

CORPORATION OF THE
TOWNSHIP OF BILLINGS

AGENDA

August 4, 2020 4:00 p.m.

Electronic Meeting

**Members of the public who wish to attend the meeting may email mbonenfant@billingstwp.ca by 3:00 p.m. on August 4th for a meeting invitation. A computer/tablet/mobile phone and internet connection, or a telephone, are required. **

1. OPEN
2. APPROVAL OF AGENDA
3. DISCLOSURE OF PECUNIARY INTEREST
4. ADOPTION OF MINUTES
 - a) July 20, 2020
5. DELEGATIONS
6. COMMITTEE REPORTS
7. OLD BUSINESS
 - a) AMO conference
8. NEW BUSINESS
 - a) COVID-19 response update
 - b) OPP detachment closures
 - c) Changes to *Environmental Assessment Act*
 - d) Parks, Recreation and Wellness Committee resignation
 - e) Snow plow request for proposals
 - f) Economic Development Officer position
 - g) Museum funding application
 - h) Broadband
 - i) 2020-30 Illegal Dumping/Littering by-law
 - j) 2020-31 Property Standards by-law
 - k) Manitoulin Sea Cadets donation request
 - l) Kagawong River warning signage
 - m) Corporate and Community Greenhouse Gas inventory
 - n) Waterfront Project – Small Craft Basin additional scope, shoreline stabilization
9. CORRESPONDENCE

- a) Township of South Glengarry and Town of Amherstburg re: Long Term Care homes
 - b) Town of Amherstburg re: ICIP funding fast-track
- 10. INFORMATION
 - a) Letter from J.L. Richards re: Main Street RFP selection process
 - b) Blue Box transition
 - c) *Municipal Act* changes
 - d) MPP Mantha letter to Minister of Health
 - e) Waste Reduction Week 2020
 - f) Ontario Barn Preservation
- 11. ACCOUNTS FOR PAYMENT
- 12. CLOSED SESSION
- 13. CONFIRMING BY-LAW
- 14. ADJOURNMENT

Memorandum

To: Mayor and Council, CAO/Clerk
cc: Staff, Public
From: Megan Bonenfant
Date: July 30, 2020

RE: August 4, 2020 Electronic Council Meeting

7. Old Business

a) AMO Conference

The 2020 AMO Conference has been adapted into an online format for 2020, in light of the COVID-19 situation. Councillors Alkenbrack, Hunt and Jackson are still registered to attend.

8. New Business

a) COVID-19 response update

Kagawong Fitness Centre

Current/recent Kagawong Fitness Centre members were invited to an online discussion regarding provincial regulations for reopening and how they apply to our local facility. The attached reference materials were provided to help guide the discussion and solicit feedback. Two members attended, and staff have subsequently heard from three other members with some feedback. This is a small subset of the total membership. Generally, the responding members were accepting of undertaking cleaning of equipment prior to and after use, and an appointment system. Acceptance of completing the 'fit for appointment' questionnaire ranged from willing to do so for every appointment, to willing to do so monthly. Installation of cameras for compliance monitoring was not favoured.

If the Kagawong Fitness Centre is reopened, it is ultimately the township's responsibility to ensure the facility is in compliance with provincial regulations and public health guidance. Without on-site staff or comprehensive compliance monitoring, it would be difficult for the township to assert that it is compliant.

Regardless, the equipment requires servicing before the facility can be reopened. The CAO has contacted the service provider; they have been inundated with requests for service from all of their clients since Stage 3 was announced and it may be several weeks before they can tend to Billings' equipment. It would be prudent to use this time to consult with the township's insurance provider about reopening plans. This would also give the members more time to provide feedback on reopening.

Recommendation:

That Council direct staff to consult with the township's insurance provider regarding reopening the Kagawong Fitness Centre and report back to Council.

Island-wide Isolation Centre

Councillor Barker will provide an update on this item.

b) OPP detachment closures

Please read the attached letter from Manitoulin OPP Detachment Commander, Inspector Cavanagh. Councillor Barker attended the meeting on July 22, 2020 and will report.

c) Changes to the *Environmental Assessment Act*

As part of an omnibus bill ostensibly for COVID-19 response, the provincial government passed amendments to various pieces of legislation, including the *Environmental Assessment Act*. Background materials are included in this agenda package. The government is also proposing further changes to a number of Class Environmental Assessments and exempted projects; the 45-day comment period for those proposed changes closes on August 22nd. An analysis of the enacted changes by an environmental law specialist is available here: <https://gowlingwlg.com/en/insights-resources/articles/2020/modernized-ontario-environmental-assessment-act/>.

d) Parks, Recreation and Wellness Committee resignation

Nora Bath-Haring has resigned from the Parks, Recreation and Wellness Committee (see attached letter) as she is no longer a resident of Billings.

Recommendation:

That Council accept Ms. Bath-Haring's resignation.

e) Snow plow request for proposals

The 2020 budget allocated the \$294,000 Modernization funding towards a new snow plow truck. The 2010 International truck is now starting to show signs of wear and we will soon be experiencing unplanned breakdowns despite receiving regular maintenance. In order to continue with the current level of service we are providing a new plow truck is required. If we order one now we anticipate a delivery in early 2021. Due to COVID-19 the discussion of a new plow truck was put on hold.

Recommendation:

That Council instruct staff to prepare an RFP for the purchase of a new tandem snow plow truck.

f) Economic Development Officer position

The township originally created the Economic Development Officer (EDO) position as a three-year contract, as a result of a federal grant. This contract period will end in September 2020. Determining the feasibility/need for the continuation of this (or similar) position is Action Item #13 in the township's Strategic Plan 2018-2021. Action Items 8 through 12 of the Strategic Plan are still outstanding or in progress, and rely on the continuation of the EDO position. The township has also relied heavily on the EDO position to move a number of capital projects forward, including the small craft basin expansion currently underway.

Council included the continuation of the EDO position until the end of 2020 in the 2020 budget, and the position is included in the current salary range by-law (BL 2018-40).

Recommendation:

That Council authorize the creation of a full-time, permanent Economic Development Officer position.

g) Museum funding application

Please review the attached memo from the Economic Development Officer.

Recommendation:

That Council authorize staff to apply for COVID-19 related emergency funding from the federal Museum Assistance Program (Heritage Canada).

h) Broadband

Please review the attached memo from the Economic Development Officer.

i) 2020-30 illegal dumping/littering by-law

Please see the attached draft by-law from the By-law Enforcement Officer.

Recommendation:

That Council give by-law 2020-30 three readings and enact it.

j) 2020-31 property standards by-law

Please see the attached memo and draft by-law from the By-law Enforcement Officer.

Recommendation:

That Council give by-law 2020-31 three readings and enact it.

k) Manitoulin Sea Cadets donation request

Please see the attached donation request on behalf of the Manitoulin Sea Cadets. Council approved \$21,000 for donations in the 2020 budget; \$16,761 has already been allocated, leaving a balance of \$4,239 available for donations. Council authorized a donation of \$250 to the Sea Cadets in 2019 and 2018.

Recommendation:

That Council authorize a donation of \$250 to the Manitoulin Navy League for the Manitoulin Sea Cadet program.

l) Kagawong River warning signage

The Mayor and Coroner have had preliminary discussions regarding the design and installation of warning signage at the Kagawong River. At least four people have drowned at the mouth of the river in the spring, including two young men in 2020. The Mayor will provide further context and information.

m) Corporate and Community Greenhouse Gas Inventory

Please review the attached corporate GHG inventory prepared by the Climate Change Coordinator.

Recommendation:

That Council approve the corporate GHG inventory as presented.

n) Waterfront Project – Small Craft Basin additional scope, shoreline stabilization

Please review the attached memo from the Economic Development Officer.

Recommendation:

That council accept the quote from Build North, in the amount of \$66,736.50 plus HST, to provide and install additional shoreline stabilization and protection in the vicinity of the Old Mill.

9. Correspondence

a) Township of South Glengarry and Town of Amherstburg re: Long Term Care homes

Please review the attached correspondence from the Township of South Glengarry and the Town of Amherstburg.

Recommendation:

That Council pass a resolution of support for this matter.

b) Town of Amherstburg re: ICIP funding fast-track

Please review the attached correspondence from the Town of Amherstburg.

Recommendation:

That Council pass a resolution of support for this matter.

10. Information

There are a number of items attached for Council's information. Council may move any of these items into New Business during the agenda approval for discussion at this meeting, or request that an item(s) be included on a future agenda for discussion.

- a) Letter from J.L. Richards re: Main St. RFP selection process
- b) Blue Box transition
- c) *Municipal Act* changes
- d) MPP Mantha letter to Minister of Health
- e) Waste Reduction Week 2020
- f) Ontario Barn Preservation

The Corporation of the
Township of Billings
Regular Meeting
Minutes

July 20, 2020

Electronic Meeting

Present (electronically): Mayor Ian Anderson, Councillors Sharon Alkenbrack, Bryan Barker, Michael Hunt and Sharon Jackson

Staff: Floyd Becks, Public Works Superintendent; Megan Bonenfant, Deputy Clerk, Todd Gordon, Economic Development Officer; Kathy McDonald, CAO/Clerk.

Media: Tom Sasvari

Members of the General Public

Regrets: none

1. Opening of Meeting

2020-225 Hunt – Barker

BE IT RESOLVED that this regular meeting of council be opened with a quorum present at 4:00 p.m. with Mayor Anderson presiding.

Carried

2. Approval of Agenda

2020-226 Barker – Hunt

BE IT RESOLVED that the agenda for the July 20, 2020 regular meeting of council be accepted as presented.

Carried

3. Disclosure of Pecuniary Interest

There were no disclosures of pecuniary interest.

4. Adoption of Minutes

2020-227 Barker – Hunt

BE IT RESOLVED that Council accepts the minutes of the July 7, 2020, regular meeting as presented.

Carried

5. Delegations

There were no delegations present.

6. Committee Reports

None.

7. Old Business

a) 2020-24 by-law to provide for the control of dogs

2020-228 Alkenbrack – Jackson

BE IT RESOLVED that by-law 2020-24, being a by-law to provide for the control of dogs, be given first reading.

Carried

Council directed that the permit fee be eliminated.

8. New Business

a) COVID-19 response update

Council discussed returning to in-person council meetings and agreed to work towards this by September. Council also discussed resuming Committee meetings and again agreed to work towards this by September.

b) Waterfront Project update

2020-229 Barker – Hunt

BE IT RESOLVED that Council accepts the quotation from Build North/Lacroix Construction for emergency repairs to the small craft harbour breakwall in the amount of \$85,087.80 + HST, and authorizes the Mayor and CAO/Clerk to execute any documents necessary to fulfill this direction.

Carried

2020-230 Alkenbrack – Jackson

BE IT RESOLVED that Council authorizes the Mayor and CAO/Clerk to execute the agreement amendment for FedNor Project number 851-810654.

Carried

c) Fire Department application – Harrison Noble

2020-231 Hunt – Alkenbrack

BE IT RESOLVED that Council approves Harrison Noble's application to join the Billings Fire Department, pending a satisfactory Vulnerable Sector Records Check.

Carried

d) 2020-28 by-law to regulate and control parking

2020-232 Alkenbrack – Barker

BE IT RESOLVED that by-law 2020-28, being a by-law to regulate and control parking, be given first, second and third readings and enacted.

Carried

e) Enabling Accessibility Fund application

2020-233 Hunt – Jackson

BE IT RESOLVED that Council endorses the application, as prepared by staff, to the federal Enabling Accessibility Fund, for accessibility ramp replacement and two fully accessible (automated) doors, one exterior and one interior, at 15 Old Mill.

Carried

f) Manitoulin Planning Board 2020 budget

2020-234 Barker – Alkenbrack

BE IT RESOLVED that Council accepts the Manitoulin Planning Board 2020 budget as presented in their correspondence of April 15, 2020.

Carried

9. Correspondence

a) Austin Aube re: Hawk Road boat launch

Council directed staff to remove the remaining concrete pieces from the area.

10. Information

Council received the items listed as information. Councillor Barker requested that item b), changes to the *Environmental Assessment Act*, be added to the August 4, 2020, Council agenda for discussion.

11. Accounts for Payment

2020-235 Hunt – Alkenbrack

BE IT RESOLVED that Council authorizes the following accounts for payment:

General Accounts \$118,700.20

and that cheques number 6337 to 6355 be authorized for signing as described in the attached register.

Carried

12. Closed Session

2020-236 Alkenbrack – Barker

BE IT RESOLVED THAT in accordance with Section 239(2)(d) of the *Municipal Act, 2001* S.O. Chapter 25, this Council proceed to a Closed Session at 5:52 p.m. in order to discuss a matter pertaining to employee negotiations.

Carried

2020-237 Alkenbrack – Jackson

BE IT RESOLVED THAT Council move out of Closed Session at 6:15 p.m. and resume their regular, open meeting.

Carried

13. Confirming By-Law

2020-238 Barker – Jackson

BE IT RESOLVED that By-law 2020-29, being a by-law to confirm the proceedings of Council be given first, second, third reading and enacted.

Carried

14. Adjournment

2020-239 Barker – Alkenbrack

BE IT RESOLVED that this regular meeting of council be adjourned at 6:17 p.m.

Carried

Ian Anderson, Mayor

Kathy McDonald, CAO/Clerk

07/21/2020:mb

Kagawong Fitness Centre Reopening Considerations

	Provincial Regulation	Implications for KFC
Equipment		
<i>Inspection/Servicing</i>	n/a	The CAO/Clerk has contacted Akfit to request an equipment inspection to support reopening.
<i>Spacing</i>	Physical distancing must be maintained. There is no allowance in the regulation for forgoing physical distancing between members of the same household or 'social bubbles'.	<p>Machines must be spaced 2 metres apart or physical barriers between equipment installed. This will require the removal of some equipment or the installation of physical barriers between equipment.</p> <p>If a 'one user at a time' limit is imposed (see below), equipment removal/barriers may not be necessary. However, any equipment within 2 metres of a piece of equipment that is used should also be sanitized.</p>
<i>Sanitization</i>	Equipment must be cleaned and disinfected between users.	<p>Equipment that cannot be cleaned and disinfected should be removed from the facility.</p> <p>Need to know from Akfit if wipes we have are sufficient for COVID and if any special protection is required for the screens.</p> <p>Given the current 24/7 come-and-go set-up, this level of cleaning is difficult to achieve. There is no current staff capacity to clean between users, even when their attendance is known.</p>

		One option would be to require members to sign an agreement/waiver stating they will clean and disinfect any equipment prior to and after their use. This would require some form of training and compliance monitoring.
User Management		
<i>Number of Users</i>	The total number of people permitted in areas containing weights or exercise machines is limited to the number of people that can maintain physical distancing of at least 2 metres, which cannot exceed the indoor gathering limit of 50 people.	<p>Realistically, KFC is limited to one user at a time. As the operator of the facility, we are required to ensure physical distancing between users. Requesting proof that users are members of the same household or 'social bubble' has Charter implications, and there are no specific allowances in the regulation for members of the same household/'social bubble' to forgo physical distancing.</p> <p>More than one user has the high potential to lead to distancing conflicts when changing machines, using the washroom, etc.</p> <p>The current 24/7 come-and-go set-up does not allow for effective control of the number of users at any one time. An appointment system could be implemented, would require frequent (daily?) changing of the access code. Staff time would be required for managing the booking system and changing the access code.</p>
<i>User Health</i>	It is recommended that all users be screened for signs and symptoms of COVID-19 and other illness prior to entering the facility.	The current 24/7 come-and-go set-up does not allow for effective screening of users prior to accessing the KFC.

		An appointment system could facilitate the collection of screening paperwork.
<i>Contact Tracing</i>	It is highly recommended that contact information be kept for contact tracing purposes in the event of an outbreak.	<p>The current log book is done by honour system and compliance is lacking.</p> <p>An appointment system would facilitate the collection/maintenance of this information.</p> <p>If an appointment system is not implemented, could require members to sign an agreement/waiver stating they will maintain the log book for each and every use.</p>
Facility		
<i>Air Circulation</i>	No specific reference in regulation.	<p>The KFC has no air circulation infrastructure (e.g., ductwork, air conditioner, ceiling fans). The windows are operable and can be opened.</p> <p>Dental offices are employing air handling units in procedure rooms to clean the air between procedures.</p> <p>The inability to circulate air combined with inherent heavier breathing during exercise suggest one user at a time is prudent, and that sufficient time between users be imposed to allow any droplets in the air to settle.</p>
<i>Touch Points</i>	"...cleaned and disinfected as frequently as is necessary to maintain a sanitary condition."	<p>Include: Light Switches Key pad Door handles Bathroom fixtures Wipes dispenser</p> <p>Given the current 24/7 come-and-go set-up, this level of</p>

		<p>cleaning/disinfection is difficult to achieve. There is no current staff capacity to clean between users, even when their attendance is known.</p> <p>One option would be to require members to sign an agreement/waiver stating they will clean and disinfect any touch points after their use. This would require some form of compliance monitoring.</p> <p>Motion-sensitive light switches could be investigated.</p>
<i>Washroom</i>	<p>“...cleaned and disinfected as frequently as is necessary to maintain a sanitary condition.”</p>	<p>Given the current 24/7 come-and-go set-up, this level of cleaning/disinfection is difficult to achieve. There is no current staff capacity to clean between users, even when their attendance is known.</p> <p>One option would be to require members to sign an agreement/waiver stating they will clean and disinfect the washroom after use. This would require some form of compliance monitoring.</p>
<i>Carpet</i>	<p>“Activities must not be practised or played within the facility if they require the use of fixed structures that cannot be cleaned and disinfected between each use or, where used in a game or practice, at the end of play.”</p>	<p>This could be interpreted to mean that the KFC cannot open as disinfection of the carpet is not possible between each use.</p> <p>Short-term, one option would be to require members to sign an agreement stating they understand the carpet is not sanitized.</p> <p>Longer term, new flooring could be investigated and the floor added to the list of</p>

		items to be cleaned and disinfected after use.
Compliance monitoring	It is the owner/operator's responsibility to ensure compliance with the regulation and any and all advice issued by Public Health Sudbury and Districts.	<p>The current 24/7 come-and-go set-up makes compliance monitoring practically impossible.</p> <p>On-site staff and reduced open hours would ensure the most rigorous compliance monitoring. This is not feasible with current staff capacity.</p> <p>Cameras would allow for passive monitoring of compliance.</p> <p>Penalties for non-compliance (e.g., suspension of membership) should be established and communicated at the outset.</p>

WAIVER/RELEASE FOR COMMUNICABLE DISEASES INCLUDING COVID-19

ASSUMPTION OF RISK / WAIVER OF LIABILITY / INDEMNIFICATION AGREEMENT

In consideration of being allowed to utilize the Kagawong Fitness Centre and associated equipment, the undersigned acknowledges, appreciates, and agrees that:

1. Utilization of this facility includes possible exposure to and illness from infectious diseases including but not limited to MRSA, influenza, and COVID-19. While particular rules and personal discipline may reduce this risk, the risk of serious illness and death does exist; and,
2. I KNOWINGLY AND FREELY ASSUME ALL SUCH RISKS, both known and unknown, EVEN IF ARISING FROM THE NEGLIGENCE OF THE RELEASEES or others, and assume full responsibility for my utilization; and,
3. I willingly agree to comply with the stated and customary terms and conditions for utilization as regards protection against infectious diseases. If, however, I observe and any unusual or significant hazard during my presence or utilization, I will remove myself from the facility and bring such to the attention of the Township of Billings municipal office immediately; and,
4. I, for myself and on behalf of my heirs, assigns, personal representatives and next of kin, HEREBY RELEASE AND HOLD HARMLESS the Corporation of the Township of Billings, their officers, officials, agents, and/or employees, other participants, sponsoring agencies, sponsors, advertisers, and if applicable, owners and lessors of premises ("RELEASEES"), WITH RESPECT TO ANY AND ALL ILLNESS, DISABILITY, DEATH, or loss or damage to person or property, WHETHER ARISING FROM THE NEGLIGENCE OF RELEASEES OR OTHERWISE, to the fullest extent permitted by law.

