFE HABITAT

You have several great habitat features on your property! By maintaining them you can continue to support wildlife. There are many different types of important habitats. Fallen trees and branches on your property provide essential habitat for small mammals, certain woodpeckers, toads and salamanders. Native meadows provide important wildlife habitat, help reduce soil erosion and help filter runoff. Brush piles provide small mammals with shelter from predators and sources of food. Dead standing trees provide great habitat for wildlife, including cavitynesting birds. To many birds and mammals, these trees are a vital source of food and shelter. Cavity trees (trees with holes in the trunk or branches) are used by many species of birds and mammals for creating nests, raising young and feeding.

SHORELINE ACCESS

The slope to your shoreline is moderate. In areas of exposed soil, this slope can be a source of erosion and runoff if not well covered by vegetation. We strongly recommend keeping any existing vegetation and enhancing it, if possible, with more native plants.

YOUR SHORELINE AND AQUATIC ZONE

A variety of aquatic plants and substrates is important to a healthy aquatic zone. Aquatic plants help maintain water quality and stabilize wave energy to help reduce erosion. The lake bed and plants provide growth surfaces for algae and insects, cover for prey species and protection for young fish. Many species of insects, fish, birds, amphibians and reptiles all depend on the resources provided by the aquatic zone during at least a portion of their lives.

AQUATIC HABITAT

You have aquatic vegetation along your shoreline — an important part of a healthy lake environment, especially in shoreline areas. These plants provide food and habitat to a variety of wildlife species, including mammals, waterfowl, reptiles and fish. Aquatic plants also maintain water quality by stabilizing sediments, oxygenating the water and taking up nutrients. By maintaining this aquatic vegetation, you will support a healthy lake environment.

The wetland bordering your shoreline is a very important component of the lake ecosystem. Wetlands are home to fish, birds, amphibians and other wildlife. They provide fish with spawning and nursery areas and provide other wildlife with shelter, nesting sites and food sources. Wetlands also play a key role in controlling floods by absorbing rain water and snow melt and slowly releasing it into the lake during dry periods. By maintaining the wetland vegetation along your shoreline, you can contribute to the health of this important habitat for Stoco Lake.

The majority of your shoreline has vegetation overhanging the water - great work! Overhanging vegetation shades and cools the water and provides important habitat for wildlife, including fish, amphibians and reptiles. Fish and frogs often feed and spawn below overhanging vegetation and the leaves, twigs, fruit, flowers and even insects found on overhanging vegetation provide an important food source for many species. Continue to allow native trees and shrubs to grow along your shoreline. By maintaining this vegetation, you will continue to provide shade and cover for species that feed, breed and rear young in and around water.

You have little to no woody debris along your shoreline. Fallen trees, logs and large branches that are partially or fully in the water reduce erosion, provide insects with resting sites and offer fish and amphibians protective cover and shade. Some fish species use these wood features for spawning and nest protection. You can help bring this important feature back to your shoreline by keeping any shoreline vegetation that you currently have and by planting native trees and shrubs along your shoreline to help jump start the process. In the future, if trees fall on your property or wood accumulates, allow these features to remain in place when safe to do so. You will be helping to contribute to the health of Stoco Lake. Please note that removing these features from the water may require a permit.

The aquatic substrate (the rocks and sediments making up the lake bottom) is a very important part of the lake. Aquatic substrates can be made up of bedrock, boulders, gravel, sand, fine

Your Shoreline Property Report

sediments or organic matter. Aquatic substrate provides nutrients for aquatic plants, food sources and cover for insects, and spawning and rearing habitat for fish. It is important to maintain the aquatic substrate that is found in Stoco Lake.

INVASIVE SPECIES

Invasive species are those that originate from other countries or regions, and most are introduced through human activities. For more information on aquatic invasive species, refer to the Shoreline Information Resource. We noticed Purple Loosestrife along your shoreline. Purple Loosestrife is an invasive wetland plant that establishes itself in wetlands, ditches and disturbed areas. It crowds out native plants and can significantly reduce nutrient intake for other plants. It has thick woody stems and can grow up to 2.5 metres high and 1.5 metres wide. Its leaves range from three to ten centimetres in length. It has a pink/purplish flower and individual flowers have five to seven petals. An individual Purple Loosestrife plant can produce millions of seeds each year. You can help reduce the spread of Purple Loosestrife by planting only native species in your garden. Also avoid areas that are known to contain this plant, and if you come into contact with it, brush off clothing and clean equipment to prevent seeds from spreading. We noticed Zebra Mussels along your shoreline. Zebra Mussels are freshwater bivalves that typically grow around hardened structures such as docks, boats and retaining walls. Zebra Mussels filter nutrients out of water, ultimately altering food webs. They can also result in harmful algal blooms, affect fish spawning habitat and can be a nuisance to recreational activities. To help prevent the spread of Zebra Mussels, carefully inspect and clean your boats, trailers or other recreational equipment before entering a new waterbody and remove any plants, animals and substrate. Drain excess water while on land from motors, live wells, bilges and transom wells. Don't forget to rinse recreational equipment at a high pressure with hot water, then allow your equipment to dry on land.

SEPTIC

Island properties often have less land available between the cottage and the lake for underground water filtration and above ground buffers. This land is important to cleanse wastewater before re-entering the lake. Because your property is located on an island, you may have additional challenges to maintain your septic or wastewater treatment system. Installing a composting toilet can reduce 90% of the concentrated solid wastes from entering the septic tank, which can reduce the need for an island pump out.

If you have a septic system or holding tank, maintaining it is one of the most effective ways to protect Stoco Lake. When not functioning properly, these systems can leach phosphates, nitrates, pathogens and other contaminants directly into the lake and groundwater. This can contribute to algal blooms, decreased water quality and create health risks to people, wildlife and fish. You can maintain your septic system properly by having it inspected regularly, pumping it every three to five years and making repairs when necessary. By using an effluent filter, you can extend the life of your system by preventing sediments from the tank from entering the drain field, which can lead to clogged pipes. These filters should be cleaned yearly to maintain proper flows. You can maintain your holding tank by having it inspected every one to three years, having a licensed contractor pump your holding tank regularly and making repairs when necessary. For

Your Shoreline Property Report

more information on septic system and holding tank care, refer to the Shoreline Information Resource.

Your property provides wildlife habitat and helps protect the water quality of Stoco Lake. By maintaining its natural beauty, you can enjoy the benefits for years to come. The following Shoreline Information Resource contains tips for maintaining a healthy shoreline property, and resources for more information.

Your Shoreline Property Report

The Natural Edge Program

Shorelines are one of the richest environments on earth, but they are also among the most threatened. Shorelines are the "ribbon of life" where 90% of lake life and 70% of terrestrial life is born, raised, and fed.

The Natural Edge Program provides shoreline property owners with tools to naturalize their shoreline by creating a planting plan using native trees, shrubs, wildflowers. Watersheds Canada supplies all materials



and expertise during the process at a reduced cost to the landowner. We are connected with partners across Canada who use our Native Plant Database and iOS App to make every project a success.



Freshwater Stewardship Community

This free, online community is a centralized place for individuals, river and lake associations, students, and Indigenous and grassroots groups to connect and work together to protect their freshwater. Join over 2,200 Canadians who attend monthly webinars, use education resources, and network with other stewards across the country to take action!





Planning for our Shorelands

Watersheds Canada and its program steering committee are leading the path towards an ecosystem-based approach to land use management. Planning for our Shorelands is for municipal staff, waterfront property owners, elected officials, and everyone who cares about decisions affecting the future enjoyment of our waterways. It is a growing

information hub where the science of natural climate solutions is explained in plain language, practical toolkits are created and shared, and education and outreach on the numerous benefits of shoreland restoration is provided.



Nature Discovery Programming

Use Watersheds Canada's free Ontario-curriculum linked lesson plans, activity sheets, videos, and more to help your family connect with your local freshwater and nature!

2023 Partners

Thank you to all our partner organizations and volunteers for making Love Your Lake such a success this year!

Chaffey's Area Lakes Association (CALA) c/o 8 Wild Apple Lane, Elgin, ON K0G 1E0 https://remembercala.ca/ remembercala@gmail.com



Shawano Ratepayers Inc. https://shawano.ca/



Inverary Lake Association kuzmam@kingston.net

Twin Sister Lakes Rate Payers Association (TSLRA) https://www.facebook.com/groups/646212618796799/

Friends of Stoco Lake info@friendsofstocolake.ca https://www.facebook.com/groups/1509064695989329/

Fish Habitat Programs



Looking to protect, enhance, or restore freshwater fish habitat on your lake? Partner with Watersheds Canada to restore walleye or trout spawning beds, enhance cold-water creek habitats, or add woody debris back with brush

bundle projects. Also use a free Fish Habitat Enhancement Toolkit which helps grassroots groups identify suitable sites for fish projects.

Connect With Us Online!