I HAVE READ THIS RELEASE OF LIABILITY AND ASSUMPTION OF RISK AGREEMENT, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND SIGN IF FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT.

Name of participant: _____

Participant signature: _____

Date signed: _____

FOR PARTICIPANTS OF MINORITY AGE (UNDER AGE 18 AT THE TIME OF REGISTRATION)

This is to certify that I, as parent/guardian, with legal responsibility for this participant, have read and explained the provisions in this waiver/release to my child/ward including the risks of presence and participation and his/her personal responsibilities for adhering to the rules and regulations for protection against communicable diseases. Furthermore, my child/ward understands and accepts these risks and responsibilities. I for myself, my spouse, and child/ward do consent and agree to his/her release provided above for all the Releasees and myself, my spouse, and child/ward do release and agree to indemnify and hold harmless the Releasees for any and all liabilities incident to my minor child's/ward's presence or participation in these activities as provided above, EVEN IF ARISING FROM THEIR NEGLIGENCE, to the fullest extent provided by law.

Name of parent/guardian: _____

Parent guardian/signature: _____

Date signed: _____

Kagawong Fitness Centre

Member Responsibilities

As a member of the Kagawong Fitness Centre, I hereby agree to:

1. Contact the municipal office, either by phone or email, at least 24 hours in advance of my desired appointment time(s) to book an appointment(s).
2. Only access the facility during my scheduled appointment time(s).
3. Complete the 'Kagawong Fitness Centre Pre-Use Screening' form prior to accessing the facility each time and submit this form to the municipal office no later than 24 hours after my scheduled appointment time(s).
4. Using the supplies provided, thoroughly clean and disinfect each piece of equipment I use, both prior to and after each use.
5. Using the supplies provided, thoroughly clean and disinfect each piece of equipment within two (2) metres of a piece of equipment that I have used, or a space in which I have conducted exercise, after each use.
6. Using the supplies provided, thoroughly clean and disinfect the following touch points prior to leaving the facility at the end of my appointment:
 - a) Light switches
 - b) Door handles/knobs
 - c) Entry door key pad
7. Contact the municipal office immediately to report:
 - a) Incidences of non-compliance with these measures by other members
 - b) Unsafe conditions in the facility
 - c) Equipment malfunctions or required maintenance
 - d) Lack of supplies

I understand that I will not be granted an appointment at the Kagawong Fitness Centre until I have completed and submitted to the municipal office this form and the Waiver/Release for Communicable Diseases Including COVID-19.

I understand that my failure to comply with the above measures may result in the suspension of my membership for a period of up to one year.

Name of member: _____

Signature: _____

Date signed: _____

Daily Fit for Appointment Member Questionnaire

The following must be completed by all Kagawong Fitness Centre members prior to each scheduled appointment.

NAME [Please Print]: _____

- | | | | |
|----|--|------------------------------|-----------------------------|
| 1 | You are not now and have not within the last 14 days exhibited any symptoms of a cold or flu. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2 | No person residing in your home has not within the last 14 days exhibited any symptoms of a cold or flu. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3 | You have not had or come in contact, with a presumed or confirmed COVID-19 positive person within the last 14 days. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4 | No person residing in your home had or come in contact, with a presumed or confirmed COVID-19 positive person within the last 14 days. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5 | You have not travelled via airplane or cruise ship within the last 14 days. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 6 | You have not travelled out of the district in the last 14 days. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 7 | No person residing in your home has travelled via airplane or cruise ship within the last 14 days. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 8 | No person residing in your home has travelled out of the district in the last 14 days. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 9 | You are following all Government of Ontario social distancing guidelines. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 10 | All persons residing in your home are following all Government of Ontario social distancing guidelines. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

By my signature below, I confirm my responses are accurate and acknowledge that any false statement may result in disciplinary action.

Signature

Date

Ontario
Provincial
Police

Police
provinciale
de l'Ontario



Manitoulin Detachment
Manitoulin Détachement
(Little Current, Espanola, Manitowaning, Gore Bay, Mindemoya)

12 Campbell Street, East, PO Box 638
Little Current, ON P0P 1K0

Tel: 705-368-2200
Fax 705-368-2666

Tél. : 705-368-2200
Télééc. : 705-368-2666

File Reference:

July 14, 2020

Municipality of Billings
15 Old Mill Rd.
P.O. Box 34
Kagawong, ON P0P 1J0

ATTENTION: Mayor Ian Anderson

As you are likely aware the completion of the new Little Current OPP Detachment is drawing near. Operations for Little Current OPP will move to the new location at 54 Boosneck Rd, Little Current as of the 18th of August 2020.

The OPP continually evaluates its operations to identify efficiencies that enhance public safety in the communities it serves. The OPP has to evolve to address new challenges and deliver on the ever-changing expectations of police services in an increasingly complex world.

A review of Ontario Provincial Police (OPP) detachments in the North East Region has identified opportunities for efficiencies and reinvestment. As a result, the OPP will be closing Mindemoya and Manitowaning Detachments, which forms part of the greater Manitoulin Detachments in the fall of 2020.

I am inviting community leaders to attend the new detachment on July 22nd for an information session at 1:30 pm.

In closing, it is important to note that the closure of Mindemoya and Manitowaning Detachments will not reduce frontline policing services within Manitoulin Island. The OPP continues to work closely with the community to address its needs. Police vehicles are now equipped with mobile work stations allowing officers on patrol to complete many administrative duties from within the cruiser and thereby reducing the need to return to the office.

Sincerely

A handwritten signature in black ink, appearing to read "Megan Cavanagh".

Megan Cavanagh, Inspector
Detachment Commander
Manitoulin OPP

MC/cf

Megan Bonenfant

Subject: RE: Letter from the Honourable Jeff Yurek, Minister of the Environment, Conservation and Parks regarding Environmental Assessment modernization

From: Minister, MECP (MECP) <Minister.MECP@ontario.ca>

Sent: Wednesday, July 08, 2020 7:10 PM

To: Kathy McDonald <kmcdonald@billingstwp.ca>

Subject: Letter from the Honourable Jeff Yurek, Minister of the Environment, Conservation and Parks regarding Environmental Assessment modernization

Good evening,

I am writing to inform you about the Ministry of the Environment, Conservation and Parks next steps in our government's Made-in-Ontario Environment Plan commitment to build an environmental assessment (EA) program that ensures strong environmental oversight and a strong economy.

The current process for environmental assessments is slow and ineffective. It can take up to six years for some projects, slowing down important infrastructure projects that help Ontario communities, such as installing electricity infrastructure. Even projects subject to a streamlined process, such as new roads and bridges, can be further delayed by administrative burden, impacting the timely construction of basic infrastructure.

That's why, last year our government released a [discussion paper](https://prod-environmental-registry.s3.amazonaws.com/2019-04/EA%20Discussion%20Paper.pdf) (<https://prod-environmental-registry.s3.amazonaws.com/2019-04/EA%20Discussion%20Paper.pdf>) outlining the challenges with our current framework and introducing our vision for a modernized EA program, as the first step in our plan to update the nearly 50-year-old *Environmental Assessment Act* (EAA).

As we committed in our Made-in-Ontario Environment Plan, we want to improve the environmental assessment program by eliminating duplication and reducing delays on projects that matter most to Ontario communities. To start, we amended the EAA through the *More Homes, More Choice Act, 2019* to exempt low-impact projects, such as constructing roadside parks and adding bike lanes from requiring an environmental assessment. Projects like these are routine activities that have benefits to communities but little to no environmental impacts.

As part of our government's proposed COVID-19 Economic Recovery Act, we are now proposing to move forward with the next phase of environmental assessment modernization, to further reduce delays and focus our resources on projects with a higher potential for environmental impacts so that we can help communities get important infrastructure projects built faster, while maintaining strong environmental oversight.

Building infrastructure projects faster, including transit and highways, will help boost Ontario's economic recovery, create thousands of jobs, put more opportunities within the reach of businesses, create more affordable housing, and ensure a higher standard of living in every community across the province.

The proposal includes the items outlined below:

Proposed amendments to the *Environmental Assessment Act* (EAA)

Through the COVID-19 Economic Recovery Act, our government has proposed amendments to the EAA, which allow us to move forward with our next phase of our modernization plans, while at the same time supporting the government economic recovery goals by making it possible for us to find efficiencies in the environmental assessment process of important public works.

The legislation would allow us, through subsequent regulations and proclamations, to allow online submissions, reduce the average time by half for the largest projects and match the potential environmental impact of a project to the level of study required.

The proposed changes are aimed at getting important infrastructure projects built faster, while maintaining strong environmental oversight by focusing on projects that have the most potential to impact the environment.

We posted an information notice on the environmental registry to provide information about the proposed legislative changes to the EAA that will be proceeding through the legislative process. Please refer to <https://ero.ontario.ca/notice/019-2051> for more information.

Amendments to Class Environmental Assessments (Class EAs)

My ministry is also seeking input on proposed amendments to 8 Class EAs. These proposed changes would support our modernization initiative as they would exempt low-impact projects from the requirements of the *Environmental Assessment Act*, eliminate duplication and find efficiencies in the planning process. This would speed up projects that are important to communities, such as erosion, repair, or remediation initiatives, or important upgrades to machinery such as waterpower generators.

My ministry is seeking input on these proposed amendments during a **45-day** comment period, closing on **August 22, 2020**. Details of this proposal may be found at <https://ero.ontario.ca/notice/019-1712>.

Exempting Regulations

In addition, my ministry is also proposing regulatory exemptions from the *Environmental Assessment Act* to eliminate duplication and reduce delays for projects and activities related to Indigenous land claim settlements and other agreements with Indigenous communities dealing with land, projects within provincial parks and conservation reserves, and select highway projects being planned by the Ministry of Transportation. Some of these projects and activities are already subject to other legislation or planning processes that would provide the appropriate level of assessment and consultation. Other projects may be exempted from the EAA but would still be subject to conditions such as requirements to post notifications or undertake technical studies as appropriate.

My ministry is seeking input on these proposed amendments during a **45-day** comment period, closing on **August 22, 2020**.

For details of the proposal regarding land claim settlement activities and other agreements with Indigenous communities dealing with land, please refer to <https://ero.ontario.ca/notice/019-1805>.

For details of the proposal regarding projects in provincial parks and conservation reserves please refer to <https://ero.ontario.ca/notice/019-1804>.

For details of the proposals for select Ministry of Transportation projects, please refer to <https://ero.ontario.ca/notice/019-1882> and <https://ero.ontario.ca/notice/019-1883>.

Information about the proposed Class EA amendments can be found on the environmental registry. We ask that you submit any comments that you may have through the instructions provided, and by the deadlines listed above.

Should you have questions about any of the proposals, you can contact us at EAmmodernization.MECP@ontario.ca.

We look forward to your suggestions and comments on our modernization initiatives.

Sincerely,

Jeff Yurek
Minister of the Environment, Conservation and Parks

Proposed Environmental Assessment Act (EAA) Amendments in the COVID 19- Economic Recovery Act

ERO (Environmental Registry of Ontario) number	019-2051
Notice type	Bulletin
Act	Environmental Assessment Act, R.S.O. 1990
Posted by	Ministry of the Environment, Conservation and Parks
Bulletin posted	July 8, 2020
Last updated	July 8, 2020

This notice is for informational purposes only. There is no requirement to consult on this initiative on the Environmental Registry of Ontario. Learn more about the [types of notices \(/page/glossary#section-4\)](/page/glossary#section-4) on the registry.

Bulletin summary

Through the COVID-19 (2019 Novel Coronavirus) Economic Recovery Act, the Ministry of the Environment, Conservation and Parks is proposing amendments to the EAA (Environmental Assessment Act). The amendments, if passed, will build on the vision for a modern environmental assessment program as proposed in the April 2019 discussion paper titled 'Modernizing Ontario's Environmental Assessment Program'.

Why consultation isn't required

We are posting this information notice for public awareness on proposed legislative changes through the COVID-19 (2019 Novel Coronavirus) Economic Recovery Act to the *Environmental Assessment Act* and related consequential amendments. These amendments will enable next steps in modernizing

Ontario's environmental assessment program, helping to ensure strong environmental oversight while getting critical infrastructure projects off the ground quicker.

To ensure that these proposed changes can be implemented expeditiously to support recovery efforts, the proposed amendments include a provision making them not subject to the minimum 30-day posting requirement under the *Environmental Bill of Rights*.

If passed, the changes to the *Environmental Assessment Act* will improve the environmental assessment process by reducing the average time in half from 6 to 3 years for the largest infrastructure projects. Changes would also match the potential environmental impact of a project to the level of study required while still maintaining strong environmental oversight.

The Ministry of the Environment, Conservation and Parks intends to consult with the public, Indigenous communities and stakeholders on regulations to implement these proposed changes to the *Environmental Assessment Act*, if approved.

Bulletin details

The Ontario government is taking the first step in a made-in-Ontario plan for growth, renewal and economic recovery. The province introduced the COVID-19 (2019 Novel Coronavirus) Economic Recovery Act, proposed legislation that lays the foundation to restart jobs and development, strengthen communities, and create opportunity for people in every region of the province. This Bill would, if passed, amend the *Environmental Assessment Act* (EAA) to update the almost 50-year-old environmental assessment program to make it a modern, practical process that supports strong environmental oversight and a strong economy.

Currently, the process for comprehensive environmental assessments is slow and ineffective. It can take up to six years for many projects, slowing down important infrastructure projects that help Ontario communities run, such as installing high voltage transmission lines, and building municipal expressways, new large waterpower facilities, or large expansions of existing landfills.

If the Bill is passed, we will be able to focus more resources on projects that have the highest impact to the environment, shorten timelines by half, and align the level of assessment requirements with the level of environmental

impact so key infrastructure projects can get off the ground without delay.

Modernizing Ontario's environmental assessment program

An environmental assessment (EA) is an environmental planning and decision-making process that helps to ensure potential environmental impacts are considered before a proposed undertaking (project) begins. Most of these projects are proposed by provincial ministries or municipalities planning infrastructure projects, though some private sector development projects are also subject to EA (environmental assessment) requirements.

Ontario's EAA (Environmental Assessment Act) was enacted in 1975 and sets out the framework for province's EA (environmental assessment) program. After almost 50 years, the EAA (Environmental Assessment Act) remains largely the same despite legislative amendments in 1996 and ongoing efforts over the years to update the EA (environmental assessment) program.

In November 2018, the government released the **Made-in-Ontario Environment Plan** (<https://www.ontario.ca/page/made-in-ontario-environment-plan>). In the plan, the government committed to modernize Ontario's EA (environmental assessment) program to ensure strong environmental protections, while eliminating duplication, streamlining processes, providing clarity to applicants, improving service standards to reduce delays, and better recognize other planning processes. We also talked about providing municipalities and the communities they represent with a say in landfill siting approvals.

On April 25, 2019, the Ministry of the Environment, Conservation and Parks (ministry) released a discussion paper to consult Ontarians on a modern vision for the EA (environmental assessment) program and posted a proposal as part of Bill 108, *More Homes, More Choice Act, 2019* to move forward with short-term actions to address certain stakeholder concerns with the existing EA (environmental assessment) process.

On June 6, 2019, **the More Homes, More Choice Act, 2019** (<https://www.ontario.ca/laws/statute/s19009>) was passed resulting in amendments to the EAA (Environmental Assessment Act) that implemented immediate short-term actions to exempt low-impact projects from EA (environmental assessment) requirements.

Informed by feedback received during the comment period for the discussion paper, changes proposed through the COVID-19 *Economic Recovery Act*, would, if passed, amend the EAA (Environmental Assessment Act) to enable changes to modernize Ontario's EA (environmental assessment) program. The amendments are intended to be phased in over time to allow for the modernization of the EA (environmental assessment) program through new regulations which will be developed in consultation with the public, stakeholders and Indigenous communities in the coming months, while maintaining environmental oversight now and in the future.

Proposed Amendments to the Environmental Assessment Act (EAA) through the COVID-19 (2019 Novel Coronavirus) Economic Recovery Act

The proposed legislative amendments to the EAA (Environmental Assessment Act) will enable the development of regulations to support modernization of the EA (environmental assessment) program. The ministry will consult broadly with the public, Indigenous communities and stakeholders, including through future postings on this Registry, on these subsequent regulations which will be needed to implement a fully modern EA (environmental assessment) program.

The amendments to the EAA (Environmental Assessment Act) that have been introduced include provisions to:

1. Enable establishing a Project List to identify projects subject to EA (environmental assessment) requirements.

Amend the EAA (Environmental Assessment Act) to allow the development of a Project List through future regulation that would clearly identify the projects that are subject to EA (environmental assessment). This would bring Ontario's EA (environmental assessment) framework into alignment with other Canadian jurisdictions. The Project List regulation would clearly identify projects subject to EA (environmental assessment) requirements with a focus on projects that have the most potential to impact the environment.

2. Focus the formal objections process (Part II Order request process) to issues relating to Aboriginal and treaty rights and set timelines for when the Minister can intervene on his/her own initiative to impose conditions on or bump-up a streamlined project.

Amend the EAA (Environmental Assessment Act) to focus the Part II Order request process on potential adverse impacts of a project on existing aboriginal and treaty rights to help reduce uncertainty and undue delays to critical infrastructure and development projects.

The authority for the Minister to impose conditions or require an individual (comprehensive) EA (environmental assessment) ('bump-up') on a streamlined project will remain but the time period to impose these conditions or bump-up the project is proposed to be limited.

The proposed amendments would also provide authority for the Minister to amend previous orders that imposed conditions on streamlined projects.

3. Enable new streamlined regulations with consistent and standardized processes to replace Class EAs (Environmental Assessments).

Amend the EAA (Environmental Assessment Act) to enable new streamlined environmental assessment regulations that set out consistent requirements (consultation, documentation, scope of assessment, etc. (et cetera)) across project types to replace the differing and inconsistent Class EA (environmental assessment) system. The existing Class EAs (Environmental Assessments) would remain in place until the new regulations are made.

4. Amend the EAA (Environmental Assessment Act) to clarify the authority to create standardized workplans through regulation for selected sectors.

Amend the EAA (Environmental Assessment Act) to clarify the authority for standardized workplan regulations for certain sectors to save time and ensure consistency among workplans for proponents in a sector. Standardized workplans are expected to save eligible proponents up to 1.5 years in the overall EA (environmental assessment) process, as they will be able to use the sectoral Terms of Reference (ToR) as the basis for their assessment allowing proponents to streamline workplans that do not vary significantly from project-to-project within a sector.

As part of the ToR (Terms of Reference) approval process, the Minister will still have authority to impose requirements that are greater than or less than the requirements of the regulations, to ensure any project-

specific factors can be considered.

5. Improve timelines to ensure projects are completed in a reasonable timeframe.

Amend the EAA (Environmental Assessment Act) to:

- Enable setting timelines for proponents completing an EA (environmental assessment) and for extension of these timelines. The EA (environmental assessment) process would need to be restarted by proponents who do not meet the established timeline. This would improve clarity and certainty of timelines for proponents and the ministry.
- Require the minister to provide reasons if decision timelines are not met. This would ensure accountability for meeting timelines and facilitate investment in critical infrastructure and development projects.

6. Provide expiry dates for all individual (comprehensive) EAs (Environmental Assessments) that do not currently have an expiry date and that are not listed by regulation.

Amend the EAA (Environmental Assessment Act) to:

- Provide expiry dates for all individual (comprehensive) EAs (Environmental Assessments) that do not have an expiry date and that are not listed by regulation. This would ensure that environmental studies are relevant at the time of implementation of a project, and that old EA (Environmental Assessment) approvals or new ones that do not include an expiry date do not remain valid indefinitely. In addition, the Minister would be able to amend an approval for projects listed in the exemption regulation to include a date on which the approval for the project will expire. If the amendments to the Act are passed, the ministry intends to consult on a list of projects to be exempted from the expiry date provisions before the provision establishing the expiry date is proclaimed into force.

7. Reduce duplication by amending the harmonization provision of the EAA (Environmental Assessment Act) to align with the federal *Impact*

Assessment Act.

Strengthen and clarify existing provisions of the EAA (Environmental Assessment Act) that provide for harmonization and substitution where both Ontario and other jurisdictions EA (environmental assessment) requirements apply, including federal ones to reduce duplication by having one process but still maintain having two decisions.

8. Transition the EA (environmental assessment) program to an online digital platform.

Amend the EAA (Environmental Assessment Act) to enable requiring online submissions of EA (environmental assessment) applications, once a platform is developed and to enable requiring proponents to establish and maintain project websites. This would modernize Ontario's EA (environmental assessment) program to enhance transparency, reporting and evidence-based decision making as well as to align Ontario's EA (environmental assessment) program with all other provinces and the federal government.

9. Establish the requirement for municipal support for landfills as part of the EA (environmental assessment) process.

Amend the EAA (Environmental Assessment Act) to require proponents of new, large landfills (those that require an individual (comprehensive) EA (environmental assessment)) to obtain support from 1) host municipalities and 2) adjacent municipalities where there is land with authorized residential uses that is within a set distance from the proposed new landfill site property boundary (that is within a 3.5 km (kilometres) distance or such distance as may otherwise be prescribed). This requirement would apply to single tier and lower tier municipalities.

The proposed amendments would apply to landfill proposals that are currently in the process of obtaining an approval. Existing regulation-making authority could be employed when needed to provide exemptions from the requirement for proponents to obtain municipal support (e.g. (example), may want to override where there is severe landfill constraint, public health concerns etc. (et cetera)).

10. Establish a non-derogation provision (clarifies the EAA (Environmental Assessment Act) is not intended to affect constitutionally protected

aboriginal and treaty right rights)

Continue to show the government's commitment to aboriginal and treaty rights by amending the EAA (Environmental Assessment Act) to include a non-derogation provision to clarify that nothing in the EAA (Environmental Assessment Act) is intended to abrogate or derogate from constitutionally protected aboriginal and treaty rights.

We also intend to update the Consultation Code of Practice and other guidance documents to ensure that expectations are clearly outlined to promote meaningful consultation with Indigenous communities and engagement with other interested persons.

We are also proposing to make a series of administrative changes and consequential amendments to other relevant legislation. Please see attached document titled **"Administrative amendments to the Environmental Assessment Act and Consequential amendments"** (https://prod-environmental-registry.s3.amazonaws.com/2020-07/Administrative%20Amendments%20to%20the%20Environmental%20Assessment%20Act%20and%20Consequential%20Amendments_0.pdf) for more detail.

What else are we doing?

In addition to the proposed amendments to EAA (Environmental Assessment Act) introduced through the COVID-19 (2019 Novel Coronavirus) Economic Recovery Act, we are consulting on proposed changes for projects and activities that have requirements under the *Environmental Assessment Act*, including:

- Amendments to Class EAs (Environmental Assessments) (<https://ero.ontario.ca/notice/019-1712> (<https://ero.ontario.ca/notice/019-1712>))
- Land claim settlements and other agreements with Indigenous communities (<https://ero.ontario.ca/notice/019-1805> (<https://ero.ontario.ca/notice/019-1805>))
- Projects and activities within provincial parks and conservation reserves (<https://ero.ontario.ca/notice/019-1804> (<https://ero.ontario.ca/notice/019-1804>))
- Specific MTO (Ministry of Transportation) projects (<https://ero.ontario.ca/notice/019-1882> (<https://ero.ontario.ca/notice/019-1882>) and

Consultation

On April 25, 2019, the Ministry of the Environment, Conservation and Parks (ministry) released a discussion paper to consult Ontarians on a modern vision for the EA (environmental assessment) program.

The proposal to amend the EAA (Environmental Assessment Act), was informed by feedback received during the comment period for the discussion paper.

The Bill, if passed, will amend the EAA (Environmental Assessment Act) to enable changes to modernize Ontario's EA (environmental assessment) program. The amendments are intended to be phased in over time to allow for the modernization of the EA (environmental assessment) program through new regulations which will be developed in consultation with the public, stakeholders and Indigenous communities, while maintaining environmental oversight now and in the future.

The ministry will be consulting on regulations that will be developed at a later date if these changes to amend the *Environmental Assessment Act* are passed.

Supporting materials

Related files

[Administrative Amendments to the Environmental Assessment Act and Consequential Amendments](https://prod-environmental-registry.s3.amazonaws.com/2020-07/Administrative%20Amendments%20to%20the%20Environmental%20Assessment%20Act%20and%20Consequential%20Amendments_0.pdf)
(https://prod-environmental-registry.s3.amazonaws.com/2020-07/Administrative%20Amendments%20to%20the%20Environmental%20Assessment%20Act%20and%20Consequential%20Amendments_0.pdf)
pdf (Portable Document Format file) 312.73 KB

Related links

[Environmental Assessment Act, R.S.O. 1990, c. E.18](https://www.ontario.ca/laws/statute/90e18)
(<https://www.ontario.ca/laws/statute/90e18>)

Made in Ontario Environment Plan (<https://www.ontario.ca/page/made-in-ontario-environment-plan>)

More Homes, More Choice Act 2019, S.O. 2019, c. 9 – Bill 108
(<https://www.ontario.ca/laws/statute/S19009>)

Related ERO (Environmental Registry of Ontario) notices

Proposed exemption to the Environmental Assessment Act and a new policy under the Provincial Parks and Conservation Reserves Act for projects in provincial parks and conservation reserves (/notice/019-1804)

Proposal to exempt projects or activities related to land claim settlements and other agreements with Indigenous communities from the Environmental Assessment Act (/notice/019-1805)

Proposed regulation for a streamlined environmental assessment process for the Ministry of Transportation's Greater Toronto Area West Transportation Corridor project. (/notice/019-1882)

Proposal to exempt various Ministry of Transportation projects from the requirements of the Environmental Assessment Act. (/notice/019-1883)

Modernizing Ontario's environmental assessment program - Environmental Assessment Act (/notice/013-5102)

Administrative Amendments to Class Environmental Assessments (/notice/019-2038)

View materials in person

Important notice: Due to the ongoing COVID-19 pandemic, viewing supporting materials in person is not available at this time.

Please reach out to the Contact listed in this notice to see if alternate arrangements can be made.

Connect with
us

Contact

EA Modernization Team



[1-800-461-6290](tel:1-800-461-6290)



EAmmodernization.mecp@ontario.ca

Administrative Amendments to the EAA

Other amendments to the EAA are proposed to ensure a seamless transition to a modern EA program, and to address matters that have impacted the effectiveness of the program.

Deficiency statements:

- Currently, the EAA requires a proponent to address deficiencies within 7 days if a Deficiency Statement is issued by the Director.
- **Proposed amendment:** Provide flexibility to address deficiencies within 7 days or such other period as may be provided, given that it often takes more than 7 days to fully address deficiencies.

Project changes:

- Currently, the EAA states that a change to an undertaking is a new undertaking, and current practice has been to allow some changes through amending procedures in approved EAs.
- **Proposed amendment:** Clarify that the Notice of Approval of an EA can outline amending procedures to address changes to a project. This will provide clarity to proponents on when and how changes to a project can be made post-approval.

Ministry Review deadlines:

- Currently, the EAA states that the Director can extend the deadline for the completion of the Ministry Review (a public document which provides the ministry's assessment of whether the EA meets the requirements of the Act) in certain circumstances.
- **Proposed amendments:** Provide that the circumstances in which the deadline can be extended can be further outlined in regulation, to better reflect the procedural/administrative nature of these matters.

Liability provisions:

- Update liability provisions to reflect more modern provisions in other legislation.

Regulation making authority:

- Update regulation making authority to be consistent with and enable other proposed amendments and to provide for transition.

Consequential amendments

If amendments to the EAA to modernize Ontario's EA process are passed and proclaimed, amendments to other statutes would be required. MECP has worked with affected ministries to develop amendments to other statutes as needed to implement the proposal.

The following is a list of the affected statutes and the consequential amendments proposed. The Acts requiring amendments fall within one of three groups. These amendments do not make other changes to these Acts or alter any other environmental protections they may provide.

Group 1: Acts with unneeded provisions

The following Acts all include a provision that state or clarify that the plans, guidelines, strategies, policy statements, etc. made under these Acts are not subject to the current EAA. Under the modernized EA framework, these provisions will no longer be necessary, as everything that does need an EA will be specified in a Project List regulation. These amendments would come into force upon proclamation.

- Resource Recovery and Circular Economy Act, 2016
- Clean Water Act, 2006
- Cap and Trade Cancellation Act, 2018
- Endangered Species Act, 2007
- Far North Act, 2010
- Great Lakes Protection Act, 2015
- Lake Simcoe Protection Act, 2008
- Places to Grow Act, 2005
- Public Lands Act
- Housing Services Act, 2011
- Electricity Act, 1998

Group 2: Acts making proponents/activities subject to the EAA

The following Acts include provisions that make certain corporations subject to the EAA.

- Capital Investment Plan Act, 1993
- Metrolinx Act, 2006
- Highway 407 Act, 1998

Group 3: Acts needing numbering adjustments to align with numbering in the proposed EAA amendments

The following Acts require amendments to ensure that references to the EAA are aligned with the numbering in the proposed EAA amendments.

Administrative amendments to the *Environmental Assessment Act* and Consequential amendments

- Environmental Protection Act
- Safe Drinking Water Act, 2002

Group 4: Acts requiring amendments to align with modernized EAA policy decisions

The **City of Toronto Act, 2006** currently exempts the North York Performing Arts Centre Corporation from the EAA. A modernized EA program would maintain the exemption.

The **Environmental Bill of Rights, 1993 (EBR)** will be amended to ensure that proponents are not required to undertake duplicative processes through the EAA and the EBR under a modernized EA program. The amendments would also address EAA exemptions that were created by Bill 108 (More Homes, More Choice Act, 2019). The amendments would also provide that Part II of the EBR did not apply to the proposal for the amendments in the ministry's Schedule to the Bill. This provision will be repealed 30 days after Royal Assent by another provision in the amendments.

The **Planning Act** currently states that energy projects by Hydro One and Ontario Power Generation that are approved under the EAA are exempt from the Planning Act. Consequential amendments are necessary to bring language in line with updated terminology in the new EAA. The policy of this exemption is under review and future changes may be proposed.

Kawartha Highlands Signature Site Park Act, 2003 states that the EAA applies to any undertaking proceeding in the park. This provision will be repealed on proclamation. If an exempting regulation for parks is made, we anticipate this repeal would be proclaimed at that time. Refer to ERO <https://ero.ontario.ca/notice/019-1804> for details on this posting.

Amendments to the More Home, More Choice Act, 2019

The More Homes, More Choice Act, 2019 was the first step in the EA modernization process. As the ministry has been moving forward on EA modernization there are now unproclaimed EAA amendments made under the More Homes, More Choice Act 2019 that no longer fit current policy, including the amendments to section 16 of the EAA and related provisions. The More Homes, More Choice Act, 2019 would be amended to repeal these provisions.

Some of the proposed amendments to the EAA will come into force upon Royal Assent whereas others will be implemented in phases and will involve further consultation.

Administrative amendments to the *Environmental Assessment Act* and Consequential amendments

Regulation making authority is proposed to provide for transition matters. Transition provisions would provide for how EAs of undertakings/projects will proceed as the modernized framework is rolled out. For example, the transition provisions could specify whether undertakings undergoing an EA at the same time that streamlined assessment regulations are passed would complete the old class EA processes, or switch to the new regulatory process.

If the proposed amendments to the EAA are made, the ministry will continue to consult province-wide on all subsequent regulations to be developed as a result of amendments to the EAA.

Ministry of the Environment,
Conservation and Parks



Modernizing Ontario's Environmental Assessment Program

Discussion Paper

Introduction

The Environmental Assessment Act was first enacted in 1975 and sets out the framework for Ontario's environmental assessment program. The Environmental Assessment Act was the first of its kind in Canada, but after almost 50 years it largely remains the same. Efforts to update the environmental assessment program over the years have been sporadic and the program has become overly complex and burdensome, discouraging job-creators from coming to Ontario to do business.

In the **Made-in-Ontario Environment Plan – Preserving and Protecting our Environment for Future Generations**, the government committed to modernize Ontario's environmental assessment process, to eliminate duplication, streamline processes, provide clarity to applicants, improve service standards to reduce delays, and better recognize other planning processes.

We recognize that this will require a transformational shift in the program and the government's role in these assessments. The government will move swiftly with initial actions that will provide immediate relief to the environmental assessment program. While we take those steps, we will also consult broadly on how to reduce red tape and burden while still protecting our environment.

This discussion paper outlines some key features of the environmental assessment process, identifies the initial actions to provide immediate relief, and sets out a vision to bring the environmental assessment program into the 21st century.

Throughout the paper, we ask questions for your consideration and input, that will help us:

- **Ensure better alignment** between the level of assessment and level of environmental risk associated with a project;
- **Eliminate duplication** between environmental assessments and other planning and approvals processes;
- **Find efficiencies** in the environmental assessment process and related planning and approvals processes to shorten the timelines from start to finish; and
- **Go digital** by permitting online submissions.

What is an Environmental Assessment?

An environmental assessment is an environmental planning and decision-making process that studies and documents the potential environmental effects of a project and allows interested persons to comment on projects that may affect them. Once an environmental assessment is complete, the applicant uses this information to make decisions on the project and moves on to any subsequent environmental permits or approvals required. Over time, the process has become more complex, requiring analysis of social, economic, cultural, health and environmental factors.

The Environmental Assessment Act provides for the protection, conservation and wise management of Ontario's environment and generally applies to projects by provincial ministries, municipalities, and public bodies. Some private sector applicants may be required by regulation to complete an environmental assessment or they may voluntarily do so. Alternatively, the government can also exempt applicants or specific projects from having to complete an environmental assessment where it is determined to be in the public interest because, for example no significant environmental effects are expected.

What do we mean by?

Project

An activity, proposal, plan or program that an applicant proposes to start. Examples can include projects such as a landfill or a sewage treatment plant, but it can also refer to a plan to manage a forest or streetscaping activities.

Risk

Throughout this document, we make references to low, medium, and high-risk projects. These categories of risk refer to the likelihood that a project will have negative environmental effects.

Applicant

A person, agency, group or organization that proposes to carry out a project.

Why is Environmental Assessment Important?

Environmental assessments are a valuable tool to inform decision-makers about the potential environmental effects of a project before a decision is made. This is done by systematically gathering, considering and evaluating information that is based on technical studies, science, and input from the community. This information then provides applicants with the knowledge, support and ability to make a sound environmental planning decision with several benefits. Some examples of these benefits include:

- Ability to decide on an alternative that has the least overall impact/greatest overall benefit, allowing for decisions to be made that promote environmental compatibility and sustainability.
- Potential adverse impacts can be reasonably anticipated and managed before any harm is done, reducing the risk of environmental damage, violations of legislation, or clean up costs.
- Ability to identify concerns of interested persons, municipalities, government agencies, and First Nations and Métis communities early in the planning process. This allows for decisions that incorporate community input leading to improved public support and reduced potential for delays.

Ontario's environmental assessment program is based on core principles that seek to maximize the benefits of environmental assessment as a decision-making tool.

- **Consultation** to involve interested persons, municipalities, government agencies, First Nations and Métis communities in the planning and implementation of a proposed project. Consultation is intended to identify concerns, ensure the sharing of relevant information about the proposed project and enable fair and balanced decision-making.
- Considering a reasonable range of **alternatives** that includes both alternatives to a proposed project (functionally different ways of approaching and dealing with a problem or opportunity) and alternative methods (different ways of doing the same activity). See Figure 1: Example of Alternatives.
- Considering **all aspects of the environment**, including natural, social, economic, cultural, and built conditions.
- **Systematically evaluating net environmental effects** of alternatives (i.e., the advantages and disadvantages of the alternatives) to find a preferred solution. This is done by assessing the environmental effects after impact management measures (measures to lessen potential negative

environmental effects or enhance positive environmental effects) have been applied.

- Providing **clear complete documentation** that explains the environmental planning and decision-making process followed to reach the conclusion of the preferred alternative and its potential environmental effects.

We recognize the value of environmental assessment in Ontario's framework for sound environmental planning and development as we continue to build our communities and economy. We know that the process is overly complex and we want to ensure that it is focussed on what Ontarians care about most. This is why it is important to modernize the program to ensure it remains responsive, effective and efficient.

What do we mean by environmental effect?

An environmental effect is the positive or negative effect that a proposed project or its alternatives may have on the environment.

For example, cutting down trees for the construction and subsequent use of a new road could cause positive effects such as reducing accidents in the region, but may also cause negative environmental effects to bird species nesting in those trees. To mitigate impacts to these bird species, an applicant could plan for winter construction when the birds have migrated away from the site. This is an example of a mitigation or impact management measure.