WatershedsCanada



@WatershedsCAN



@WatershedsCanada



Watersheds Canada



watersheds.ca/blog



Watersheds Canada

Eastern Ontario Contacts

EASTERN ONTARIO CONTACTS

Fisheries and Oceans Canada (DFO)

867 Lakeshore Rd Burlington, ON L7S 1A1 (905) 336-4999 dfo-mpo.gc.ca/index-eng.htm

Ministry of the Environment, Conservation and Parks

8th floor, 5775 Yonge St. North York, ON M2M 4J1 1-800-810-8048 | ontario.ca/page/ministry-environment-conservation-parks

Ministry of Natural Resources and Forestry

300 Water St.
Peterborough, ON K9J 8M5
1-866-686-6072 | ontario.ca/page/ministry-natural-resources-and-forestry

NATIVE PLANT SOURCES

Ferguson Tree Nursery

Tree and shrub seedlings
275 County Rd 44
Kemptville, ON KOG 1J0
(613) 258-0110
admin@fergusontreenursery.ca | fergusontreenursery.ca

Natural Themes Native Plant Nursery & Organically Grown Produce

219 Maybee Rd Frankford, ON K0K 2C0 navheifarms.com/

Grow Wild! Native Plant Nursery

3784 Hwy 7 Omemee, ON KOL 2W0 nativeplantnursery.ca/

Richardson's Pineneedle Farms

423 Highway #35 Box 220 Pontypool, ON LOA 1K0 (705) 277-9993 pineneedlefarms.ca

CONSERVATION AUTHORITIES

Cataraqui Conservation

1641 Perth Rd, P.O. Box 160 Glenburnie, ON, K0H 1S0 cataraquiconservation.ca

Rideau Valley Conservation Authority

3889 Rideau Valley Dr Manotick, ON K4M 1A5 rvca.ca

Crowe Valley Conservation Authority

70 Hughes Lane, Box 416 Marmora, ON K0K 2M0 crowevalley.com

Quinte Conservation

2061 Old Highway 2 Belleville, ON K8N 4Z2 quinteconservation.ca

OTHER CONTACTS

Township of Rideau Lakes

1439 County Road 8 Delta, ON K0E 1G0 (613) 928-2251 or 1-800-928-2250 rideaulakes.ca

Municipality of Marmora and Lake

12 Bursthall St. P.O. Box 459 Marmora, ON KOK 2M0 (613) 472-2629 or 1-866-518-2282 marmoraandlake.ca

Municipality of Tweed

255 Metcalfe St. Postal Bag 729 Tweed, ON KOK 3J0 (613) 478-2535 | tweed.ca

South Frontenac Township

4432 George St. Box 100 Sydenham ON, K0H 2T0 southfrontenac.net

Federation of Ontario Cottagers' Associations

foca.on.ca

The Natural Edge Planting Program

naturaledge.watersheds.ca

Water Rangers | waterrangers.ca

Ontario's Invading Species Awareness Program

invadingspecies.com



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H ealthy shorelines are vital to maintaining the overall health of lakes and other bodies of water. Shorelines help filter pollutants, protect against erosion and provide habitat for fish and other wildlife.

Shorelines are some of the most ecologically productive places on Earth. They support plants, microorganisms, insects, amphibians, birds, mammals and fish.

1

The first 10 to 15 metres of land surrounding lakes and rivers contributes leaves, insects and wood to these ecosystems which are important sources of food and habitat for aquatic life. Sometimes called the ribbon of life, these areas are up to 500 per cent more diverse than other areas upland from lakes and rivers.

THE FUNCTIONS OF A HEALTHY SHORELINE

1. Help Maintain Clean Water/Water Quality The shoreline vegetation on your property is y

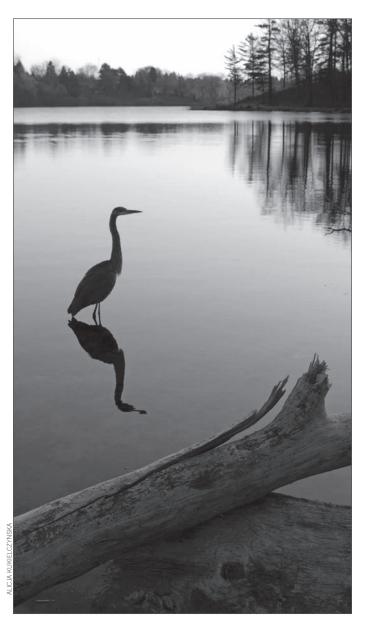
The shoreline vegetation on your property is vital to retaining, treating and filtering surface runoff before it can reach the water. Runoff is rain and melted snow that runs along the surface of the ground. Runoff can contain pollutants such as fertilizers, pesticides, sediment, manure, pet feces, trash, motor fluids (oil, grease, gas) and road salt. These pollutants have negative effects on our waterways: nutrients act as fertilizers, which stimulate algae and plant growth contributing to algal blooms; pathogens can contaminate drinking water and sediment affects fish habitat and nursery areas.

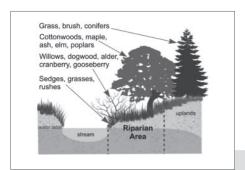
2. Prevent Soil Erosion

The underground root systems of shoreline vegetation help keep soil in place and prevent topsoil from being exposed and washed away into the lake or river.

3. Reduce Impacts of Flooding

Well-vegetated shorelines provide barriers against moving water by slowing the water's movement downstream and by reducing the force, height and volume of floodwaters. This allows them to spread out horizontally across the floodplain, thereby reducing the potential for damage to your property. 4. Provide Wildlife with Food and Habitat
Shorelines are vital to many different animals
throughout their development and life. Healthy
shorelines protect wildlife from weather and
predators; woody debris, such as tree trunks or roots
in the water provide cover for fish to hide, basking
areas for turtles and resting sites for waterfowl.





COMMON SIGNS OF A HEALTHY SHORELINE

- Lots of native vegetation
- Different levels of vegetation, from taller trees to smaller shrubs and plants
- Deadwood, rocks and stones
- Birds, fish and other wildlife



COMMON SIGNS OF AN UNHEALTHY SHORELINE

- Area(s) cleared of all or most vegetation
- Lawn that extends right to the water's edge
- The natural shoreline replaced by a hardened structure such as a breakwall or gabion baskets (large stones contained in wire baskets)
- Problems such as shoreline erosion and poor water quality
- Prominent algal blooms

? Did you know?

SHORELINE ECOSYSTEMS

- WHAT YOU SHOULD KNOW

On a shoreline there are three overlapping but distinct zones that contribute to the overall health of a property.

1. Upland Zone

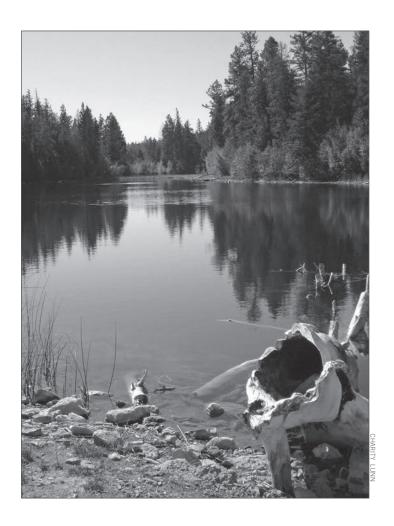
Generally, this higher and drier ground will be home to various trees and shrubs, along with animals that prefer shoreline habitat. This area, depending on when your home or cottage was built, is often the zone where the residence is located.

2. Riparian Zone

This zone is the transitional area between dry land and water. Here you will find a wide variety of plants and wildlife because water provides organisms with food and shelter. The vegetation in this area of your property helps reduce runoff and soil erosion. It also shades and cools shallow water.

3. Littoral Zone

The littoral zone extends from the water's edge to the area in the lake where sunlight no longer penetrates. It is home to organisms such as algae and aquatic plants, fish, amphibians and waterfowl.



*

GENERAL DISCLAIMER

The need for permits for work in or near water, and the governing body responsible for those permits, varies from region to region. Be sure to check with your local municipality, conservation authority (if applicable), appropriate provincial ministry and/or appropriate federal department for the permits to do work in or around water. See the contact information at the end of this report for a list of these organizations.



A buffer is a permanent strip of trees, shrubs, grasses and ground cover alongside a watercourse that helps to protect or buffer the water body from impacts, both natural and human-induced. The proper size for the buffer strip is unique to each property and is dependent on the property owner's preferences. The best buffer strip is one that is at least 30 metres wide and extends from the lake upland. A buffer strip of this

2

size is not feasible in all areas; however, any size buffer is better than none at all.

Without buffers a shoreline can experience accelerated runoff, increased erosion and a greater quantity of nutrients entering the water, particularly nitrates and phosphates. Large amounts of these nutrients are harmful to aquatic environments, triggering a process known as cultural eutrophication. Cultural eutrophication stimulates massive algal blooms, which can result in a water body that is so polluted and void of oxygen that it is unable to support many plants and animals.

HOW TO IMPROVE YOUR SHORELINE BUFFER

Before beginning a buffer strip, consider how the lot is laid out, how the property is used (e.g., as a pathway or for recreation), how large your budget is, how much time you want to spend on it, what you want it to look like and how much privacy you would like. There are three available buffer options:

1. Natural

- Decide what size buffer you would like the bigger, the better
- Stop mowing and let nature take over. Dormant seeds, as well as seeds brought by birds and other wildlife, will start to grow
- Leave natural debris such as fallen trees, stumps and boulders in place (if they are not hazardous)
- Weed out competing and invasive species, especially in highly developed areas

2. Enhanced

Help nature along by actively planting a few native plants. This will allow the buffer to be established more quickly than by natural processes alone.

3. Landscaped

Combine the important functions of a natural shoreline with the visual appeal of plants, welldefined and curving edges and other accents like benches and stepping stones. Please see page 28 for information on shoreline access and landscaping.





SHORELINE PLANTING TIPS

When naturalizing your shoreline:

1. Plant Native Species of Plants

Survey the area around your property and take note of the plants and trees that are abundant and healthy. This will give you an indication of what type of vegetation will have the best chance for success on your property.

2. Plant a Variety of Species and Ages

Planting a variety of native species and species of various ages will increase the diversity on your property and help minimize the chance of a disease being transferred from the new plants to the already existing plants.