What are some examples of "all aspects of the environment"?

Natural – watercourses, woodlands, wildlife and habitat

Social – existing communities, recreational areas, air quality, human health

Economic – commercial/industrial activities, financial costs of project

Cultural – archaeological sites, heritage buildings

Built – existing infrastructure such as roads, transmission lines etc.

Alternatives To:



Alternative Methods:

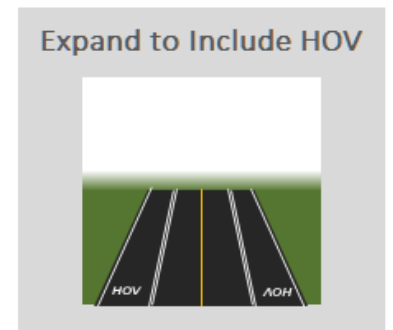
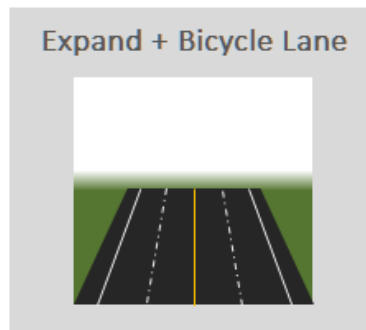
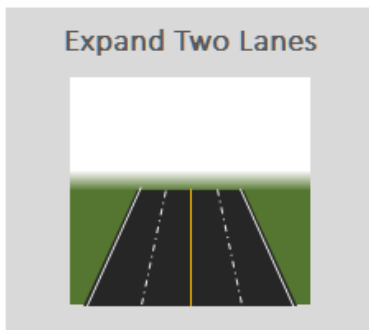


Figure 1: Example of Alternatives

What do we mean by alternatives?

This is an example of where increased road capacity is required to accommodate growth in the area. Alternatives to the project could be to do nothing, widen the existing road, or build a new road. If widening the existing road is preferred, alternative methods could be widening for two additional lanes, widening for two additional lanes with bicycle lanes or widening to include high occupancy vehicle (HOV) lanes only.

Consultation in the Environmental Assessment Process

One element of responsible environmental assessment planning is ensuring that those with a potential interest in a proposed project are provided with opportunities to comment and inform decision-making. This may include community members, municipalities, First Nations and Métis communities, government agencies or environmental organizations. Consultation is a two-way exchange of information between applicants and interested parties and is a key component of the environmental assessment process. Public consultation helps ensure that concerns are identified early, considered and addressed where appropriate.

Indigenous Consultation

Ontario, as the Crown, has a legal obligation to consult with Aboriginal peoples where it contemplates decisions or actions that may adversely impact asserted or established Aboriginal or treaty rights. Projects that follow an environmental assessment process may adversely impact these rights and may trigger this obligation which is often referred to as the duty to consult.

Consultation with First Nations and Métis communities through the environmental assessment process provides an early and ongoing opportunity for these communities to provide input about adverse impacts to their rights. This input also allows applicants to identify, consider and respond to any concerns that were raised by these communities. The ministry uses the information gathered from First Nations and Métis communities as part of the environmental assessment process to determine if the duty to consult has been met, or whether further consultation or accommodation is required before a decision is made.

Consultation with government agencies is a key component of the environmental assessment process, as the broad planning framework allows for the consideration of various municipal, provincial and federal mandates. Government agencies can identify any concerns with a project with respect to their areas of interest, and work with applicants to resolve these concerns early in the planning process.

Consultation also allows government agencies to identify the information and level of detail for the studies required to be done in the environmental assessment. Agencies review, verify, and comment on the applicant's analyses on environmental effects, evaluation of alternatives, and selection of preferred solution from the perspective of their agency. This means that the environmental assessment process can be considered a 'one-window' into Ontario's system of project planning and permitting.

Various government agencies may be involved in the environmental assessment process. For example, the Ministry of Natural Resources and Forestry should be consulted if a project may potentially affect a provincially significant wetland. Effective and early consultation with government agencies facilitates a successful review of environmental assessment documentation and helps identify any subsequent permits that may be required. There are opportunities for changing this 'one-window process' to make it more efficient and reduce timelines.

The two types of environmental assessments in Ontario are:

1. Individual environmental assessments

Individual environmental assessments are prepared for large-scale, complex projects with the potential for **significant** environmental effects. This is the highest level of assessment and involves a two-step process: the terms of reference (the work plan for the environmental assessment), and the environmental assessment. Usually both require the approval of the Minister. The Minister may also refer all or part of the application to the Environmental Review Tribunal for a hearing and a decision. This process is detailed in Appendix A.

Examples of recent individual environmental assessments include:

- A large waste management facility in eastern Ontario;
- A 300-kilometre long transmission line in northwestern Ontario;
- A combination of an open pit and underground gold mine with a surface area of 200 hectares in northwestern Ontario; and
- Removal and reconstruction of a new expressway in central Ontario.

2. Streamlined environmental assessments

The majority of environmental assessment projects follow a streamlined process.

Streamlined environmental assessments are standardized self-assessment processes for defined categories of projects that are **routine** in nature with **predictable** and **readily managed** environmental effects. Ontario's streamlined assessments (See Figure 2: Types and Examples of Processes Under the Environmental Assessment Act), includes 13 different processes.

Each streamlined process outlines which projects must follow it and categorizes them based on their potential for environmental effects (e.g., low, medium, or high). The level of assessment required for these projects corresponds with the category; the greater the potential for environmental risk, the higher the level of assessment. Although these processes are already streamlined, many feel that they are still overly onerous and complex.

Examples of the range of projects that fall under streamlined environmental assessments include:

- Expansion of a sewage treatment plant;
- A new subway line;
- Construction of a municipal road or bridge;
- Fish stocking and construction of a fish way; and
- Re-paving a road.

Any person may request a higher level of assessment (e.g. individual environmental assessment) if they have outstanding environmental concerns that were not addressed through the streamlined process. These requests (e.g. Part II Order requests for class environmental assessment processes) do not stop a project from proceeding. Rather they allow a requester to identify environmental issues that were not addressed during the streamlined process, and request a decision on whether a higher level of assessment is necessary.

For more background information on Ontario's environmental assessment program, please visit our website at:

<https://www.ontario.ca/page/preparing-environmental-assessments>.

How do class environmental assessments work?

- A class environmental assessment is a document that sets out a standardized planning process for specific classes or groups of activities.
- Class environmental assessment “holders” are the parties responsible for the class environmental assessment document. This includes seeking approval on any subsequent updates to the document.
- Projects that follow the process outlined in the class environmental assessment document do not require further approval from the Minister unless ordered to carry out an individual environmental assessment.

How do regulated processes work?

- Ontario regulations 101/07, 231/08 and 116/01 set out standardized planning processes for waste management, transit and electricity projects respectively.
- The ministry is responsible for the regulation processes and any subsequent updates (i.e., there are no “holders”).
- Projects that follow the regulation do not require further approval from the Minister unless elevated to an individual environmental assessment.

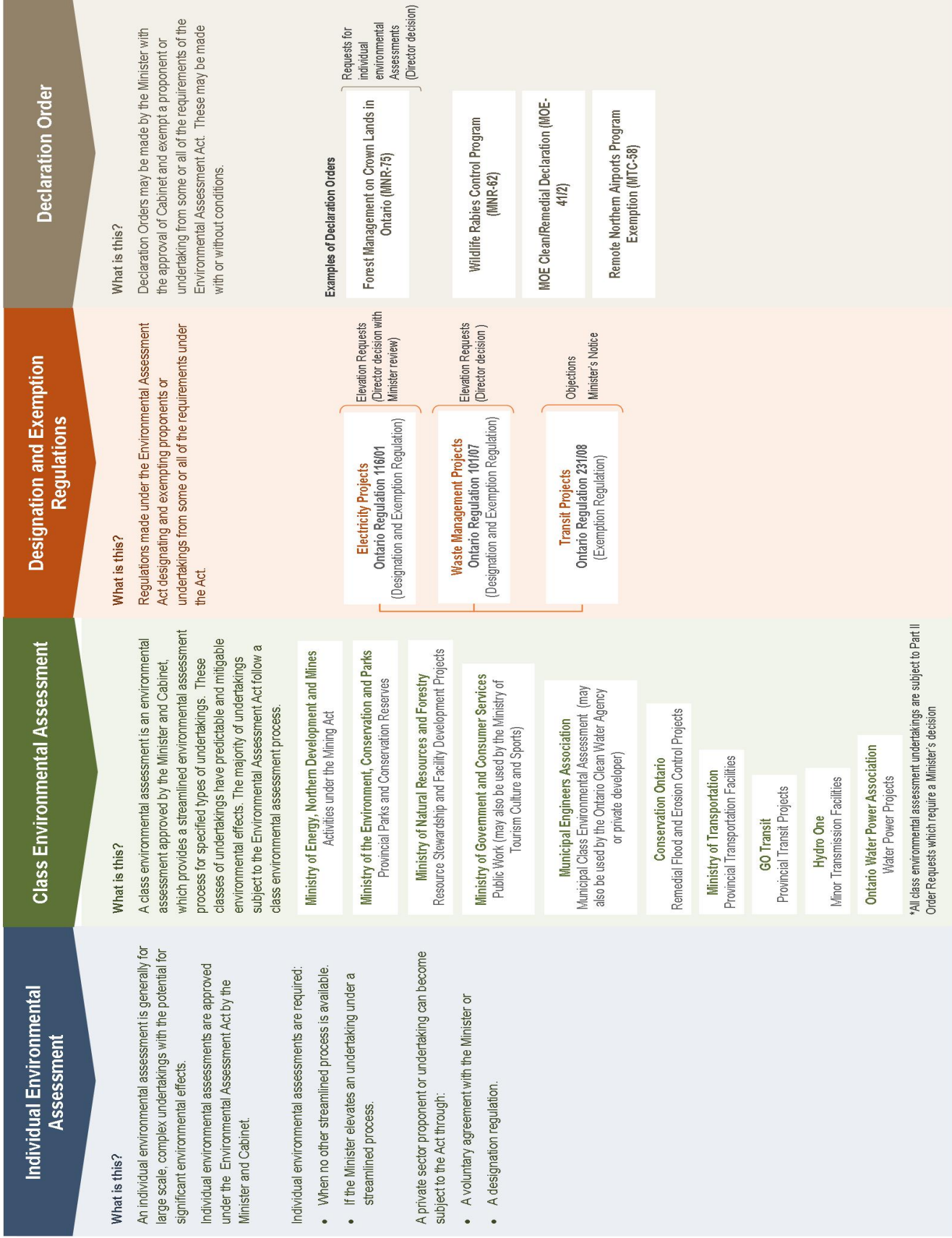


Figure 2: Types and examples of processes in Ontario's environmental assessment program

Modernizing Environmental Assessment: Early Actions

We recognize that there are some elements of the current class environmental assessment process in critical need of attention. Issues related to the level of assessment for low-risk projects, and timeliness for Part II Order request decisions, have been identified by numerous stakeholders.

Ontario is the only province in Canada that requires low-risk projects to complete an environmental assessment. For the most part these projects are led by either a local municipality or the province. These projects include routine activities such as snow-plowing and de-icing operations where risks to the environment or health are very low. In order to focus on higher risk activities, the province is proposing to modernize the environmental assessment program to immediately exempt these low risk projects.

Also, some projects that are currently considered as medium-risk could more appropriately be considered as low-risk. For example, disposition of lands by the province under the Public Works Class Environmental Assessment are considered medium risk. These dispositions are not likely to result in negative environmental effects, so we are

moving to exempt these dispositions from environmental assessment requirements.

For more information on the proposal to exempt these dispositions visit the Environmental Registry:

<https://www.ebr.gov.on.ca/ERS-WEB-External/displaynoticecontent.do?noticeId=MTM3NDg1&statusId=MjA5NTE0&language=en>

Sometimes specific projects are exempted from environmental assessment requirements given the low-level of environmental risk and the high level of social or economic benefit associated with them. The Veterans' War Memorial is an example of a project for which an exemption was granted (see pg. 11). We are moving forward to create further opportunities to remove environmental assessment requirements from projects that do not pose a significant environmental risk.

Did you know?

Ontario is the only jurisdiction in Canada to require low-risk projects to complete an environmental assessment.



In 2005, the Ontario government and the Legislative Assembly of Ontario were proposing to establish a Veterans' War Memorial on the south lawn of Queen's Park. This involved the construction of a granite wall and was subject to environmental assessment requirements. The applicant requested the Minister to exempt the project from the requirements of the Environmental Assessment Act. The Minister and Cabinet granted the exemption because the project was determined to be in the interest of the public and to not have any significant environmental effects.

TIMELINESS OF PART II ORDER DECISIONS

Between 2012 and 2017, it took on average 266 days for the ministry to make a decision on a Part II Order request.

There are many factors that contribute to lengthy decision timelines. The Minister must consider a request from anyone on any issue for any project before construction begins. Many Part II Order requests submitted to the Minister are denied without conditions. This means that the Minister determined that the concerns raised in the requests did not warrant further environmental assessment work.

In many cases, the concerns raised in Part II Order requests are not related to significant impacts on the environment and could be resolved through other processes. Examples include concerns about expropriations, increases to property taxes or property values, and visual appeal of projects.

We think that Ontarians impacted by the proposed project should have their voices heard. But at the same time, projects should not be delayed when concerns are raised that are not related to matters of provincial importance or a constitutionally protected Aboriginal or treaty right. For example, in the Transit Project Assessment Process, the Minister may only take action if there is a

potential for a negative impact on a matter of provincial importance that relates to the natural environment or has cultural heritage value or interest, or on a constitutionally protected Aboriginal or treaty right.

For more information on the Transit Project Assessment Process, please visit our website at <https://www.ontario.ca/page/guide-environmental-assessment-requirements-transit-projects>.

Part II Orders by the numbers

(Statistics from 2012 to 2017)

172

Decisions were made on projects where Part II Order requests were received.

266

Average number of days for the ministry to make a decision on those Part II Order requests.

1

0.005%

Part II Order request was granted by the Minister requiring the applicant to complete a higher level of assessment for their project.

106

62%

Projects had Part II Order requests denied without conditions.

65

38%

Projects had Part II Order requests denied with conditions.

We will be moving to modernize the environmental assessment program to address these concerns. Specifically, we will be taking action to:

- focus on higher-risk projects by exempting very low-risk activities from Class Environmental Assessments under the Environmental Assessment Act.
- ensure timeliness and certainty for the review of requests to the Minister asking for a higher level of assessment on a project (i.e. “bump-up”), by:
 1. Clearly defining which matters bump-ups can be requested on, including matters related to Aboriginal or treaty rights and other matters of provincial importance as prescribed.
 2. Authorizing the creation of a regulation that would prescribe limits on when the Minister must make decisions on requests, and deadlines for requesting a bump-up to provide transparency for all involved in the process.
 3. Ensuring that Ontarians are given priority over other interests by limiting bump-up requests to only those that live in Ontario.

- clarify the Minister’s authority to reconsider an approval of a project and ask for additional information on an individual environmental assessment, if deemed appropriate.

Actions to improve these elements will support our efforts to create the best balance between a healthy environment and a healthy economy. The ministry will move ahead with these actions while we are consulting on and building a modernized framework for environmental assessment in Ontario.

There will be opportunities for you to have your say on these early actions.

Did you know?

In Alberta, only concerns submitted by ‘directly affected persons’ are considered by the Minister in making a decision on an environmental assessment.

A Vision for a Modern Environmental Assessment Program

Ensure better alignment between the level of assessment and the level of environmental risk associated with a project

We are committed to protecting the environment in Ontario. Under the current program, not all projects that pose significant environmental risk are required to complete an environmental assessment.

Environmental assessment programs in other Canadian provinces and territories, including the Federal Government, are focused on major projects that have the potential to cause significant harm to the environment and do not distinguish between public or private sector projects.

Most jurisdictions in Canada (except Ontario, Saskatchewan and the Northwest Territories) have a clearly defined list of the types of projects (both public and private sector), that must complete an environmental assessment.

In Ontario, environmental assessments are required for virtually all public sector projects from very low-risk projects, such as putting in bicycle lanes on roads, to higher-risk projects

like new 400 series highways. In contrast, many private sector projects (e.g., large industrial facilities) that could have more significant environmental effects are not required to complete an environmental assessment.

Ontario is considering moving to a project list, identifying which projects are subject to an environmental assessment, as is used in other jurisdictions within Canada. The process of developing such a list will allow for additional analysis on the projects that should be required to complete an environmental assessment based on type, size and location. In some cases, this analysis may help us to identify additional projects that should be required to complete an environmental assessment, but it may also identify projects that should be excluded from the program, based on their associated level of risk.

We recognize that not all projects require the same level of assessment. In other jurisdictions in Canada, a tiered project list approach is taken. For example, Nova Scotia and Manitoba have developed classes of project types with different study/documentation requirements based on the possible environmental effects of the project.

We think that it's important to tailor assessment requirements to projects, ensuring that lower-risk projects can move forward efficiently, and higher-risk projects are required to complete an appropriate

amount of analysis throughout the decision-making process.

We could consider how to incorporate streamlined processes into a project list to ensure that we focus the appropriate amount of time and effort on the projects that matter to Ontarians.

Give us your ideas

What kind of projects should require environmental assessment in Ontario?

Are there some types of projects where a streamlined assessment process is appropriate?



Eliminate duplication between environmental assessments and other planning and approvals processes

We want to ensure that the environmental assessment program is efficient and effective. Eliminating duplication with other legislation, policies or processes can help us to achieve these objectives. This duplication can be frustrating for applicants, and may also be time consuming for the public, government agencies and First Nations and Métis communities who may review duplicative documents for the same project.

ONE-PROJECT-ONE-REVIEW FOR FEDERAL AND PROVINCIAL ENVIRONMENTAL ASSESSMENT PROCESSES

In some cases, projects may be required to complete both provincial and federal environmental assessments. While efforts are made to coordinate the two planning

processes, there can sometimes be duplication between them.

The provincial and federal governments have the Canada-Ontario Agreement on Environmental Assessment Cooperation (2004) to guide cooperation on projects subject to both federal and provincial environmental assessment legislation. While the requirements must be met for both processes, the agreement allows for one set of documentation and aims to better attempt to align key milestones such as consultation and decision-making. This approach is referred to as harmonization. Despite efforts to harmonize the two processes, some duplication or redundancy may still exist.

From 2012 to 2017, two of 18 individual environmental assessments have used this agreement for cooperation on federal and provincial decisions. Five are currently in the process for a federal and provincial environmental assessment decision. Mines are an example of a project that may use this agreement (See page 21).

The Government of Canada has undertaken a review of the existing federal environmental assessment framework and is proposing to replace the Canadian Environmental Assessment Act, 2012 with the Impact Assessment Act (Bill C-69). It is Ontario's position that Bill C-69, if implemented, could result in a more complex, costly and time-consuming federal environmental assessment process (particularly in mining, pipelines,

electricity transmission and forestry), while creating uncertainty that could ultimately erode Canada's economic competitiveness. The proposed Impact Assessment Act is undergoing review by parliament, and the Canadian Environmental Assessment Agency is currently working on developing policy, guidance, and regulations for the proposed new system.