- For more information on species and where and when to plant, see
 - naturaledge.watersheds.ca/plant-database
 - GardeningForWildlife.ca
 - ontariotrees.com



Shoreline erosion is a common and natural process that many waterfront properties encounter. There are various causes for shoreline erosion that all have the same outcome: a loss of valuable waterfront property that can result in unsafe shorelines and deteriorating natural shoreline environments.

3

The process of erosion from ice, wind or water is natural but normally occurs at a very slow rate, much slower than we would notice. Altering the natural features on your property can accelerate this process and create unsafe conditions.

By taking preventative measures you can help control erosion on your property, helping create and maintain a strong and healthy shoreline.

HUMAN DISTURBANCES

In addition to natural erosion, there are a number of human disturbances that can greatly accelerate the rate of shoreline erosion:

- Removal of Shoreline Vegetation Without plants to grip the soil with their roots, erosive forces such as wind, rain and waves can erode soil into the water
- Runoff When the vegetation of a shoreline is replaced by a hard surface like patio stones or pavement, water flows along these surfaces rather than soaking into the ground
- Boat Wake Motorized watercraft create waves, which wash onto the shoreline and eat away at the soil bit by bit
- Construction Construction along or near the shoreline can contribute to erosion if proper precautions aren't taken; cleared lots and freshly exposed soil are particularly susceptible to erosion
- Foot Traffic When you travel the same routes on your property over and over again, the vegetation ends up trampled, creating areas of bare soil. If the soil isn't covered up by gravel, mulch or wood

- chips it becomes susceptible to wind, rain and other causes of erosion
- Shoreline Alterations Alterations to a shoreline can cause significant erosion; when vegetation along the shoreline is replaced by hard structures such as break walls, wave energy is no longer absorbed but is deflected onto neighbouring shorelines, where it can cause erosion

IMPACTS OF EROSION

Sediments deposited as a result of erosion are considered pollutants when excessive levels due to human activities occur. Sediment is one of the most common pollutants in rivers, streams and lakes. Most comes from upland erosion, but some comes from shoreline erosion, which affects water quality, wildlife habitat and shoreline stability.

HOW TO PREVENT EROSION

There are a number of steps you can take to protect your property and prevent erosion:

1. Protect the Natural Shoreline

The best insurance policy against erosion is to retain the natural characteristics of the shoreline. This means keeping lots of vegetation, maintaining a good buffer strip (no mowing up to the water's edge) and leaving in place all of the stones, boulders, snags and dead branches found along the shoreline. These materials absorb the energy from erosive forces like waves and keep the shoreline "glued" together.

2. Reduce Runoff

Wherever possible plant and retain native vegetation to keep large amounts of runoff from entering the lake. In addition, encourage rainwater to infiltrate the soil rather than travelling over it, where it can wash the soil away. To encourage

infiltration, minimize the amount of paved or hard surfaces on your property (i.e., driveways, decks, patios). Runoff from the driveway can be directed into a settling area, and runoff from the roof should go into a rain barrel or soaking area. This will help maintain the natural, gradual water renewal



process rather than allowing large volumes of water to enter the river or lake at one time.

3. Minimize the Wake from Boats (and Other Motorized Watercraft)

Boat wakes not only erode the shoreline, but they can also disturb aquatic ecosystems, swamp the nests of loons and other waterfowl, damage docks and boats, upset canoes and small boats and endanger swimmers. The best way to reduce the effects of boat wash and wake on shorelines is to simply slow down. In Ontario, by law, boats must slow down to 10 kilometres per hour within 30 metres of the shore. If the boat doesn't have a speedometer, remember that at this speed there will be little or no wake.

4. Take Precautions during Construction

If you are starting a new building project on your property, plan to control erosion and keep the disturbed area as small as possible. Ask your contractor to be aware of potential erosion and provide them with a copy of the protection plans. We strongly recommend the use of erosion control equipment such as filter cloths, hay bales and silt fences. Fill piles should be covered with tarps to prevent soil from being carried away by runoff. If possible, construction

should be avoided during wet seasons, since softer soil is more prone to damage by heavy equipment.

5. Limit Impacts of Foot Traffic

Foot traffic can trample vegetation – especially on steep slopes – causing soil to loosen and fall from the shore. Depending on the degree of the problem, you can control access to that portion of the shoreline using fences, hedges, brush, terraces, boardwalks or stairs.



Contour and Cover Pathways



Pathways that extend from a building to the water's edge tend to take the shortest route to the water, which is often a direct downward route. This encourages erosion, since gravity can pull soil and runoff straight

down the path toward the water. A better option is to position (or, if necessary, re-route) pathways to follow the contours of the slope in an S curve pattern. Any exposed soil on pathways and heavy traffic areas should be covered up with the appropriate cover (tread material). See page 28 for more information.

HOW TO CONTROL EROSION IF IT'S ALREADY OCCURRING

Many methods can be used to control soil erosion. Sometimes the best course of action is to use a combination of methods. There are three basic erosion control methods to consider:

- 1. Using the buffer technique, allow natural vegetation to grow along upland slopes and shorelines. Vegetation grips the soil with its roots and keeps soil from blowing or falling away.
- Active planting is recommended in areas where erosion problems require a more dynamic approach. It uses living plant material to immediately control erosion and becomes more effective over time as plants take root.
- 3. Install rip rap. Please see page 15 for more information.



Love Your Lake 9e 379 of 415 Watersheds Canada and the Canadian Wildlife Federation





LAWNS

T n North America, more than 16 million hectares of **■** land is covered by lawns. Often chemical or organic fertilizers are applied to these lawns, and it is not uncommon for lawns to have 10 times more chemical pesticides than what is used in agricultural settings. One of the main problems with overuse of chemical or organic fertilizers on shoreline properties is that up

to 35 per cent of precipitation can run off lawns. On a shoreline property, the runoff goes directly to the adjacent water body, where it can upset the natural ecosystem.

Where lawns can't be eliminated they can be placed farther back from the shore and natural lawn care methods should be used, as discussed next.

PESTICIDES

In 2009, Ontario's Cosmetic
Pesticides Ban came into effect,
prohibiting the use of pesticides for
aesthetic purposes. More than 250
pesticide products are banned for
sale, and over 95 pesticide ingredients
are banned for cosmetic uses. For more information
regarding pesticides, visit the Pesticides section of the
Ministry of Environment, Conservation and Parks
website (ontario.ca/page/pesticides). Thankfully,
lower-risk pesticides, biopesticides and pesticide
alternatives do exist.

The best "green" action you can take for your lake and wildlife is to stop using pesticides. Think of your shoreline as a small ecosystem where all the living organisms exist in balance. When we introduce pesticides (chemicals designed to kill) we alter this balance. Pesticides often harm organisms other than those targeted as well as the surrounding environment, having serious negative effects. For instance

- Fish and aquatic animals are exposed to pesticides by absorbing them through their skin or through their gills during respiration, by drinking pesticide-contaminated water or by eating pesticide-contaminated prey. This can lead to death, cancer, reproductive failure, tumours, lesions and deformities.
- Pesticide runoff can stimulate algal blooms.
- Pesticides can have serious negative effects on populations of beneficial insects including pollinators. These good insects make up the vast majority of insects and are important to the health of our gardens.
- By wiping out certain insect or weed populations with chemicals you also affect those species that depend on them for food. Butterfly populations dwindle when their food sources disappear through herbicide use. Many birds, frogs, toads, bats and other animals depend on a good supply of insects to remain healthy.

NATURAL LAWN CARE

The best defence against pests and diseases is to have a healthy lawn. Since more and more people are becoming aware of the negative impacts pesticides and fertilizers have on wildlife and humans, alternative natural methods of lawn care are being developed. Try these gardening practices:

- Leave your lawn approximately 10 centimetres high to encourage the growth of stronger and deeper roots
- Leave grass clippings on the lawn where they will decompose and nourish the grass rather than wash into the water
- Do not overwater as fungus and disease often prosper in these conditions



CONTROL OF GARDEN PESTS

Garden Beds:

- Remove insects with pressure sprayers of air or water or with pheromone traps, baits or lures
- Consider planting insect deterrents and attractant plants in other areas of the garden. For deterrents, use garlic oil with insecticidal soap, baking soda or cinnamon.
- Prevent weeds from growing using physical barriers (such as mulch) around plants
- Remove weeds by hand

Lawns:

- Use natural weed killers (such as corn gluten),
 which can feed turf grass and help eliminate weeds
- Prevent further weed growth after removal by covering the weeded area with a blend of topsoil and organic matter and grass seeds; this natural mixture will also help the soil regain a healthy composition
- For more information on controlling garden pests naturally, visit **GardeningForWildlife.ca**



RETIRING A LAWN

Transforming your lawn to a more natural state will help protect both your lake and groundwater. In areas close to shorelines, grass is not a good choice of ground cover. Grass has a short root system and does not bind to the soil as well as many native grasses; this can cause erosion along the shoreline. Grass along a shoreline also permits much more runoff and pollutants to pass over it toward the surface water. Remember that organic plant foods, manures and compost will also leach undesirable amounts of nitrogen and phosphorus into the water. By retiring areas of your lawn that are not actively being used and establishing a buffer, you will reduce maintenance and protect your shoreline from erosion. Leaving a naturalized buffer along the shoreline will also discourage Canada geese from enjoying your garden.



HOW TO RETIRE A LAWN

You can naturalize your lawn in manageable sections by adding or increasing wildflower gardens or shrub borders and expanding forest and field habitat. The first step in lawn retirement is to simply stop mowing. There should still be enough dormant native seeds in the soil to regenerate the site naturally. Take note of the native plants in your region and either encourage them to populate your retired lawn area or purchase plants, shrubs and trees for installation.