While the federal government has not yet implemented a new federal system, Ontario is committed to ensuring that projects within the province are not forced to complete duplicative environmental assessments. Ontario will work with the federal government to ensure one-project, one review, in order to eliminate duplication and provide applicants with more predictable and consistent timelines.

Give us your ideas

What could a one-project-one-review process look like for projects in Ontario subject to both provincial and federal requirements?

REDUNDANCY WITH PROVINCIAL PROCESSES

The Environmental Assessment Act is almost 50 years old, and since it was enacted, other processes have been put in place that may duplicate requirements for projects subject to the Act. Some examples are described below.

Forest Management

[Declaration Order MNR-75: Environmental Assessment Requirements for Forest Management on Crown Lands in Ontario](#)

outlines the environmental assessment process that must be followed to conduct forest management activities on Crown Land.

Since the declaration order was created, the Ministry of Natural Resources and Forestry has developed policies, procedures, directives and programs to help protect Crown land. Some of these policies and procedures may now be duplicative with what is required under the declaration order.

Dispositions

The requirements related to the disposition of Crown land or resources by the Ministry of Natural Resources and Forestry are another area where there is potential duplication with the environmental assessment process. The disposition of the Crown lands or resources refers to the act of granting an applicant the right to use Crown resources such as: land, trees, animals, and mineral aggregate through

such means as permits, land sales, licences, approvals, or authorizations.

The Ministry of Natural Resources and Forestry follows a streamlined process to determine if there are environmental effects related to the disposition of Crown resources. In some cases, the Ministry of Natural Resources and Forestry has existing policies which contain direction on resource management, allocation, protection and conservation. In both cases, potential effects of a project are identified and minimized. These requirements may be duplicative.

Municipal Planning

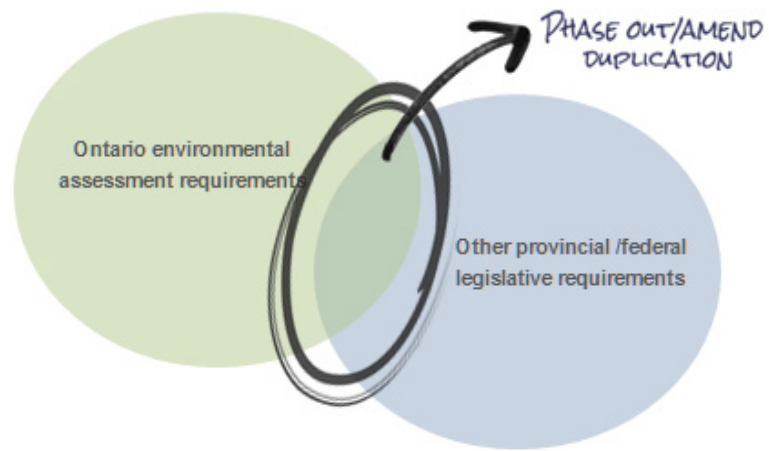
While the Municipal Class Environmental Assessment process includes provisions for integration with the Planning Act, there may still be some duplication for municipal infrastructure projects. For example, in some cases, projects may be subject to both an appeal under the Planning Act and a Part II Order request under the Environmental Assessment Act.

While the municipal planning process and the environmental assessment process have different purposes, and are reviewed by different agencies with different mandates, concerns raised by interested parties may be duplicative. We have identified projects where the same concern has been raised in both processes.

The solutions for addressing these issues may vary from phasing out or amending

streamlined assessment processes where similar requirements exist in other legislation, regulation or approvals processes to better integrating environmental assessment concepts and principles into existing protocols and policies.

We could also consider opportunities to coordinate the reviews of concerns raised in development appeals and Part II Order requests.



Give us your ideas

Can you identify any other examples of provincial processes that could be better integrated?

What other actions can the ministry take to eliminate duplicative or redundant processes or approvals?



Mines are an example of a project that may have both federal and provincial environmental assessment requirements. While mining projects are not automatically subject to Ontario's environmental assessment process*, the infrastructure related to mines, such as transmission lines, and the disposition of Crown land, may trigger environmental assessment requirements under streamlined processes. In these cases, some applicants have entered into voluntary agreements to complete the individual environmental assessment process to ensure coordination with the federal process and to avoid the separate requirements under streamlined environmental assessment processes.

For a recent mine project, the ministry worked with the Canadian Environmental Assessment Agency to coordinate the provincial and federal environmental assessment processes to create a streamlined, efficient process for the applicant and the public. The applicant produced one environmental assessment report to satisfy both provincial and federal requirements. Key milestones, for the public review periods and decisions on the project, were also aligned to the extent possible to create an efficient and coordinated process.

*Note that mines are subject to requirements under Ontario's Mining Act



Find efficiencies in the environmental assessment process and related planning, and approvals processes to shorten the timelines from start to finish

We have heard that environmental assessments can be lengthy and frustrating processes to navigate. Coordination of multiple provincial planning and approvals; complex processes; and delays can create confusion and uncertain timelines.

We want to ensure that a modern environmental assessment program moves projects efficiently and reliably through the planning, consultation, study and review processes.

CO-ORDINATING A ONE-WINDOW APPROACH

The environmental assessment process requires applicants to consider the mandates of other provincial and federal agencies, in addition to municipal policies and by-laws. Many review agencies rely on Ontario's environmental assessment process to determine whether subsequent permits/approvals are required from them, initiate and speed up future permits and approvals; ensure that what is being proposed is aligned with their policies, regulations and legislative requirements; and meet consultation requirements. In this way, the environmental assessment process could be considered a one-window into Ontario's system of project planning and permitting.

Currently, this system is complex and time-consuming. For example, if a municipality needs to construct a new storm water management pond at a new property, the class environmental assessment is completed as part of the planning and decision-making process. Various technical studies are required as part of this process to evaluate the net environmental effects of different alternatives to find a preferred solution. Once the environmental assessment process is complete, more detailed studies may be required to obtain subsequent approvals and permits for the preferred solution, such as: a permit to take water, an environmental compliance approval, a species at risk permit and/or a conservation authority permit. All of

these processes take time and resources and can be challenging for applicants and the public to navigate. Additionally, study and review times can vary for the different processes.

The one-window approach could be reformed to achieve greater coordination, providing an efficient working system that balances environmental protection with the need for projects to proceed in a timely manner.

The current system could be modernized in different ways to achieve the 'one-window' vision. Some ideas include:

- Add timelines to reviews from all government agencies involved to ensure that they do not unnecessarily hold up projects.
- Allow applicants to initiate and streamline certain permit and approval applications during the environmental assessment process to speed up the overall timelines for projects.
- Take action to better coordinate ongoing assessment requirements to allow similar work completed in one process to be used for other processes.

Did you know?

A project that completes an environmental assessment process may be subject to other approvals and permissions under 26 provincial and 11 federal statutes in addition to municipal policies and by-laws, involving 10 provincial ministries, municipalities, the federal government, and several agencies such as Hydro One, Canadian National, the Ontario Energy Board, and the Niagara Escarpment Commission.

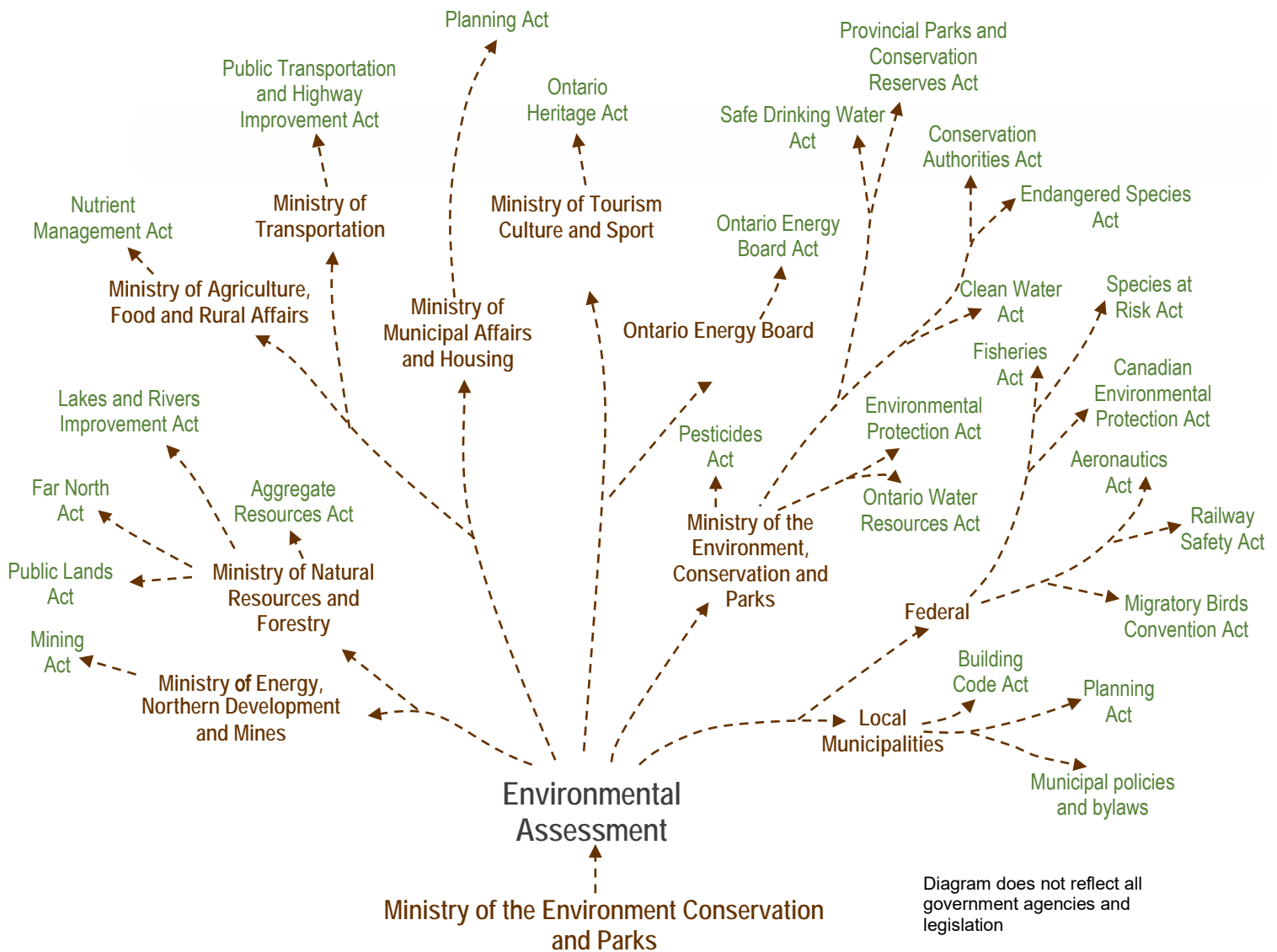


Figure 3 – Environmental Assessment and other approvals

Give us your ideas

What could a coordinated one-window approach look like for Ontario projects?

Can you identify any areas in the environmental assessment process that could be better streamlined with the municipal planning process or with other provincial processes?

What advantages and disadvantages do you see with the ministry's environmental assessment process being the one-window for other approval/permit processes?

SETTING EXPECTATIONS

Delays in the environmental assessment process can occur when applicants do not have a clear understanding of the ministry's expectations for technical studies and consultation. Deficiencies in submitted environmental assessment documentation will pause the ministry's review process as applicants work to provide missing information or additional data, and in some cases may require the applicant to consider withdrawing the environmental assessment completely in order to address the matter.

Similarly, inadequate consultation activities may result in significant concerns being identified by interested parties at later stages in the process, triggering the need for further information/studies or changes to the proposal. Inadequate consideration of concerns raised through consultation may also increase the likelihood of a Part II Order request for a project. Both circumstances introduce uncertainty and delay project timelines.

To improve the timelines related to environmental assessment and reduce uncertainty, we could consider clarifying our expectations with respect to complete and accurate documentation through guidance. Additionally, clearer requirements around consultation may help to ensure that the public's voice is heard early and throughout

the planning process, reducing potential delays later in the process.

Did you know?

The Ministry of Environment, Conservation and Parks has guidance (<https://www.ontario.ca/page/considering-climate-change-environmental-assessment-process>) for considering climate change impacts in environmental assessments. The document details methods by which applicants can assess projects in the planning stage to ensure the project's long-term resilience to extreme weather and further protect public resources in the face of a changing climate.

Give us your ideas

What areas of the environmental assessment program could benefit from clearer guidance from the ministry?

What other actions can we take to reduce delays and provide certainty on timelines for environmental assessment?

USING SECTOR-BASED TERMS OF REFERENCES

A Terms of Reference outlines the work plan for an Individual environmental assessment, which is completed for large-scale, complex projects with the potential for significant environmental effects. Although environmental impacts may vary with project size and location, often projects of the same type will undertake the same analysis to assess these impacts.

Applicants have expressed frustration that the process of creating a work plan can be overly complex, time-consuming and costly, particularly, where the types of environmental effects may be similar to other projects of a similar nature.

Ontario could consider developing templated Terms of Reference for various sectors (e.g. transmission lines). By doing this, the ministry could establish clear and sector-relevant expectations, which may help reduce timelines.

Terms of References by the numbers *(Statistics from 2012 to 2017)*

23

Number of Minister's decisions on terms of references.

11

Number of applicants that submitted amended Terms of References to address comments received during the formal comment period.

272

Average number of days for a Minister's decision on the terms of reference.

Give us your ideas

What are the advantages and disadvantages of using a sector-based terms of reference?

REDUCING TIMELINES

We know that it is very important for projects to move forward in a timely way to better serve Ontarians. In addition to the efficiencies outlined above, we are considering steps that can help us further improve our review timelines. For example, we could consider implementing a review service standard, similar to the one that recently took effect for new higher-risk Environmental Compliance Approvals applications. We could also consider building on the Transit Project Regulation model to create new opportunities for other types of projects to receive priority reviews with strict timelines. For example, we could consider reducing timelines for municipal wastewater projects that are critically needed to serve population need or upgrade for resiliency.

Give us your ideas

Are there other ways we could improve our review timelines?



Go digital by permitting online submissions

Effective public consultation and participation in the environmental assessment process relies on access to timely, accurate and adequate information. Great advances in information technology point to the need to make environmental assessment information more accessible online.

The ministry recognizes that given the paper-based nature of the program, there are challenges associated with managing information and documentation. There is a need to improve public access to environmental assessment information and to better manage and share project documentation.

Did you know?

Ontario is the only provincial jurisdiction in Canada that does not accept electronic submissions for environmental assessment documents.

CREATING AN ELECTRONIC REGISTRY TO SUPPORT THE SUBMISSION AND REVIEW OF ENVIRONMENTAL ASSESSMENT DOCUMENTATION

A key challenge with Ontario's current system is that there is currently no centralized digital location for applicants and the ministry to provide interested persons with information about environmental assessments. While Ontario's website does include some information on individual environmental assessments, the information is fairly limited and does not include the applicant's project documentation. In most cases, interested persons are redirected to the applicant's project website, which has resulted in confusion as to where to obtain information about environmental assessment projects. Applicants have also expressed concerns over the challenges of submitting multiple copies of paper documentation to multiple interested parties for review.

Creating an electronic registry to support the submission and review of environmental assessment documents would provide several benefits to applicants, review agencies, the public, and First Nations and Métis communities in the consultation and review process. These include: increasing transparency and access to environmental

assessment information; enabling effective data sharing to improve data-driven decisions; and speeding up decision making and improving process efficiency.

We are currently implementing a modern approach to other environmental approvals and permits through the creation of online registries and electronic submission processes. A similar process for the environmental assessment program would provide consistency across programs, and for applicants and interested stakeholders.

Potential opportunities involve creating a new electronic registry specific to the environmental assessment program or integrating environmental assessment into existing online platforms. Moving away from the paper-based process and enabling e-submission and review of environmental assessment documents is consistent with the goals of Ontario's Digital First Strategy. It will also result in cost savings for applicants and help to facilitate greater public participation in the process.

Give us your ideas

How would you like to be consulted on environmental assessment projects?

Would an online environmental assessment registry be helpful for you in submitting an environmental assessment or accessing environmental assessment information?

What type(s) of environmental assessment project information would you like to access online?

Are there any existing online tools that would be appropriate to use for environmental assessment information?

How to Participate

Let us know what you think! We welcome your suggestions and comments on the questions asked throughout the discussion paper. Your ideas will help inform the modernization of the environmental assessment program in Ontario.

As we move forward, there will be additional opportunities for you to participate on new initiatives.

June 30/20

Dear Kathy and Council

Please accept this as my resignation from the two committees I currently sit on. (Museum and Parks, Recreation & Wellness.) I wish these committees success in achieving their future goals and plans I shall be watching with interest from my new island home in New Brunswick

Sincerely

Nora Bath Haring

Memorandum

To: Council

cc: CAO/Clerk, Deputy Clerk, Treasurer, Administrative Assistant

From: Todd Gordon, EDO

Date: 07.29.2020

RE: Application for Federal COVID-19 Emergency Funding for The Museum and Heritage Centre Operations

Recommendation

That council approve staff to apply for COVID-19 related emergency funding from the federal Museum Assistance Program (Heritage Canada).

Background

- As part of their COVID-19 pandemic response, Heritage Canada is providing funding to museums and other cultural institutions to assist these organizations in addressing pandemic-related loss of revenue.
- The Billings Museum and Heritage Centre meets the criteria for the program
- There is a September 1st application deadline, but funds are limited so the sooner the application is submitted the better.
- The amount granted is determined by Heritage Canada (based on 2019 financials). We expect the amount to be approximately \$5000, if the application is successful
- Eligible costs under the program include the following:
 - ongoing operations;
 - salaries and wages;
 - utilities;
 - materials and supplies;
 - minor capital costs (up to 10% of total amount awarded);
 - other costs related to the care of the collection.

As always, I will be available should council have any questions regarding this recommendation.

Todd Gordon, EDO

Memorandum

To: Council

cc: CAO/Clerk, Deputy Clerk, Treasurer, Administrative Assistant

From: Todd Gordon, EDO

Date: 07.29.2020

Informational Memo RE: Broadband

The COVID-19 pandemic has brought into even sharper focus the serious broadband limitations experienced by rural and Northern Ontario communities. This topic is the subject of many conversations and discussions, including the "Town Hall for Business" recently hosted by council (July 2nd, 2020). This is simply a "starter" informational memo to Council with the intent of getting and keeping it on our collective radar.

What do mean by broadband?