ARTIFICIAL LAWN

An artificial lawn, such as turf, is not a good option for groundcover near shorelines. Artificial lawns lack root systems. Without a root system in place, precipitation can run directly off the turf surface and into lakes, carrying with it contaminants that can harm water quality and wildlife. Contrary to what many people believe, this artificial groundcover is not maintenance free, it eliminates habitat for wildlife, and may contain toxic chemicals and heavy metals.

If you have an artificial lawn or are thinking of installing an artificial lawn, consider the benefits of establishing a low maintenance natural shoreline buffer instead. By allowing native species to establish on their own or by actively planting native species found around your area, a natural shoreline buffer will improve the health of your lake by reducing erosion, reducing the amount of contaminants that enter your lake and providing habitat for wildlife.



Structures made out of rock, concrete, metal and other materials were once commonly used when it was thought that the only way to combat erosion was to take a hard and aggressive approach. People began putting in retaining walls. These structures do work well in the short term to prevent erosion, but they ultimately do much more harm than good.

5

WHAT HAPPENS WHEN YOU HARDEN YOUR SHORELINE?

Hardened shorelines deflect wave energy instead of absorbing it – the energy is deflected to the sides, passing the erosion problem on to neighbouring sites, and down, scouring away any sediment or plant life near the base of the wall. These structures completely obliterate the natural shoreline environment, eliminating food and habitat for creatures in and out of the water. Installing these structures requires heavy machinery, which is both costly and environmentally damaging. Worst of all, these structures will eventually fail.

TYPES OF HARDENED STRUCTURES

Retaining walls, also known as bulkheads, breakwalls or seawalls, are completely solid structures generally made of concrete, metal or wood. Retaining walls are built to prevent the sliding of soil or to protect against wave action. However, no retaining wall will last in the long term as it deflects waves, which end up scouring the bottom right in front of the wall, undercutting it and eventually causing it to fail. As waves hammer the wall,





RIP RAP IS A GOOD OPTION FOR REPLACING A HARDENED SHORELINE

Rip rap is used to protect shorelines, streambeds and other shoreline structures against scour and water or ice erosion. It can be beneficial for erosion control as long as the rock is placed on a gentle angle (3:1 angle is best). Rip rap is a fair choice because it absorbs and deflects waves and boat wake, greatly reducing erosion. At the same time, you can place live stakes of willow or dogwood between the rocks which will benefit wildlife and further protect your shoreline from the damaging effects of erosion.

cracks and fractures will appear. In addition, the inside (landward) face of a retaining wall is very vulnerable to surface erosion. Any overland runoff will carry away soil from the inner face, digging channels and robbing the wall of support.

SOFTENING A RETAINING WALL

If your shoreline has been hardened with a retaining wall that is in good condition, restore or plant a strip of deep-rooted vegetation along the top of the wall; this will help filter runoff before it enters the water and reduces the risk of erosion by holding the soil together.

- For more information on how to deal with retaining walls contact your local Ministry of Natural Resources and Forestry office.
- Note: You will need to obtain a permit to retire or replace your retaining wall



If you need to replace your existing dock or are installing one for the first time, you will require a permit prior to construction. Keep in mind that you are more likely to get permission if the type of dock you want to install is environmentally friendly and located away from wetlands and fish spawning grounds.

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Note: Docks running between islands (i.e., floating bridges) and rafts fall under Transport Canada's authority. To obtain approval for these projects contact Transport Canada before you start your project.

PERMANENT DOCK TYPES

This type of dock remains in place year round and is sometimes used in conjunction with floating docks to accommodate changes in water levels.

These docks are stable and can last for years, but they do have environmental implications. Supports made from



cribs or concrete piers can alter or damage fish habitat and prevent water from flowing through and underneath the dock. Generally, permits are no longer issued for permanent dock types.

There are three types of permanent docks:

1. Crib Docks

A "crib" filled with rock is used as the foundation for this type of dock. From an environmental point of view, crib docks work best when the crib is above the high water mark. The crib is then used as an anchor for more environmentally friendly dock types such as floating docks, cantilever docks and pipe docks.



2. Permanent Pile Docks

A permanent pile dock is similar in appearance to the more environmentally friendly pipe dock (see below) but instead of resting on the surface of submerged land, the poles (or piles) are sunk into the sediment in pre-drilled holes. The poles can be made of wood, plastic, or tubes of steel. Flowthrough underneath the dock is still permitted, and there is limited contact with submerged lands.

3. Concrete Piers

A concrete pier is a huge block of cement. This type of dock is very expensive to construct and is the most environmentally destructive. Concrete piers restrict the flow of water and consequently destroy aquatic habitat. They usually cover a large area and smother anything beneath them.

ENVIRONMENTALLY FRIENDLY DOCKS

Environmentally friendly docks can be taken out of the water for the winter season and cause minimal disturbance to fish and shoreline habitat. There are three types of environmentally friendly docks:

1. Cantilever Docks

Generally, a cantilever dock's frame stretches from the shore out over the water. A cantilever dock sits completely out of the water, so that water levels do not affect the installation of the dock. Having no contact with the water, cantilever docks do not disturb river or lake bottoms, do not restrict the natural movement of water and do not disrupt fish habitat.

2. Floating Docks

Floating docks cause little disturbance to fish and shoreline habitat by having minimal contact with the land and substrate interface. Floating docks are relatively inexpensive, easy to build and very versatile in fluctuating water levels and difficult installation sites.

3. Pipe Docks (also called post docks)

Typically, simple pipe docks are the least disruptive to the aquatic environment. They have minimal contact with the lake bottom, are smaller than other dock types and sit out of the water.

For more information on docks, see Department of Fisheries and Oceans

waves-vagues.dfo-mpo.gc.ca/library-bibliotheque/255782.pdf

ENVIRONMENTALLY FRIENDLY DOCKS

1 Cantilever Docks

CANTILEVER DOCKS	ADVANTAGES	DISADVANTAGES
	More protection from winter ice, which helps increase the dock's life span	Can be made out of wood but may need steel reinforcement if on a large body of water with heavy wave action
	No disruption to water or water body floor	May be expensive to buy or build
	Can be used in shallow water	May not be suitable for places with large changes in water levels

Note: Picture Taken from Department of Fisheries and Oceans, waves-vagues.dfo-mpo.gc.ca/library-bibliotheque/255782.pdf

2 Floating Docks

FLOATING DOCKS	ADVANTAGES	DISADVANTAGES
	Usually considered an acceptable choice by regulatory agencies	Can lack stability if too small; a minimum size of two by six metres is recommended
	Relatively easy to build and inexpensive	Blocks sunlight to aquatic plants
	Distance between the top of the dock's deck and water surface remains constant	Heavy; pulling ashore may not be practical and can damage banks

Note: Picture Taken from DFO, waves-vagues.dfo-mpo.gc.ca/library-bibliotheque/255782.pdf

3 Pipe Docks

PIPE DOCKS



Note: Picture Taken from DFO, waves-vagues.dfo-mpo.gc.ca/librarybibliotheque/255782.pdf

ADVANTAGES

Generally the least costly dock option and easiest to construct

Least environmental impact, with minimal damage to submerged lands; sunlight can penetrate the water below

Usually considered an acceptable choice by regulatory agencies

Lightweight design makes them easily removed for winter

DISADVANTAGES

Maximum water depth is two metres

Distance between dock surface and water surface varies due to fluctuations in water levels; adjustable legs may be possible

Very sensitive to ice pressures; should be removed for winter

Vulnerable to wave action damage in unprotected shore areas

Not suitable in muddy conditions



BOAT HOUSES

Like docks, boathouses should be constructed to minimize disturbance to the lake bed, water flows and light penetration. Boathouses often contain a variety of marine-related chemicals such as gas and oil, which can get into the water if flooding occurs. Chemicals should be stored in a separate structure located well above the high water mark or, if in the boathouse, stored on shelves that are not susceptible to flooding.



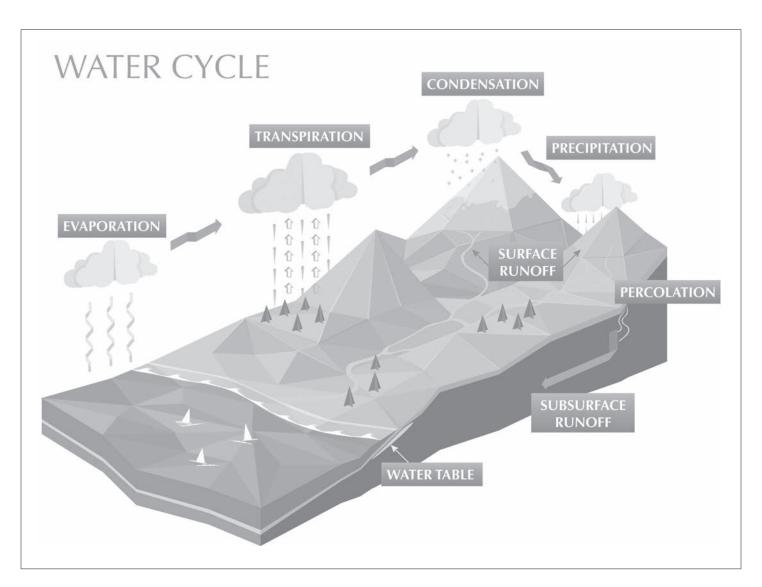
Water is usually abundant on your shoreline property, and it comes from two sources: the surface and the ground. Surface water is water from lakes, streams and rivers. It's the water we like to swim, fish and play in. It is also used for drinking and other uses in waterfront properties. In a lake environment, it runs the highest risk of contamination from outside sources. Groundwater is the water you don't usually see.

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It originates from the water cycle. It starts with precipitation such as rain or snow, which is then filtered through the soil and rock, ending up in the water table. If you have a well on your property, you are drawing on the groundwater.

Both surface water and groundwater are subject to contamination from many sources. Contamination can originate from manure storage (if farming operations are nearby), landfills, mishandled fuels, pesticides, fertilizers, solvents and other chemicals. What you use and put on your property eventually ends up in the lake. Be water wise.





WELLS

If you have a well on your property, it's likely the source of your drinking water. Well care and maintenance are essential for clean, healthy water for your family and your local environment. It is recommended that you have your well water tested three times per year. Groundwater quality may change for many reasons. Some water contaminants that may be found in your water include pathogens (bacteria or viruses), nitrates and lead.

More information about wells, contaminants and water treatment methods can be found at guelph.ca/wp-content/uploads/
WellAware.pdf, the Wells on your property section of the Ministry of the Environment, Conservation and Parks website (ontario.ca/page/wells-your-property) or the Drinking Water section of your local health unit.



A septic system is a good way to treat waste – as long as it functions properly. Faulty septic systems can be extremely hazardous since improperly treated effluent can harm both your health and the health of the environment.

8

HOW DO SEPTIC SYSTEMS AFFECT THE HEALTH OF YOUR LAKE?

In areas near shorelines it is particularly important to maintain your septic system properly because soil and water conditions near the shore may make the system less efficient in treating wastewater. Incomplete treatment can result in health risks and water quality problems that affect you, your property value and wildlife.

Health risks are the most serious concern related to failing septic systems. Hepatitis, dysentery and other diseases are spread by bacteria, viruses and parasites in wastewater. These disease-causing organisms, called pathogens, could make near-shore water unsafe for recreation.

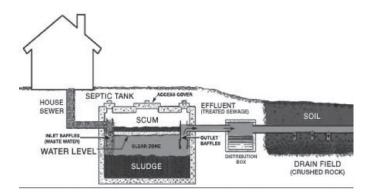
Inadequate treatment also allows excess nutrients to reach your lake or stream, promoting algae or weed growth. Algal blooms and abundant weeds not only make the lake unpleasant for swimming and boating, but they also affect water quality for fish and wildlife habitat. If too many solids escape from the tank to the drain field, the entire system will ultimately clog up.

There are several types of septic tanks – including steel, concrete, plastic or fibreglass – each with their own benefits and limitations. If you do not know what type of septic tank you have you should find out and have it inspected for decay. If you have a steel tank, you should replace it as soon as possible.

WHAT IS A SEPTIC SYSTEM?

A properly functioning septic system uses natural processes to treat contaminants so they will not harm

the environment or human health. Septic systems have two main components: the septic tank and the drain field (also called the leaching bed or tile bed). Both components use a combination of physical, chemical and biological processes.



WASTE TO WATER: HOW IT WORKS

- **Step 1**: Raw sewage and grey water (water from laundry, showers and dishwashing) moves from your house or cottage into the septic tank.
- Steps 2 & 3: In the tank, the sewage flows through a series of chambers, where it separates into solid portions, which remain in the tank to break down, and liquid portions (effluent), which move to the drain field. Beneficial bacteria work to break down the solid portions (known as the scum and sludge layers).
- **Step 4**: The partially treated effluent leaves the septic tank when new wastewater flows into the tank.
- **Step 5**: The effluent moves through a distribution system to the drain field.
- **Step 6**: The effluent reaches the drain field and flows through a series of perforated pipes.
- **Step 7**: Some of the effluent is drawn upward and is absorbed by the vegetation covering the drain field. Gravity then carries the rest into the soil, which filter the remaining pollutants from the efflu-

ent. Bacteria found in the soil then breaks down the toxins remaining in the effluent. The effluent travels down from the soil until it reaches the groundwater and is reconnected with the water cycle.

APPROVAL PROCESS

If you are planning to install or replace a septic system, it must meet requirements outlined in the Ontario Building Code, and an approval from your health unit or municipality must be obtained prior to the installation of the system. Once completed, the system must be inspected before filling takes place. Refer to the Contact List for information on how to contact your municipality or health unit.



WANT TO PROLONG THE LIFE OF YOUR LEACHING BED?



TRY AN EFFLUENT FILTER.

Effluent filters are strainers installed in the outlet pipe from the tank. They are strongly recommended as they put less stress on the drain field. Filters can be added to new systems or retrofitted to older systems.



? Did you know?

Effluent filters remove 90 per cent of the suspended solids that would have otherwise moved to the drain field.

The role soil plays is a vital one – 40 per cent of wastewater treatment happens in the septic tank, but the remaining 60 per cent happens in the soil.

HOW TO MAINTAIN YOUR SYSTEM AND AVOID PROBLEMS AND DANGERS

The maintenance and care of your septic system is your responsibility. If a septic system is not properly maintained, it is more susceptible to malfunction. The wastewater from a failing septic system can contaminate your well, your neighbour's well and the shoreline. If you notice a problem, deal with it right away. It is important to be familiar with your system. You need to know where the tank and drain field are and what type of a system it is. Keep a written history of when it was installed, pumped, inspected, etc. Aside from knowing your system, there are four main things you can do to properly maintain it:

1. Regular Pump-Outs

The easiest and most important thing is to have the tank pumped out on a regular basis. The majority of system failures occur because the tank wasn't pumped often enough.



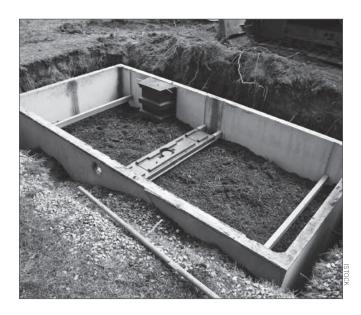
Depending on the use and size of your septic system you should have your system pumped every three to five years.

2. Regular Inspections

It is important to inspect a septic system regularly. A good opportunity is when the tank is being pumped out. At this point you should take the opportunity to



- Check the scum and sludge depth
- Inspect the structure of the tank and baffles, looking for any large cracks or deterioration
- Check the fit of the access lids and arrange for repairs as necessary



Listen for water running into the tank once it's been emptied. Excess water causes strain on your drain field.

If you are unable to inspect your septic system yourself, hire a professional such as a septic inspector, a licensed contractor who installs or repairs septic systems, or a representative of a firm that pumps out septic tanks.

3. Protect the Drain Field

The drain field is a sensitive area of the septic system. The breakdown process in this area involves both bacteria and soil. When these components are compromised or removed, the system does not completely treat the wastewater running through it.

You need to

Avoid compacting the soil or damaging the distribution pipes in the drain field by keeping heavy machinery (like cars) and heavy foot traffic off the drain field. Compacting the soil can crack the distribution pipes, which causes greater volumes of effluent to be released into the drain field, saturating and ultimately clogging it

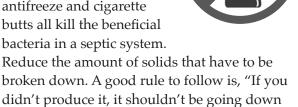
- Avoid watering your lawn over the drain field to keep your system working properly
- Keep trees away from the septic system, especially ones with creeping roots such as willow, birch, poplar and cedar. It is recommended that a 5 metre perimeter around the edge of the drain field be kept clear of trees and shrubs (at least 10 metres for poplar and willow trees). Ensure there is a vegetated buffer between your drain field and lake or stream.

4. Control Inputs

To reduce stress on the septic system and the environment, control the amount of liquids and solids put into the system. It is recommended that you

- Install water-saving devices (i.e., water-saving taps, showerheads, toilets and appliances)
- Practice-water saving techniques: don't leave the tap running; fix leaky taps or running toilets; use dishwashers and washing machines only when they are full and spread loads out over the week
- Avoid using commercial cleaners and opt for more environmentally friendly alternatives. Chemical cleaners, solvents, antifreeze and cigarette butts all kill the beneficial bacteria in a septic system.

your system."



 Avoid using septic additives as they are not effective and may harm your system



Note: To maintain a healthy system, watch what goes down the drain and have the tank inspected and pumped out regularly.

HOW TO TELL IF THERE IS A PROBLEM

Unfortunately it isn't always easy to tell when there is a problem with a septic system. Since most of the components are underground, you may not discover a problem until long after the breakdown has occurred. However, there are a few symptoms that may indicate a problem:

- Patches of abnormally healthy-looking grass or vegetation on the drain field are signs that the drain field is full
- Soft or spongy ground over the drain field can indicate that the drain field is saturated, or full
- Pools of dark water on the surface point to the same problem
- Toilets and drains that start backing up or make gurgling noises can be an indication of a blockage or a full system
- Strong odours can warn of a saturated drain field; foul smells in the house can indicate that wastewater is backing up into the house, or that the houseto-tank pipe is broken

ALTERNATIVE WASTEWATER TREATMENT TECHNOLOGIES

Conventional septic systems don't meet everyone's needs. For more information on alternative wastewater treatments, such as composting toilets, check the Ontario Building Code website: ontario.ca/page/ontarios-building-code.



The key to maintaining healthy shorelines is to balance and monitor the possible level of disturbance. When livestock is given free range to our lakes and shorelines, these sensitive areas can be negatively impacted.

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NEGATIVE IMPACTS LIVESTOCK CAN HAVE ON SHORELINES AND LAKES:

- Overconsumption of plant material
- Trampling of plants
- Erosion of banks
- Nutrient inputs
- Bacterial contamination

This can result in changes to the vegetation communities, a reduction in habitat diversity, an increase in suspended sediment and possible algal blooms.