- The term broadband commonly refers to high-speed Internet access that is *always on* (or always accessible – one does not have to "dial-in") and *faster* than the traditional dial-up access. To be considered "broadband," the technology has to be capable of at least 5 mbps (megabits per second, or 5 million individual pieces of data transmitted each second) *download* – from the Internet to your device – and 0.5 mbps *upload* -from your device to the Internet.
- The Canadian Radio-Television and Telecommunications Commission (CRTC) states a target bandwidth of 50 Mbps (megabits per second) download speeds and 10 Mbps upload speeds to smoothly participate in the digital economy (CRTC 2019). This figures for "adequate" download and upload speeds is likely to only increase over time, as ever-increasing demand for data continues to rise.
- Broadband includes several high-speed transmission technologies such as:
 - Digital Subscriber Line (DSL) (using copper cable, but digital transmission)
 - Cable Modem (like TV cable – this can be copper cable or fiber optic cable)
 - Fiber: (glass cable with frequencies in the visible light spectrum)
 - Wireless (radio transmission through the atmosphere, but point-to-point on the earth's surface)
 - Satellite (radio transmission, but from a point on earth to an orbital satellite, and back again)
 - Broadband over Powerlines (BPL) (Using copper power cables and "piggy-backing" data transmission)

Private Investment "Realities"

- While broadband technology keeps improving, employing it on the ground continues to be a very capital-intensive undertaking. The cost per customer increases as population density decreases, meaning that the private sector ("big" Internet and cellular service providers) have a payback period (the time taken to pay for the investment) threshold that is a major *disincentive* to investment in rural and Northern areas.
- The fact that the rate of technology improvement is actually accelerating creates further disincentive to investing in lower population density areas: two decades ago, for example, an investment in upgrading a network that might have a 10 year life-span before obsolescence (no longer functional; no longer worthy of investment in upgrading an existing system), and a payback period of 5 years, was a positive business case. Now the time to obsolescence might be 5 years, or 3 years, or??
- The two realities above, in turn, result in community/economic development conditions that include:
 - Enticing private sector investment in rural and Northern (low-density population) typically means projects where the public (federal, provincial, and municipal govt's) investment is in the range of **90%** of total project costs.
 - Improving rural broadband service usually requires *collaboration* among many municipalities and/or First Nations and some significant investment from the senior levels of government.

This is where entities like Blue Sky Net come into the picture: Making the case and facilitating the interaction between municipalities/communities, senior governments, and industry.

What can we do as a municipality?

- Improve our understanding of the current broadband limitations businesses and residents are experiencing, and their implications: engagement and genuine communication.
- Maintain a functional understanding of the technology so that we can communicate about broadband intelligently and effectively.
- Advocate to senior levels of government and industry.
- Endorse *collaboration* as **the** mode to make progress: Keep talking, constructively with our neighbours, and our economic development partners (e.g., LAMBAC)
- Think creatively and be open to alternative solutions and combinations of solutions that have had effectiveness elsewhere.

Recognizing that this memo is just a start, I *encourage Council discussion* on this topic, and ask for a commitment, in principle, to keep this topic on the agenda with some consistency. This will encourage me to try to give the topic the attention it deserves.

Todd Gordon, EDO

THE CORPORATION OF THE TOWNSHIP OF BILLINGS

BY-LAW 2020-30

Being a bylaw to prohibit the dumping of waste or littering on municipal or private property in the Township of Billings

WHEREAS the *Municipal Act, 2001 S.O., c. 25* section 8 provides that the powers of the municipality shall be interpreted broadly as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance a municipality's ability to respond to municipal issues; and

WHEREAS section 127 of *The Municipal Act, 2001 S.O. c. 25* provides the municipality with the power to prohibit the depositing of refuse or debris on land without the consent of the owner or occupant of the land; and

WHEREAS section 180 of *The Highway Traffic Act R.S.O 1990, c. H. 8* states that every person who throws or deposits or causes to be deposited any glass, nails, tacks or metal or any rubbish, refuse, waste or litter upon, along, or adjacent to a highway , except in receptacles provided for the purpose, is guilty of the offence of littering the highway; and

WHEREAS the Council for the Corporation of the Township of Billings deems that every person shall be responsible for properly disposing of any refuse or litter in receptacles provided for that purpose;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF BILLINGS HEREBY ENACTS AS FOLLOWS:

1.0 DEFINITIONS

- 1.1 "Animal" means any live animals or birds or carcasses or parts thereof of any animal or other creature.
- 1.2 "Bylaw Enforcement Officer" means a person(s) appointed to the position by Council for the purpose of enforcing bylaws.
- 1.3 "Council" means the Council for the Corporation of the Township of Billings.
- 1.4 "Highway" means as *defined* by the *Highway Traffic Act R.S.O. 1990, c. H.8*.
- 1.5 "Landfill Site" means the landfill site owned and operated by the Township of Billings.
- 1.6 "Litter" means trash, such as paper, cans, bottles, cigarette butts or personal item that is left lying in an open area and not put into a receptacle provided for that purpose
- 1.7 "Non-Resident" means a person who is not an owner or tenant of real property within the Township of Billings.
- 1.8 "Occupant" means any owner, occupant, lessee, tenant or any person having use, occupation and/or charge of any dwelling, apartment, townhouse, or any portion thereof any other premises.
- 1.9 "Owner" means the occupant of property and also includes any person managing or receiving from land or premises either acting as a proprietor by way of legal title or by right of possession or by acting as an agent or trustee. Owner shall include a lessee of property under terms of the lease is required to repair and maintain the property.
- 1.10 "Park" means trails, pathways, beach areas, boat launch areas, marina playgrounds, sports fields, multi-purpose courts, dog parks, picnic shelters or any other Township Property that is used for passive recreational purposes.
- 1.11 "Person" means any firm, corporation, partnership, individual or association.

- 1.12 “Property” means any yards, grounds or vacant lots.
- 1.13 “Refuse” means waste, junk or disused material of any kind whatsoever, an without limiting the generality of the forgoing, wet and dry sewage sludge, contents of privy vaults, cesspools and holding tanks for human excrement, paper, handbills, inoperative motor vehicles, appliances, carcasses of any dead animal, disused furniture, old clothing, garden refuse, earth or rockfill, old or decayed lumber, construction materials, machinery or equipment.
- 1.14 “Township” means the Township of Billings.
- 1.15 “Waste” refer to the definition of Refuse.

2.0 PROHIBITIONS

- 2.1 No Person shall throw, place, dump or deposit any Refuse on Township Property or on any private Property within the Township.
- 2.2 No Person shall throw, place, dump or deposit any Litter on Township Property or on any private Property within the Township.
- 2.3 No Person shall enter onto the Landfill Site to throw, place, dump or deposit any Litter or Refuse while the Landfill Site is unattended or closed without authorization from the Township.
- 2.4 No Person shall throw, place, dump or deposit any Litter or Refuse at the entrance to the Landfill Site at any time without authorization from the Township.
- 2.5 No Person shall throw, place, dump or deposit any Litter in any Park area within the Township.
- 2.6 No Person who is a Non-Resident shall use the Township Landfill Site to dispose of Refuse or Waste.
- 2.7 No Person shall dispose of Refuse or Waste that has been generated outside of the Township.

3.0 ENFORCEMENT

- 3.1 This by-law will be enforced by the Township Bylaw Enforcement Officer or designate.
- 3.2 Every Person who contravenes any provision of this by-law is guilty of an offence and upon conviction is liable to a fine as provided by *Provincial Offences Act, R.S.O. 1990, c. P. 33* as amended (see Schedule ‘A’).
- 3.3 No Person shall obstruct or hinder, or attempt to obstruct or hinder an officer exercising a power or performing a duty under this by-law.

4.0 SEVERABILITY

- 4.1 If any provision or part of this by-law is declared by any court or tribunal of competent jurisdiction to be illegal or inoperative in whole or in part in particular circumstances, the balance of the by-law or its application in other circumstances, shall not be affected and shall continue to be in full force or effect.

5.0 SHORT TITLE/REPEAL

5.1 This by-law will be shall be known as and be cited as the Illegal Dumping/Littering By-law.

5.2 Township of Billings by-law 91-14 is hereby repealed.

6.0 ENACTMENT

6.1 This by-law shall come into force upon the final passing thereof.

Read for the first, second and third time and enacted this _____ day of _____, 2020.

Ian Anderson, Mayor

Kathy McDonald, CAO/Clerk

THE CORPORATION OF THE TOWNSHIP OF BILLINGS

BY-LAW 2020-30

Schedule ‘A’

Part I Provincial Offences Act

BY-LAW 2020-30: Being a by-law to prohibit the dumping of waste or littering on municipal or private property in the Township of Billings

Item	Short form wording	Provision creating or defining the offence	Set Fine
1	Dump refuse on Township or private property	2.1	\$500.00
2	Littering on Township or private property	2.2	\$500.00
3	Dumping at landfill when closed/unattended.	2.3	\$500.00
4	Dumping outside landfill gates.	2.4	\$500.00
5	Littering in park areas	2.5	\$500.00
6	Non-resident dumping at Township Landfill	2.6	\$500.00
7	Dispose of waste generated outside of Township.	2.7	\$500.00
8	Obstruct or hinder an officer	3.3	\$500.00
9	Attempt to obstruct or hinder an Officer	3.3	\$500.00

Note: The penalty provision for the offences indicated above is section 3.2 of Bylaw 2020-30, a certified copy of which has been filed.



Memo to Council
Revised property Standards Bylaw

July 28, 2020

As part of my ongoing work with revising the township bylaws, I am attaching the revised Property Standards Bylaw to replace the 2011-12 bylaw.

The 2001-12 bylaw was determined to be an incomplete bylaw as per a 2018 letter from the Ontario Ministry of Housing and Municipal Affairs as it did not contain references to the Ontario Building Code. This was at a time when this Ministry was downloading the responsibilities of the Residential Tenancies Act to the municipalities.

The municipalities were given the option of enforcing the Residential Tenancies Act or to include the Ontario Building Code provisions (see schedule "A") as part of their property standards bylaw.

The revised bylaw contains two distinct sections, one that identifies property maintenance standards that are allowed to have a set fine schedule that can be enforced by the Bylaw Enforcement Officer and the other section that identifies specific Building Code references that are enforced by the Township Building Inspector.

The attached revised bylaw has been reviewed by the Office of the Ministry of the Attorney General of Ontario and the Township Building Inspector, and their suggested changes have been updated into the copy of the bylaw that you have received in your meeting package.

I am submitting this to you for your review and passing as a Township Property Standards Bylaw.

Regards

Arthur Moran
Bylaw Enforcement Officer

THE CORPORATION OF THE TOWNSHIP OF BILLINGS

BY-LAW 2020-31

Being a bylaw to prohibit the dumping of waste or littering on municipal or private property in the Township of Billings

WHEREAS the *Municipal Act, 2001 S.O., c. 25* section 8 provides that the powers of the municipality shall be interpreted broadly as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance a municipality's ability to respond to municipal issues; and

WHEREAS section 127 of *The Municipal Act, 2001 S.O. c. 25* provides the municipality with the power to prohibit the depositing of refuse or debris on land without the consent of the owner or occupant of the land; and

WHEREAS section 180 of *The Highway Traffic Act R.S.O 1990, c. H. 8* states that every person who throws or deposits or causes to be deposited any glass, nails, tacks or metal or any rubbish, refuse, waste or litter upon, along, or adjacent to a highway, except in receptacles provided for the purpose, is guilty of the offence of littering the highway; and

WHEREAS the Council for the Corporation of the Township of Billings deems that every person shall be responsible for properly disposing of any refuse or litter in receptacles provided for that purpose;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF BILLINGS HEREBY ENACTS AS FOLLOWS:

1.0 DEFINITIONS

- 1.1 "Accessory Building" means a detached, subordinate Building not used for human habitation, located on the same property as the main Building.
- 1.2 "Accessory Use" means a use customarily incidental to, subordinate to and exclusively devoted to a principal use and located on the same lot.
- 1.3 "Approved" means acceptance by the Property Standards Officer and the Property Standards Committee.
- 1.4 "Approved Sewage System" means the municipal sanitary sewage system or a private sewage disposal system that consists of septic tank, treatment unit and /or a leaching bed system approved by the Ministry of Environment or the Chief Building Officer.
- 1.5 "Barrier Free" means that a Building and its facilities can be approached, entered and used by persons with physical or sensory disabilities.
- 1.6 "Basement from floor the grade to the floor is equal to or less means any part of a Building, which is partially below grade, where the vertical distance than the vertical distance from the grade to the ceiling next above.
- 1.7 "Building" means any structure having a roof, supported by columns or walls and used for the shelter or accommodation of persons, animals, goods or materials.
a) A deck or a dock shall be included within the definition of Building.
- 1.8 "Building Code" means regulations enacted under section 34 of the Building Code Act, 1992 as amended.
- 1.9 "Cellar" means a story that is more than 50% below grade, as defined in Section 15 of the Ontario Building Code.
- 1.10 "Chief Building Officer" means the Chief Building Official or designate, who is certified by the OAPSO and duly appointed by the Council and having jurisdiction for the enforcement of the Building Code Act.
- 1.12 "Corporation" means The Corporation of the Township of Billings.

- 1.13 “Council” means the Council of the Corporation of the Township of Billings.
- 1.14 “Derelict Building” shall mean:
- a) a building that has been left vacant and/or neglected by the Owner for a period of 180 days or more, or as determined by the Building Officer or;
 - b) a building damaged by fire, storm or other catastrophic event where in the opinion of the Officer the building is beyond practical repair.
- 1.15 “Dwelling” means a Building or Structure or part of a Building or Structure, Occupied or capable of being Occupied, a whole or in part for the purpose of human habitation.
- 1.16 “Dwelling Unit” means one room or a group of rooms in a Building used or designed or intended to be used by only one family as a single, independent and separate house keeping establishment, in which food preparation and sanitary facilities are provided for the exclusive use of such family, and which a private entrance from outside the Building or from a common hallway or stairway inside the Building. For the purpose of this by-law a Dwelling Unit does not mean or include a tent, or a room or suite of rooms in a hotel, motel or tourist home.
- 1.17 “Exterior Property Area” means the Property excluding Buildings.
- 1.18 “Fire Resistance Rating” means the time as defined in the Building Code that a material construction or assembly will withstand the passage of flame and transmission of heat when exposed to fire under specified conditions of test and performance criteria.
- 1.19 “Floor Area” means the maximum area contained within the outside walls of a Building or within the walls of a room, as the case may be.
- 1.20 “Garden” means a defined area of vegetation that has been deliberately planted or cultivated with species of wild flowers, shrubs, perennials, ornamental grasses or combinations of them, consistent with a managed landscape
- 1.21 “Grade” means:
- a) the average elevation of the crown of the part of the street abutting the front lot line. Where the elevation of a point on the Building located on the lot is equal to the grade elevation, that point is deemed to be “at Grade” and
 - b) Grade for an accessory Building means the average elevation of the finished surface of the ground adjacent to the accessory building
- 1.22 “Ground Cover” means grass, weeds and other plant material but does not include trees, hedges and shrubs.
- 1.23 “Guard” means a protective barrier installed around openings in floor areas, open sides of stairways, landings, balconies, mezzanines, galleries or raised walkways, or other locations as required to prevent accidental falls from level to another.
- 1.24 “Habitable Room” means a room in a Dwelling used or intended to be used primarily for human occupancy for the purposes of living, sleeping, cooking or eating, but does not include a bathroom, toilet room, serving or storage pantry, laundry and corridor.
- 1.25 “Heritage Attributes means:
- a) the attributes or features of Property, Buildings or Structures that contribute to the property’s cultural heritage value or interest that are defined or described or that can be easily inferred;
 - i) In a By-Law designating a Property passed under section 29 of the Ontario Heritage Act and identified as heritage attributes, values, reasons for designation, or otherwise;

- ii) In a Minister's order made under section 34.5 of the Ontario Heritage Act and identified as heritage attributes, values, reasons for designation or otherwise;
 - b) The elements, features or building components including roofs, walls floors, retaining walls, foundations and independent interior structures and structural systems that hold up, support or protect the heritage values and attributes without which the heritage values may be at risk.
- 1.26 "Heritage Property" means real Property, and includes all Buildings and Structures thereon, in the Township that:
 - a) has been designated by the Township under section 29 of the Ontario Heritage Act or by the appropriate Minister under section 34.5 of the Ontario Heritage Act, or,
 - b) Is within a heritage conservation district pursuant to Part V of the Ontario Heritage Act.
- 1.27 "Hobby Vehicle" means a vehicle that is actively being repaired or restored as a hobby for the Owner/Occupant of the Property; a race car, show car or similar vehicle that by its special nature is not routinely used or licensed but is intended to show or display on occasion.
- 1.28 "Inoperative Vehicle" means any unlicensed vehicle or any vehicle having missing parts, including tires, damaged or missing glass or removed metal components which prevents its mechanical function. This includes commercial and industrial vehicles and equipment, snowmobiles, motorcycles, all terrain vehicles, trailers, boats, marine equipment and trailers.
- 1.29 "Maintenance" means the preservation and keeping in good repair of Property and Building.
- 1.30 "Means of Egress" means a continuous path of travel provided by a doorway, hallway, exterior passageway, balcony, lobby, stair, ramp or other egress facility for the escape of persons from any point within a Building, Floor Area, room or contained open space to a public thoroughfare or approved open space.
- 1.31 "Multiple Dwelling" means a Building which contains two or more Dwelling Units.
- 1.32 "Multiple Use Building" means a Building containing one or more Dwelling Units and one or more non-residential uses.
- 1.33 "MLEO" means a Municipal Law Enforcement Officer appointed by the Council to enforce Township by-laws.
- 1.34 "Major Recreational Equipment" means a portable Structure designed and built to be carried by a motor vehicle, or a unit designed and built to be transported on its own wheels for the purpose of providing temporary living accommodation and shall include: motor homes, travel trailers, tent trailers, watercraft, watercraft trailers, or other similar equipment.
- 1.35 "Motor Vehicle" means the same as the definition listed in the Highway Traffic Act.
- 1.36 "Non-Residential Property" means a Building or Structure or part of a Building or Structure not occupied in whole or in part for the purpose of human habitation, and including the lands and premises appurtenant thereto and all outbuilding fences or erections thereon or therein.
- 1.37 "Non-Habitable Room" means any room in a Dwelling or Dwelling unit or other than habitable room and includes a bathroom, toilet room, laundry, pantry, lobby,

communicating corridor, stairway, closet, boiler room, or other space for service and maintenance of the Dwelling and for access to, and vertical travel between two storeys.