SUSTAINABLE MANAGEMENT OF SHORELINE AREAS

The amount of nutrients, sediments, pesticides and bacteria that enter a lake can be reduced through sustainable management of shoreline areas on agricultural lands. Taking small steps, such as maintaining a healthy shoreline buffer, installing exclusion fencing, creating an upland water source, giving plants time to rejuvenate and minimizing grazing during vulnerable periods, can all help improve the health of the shoreline and ensure the long term use of the grazing area.

FOUR MAIN PRACTICES TO CONSERVE SOIL AND WATER WITHOUT SACRIFICING PRODUCTIVITY:

1. Find a balance between animal demand and available forage supply

Vary the number of livestock that are on the pasture at different times. This balances the carrying capacity of the land, ensuring available forage is maintained while protecting the health of the shoreline.

2. Disperse livestock evenly

Recent research indicates that by implementing an upland water source, environmental impacts of livestock along shoreline areas can be greatly reduced.

3. During vulnerable times, reduce the grazing of the area

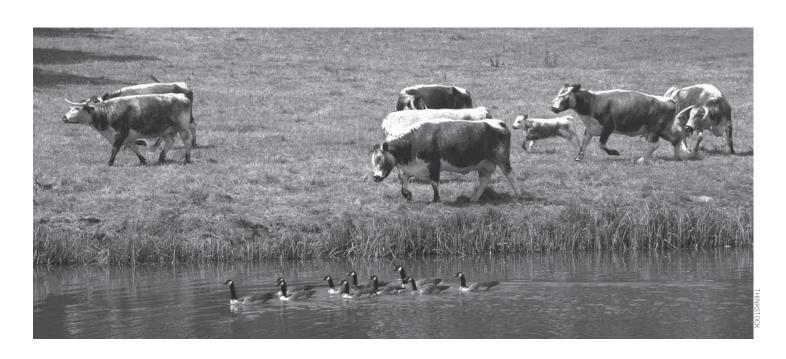
 Shoreline areas are most vulnerable to grazing damage in the spring and early summer. This is when soil around the banks are saturated making the banks susceptible to trampling damage. Allowing pastures to rest during these vulnerable times, allows for plant regrowth and minimizes the degradation of shorelines.

4. Provide time for the pasture plants to grow during vulnerable times

Plants along the shoreline area require rest during the growing season. This gives the plants time to replenish their energy reserves and to rebuild their root systems, allowing for increased forage production.

By taking these practices into consideration, property owners can better manage their use of shoreline areas. These practices provide benefits to livestock, croplands and shorelines.

For more information on sustainable agriculture, contact the Ontario Ministry of Agriculture, Food and Rural Affairs at **omafra.gov.on.ca**.





As a waterfront property owner you need access to your shoreline for various activities. Any kind of regular access through your buffer to the water's edge can have an impact on the sensitive soil and fragile banks that are often associated with shorelines. You can minimize these effects with the following recommendations:

Avoid a steep path that cuts straight down to the water; use gentle S-curve switchbacks instead

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- The type of cover (tread material) you use to cover your path will depend on the slope of your property. See the table below.
- On steep slopes, build stairs with landings instead of a path to access the waterfront; stairs make shoreline access easier and safer, help your shoreline withstand frequent use and decrease erosion; strategically placed landings also give you a place to rest and enjoy the view
- Add a step or two on the path, especially where the slope has a greater than 10 per cent incline
- When constructing paths, place them in areas where they will not interfere with runoff

Slope	Pathway	Tread Material
Gentle Slope	Curved or Straight	Pineneedles/leaves, woodchips & crushed gravel, or erosion control mix
Moderate Slope	Curved	Woodchips & crushed gravel and/or erosion control mix
Steep Slope	Curved	Erosion control mix although stairs that are raised with open backs are better in this situation

^{*}Erosion control mix is a type of mulch made of partially composted bark, sand, gravel, stone and wood fragments.

STAIRS, DECKS AND OTHER STRUCTURES

When constructing stairs, decks, gazebos or other structures, consider some structural procedures to make them environmentally friendly as well as functional.

Build a boardwalk, stairs or deck 10 to 50 centimetres over vegetation, with boards spaced 2.5 centimetres apart and no backs on stairs. This will allow sunlight and rain to penetrate between the boards,

- allowing vegetation to grow underneath; vegetation will keep soil intact and protect against erosion
- Avoid removing ground cover from areas that may easily erode, such as areas beside structures
- Try to use materials that are environmentally friendly and do not contain chemicals



Note: To determine whether you have appropriate lighting, look to see if the light source is more apparent than what it is illuminating. If it is, then your lighting methods could be improved.

LIGHTING AND LIGHT POLLUTION

When placing lights on your property, remember that they may also be shining on your neighbours' property, as well as on the surface of the water. Light bounces off the water, which can severely limit the night vision of boaters. Excessive light also affects wildlife by changing foraging, mating, hibernation and migration patterns. Light pollution occurs when excessive amounts of light and undirected light are present or when light levels exceed requirements. You can reduce undirected lighting by placing lights closer to their intended location. For instance, light pathways with solar lights placed in the ground.



Did you know?

Creosote is a combination of chemicals that is used to preserve wood and railway ties. Do not use railway ties or other creosote-preserved materials for any of your projects. The chemicals not only put you and your family's health at risk, but as they leach from the treated wood they also contaminate soil and water.

SIX EASY STEPS TO RESPONSIBLE LIGHTING

- Determine what lighting is needed to illuminate targeted areas. Determine if you need light for safety, as a marker (such as low-voltage garden path lights) or for aesthetic reasons.
- 2. Use the right amount of light. More light is usually not better. Too much light reduces visibility by creating glare and forming dark shadows. It also wastes energy. Your eyes will adjust more easily where there are smooth transitions from light to dark areas.
- 3. Avoid letting the light shine sideways or upwards. Use full cut-off, shielded fixtures and aim light to the area where you need it.
- Use infrared and motion detectors that turn lights on and off as needed. This improves security and reduces electricity consumption. Use timers to control when lights come on.
- 5. Use efficient lamps. Remember that shielded fixtures with good reflectors waste little light, so you can use lower wattage bulbs. You can also try 'silver half moon' light bulbs. These have a coating on the top half of the light bulb that reduces glare and directs light down. A 15 watt bulb is often all that is needed to get great illumination.
- 6. Use lights that are certified by the International Dark-Sky Association (IDA).

NOISE POLLUTION

Noise pollution is excessive sound that is harmful to the well being of the environment and wildlife. Noise pollution is human made and comes from activities such as boating and driving. Human activities have large implications on wildlife survival and can affect reproductive success and habitat choice. Noise can also carry great distances over water, so be considerate of neighbours and wildlife and keep noise to a minimum.

BEACHES



Beaches are often viewed as a desirable feature for a waterfront property, but there are several things that you should consider if you are thinking of creating a beach on your property.

- An artificial beach will disappear; waves, currents, ice and other erosive forces remove sand over time. Even pulling up your boat or constantly walking on sloping sand can push the sand from an artificial beach downhill and into the water
- By adding more sand to an eroding beach, you risk gradually filling in your lake, silting the habitat of fish and other animals and possibly damaging the quality of your drinking water. Drifting sand can also inflict all these problems on your neighbours

- Imported sand, especially unwashed building sand, can bring in unwanted seeds or insects that may be inappropriate for your area
- When you clear shoreline vegetation to create space for a beach, you lose one of your critical tools for runoff and erosion control, as well as habitat for wildlife
- The creation of new beaches is not permitted by approval agencies in many areas. Most land below the high water mark or "natural boundary" of a water body belongs to the Crown and is public land. If you alter it without approval you can be fined



Wildlife provides us with many enjoyable and beneficial activities from bird watching and wildlife photography to pest control, seed dispersal, nutrient cycling and pollination, to name only a few.

You may have some of the following property features that help to attract wildlife species:

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Cavity Trees

Large trees with hollow cavities are a vital source of food, shelter and safety for many species. In Ontario, more than 50 species of birds and mammals (including Pileated Woodpeckers and Barred Owls) depend on cavity trees for nesting, rearing young, roosting, feeding, storing food, escaping predators and hibernating. By retaining cavity trees on your property, you provide important habitat for wildlife.

Fallen Logs

Fallen logs are essential habitat for small mammals, such as moles, as well as certain woodpeckers, toads and many insects. As the log rots, reptiles and amphibians lay their eggs in the moist wood. A decaying log is also great habitat for beetles and ants that burrow under the bark or lay eggs.

Coniferous Forest

Conifer forests, also known as deer wintering yards, are areas of mainly coniferous trees (pine, hemlock, cedar, spruce) with a canopy closure of more than 60 per cent, which provides shelter, ease of movement and protection from predators. The land surrounding the core area is usually mixed or deciduous forest.

Mast Producing Trees

Mast is fruit and seeds produced by maple, elm and ash, and nuts from oak, Black Walnut and beech. Mast is the primary fall and winter food for most forest wildlife species as they build fat reserves for hibernation.



Vernal Pools

These are temporary wetlands formed in depressions by rain and melting spring snow. Short-lived, they last anywhere from a few days to three to four months before drying up. They are an important breeding habitat for amphibians since they do not contain predators such as fish and reptiles that are found in permanent water bodies.

Reptile Hibernacula

These are sites that can often be found in large forested areas that have rocky outcrops with crevasses. Rocky habitats also provide nesting, den sites and cover for many other types of wildlife including birds, amphibians and mammals such as foxes, skunks, squirrels and rabbits. A male Ruffed Grouse may also find this an attractive drumming site.

Brush Piles

Brush piles can be constructed with the cut materials from trail clearing or woodlot management (pruning). Pile the brush waist-high on a stump, log or boulder, or along fencerows. These provide habitat for Snowshoe Hares, cottontail rabbits and others. For added benefit, train climbing vines, such as Virginia Creeper, onto the brush pile.