- 1.38 “Noxious Weeds” means any weed classed as noxious by the Weed Control Act, R.S.O. 1990, C.W. 5 and Regulation 1096, R.R.O. 1990.
- 1.39 “Occupancy” means the use or intended use of a Building or a part thereof, for the shelter or enclosure of persons, animals or Property.
- 1.40 “Occupant” means any Person, Persons over the age of 18 years in possession of the Property.
- 1.41 “Officer” means a Property Standards Officer or other Officer who has been appointed under section 4.3 of this by-law.
- 1.42 “Ontario Association of Property Standards Officers (OAPSO) means the organization authorized by the Province to certify Property Standards Officers.
- 1.43 “Ontario Building Code (OBC)” means the regulations made under section 34 of the Building Code Act.
- 1.44 “Ontario Heritage Act” means the Ontario Heritage Act R.S.O. 1990, c.0.18 as amended.
- 1.45 “Order” means a written direction issued pursuant to the Building Code Act requiring compliance with the standards prescribed by this By-Law, and “Orders” shall have a corresponding meaning.
- 1.46 “Owner” Includes,
- a) The Person for the time being managing or receiving rent of the land or premises in connection with which the word is used, whether on the Person's own account or as an agent or trustee of any other Person, or who would so receive the rent if such land were let, and
 - b) A lessee or Occupant of the Property who under the terms of a lease, is required to repair and maintain the Property in accordance with the standards for the maintenance and Occupancy of Property;
- 1.47 “Part IV Heritage Property” means a Property designated under sections 29 and 34.5 of the Ontario Heritage Act.
- 1.48 “Person” means an individual, corporation, partnership, bridge authority, agent or trustee and the heirs, executors, administrators or other legal representatives of a Person whom the context can apply according to law.
- 1.50 “Property” means a Building or Structure or part of a Building or Structure and includes the lands and premises appurtenant thereto and all mobile homes, mobile structures, out buildings, fences and erections thereon whether heretofore or hereafter erected, and includes vacant Property.
- 1.52 “Repair” means the making of additions or alterations or the taking of such action as may be required so that the Property may conform to the Standards established in this By-Law and in conformity with all other legislation.
- 1.53 “Residential Property” means any Property that is used or designed for use as a domestic establishment, in which one or more Person usually sleep, prepare and serve meals, and includes the lands or Buildings that are appurtenant to such establishment, and all stairs, walkways, driveways, parking spaces and fences associated with the Dwelling or its Yard.

- 1.54 "Safe Condition" means a condition that does not pose or constitute a hazard or risk to life, limb or health of any person on or about the Property, and includes a structurally sound condition.
- 1.55 "Sewage" means any liquid waste containing animal, vegetable or mineral matter in suspension or solution but does not include roof drainage or other storm water runoff.
- 1.56 "Standards" means the standard of physical condition and of Occupancy prescribed for Property by this By-Law in Schedule A.
- 1.57 "Storm Water" means discharge from a surface as a result of rainfall, snow melt and snow fall.
- 1.58 "Structure" means anything constructed, placed or erected, the use of which requires location on the ground or attached to something located on the ground.
- 1.59 "Sub-standard" means a quality less than that required by the By-Law.
- 1.60 "T.S.S.A" means the Technical Safety Standards Authority Act, S.O.2000c.16.
- 1.61 "Unsafe Condition" means any condition that could be hazardous to the health and safety of any Person authorized or unauthorized on or about the property.
- 1.62 "Vacant Building" means a Building which is neither used nor Occupied by the Owner or tenant under a signed tenancy/lease agreement, for a period of more than 180 days but does not include seasonal residences.
- 1.63 "Vehicle" means the same as defined by the Highway Traffic Act.
- 1.64 "Yard" means an open space which is located on the same lot as a Building or other Structure, and is unoccupied and unobstructed from ground to sky except for any encroachments not prohibited by the Zoning By-Law.

2.0 ADMINISTRATION

- 2.1 This By-Law may be cited as the Property Standards By-Law.
- 2.2 This By-Law shall repeal By-Law 2011-12.

3.0 PROHIBITIONS

- 3.1 No Person shall use or Occupy, or permit the use or Occupancy of any Property that does not conform to the Standards set out in Schedule "A" of this By-Law.
- 3.2 Garbage
 - 3.2.1 No person shall store all garbage and rubbish outdoors unless it is stored in a sanitary manner in appropriate receptacles.
 - 3.2.2 No person shall store rubbish, debris or other objects or allow conditions that might create a health, fire or safety hazard in their yard.
 - 3.2.3 No person shall keep stored building materials, waste building materials, pallets, or other such materials stored in their yard in an unsightly and unsafe manner and that is visible from a public roadway.
 - 3.2.4 No person shall store putrescible garbage, dead animals, excrement, or other matter that in the opinion of the Town/Township, constitutes a health or safety hazard on their property. The owner will be notified to remove it immediately and every person shall comply with the Notice.

3.3 Yards (Including Vacant Lots)

- 3.3.1 No person shall store or keep wrecked, dismantled, inoperative or unused (missing or expired license plates) vehicles, snowmobiles, motorcycles, trailers, machinery, machinery parts or other unsightly items considered as junk on their property. Such items shall only be kept in an establishment licensed or authorized to conduct such a business. This does not preclude an Owner or Occupant from repairing their own vehicle on their property, but not for commercial purposes.
- 3.3.2 No person shall allow excessive growth of obnoxious weeds such as ragweed, poison ivy, poison oak, hogweed, etc. (non-noxious plants or grasses may be allowed to grow naturally, but not in a manner that is deleterious to surrounding properties or creates hazardous roadway/traffic conditions).
- 3.3.3 No person shall allow yards and approach way areas, which do not constitute a natural uncleared forest or brush area, to contain rotted or fallen trees, dead brush or any such vegetation that may constitute safety hazard or shelter vermin.

4.0 ADMINISTRATION

- 4.1 The Council of the Township and the administrative staff shall oversee the administration and enforcement of the By-Law and to hear any Property Standards Appeals.
- 4.2 The Township shall appoint a CBO to administer this By-Law.

5.0 ENFORCEMENT

- 5.1 This Bylaw shall be enforced by the Chief Building Official or the Bylaw Enforcement Officer who have been appointed by Council.
- 5.2 Every person who contravenes any provisions of this Bylaw is guilty of an offence and upon conviction is liable to a fine as provided for by the *Provincial Offences Act R.S.O 1990, P. 33* as amended. (see "Schedule C")
- 5.3 No person shall hinder or obstruct, or attempt to hinder or obstruct an officer who is exercising a power or performing a duty under this Bylaw.

6.0 CERTIFICATE OF COMPLIANCE AND ORDER TO COMPLY

- 6.1 Following an inspection of a Property, the Officer may, upon identifying any violation of any provision of this By-Law, administer a Notice of Non-compliance which details the particulars of non-compliance. The Notice will be served to the Property Owner and/or the Occupants of the Property.
- 6.2 The Notice of Non-compliance shall include the particulars of non-compliance, remedial actions to be taken and a date for follow-up inspection.
- 6.3 If after the follow-up inspection by the Officer, the Officer is not satisfied that the conditions of compliance have not been met, the Officer may issue an Order to Comply. (see Schedule')
- 6.4 The Order to Comply shall contain the following information:
 - 6.4.1 The municipal address or legal description of the Property.
 - 6.4.2 The particulars of required repairs or that the site needs to be cleared of Buildings, structures, debris or refuse and if required that it be graded or levelled.
 - 6.4.3 The time frame for complying with the terms and conditions of the Order.

- 6.4.4 That the Township may carry out the repair at the Owners expense and that cost of repairs can/will be added to Property Owner's property tax levy.
- 6.4.5 A notice that the property owner has the option to appeal the order and that the order includes a final date that an appeal can be filed.

- 6.5 The Order to Comply may be delivered personally or sent by registered mail to the last known address of the Property Owner.
- 6.6 If the Officer is unable to serve the Notice as listed in section 5.5, they shall place a placard in a conspicuous place on the Property, this placard shall be deemed as a sufficient notice or Order on the Property Owner or other Persons.
- 6.7 The Officer may register the Order with the Land Registry Office, and that this Notice will serve as sufficient notice to any Person acquiring the Property. The Person(s) acquiring the Property will be responsible for meeting all requirements of the Order.

7.0 APPEAL OF AN ORDER

- 7.1 When an Owner or Occupant is not satisfied with the terms or conditions of the Order, he/she/they may appeal the Order to Property Standards Committee by sending a Notice of Appeal to the CAO/Clerk by registered mail within 14 days after the service of the Order.
- 7.2 Upon appeal, the Property Standards Committee has all of the powers and functions of the Officer who made the Order and may:
 - 7.2.1 Confirm, modify or rescind the Order to demolish or repair.
 - 7.2.2 Extend the time to comply with the Order.
- 7.3 The Township in which the Property is located, or any Owner or Occupant of the Property affected by a decision may make an appeal to the Superior Court of Justice by notifying the CAO/Clerk in writing and by applying to the court within 14 days after a copy of the decision is sent.

8.0 PENALTY

- 8.1 Every Person shall comply with an Order or Notice issued under the authority of this Bylaw.

9.0 VALIDITY AND SEVERABILITY

- 9.1 If a court of competent jurisdiction should declare any section or part of this by-law to be invalid, such section or part of a section shall not be construed as having persuaded or influenced Council to pass the remainder of the by-law, and it is hereby declared that the remainder of the by-law shall be valid and shall remain in force.
- 9.2 Where a provision of this by-law conflicts with the provision of another by-law that is in force, the provisions that establish a higher standard to protect the health, safety and welfare of the general public shall prevail.

This by-law shall come into force and take effect on the date of its passing.

Read a first, second and third time and enacted this _____ day of _____, 2020

Ian Anderson
Mayor

Kathy McDonald
CAO/Clerk

DRAFT

THE CORPORATION OF THE TOWNSHIP OF BILLINGS

BY-LAW 2020-31

Schedule 'A'

1.0 STANDARDS FOR ALL PROPERTIES

1.1 General Provisions

- 1.2 Every Owner or Occupant of a Property shall maintain the Property or part thereof in a clean sanitary and safe condition in accordance with this By-law.
- 1.3 Every Owner or Occupant of a Property shall maintain every floor, wall, ceiling and fixture, under his/her/its control in a clean, sanitary and Safe Condition.
- 1.4 Accumulations or storage of garbage, refuse, appliances, or furniture by either Occupant or Owner in a means of egress shall not be permitted.
- 1.5 Every part of a Property shall be maintained in a structurally sound condition so as to be capable of sustaining its own weight, the loads due to use and Occupancy, and the loads imposed by natural causes such as wind, rain and snow as set out in the Building Code regulations made under Section 34 of the Act.
- 1.6 Where in the opinion of the Officer, there is doubt as to the Structural condition or adequacy of the Building or part thereof, the Officer may order that a Building or Structure thereof be examined by a professional engineer qualified to perform such inspections and licensed to practice as an engineer in Ontario, at the owners expense, and that a written report , which may include drawings detailing recommended remedial work, be provided to the officer.
- 1.7 In every Building or Structure, the foundation, piers,, posts or other similar supports shall be maintained in good repair and structurally sound Where necessary , foundation walls shall be extended below finish Grade, provided the subsoil drains at the footings and are shored, waterproofed and treated or repaired to prevent moisture penetration or footing settlement. Every foundation wall, Basement, Cellar or Crawlspase shall be maintained so as to protect the building against deterioration, including that due to weather, water entry, dry rot, and infestation by rodents, vermin or insects. The perimeter of slab on Grade type foundations shall be maintained to prevent rodent infestation.
- 1.8 All exterior walls shall be maintained in watertight condition and in good repair so that they remain straight, level, and plumbed (unless otherwise designed) presenting an appearance that is uniform and neat in the opinion of the Officer and free from any damaged or defective, unsecured or deteriorated materials and any conditions that may result in the infestation of rodents, vermin or insects. Appropriate measures shall be taken to remove a stains or other defacement occurring on the exposed finished exterior surfaces and, where necessary, to restore the surface adjacent areas to, as near as possible, their appearance before the staining or defacement occurred.
- 1.9 Exterior doors, windows and skylights shall be maintained in good repair and weather tight. Rotted and defective doors, door frames, window frames, sashes and casings shall be renewed and defective door and window hardware, weather stripping, caulking and broken glass shall be replaced. Repairs to windows shall be reglazing or refitting with panes of transparent glass: or ii) the use of other materials which are compatible in finish and colour with the remainder of the façade of the Building on which the broken window is located, provided other such material are of appropriate thickness, have sufficient structural support, and are installed so that no broken glass is visible for the

exterior of the building as well as replacing defective, damaged or missing hardware and locking devices and sash controls as detailed in Section 9 of the Building Code.

- 1.10 All stairs porches and landings, loading docks, balconies, canopies, awnings, fire escapes together with any Guard, balustrade, railing or screen or other appurtenance attached thereto shall be maintained in good repair and in a safe and structurally sound condition as detailed in Section 9 of the Building Code.
- 1.11 A handrail or a guard shall be provided and maintained in good repair as detailed in Section 9 of the Building Code.
- 1.12 Where guards are to be installed, they shall be maintained in good repair and installed as detailed in Section 9 of the Building Code.
- 1.13 All roofs, including chimneys, stacks, masts, lightning arresters, antennas, fascia, soffits, flashings, solar panels and supports, and other roof structures shall be maintained in good repair, watertight and structurally sound condition. Such maintenance may include, but is not limited to: a) removal of loose, unsecured objects, or materials b) keeping roofs and chimneys weather tight and free from leaks and/or defects as detailed in Section 9 of the Building Code.
- 1.14 Water runoff from roof surfaces shall discharge into an eave's trough or gutter and thence a downpipe, discharging directly to Grade with an appropriate extension away from the Building to prevent flooding, erosion and another nuisance to neighbouring Properties. Discharge into the municipal storm system may be permitted by the Township/Municipality Building Official or his/her designate.
- 1.15 All properties provided with designed mechanical ventilation systems shall operate the system on a continuous basis. The system controls, louvers and associated equipment shall be maintained in safe working order as detailed in Section 9 of the Building Code.
- 1.16 Every chimney, prefabricated chimney, smoke pipe, flue and gas vent in use or available for use in a Building shall:
 - 1.16.1 be of a type listed for the appliance for which it is being used, properly secured, free from fire hazards and Unsafe Conditions;
 - 1.16.2 be maintained so as to prevent the escape of combustion gases into the Building;
 - 1.16.3 be adequately supported as to maintain proper alignment;
 - 1.16.4 be kept clear of obstructions;
 - 1.16.5 be sealed at all joints or tightly sealed; or,
 - 1.16.6 as detailed in Section 9 of the Building Code.
- 1.17 All fuel burning heating equipment shall:
 - 1.17.1 be connected to a chimney or flue which vents to the exterior of the Building;
 - 1.17.2 be furnished an adequate supply of combustion air to ensure proper combustion of the appliance; and
 - 1.17.3 be maintained in a good state of repair and in Safe Operating Condition as detailed in Section 9 of the Building Code.
- 1.18 All water supply cross connection devices specifically designed as "Premise isolation" or other testable devices located on a Property shall be tested annually by a licensed tester at the expense of the Owner or agent of the Owner in accordance with the most recent edition of the CSA Standard listed in the Ontario Building Code for selection of backflow preventers, proof of testing shall be provided upon request by the Officer.
- 1.19 All Sewage shall be discharged directly into the Municipal Sewage System where one is available. Where a Municipal Sewage System is not available, an alternate means of

disposal, acceptable to the Officer shall be used and maintained in good repair. The maintenance of a Private Sewage System shall include a) septic tanks b) leaching beds c) dry wells as detailed in the Building Code.

- 1.20 Property shall be deemed to be serviced by an available Township/Municipal Sewer System if the Sewer System is within 30.0 metres of any said Property abutting municipal rights of way. In the event a Township/Municipal system becomes available, the Property Owner will have one year to connect to the available system and decommission the Private Sewage System as per section 1.23. The availability of the Sewer will be determined by an engineer.
- 1.21 Backwater valves installed on buildings drains must be maintained to provide an effective barrier to municipal backups.
- 1.22 To decommission, septic tanks, treatment units, leaching beds or dry wells they shall be pumped dry and the contents disposed of at a suitable disposal site and a receipt of the disposal fee shall be presented to the Officer. The tanks, treatment units or drywells shall be disposed of to the satisfaction of the Officer, cavities filled with sand or other suitable material and the ground graded to match existing grades. Existing Building drain(s) not being reused shall be removed from the foundation wall and the foundation wall shall be repaired and made impervious to water.
- 1.22 A Vacant Building or Structure damaged by fire, storm or other causes, shall be repaired to its original condition or demolished within 180 days of the issuance of an Order. Until the necessary repair or demolition can be completed, the Building or Structure shall be supported and barricaded to prevent fire hazards and Unsafe Conditions.
- 1.23 Every Building damaged by fire or storm, until repairs have been completed shall effectively:
 - 1.23.1 be protected against further risk of fire, or Unsafe Conditions,
 - 1.23.2 be secured to prevent the entrance thereto of unauthorized persons, and
 - 1.23.3 have the exterior of the Building envelope sealed with an appropriate material to protect the interior from rain or snow or other environmental elements that would cause the building to further deteriorate.
- 1.24 All materials used to board Vacant Buildings damaged by fire, storm or other causes, shall be fitted tight plywood, composite panels or wood boards painted with an exterior grade paint so that the colour compliments the Buildings exterior elements and is acceptable to the Officer.
- 1.25 Where a Building or Structure is demolished:
 - 1.25.1 The site shall be cleared of rubbish, debris, refuse, masonry, lumber and other materials and left in a Graded and leveled condition.;
 - 1.25.2 unless new construction is to commence immediately on the same footings and/or foundation walls, the footings shall be removed unless authorized and described on the demolition permit by the Officer.
 - 1.25.3 only clean, inert, native material or granular material approved by the Officer shall be used as backfill.
 - 1.25.4 Building rubble including but not limited to, broken bricks and concrete, shall not be acceptable as backfill.
 - 1.25.5 Building services such as gas, electrical and water lines, sewer lines and other such services, shall be properly abandoned per the engineers best engineering practice standards and the authority having jurisdiction; and
 - 1.25.6 the site shall be properly Graded, seeded and otherwise restored to the satisfaction of the Officer to ensure that water will not pond on the site, or drain onto adjoining properties.