Leave Dying Material in Place

You can help attract wildlife by leaving dead standing trees, fallen logs and the mast fallen off of trees on your property, when it is safe to do so. However, note that dead elm trees should be removed as they can provide habitat for elm bark beetles, which are carriers of Dutch Elm disease.

ATTRACTING AQUATIC WILDLIFE THROUGH HABITAT

You can attract wildlife in the lake as well.

- Pending permitting and with the aid of a professional you can help create or enhance a spawning bed for species in your lake
- Plant trees, shrubs and flowers above the high water mark as a source of food and shade
- Leave hanging or downed trees in the water
- For more ideas on attracting wildlife go to the Canadian Wildlife Federation's website at GardeningForWildlife.ca, the Ministry of Natural Resources and Forestry's website at ontario.ca/page/creating-wildlife-habitat or your local fish and game club.

LIVING WITH WILDLIFE

If proper precautions are not taken, conflicts can occur between people and wildlife. Some recommendations to help minimize wildlife conflicts include:

Block Access

- In the fall, rodents often take shelter in people's homes. Able to access homes through dime-sized holes, mice often use openings around dryer vents, utility pipes, gaps in soffits, roof vents and the common wall between an attached garage and a house to gain entry. Cover any openings around cabinets and pipes with metal lath or for smaller openings try stainless steel or copper scouring pads. Generally speaking, vents are made to stay closed when not in use. You don't want to do anything to impede air flow or create safety hazards. Make sure your vents are working properly. Also be sure to keep food well stored.
- Bats often roost in trees with crevices or cavities but they can also choose our attics as warm summer roosts to have their young - they can have dependent young that are unable to fly between May and August - or as winter hibernation sites. Bats provide important environmental and economic services but they are facing many threats. A disease called Whitenose Syndrome has killed millions of bats in North America, but habitat loss (including human structures), pesticides and wind power pose additional threats to already stressed populations - many species are even at risk. To avoid trapping bats in your attic, important steps must first be taken. For information on proper timing and exclusion techniques, visit cwf-fcf.org/en/explore/bats/evicting-bats.html.
- Other animals such as squirrels and raccoons can also take up residence in our attics. Depending on the time of year, dependent young may also be present. Check with your local wildlife rehabilitation centre on when there could be dependent young for your area, how to ensure all animals have left and the proper timing and methods for excluding your guests and proper animal proofing.

Discourage Contact

- Trim tree limbs that touch your roof or the walls of your home or outbuildings
- Store firewood and lumber away from main buildings or in a special shelter
- Minimize outdoor light use and use yellow light bulbs in all outside light fixtures to reduce the number of flying insects attracted to the house light



Keep Food Away

- Use animal-proof garbage cans and, if feasible, keep garbage cans in a shed or garage until garbage can be removed. If there are bears in your area and you can't safely store your garbage indoors, construct a very sturdy container to put your garbage bin in and make sure it is sealed well to minimize any odours; remove your garbage often
- Keep pet food inside to avoid attracting wildlife; if you must feed pets outdoors, remove food dishes and any leftover food after feeding
- Keep all food (including pet food) in sturdy rodentand insect-proof containers
- Maintain your compost; turn it regularly and cover with dirt or leaves; improperly maintained compost piles and bins attract many animals, including skunks and raccoons
- If there are bears in your area, consider indoor worm composting
- Keep barbecue equipment clean and store your barbecue in a secure area; wildlife is attracted to the rich odours
- Prevent bird feed from accumulating on the ground; fill feeders only when bears are hibernating if bears are attracted to your property

INVASIVE SPECIES

Invasive species are one of the greatest threats to the biodiversity of Ontario's waters and woodlands. Originating from other regions and in the absence of their natural predators, diseases and competitors, some non-native species are left to flourish as they take over their new surroundings and become invasive – eliminating native species populations and resulting in less biodiversity and a changed ecosystem.

Invasive species can be introduced by many methods, including:

- Recreational boating
- Ballast water
- Release of live bait
- Horticultural trade
- Seed mixtures
- Aquarium and water garden trade
- Firewood

However, there are actions we can all take to help reduce the spread of invasive species:

- Learn to identify some of Ontario's invasive species
- Never move/release live baitfish or other fish from one body of water to another
- Inspect, clean and thoroughly dry all boats, trailers, water skis, scuba gear or other equipment before introducing them to a new water body
- Plant native species
- Never release aquarium plants, fish or other animals (ie. turtles) into a natural system
- If camping, buy local firewood rather than bringing your own
- Report sightings to Ontario's Invading Species Awareness Program at 1-800-563-7711

Learn more about invasive species from the Invading Species Awareness

Program website (invadingspecies.com) and the Ontario Invasive Plant Council (ontarioinvasiveplants.ca) or the Invasive Species section of the Ontario Government website (ontario.ca/page/invasive-speciesontario).



PURPLE LOOSESTRIFE



EURASIAN MILFOIL

We hope this document provides you with the necessary information to maintain the health of your shoreline and lake – a place that you and your family as well as future generations can enjoy and make many great memories.

For general information, resource downloads and more – please visit **LoveYourLake.ca**.

GOVERNMENT ORGANIZATIONS

Fisheries and Oceans Canada (DFO)

Provides information and permits regulating fish habitat

dfo-mpo.gc.ca

Parks Canada

Water levels, work permits for docks, fill and construction along federal canals.

pc.gc.ca

Transport Canada

Responsible for enforcing the *Canadian Navigable Waters Act*. It should be contacted for permits and to obtain information on docks, floating rafts or any other structure that could infringe on navigable waters.

330 Sparks Street, Ottawa, ON K1A 0N5 613-990-2309 toll free 1-866-995-9737 tc.gc.ca

Ontario Ministry of the Environment, Conservation and Parks

Responsible for protecting air, land and water. Contact for water quality, algal blooms and air and water pollution.

ontario.ca/page/ministry-environment-conservation-parks

Ontario Ministry of Natural Resources and Forestry

Responsible for species at risk, invasive species, nuisance wildlife, forestry and resources.

1-800-667-1940

ontario.ca/page/ministry-natural-resources-and-forestry

SEPTIC SYSTEM INFORMATION

Ontario Onsite Wastewater Association

PO Box 2336, Peterborough, ON K9J 7Y8 1-855-905-6692 | oowa.org

Sewage and Land Control

healthunit.org/health-information/sewage-land-control/

Ministry of Agriculture, Food and Rural Affairs - SepticSmart!

omafra.gov.on.ca/english/environment/facts/sep_smart.htm

OTHER USEFUL CONTACTS

Ontario Federation of Anglers & Hunters (OFAH)

Provides anglers and hunters with information and resources, involved in the conservation of Ontario's fish and wildlife resources.

4601 Guthrie Drive, PO Box 2800, Peterborough, ON K9J 8L5

705-748-6324

ofah@ofah.org | ofah.org

Ducks Unlimited Canada (DUC)

Provides programs and services for the conservation of wetlands.

705-721-4444 | ducks.ca

Federation of Ontario Cottagers' Associations (FOCA)

Serves as an information centre, providing assistance and leadership to Ontario's cottage associations and their members.

#201-159 King Street

Peterborough, ON K9J 2R8

705-749-FOCA (3622) | info@foca.on.ca | foca.on.ca

Landowner Resource Centre (LRC)

Provides information for landowners, resource materials and answers to questions.

Box 599, 3889 Rideau Valley Drive Manotick, ON K4M 1A5

613-692-3571 | 1-800-267-3504

info@lrconline.com | lrconline.com

Ontario's Invading Species Awareness Program

Information and resources about invasive species in Ontario.

1-800-563-7711 | info@invadingspecies.com | invadingspecies.com

Conservation Ontario

A non-profit association that represents Ontario's Conservation Authorities.

905-895-0716 (phone), 905-895-0751 (fax)

info@conservationontario.ca

conservationontario.ca

TREES AND NURSERIES

Forests Ontario

Provides education programs and community outreach, helping to plant millions of trees in Ontario every year.

1-877-646-1193

forestsontario.ca

Wildflower Farm

Mail order seeds

10195 Hwy 12, Coldwater, ON LOK 1E0

1-866-476-9453

wildflowerfarm.com



The Love Your Lake program is coordinated by



CanadianWildlifeFederation.ca
1.877.599.5777 | info@cwf-fcf.org

Watersheds Canada

Stoco Lake



Watersheds.ca 613-264-1244 | info@watersheds.ca

Photos: Getty Images; CWF



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Municipality of Tweed

MINUTES OF THE COMMITTEE OF ADJUSTMENT/PLANNING MEETING

March 22, 2024, 10:00 a.m.
Council Chambers
Municipal Building, 255 Metcalf St, Tweed, ON

Members Present:

R. Bailey

J. PedersenJ. RobinsonP. Valiquette

Staff:

Deputy Clerk

1. Call to Order and Land Acknowledgement

The Secretary/Treasurer of the Committee of Adjustment/Planning called the meeting to order at 10:00 a.m. followed by the Land Acknowledgement.

Land Acknowledgement

The Municipality of Tweed recognizes that our work takes place on traditional Indigenous territories including the Huron-Wendat, Anishnaabe, and the Haudenosaunee peoples.

We recognize and respect the history, languages, and cultures of the First Nations, Metis, Inuit and all Indigenous peoples whose presence continues to enrich our communities.

Moved by J. Pedersen Seconded by R. Bailey

BE IT RESOLVED THAT Member Robinson be elected Chair for the March 22nd, 2024 Committee of Adjustment/Planning Meeting.

Carried

2. Introductions and Procedures

The Chair welcomed attendees, introduced the Committee Members and staff, and outlined the procedures to be following during the meeting.

3. Approval of Agenda

Moved by R. Bailey Seconded by P. Valiquette

BE IT RESOLVED THAT the Agenda for the March 22, 2024 Committee of Adjustment/Planning Meeting be approved as presented.

Carried

4. Disclosure of Pecuniary Interest and the General Nature Thereof

None

5. Adoption of Minutes

Moved by J. Pedersen Seconded by P. Valiquette

BE IT RESOLVED THAT the Minutes of the February 23, 2024 Committee of Adjustment/Planning Meeting be adopted as presented.

Carried

6. Severance Applications

6.1 Severance Application B21/24

Applicant(s): David & Denise Akey Location: 1622 Vanderwater Rd

Proposal: The subject lands are located on the south side of Vanderwater Road, approximately 400 metres east of the intersection of Vanderwater Road and Ervine Road in the Municipality of Tweed. The lands are characterized as primarily a mix of wooded areas and a large low lying area considered as a localized wetland feature located in the southern portion of the subject lands. As the subject lands are a a large land holding, there are some areas that are tributaries which are associated with the noted localized wetland feature.

The applicant proposes the creation of a new lot having an area of approximately 1. ac with approximately 240 feet of frontage on the south side of Vanderwater Road. The proposed retained lands will have a lot

area of approximately 143 ac with 860 feet of frontage on the south side of Vanderwater Road.

The proposed severed lands are developed with existing 875 sq foot single dwelling. The retained lands contain two existing building used for personal storage.

Moved by P. Valiquette Seconded by R. Bailey

BE IT RESOLVED THAT the Committee of Adjustment/Planning recommend that Council grant consent for Severance Application B21/24 with the following conditions:

- 1. All realty taxes are paid in full.
- 2. Parkland fee is paid in the amount of \$750.00 for the new lot.
- 3. Road widening as required along the severed lot to conform to 33 feet from the center line of the travelled roadway Vanderwater Rd.
- 4. Public Works Manager is satisfied with safe site entrance on the severed lot and with road side ditching and drainage.
- 5. Rezoning of the severed parcel from Rural to Rural Residential.

Carried

7. Minor Variances

7.1 Minor Variance A1/24

Applicant(s): Robert Bentley Location: 3 Tweedsmuir Lane

Purpose of Application: To provide relief from Section 5.33 i) to reduce the minimum setback from Mineral Extractive Reserve Zone (MXR) from 300 Meters to 20 Meters to allow construction of a residential dwelling.

The following speakers attended the Public Hearing:

Robert Bentley and addressed signage location on the property.

The following submitted written comments:

Quinte Conservation with no objection to the Variance application as presented. It was noted that the covered porch must be removed or modified to an open deck at the permit stage.

Moved by R. Bailey Seconded by J. Pedersen

BE IT RESOLVED THAT the Committee of Adjustment approve Minor Variance Application A1/24 to provide relief from Section 5.33 i) to reduce the minimum setback from Mineral Extractive Reserve Zone (MXR) from 300 Meters to 20 Meters to allow construction of a residential dwelling.

Carried

7.2 Minor Variance A2/24

Applicant(s): 1652724 Ontario Inc.

Location: 125 Hungerford Rd.

Purpose of Application: To provide relief from Section 14.3 d) iv) of Comprehensive Zoning By-law 2012-30 to reduce the rear yard setback from 24.6 feet to 19.56 feet to allow construction of an 8-unit multiple residential building.

To provide relief from Section 14.3 d) ix) of Comprehensive Zoning By-law 2012-30 to increase lot coverage maximum from 40% to 41% to allow for construction of an 8-unit multiple residential building.

The following speakers attended the meeting:

Ted Cassidy presented his proposal to the Committee.

Steven Mundle asked if this building would be a low-income housing proposal.

The applicant confirmed it would be senior housing.

Steven Mundle presented the lack of storm water planning that is now permitted to be completed because of Planning Act amendments. The addition of 8 units opposed to 6 units proposed at the zoning amendment stage is a concern for lot coverage, how that affects storm water and light pollution.

The applicant addressed the change from six units to eight units and made it clear he intends to push storm water to the street.

The following submitted written comments:

Steven Mundle opposed to the Variance application due to stormwater concerns, infrastructure concerns, lighting concerns, and privacy concerns.

Quinte Conservation with no objection to the Variance application.

Quinte Conservation Souce Water Protection comments with no objections to the Variance application.

Moved by R. Bailey Seconded by J. Pedersen

BE IT RESOLVED THAT the Committee of Adjustment approve Minor Variance Application A2/24 to provide relief from Section 14.3 d) iv) of Comprehensive Zoning By-law 2012-30 to reduce the rear yard setback from 24.6 feet to 19.56 feet to allow construction of an 8-unit multiple residential building.

AND FURTHER, to provide relief from Section 14.3 d) ix) of Comprehensive Zoning By-law 2012-30 to increase lot coverage maximum from 40% to 41% to allow for construction of an 8-unit multiple residential building.

Carried

8. Staff Updates

9. Adjournment

Moved by R. Bailey Seconded by J. Pedersen

BE IT RESOLVED THAT the Meeting adjourn at 10:29 a.m.

Carried

Phyllis Savoie

Deputy Clerk

CENTRAL HASTINGS SUPPORT NETWORK BOARD OF DIRECTORS MEETING Meeting held at the CHSN Meeting Room

Meeting held at the CHSN Meeting Room Tuesday, March 19th, 2024

Present:

Shannon Lee, CHSN Board Chair

Andrea Markham, CHSN Vice Chair

Tina Frantz, CHSN Treasurer

Tonny Braden, CHSN Director

Julie Bowen, CHSN Director

Judy Brandt, CHSN Municipal Representative

Staff:

Victoria Treverton, CHSN Executive Director

Regrets:

Brooke Berry, CHSN Executive Assistant

Kevin Young, CHSN Director

- 1. Board Chair Shannon Lee called the meeting to order at 4:20 pm
- 2. The Board has received and accepted the resignation of Gina Olsen & Jo-Anne Albert; both report personal reasons for resignation.
- 3. Review and adoption of the Agenda

M - Tina // S - Julie // C

4. Review and approval of minutes of Board of Directors meeting Feb 20, 2024

M - Andrea // S - Tina // C

- 5. Staff/Executive Director's Report:
 - 1. Transit (February):

Medical drives scheduled:

500

YTD: 5,350

Transit drives scheduled:

1655

YTD: 13,017

2. Food Bank (February):

Food Bank visits:

301

YTD: 2,890

M - Judy B // S - Tina // C

- 6. Committee Reports
 - a) Finance Committee report March 12th meeting
 - b) Fundraising Committee updates
 - i) Fashion Show a discussion around the particulars of the lottery license & food service during the show
 - ii) Concert seeking sponsors in the trades
 - iii) Golf Tournament CHSN is looking for a team lead for planning this event
 - iv) Raffle Box details Treasurer outlined the details of the program and the board agreed it is a workable option for fundraising
 - v) Wal-Mart Grant has been submitted
 - vi) Seniors' Grant not suitable for current CHSN programming
 - c) Personnel Committee and the Program & Policy Committees: no notes
 - d) Transit Committee report: meeting deferred

Motion to accepts all committee reports

M-Andrea // S-Tina // C

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- 7. New Business:
 - 1) Update on credit card status Fido & Adobe charges to be refunded
 - 2) Reimbursements & Invoicing with reduced staff, CHSN is working to keep on top of driver pay & billing
 - 3) Eclipse The office will be closed so that staff can enjoy the eclipse. Transit and medical rides will run based on availability of drivers
 - 4) Food bank deliveries Volunteers are no longer able to deliver to clients when transit services are available; Agencies will be informed that April 30 will mark the end date of such deliveries; transit can provide rides for those in need of transportation at standard rates using the usual means of booking.
 - 5) Land Acknowledgement Going forward, a land acknowledgement will be read at all public events
 - 6) United Way Day of Caring The ED will put together an application to participate in the United Way Day of Caring in June. It is proposed that CHSN will apply for help with installation of a sign
 - 7) Personnel Committee meeting: meeting deferred; follow up with email
- 8. Next meeting: Tuesday, April 16th, 2024 at 4 pm
- 9. Motion to adjourn 5:40pm

M-/C-Tina

Respectfully Submitted

Shannon Lee (Board Chair) Central Hastings Support Network Approved by Board of Directors

who Mointhau

Andrea Markham (Board Vice-Chair) Central Hastings Support Network

CHSN Board Meeting Dates for 2024:

3rd Tuesday of the month at 4pm

CORPORATION OF THE MUNICIPALITY OF TWEED

BY-LAW NO. 2024-36

Being a By-law to Confirm the Proceedings of the Meeting of Council held on the 7th day of May, 2024 for the Council of the Corporation of the Municipality of Tweed.

The Council of the Corporation of the Municipality of Tweed hereby enacts as follows:

- 1. THAT the action of the Council at its meeting held on the 7th day of May, 2024 in respect to each motion, resolution and other action passed and taken by the Council at its said meeting is, except where prior approval of the Ontario Land Tribunal is required, hereby approved, ratified, and confirmed.
- THAT the Mayor and proper officers of the Municipality are hereby authorized to do all things necessary to obtain approvals where required, and to execute all documents as may be necessary in that behalf, and the CAO/Treasurer and Deputy Clerk are hereby authorized to affix the Corporate Seal to all such documents.

Read a first, second, and third and final time, passed, signed, and sealed in open Council this 7th day of May, 2024.

MAYOR		