- 1.26 Where part of the Building or Structure has been demolished, the exterior walls of the remaining part of the Building or Structure shall comply with the requirements of this By-Law and the walls shall be finished with a parget coat of cementitious mortar or otherwise treated with a protective coating to prevent the entry of water into the Building and to present a neat and uniform appearance, in the opinion of the Officer, free from the outlines of partitions, stairs, doors, floors, signs, and from areas of multi-coloured paint or wallpaper.
- 1.27 All properties and every yard shall be kept clean and free from rubbish, brush or other debris and from objects and conditions, such as holes or excavations that might create a fire hazard or Unsafe Conditions;
- 1.28 Where commercial, industrial or multi-residential on-site garbage containers are visible from a Residential Property or from a public street, the area where the receptacles are being stored shall be buffered and screened from adjoining or nearby Residential Properties or public areas so as to minimize the effect of the nuisance. Without limiting the generality of the foregoing, such buffering and screening shall include the provision and maintenance of an effective system to cover, contain, screen and facilitate the collection and removal of waste materials and debris.
- 1.29 Regarding Yard conditions
 - 1.29.1 In Yards of multiple Dwellings and Non-Residential Properties, sufficient lighting of exterior Property shall be provided to minimize any danger to persons using walkway.
 - 1.29.2 Artificial lighting standards and fixtures shall be kept in Safe Condition, in working order and in good visual condition.
 - 1.29.3 Walkways shall be maintained, resurfaced or re-graded as necessary to ensure a reasonably smooth, slip free and safe surface for pedestrian traffic.
- 1.30 The Storm Water run-off from all downspouts, sump pump discharges or impervious surfaces shall be designed and maintained so as to discharge water run off away from the Building and to prevent flooding, erosion and other nuisance too neighbouring properties.
- 1.31 Retaining walls, signs and all structures appurtenant to a Property shall be maintained in good repair, free from unsafe conditions including fire hazards and capable of safely performing the function for which they were designed.
- 1.32 Existing barriers required for sound attenuation shall be maintained, safe, plumb, unless designed otherwise and structurally sound.
- 1.33 All parking areas shall be maintained with a hard surface consisting of concrete, asphalt, paving brick or block or similar material acceptable to the Officer that is free from excessive cracks, pot holes, and delaminating;
- 1.34 Fire detection systems, fire alarm systems, standpipe and sprinkler systems, where required, shall be maintained as detailed in Section 9 of the Building Code.
- 1.35 The integrity of all fire separations and associated smoke seals and fire stopping systems shall be maintained as detailed in Section 9 of the Building Code.
- 1.36 Parking garages shall be in clean, structurally sound free from defects and in safe condition and shall be provided with an effective fire separation system and barrier to the passage of gas and exhaust fumes into any part of Building used or intended to be used for human occupancy as detailed in Section 9 of the Building Code.
- 1.37 All existing barrier-free requirements shall be maintained in existing Buildings required to be barrier free.

- 1.38 The following types of classes of Buildings and Structures shall be upgraded to provide barrier free access at the principal entrance to the following buildings:
- 1.38.1 medical and dental facilities with more than one doctor;
 - 1.39.2 places of public assembly and occupancy including schools, colleges, universities and places of instruction/training;
 - 1.39.3 banks and other financial institutions;
 - 1.39.4 restaurants with more than 60 seats;
 - 1.39.5 rest homes and lodging homes, and
 - 1.39.6 commercial occupancies including retail stores and offices, but limited to those that are more than three storeys' in height or more than six hundred square metres.
- 1.40 Barrier free requirements shall not be required to exceed the Standards contained in the Ontario Building Code.
- 1.41 A requirement of Section 1.38 and 1.39 shall be deemed to be complied with if, in the opinion of the Officer the Building will provide accessibility to persons with disabilities, taking into consideration physical limitations in the design of the Building that may make some upgrading impractical.
- 1.42 Every Dwelling shall have safe, continuous and unobstructed passage or means of egress from the interior of each Dwelling unit contained therein to the exterior of the Dwelling at or near street level and every Dwelling, containing Dwelling Units located other than on the first floor or the floor directly above the first floor, shall provide a second means of egress from such Dwelling Units to the exterior of the Dwelling at grade level as detailed in Section 9 of the Building Code.
- 1.43 A second means of egress shall not be required from any Dwelling Unit having a separate or self-contained means of egress to the exterior of the Dwelling at or near Grade level and a required means of egress shall not pass through an attached or built in garage or an enclosed part of another unit as detailed in Section 9 of the Building Code.
- 1.44 Every multiple Property Owner, and every Occupant in that part of a Property that he or she controls, shall maintain the Property free from rodents, vermin, termites, injurious insects and other pests, and from conditions which might encourage infestation by such pests. Methods used for exterminating rodents or insects or both shall be done in accordance of the provisions of the Pesticides Act, R.S.O. 1990, CHAPTER P. 11, as amended, and all Regulations enacted pursuant thereto.
- 1.45 All equipment, components and supplies or replacement equipment must be Canadian Standards Association approved or otherwise listed in a manner consistent with Ontario Building Code as amended or other authority having jurisdiction.
- 1.46 Buildings identified by police services as illegal marijuana grow operations will require the following:
- 1.46.1 Mould Air Quality Report- at the Owner's expense, a report prepared by a Certified Air Quality Assessment Professional, trained and knowledgeable in this field, detailing mould spores and related air quality. The Owner will take the appropriate remediation outlined in the report. The Owner will also provide a follow-up report, at their Own expense, which confirms that air quality levels consistent with a healthy living environment have been attained at the premises, to the satisfaction of the Officer.
 - 1.46.2 Structural Report- where the Officer has doubt as to the structural condition or adequacy of the property, the Officer may require compliance with Section 1.5 of this By-Law.
 - 1.46.3 Electrical Report- where an Officer has reason to believe the Building electrical system may pose an Unsafe Condition, may require at the Owners expense the submission of an Electrical Safety Authority Clearance Certificate to the Officer.

2.0 SUPPLEMENTARY STANDARDS FOR NON-RESIDENTIAL PROPERTIES

- 2.1 Every Owner or Occupant of a Property shall maintain the Property or part thereof they Occupy or control as follows:
 - 2.1.1 in a clean, sanitary and Safe Condition, free from litter, garbage and debris, including such litter and garbage as may be left by customers or the general public and shall provide containers for the disposal of such litter and garbage, and;
 - 2.2.2 free from objects or conditions which create a fire hazard or Unsafe Conditions.
- 2.2 All non-residential properties shall be adequately ventilated by natural or mechanical means on a continuous basis, in a safe working order and with regard to the operations carried on therein, to ensure that Persons within Property are not exposed to conditions deleterious to their health or safety as described in the American National Standards Institute/American Society of Heating, Refrigerating and Air Conditioning Engineers. (ASHRAE) Standard 62.1.
- 2.3 In all parts of a Non-Residential Building, a minimum level of illumination of shall be provided and maintained which will adequately protect all Persons within the Building from Unsafe Conditions as detailed in Section 9 of the Building Code.
- 2.4 All Non- Residential Buildings or parts thereof, normally heated, shall be provided with a heating system maintained in a safe and working order, free from Unsafe Conditions or fire hazards as detailed in Section 9 of the Building Code, and be capable of supplying sufficient heat to maintain a minimum indoor temperature of 18 degrees Celsius during hours of Occupancy.
- 2.5 Boiler space heating shall be provided with backflow prevention and annually tested in compliance with the most current CAN/CSA Standard "Manual for the Selection and Installation of Backflow Prevention Devices" listed in the Ontario Building Code. Test reports shall be provided to an Officer upon request.
- 2.6 Plumbing systems, fixtures and appliances in all non-residential shall be maintained in good working order, free from cross contamination potential, and free from leaks and defects as detailed in Section 9 of the Building Code.
- 2.7 Where food is cooked, processed, or prepared for the public, all plumbing fixtures located in the wash down area shall discharge through a grease interceptor which is maintained in the most current edition of CAN/CSA Standard "Maintenance of Grease Interceptors" detailed in Section 9 of the Ontario Building Code.
- 2.8 Where floor drains are located in a service station, repair shop, garage or any establishment where motor vehicles are repaired, lubricated or maintained they shall discharge through an oil interceptor or as detailed in Section 9 of the Building Code.
- 2.9 In a Building used in part for Residential purposes, and in part for Non-Residential purpose, wherein noxious fumes or gases are, or could be, present, all separations between the non-residential and the residential portion shall be of gas-tight construction and maintained in a good state of repair so as to effectively prevent the passage of noxious fumes , or gases through the separation as detailed in Section 9 of the Building Code.

3.0 SUPPLEMENTARY STANDARDS FOR RESIDENTIAL PROPERTIES

- 3.1 Every cabinet, cupboard, shelf and counter top in a dwelling unit shall be maintained in a structurally sound condition, free from cracks and deterioration as detailed in Section 9 of the Building Code.

- 3.2 Every cabinet, cupboard, shelf and countertop in a dwelling shall be maintained in a structurally sound condition, free from cracks and deterioration, large holes, cracks, leaks, deteriorating material, visible mould and mildew and loose material as detailed in Section 9 of the Building Code.
- 3.3 Water penetration related to any mould condition in a Building, including but not limited to water penetration, humidity or inadequate ventilation, which may relate to the creation and growth of mould shall be repaired or removed. If in the opinion of an Officer, the mould accumulation is excessive so as to cause a health hazard, the owner will provide at the owner's expense, a report prepared by a Certified Air Quality Assessment professional, trained and knowledgeable in this field, dealing with mould spore samples and related air quality. The Owner will undertake the appropriate remediation outlined in the report. The Owner will also provide a follow-up report, at their own expense, which confirms that the air quality levels consistent with a healthy environment have been attained at the premises, to the satisfaction of the Officer.
- 3.4 Floors and finished flooring (including carpeting) shall be maintained in a structurally sound condition and be free from any visible mould and mildew, holes, cracks or other defects which may cause unsafe condition or trip hazard as detailed in Section 9 of the Building Code.
- 3.5 Cracked and broken glass in door panels, missing screens, and missing windows shall be replaced with approved glass or similar materials. All operable windows and all doors shall be capable of opened from the inside without the use of specialized tools and maintained in good repair. All materials in this section shall be to the satisfaction of the Officer to provide an acceptable level of fire protection as detailed in Section 9 of the Building Code.
- 3.6 Every Dwelling and every Dwelling unit shall be provided with a heating system maintained in a good state of repair and in safe operating condition capable of maintaining "adequate and suitable heat". Room temperature shall be as detailed in Section 9 of the Building Code.
- 3.7 Heating systems, including stoves, heating appliances, fireplaces, chimneys, fans, pumps and heating filtration equipment shall be maintained in a good state of repair and in a safe operation condition as detailed in Section 9 of the Building Code.
- 3.8 No Dwelling Unit shall be equipped with portable heating equipment as the primary source of heat.
- 3.9 Only heating equipment approved for use by a recognized Standard testing authority shall be provided in a room used or intended for use for sleeping purposes as detailed in Section 9 of the Building Code.
- 3.10 Every parking/storage garage serving a Residential use shall be provided with fire separation (if required) and an effective barrier to the passage of gas and exhaust fumes from any part of the parking/storage garage into any other part of a Dwelling Unit or Multiple Dwelling used or intended to be used for Human Occupancy inclusive of doors between a parking garage and remainder of the Building as detailed in Section 9 of the Building Code.
- 3.11 Unless specifically exempted under governmental regulations, every Dwelling and Dwelling Unit shall be provided with at least a water closet (toilet), a wash basin, a bathtub or shower and a kitchen sink, all of which shall be maintained in good working order, free from cross contamination potential, and free from leaks and defects. The water closet, wash basin, bath tub and/ or shower shall be located within, and be accessible from within the Dwelling or Dwelling Unit and shall be located and equipped to afford privacy, secured from the inside and can be opened from the outside the room in an emergency as detailed in Section 9 of the Building Code.

- 3.12 No toilet or urinal shall be located in a room used or intended to be used for sleeping or preparing, consuming or storing of food.
- 3.13 Hot water and cold water shall be provided in a capacity that will produce a flow in the fixture that will flush the fixture and keep the fixture in a sanitary condition as detailed in Section 9 of the Building Code.
- 3.14 All plumbing, including drains, water supply pipes inside a Building and outside a Building, water closets, back water valves and other plumbing fixtures shall be maintained in good working condition free of leaks and defects and all water pipes and appurtenances thereto shall be protected from freezing as detailed in Section 9 of the Building Code.
- 3.15 Every Dwelling Unit shall be wired for electricity and shall be connected to an approved electrical supply system. The connection to the Building and the system of circuits and outlets distributing the electrical supply within the Building shall provide adequate capacity for use and intended use of the Building and such connections, circuits, wiring and along with fuses, circuit breakers and other appurtenances thereto shall be installed and maintained;
- 3.15.1 In compliance with respective requirements of the Electrical Safety Code and the Ontario Building Code;
- 3.15.2 In good working order and repair, and
- 3.15.3 In a safe condition.
- 3.16 In Multiple Dwellings where a voice communication system between each Dwelling and the front lobby and security locking and release facilities for the entrance, have been provided and are controlled from each dwelling unit, such facilities shall be maintained in good repair.
- 3.17 Adequate artificial lighting shall be available at all times, in all Habitable Rooms, common rooms, means of egress, exits and corridors as detailed in Section 9 of the Building Code.
- 3.18 Every habitable room in a Dwelling, except a kitchen, shall maintain an outside window or windows which shall be maintained in good repair as detailed in Section 9 of the Building Code
- 3.19 Every Habitable Room in a Dwelling shall contain windows that are capable of being opened from the inside or vents providing a minimum unobstructed ventilation area to the outdoors
- 3.20 In lieu of the natural ventilation, acceptable mechanical ventilation directly to the exterior shall be permissible as detailed in Section 9 of the Building Code.
- 3.21 Every window in a Leased Dwelling Unit that is located above the first storey of a multiple dwelling shall be equipped with an approved guard or a safety mechanism.
- 3.22 In Dwellings, every laundry room, garbage room, corridor, boiler room, storage room and all parts of the Building used by the tenants in common shall be adequately ventilated and where a system of mechanical ventilation is used it shall be maintained in good working condition as detailed in Section 9 of the Building Code.
- 3.23 The maximum number of Persons residing in a Dwelling Unit shall not exceed one person for every 9 metres of Habitable Room Floor Area.
- 3.24 A room used for sleeping purposes shall be of the correct size for the number of persons using the room for sleeping purposes as detailed in Section 9 of the Building Code.

- 3.25 No Basement or Cellar portion thereof shall be used as a Dwelling Unit or Habitable Rooms of a Dwelling Unit, unless it meets the requirements in Section 9 of the Building Code
- 3.26 Every Dwelling Unit shall be equipped with an approved smoke alarm(s) conforming to the details of Section 9 Building Code.
- 3.27 Every Dwelling Unit that has fuel burning appliances, solid fuel burning appliances, or is attached to a storage garage, shall be equipped with a carbon monoxide detector conforming to the most current edition of the CAN/CSA and US UL Standard as listed in Section 9 of the Building Code.

4.0 ADDITIONAL REQUIREMENTS FOR VACANT BUILDINGS

4.1 General

4.1.1 In addition to the minimum standards for the Maintenance and Occupancy of Property set out elsewhere in this By-Law, the owner of a Vacant Building shall:

- a) ensure that all utilities serving the Building, which are not required for safety and security are properly disconnected or otherwise secured, to prevent damage to the Building or adjoining Property.
- b) Ensure that the Property is kept free of rodents, vermin and other harmful pests and any condition that would allow such pests to harbour in or about the building; and,

4.2 Additional Requirements for Vacant Non-Residential Buildings

4.2.1 The Owner of a Non-Residential Vacant Building shall keep the Property free of conditions that promote the infestation of birds.

4.3 Additional Requirements for Vacant Residential Buildings

4.3.1 Despite any other provision of this By-Law, where in the opinion of the Officer a Vacant Residential Property can be repaired, the Building shall be repaired;

- a) As soon as possible in a manner consistent with other parts of this By-Law; and,
- b) Maintained in a manner so as not to become, in the opinion of the Officer, a public nuisance.

4.4 Clearing and Leveling of Vacant Residential Buildings

4.4.1 Despite any other provision of this By-Law an Officer may issue an Order directing the Owner too demolish a Derelict or Vacant Residential Building.

4.5 Clearing and Leveling of Vacant Non-Residential Buildings

4.5.1 Despite any other provision of this By-Law an Officer may issue an Order directing the Owner to demolish a Derelict or Vacant Non-Residential Building.

5.0 SUPPLEMENTARY STANDARDS FOR HERITAGE PROPERTIES

5.1 General

5.1.1 In addition to the Minimum Standards for the Maintenance and Occupancy of Property set out elsewhere in this By-Law, the owner pf a Part IV Heritage Property shall:

- a) Maintain, preserve and protect the attributes of the Part IV Heritage Property so as to Maintain its heritage character as well its visual and structural heritage integrity;
- b) Maintain the Part IV Heritage property in a manner that will ensure the protection and preservation of its heritage values and attributes; and,
- c) Obtain a Heritage Permit from Council or where applicable Councils designate prior to performing work or causing work to be performed under this section of the By-Law.

5.2 Repair of Heritage Attributes

- 5.2.1 Despite any provision of this By-Law, where a Heritage Attribute of Part IV Heritage Property can be repaired the Heritage Attribute shall be repaired:
- a) In such a manner that minimizes damage to the Heritage Values and Attributes and Maintains design, colour, texture, grain or other distinctive features of the Heritage Attribute;
 - b) Using the same types of material as the original and in keeping with the design, colour, texture, grain or other distinctive features of the original; and,
 - c) When the same type of materials as the original are no longer available, alternative types of material that replicate the design, colour, texture grain or other distinctive features and appearance of the original material may be used if approved by Council or their designate.

5.3 Replacement of Heritage Attributes

- 5.3.1 Despite any provision in this By-Law, where a heritage attribute of a Part IV or V Heritage Property cannot be repaired, the Heritage Attribute shall be replaced:
- a) In such a manner as to replace the design, colour, texture, grain or other distinctive features and appearances of the Heritage Attribute, using the same types of materials as the original; and,
 - b) Where the same materials as the original are no longer available, alternative types of materials that replicate the design, colour, texture, grain or other distinctive features of the original may be used.

5.4 Alteration or Demolition of Heritage Properties

- 5.4.1 Despite any other provision of this By-Law or the Ontario Heritage Act, no Building or Structure located on a Part IV or V Heritage Property may be altered, demolished, removed or relocated except in accordance with the Ontario Heritage Act.

5.5 Vacant Heritage Properties

- 5.5.1 Notwithstanding;
- a) Where a Part IV Heritage Property remains Vacant for a period of more than 90 days, the Owner shall ensure that the appropriate utilities serving the Building are connected as required to provide, Maintain, and monitor proper heating and ventilation to prevent damage to the heritage attributes.
 - b) The Owner of a Part IV Heritage Property shall protect the Building and Property against the risk of fire, storm, neglect, intentional damage or other damage by other causes by effectively preventing the entrance of the elements, Unauthorized Persons or the infestation of pests by boarding up and securing any openings to the Building in the following manner:
 - c) All boards shall be installed from the exterior and shall be fitted in a watertight manner so all exterior trim and cladding remains uncovered and undamaged by the boarding.
 - d) All boards shall be fastened securely that minimizes damage to the Heritage Attributes;
 - e) all boards shall be painted in a manner to reflect panes of glass, frames and mullions that were to be found on the opening that is being boarded over or the panes of glass shall be painted in matte black and the window frames and mullions shall be painted in a colour that of the original opening.
 - f) All boards used for boarding and securing openings not located in a window or door opening shall be painted or otherwise treated so that the blends with the exterior of the Building or the structure.

THE CORPORATION OF THE TOWNSHIP OF BILLINGS

BY-LAW 2020-31

Schedule ‘B’

Part I Provincial Offences Act

BY-LAW 2020-31: Being a bylaw to prohibit the dumping of waste or littering on municipal or private property in the Township of Billings

Item	Short Form Wording	Provision creating or defining offence	Set Fine
1	Use or occupy non-conforming property.	3.1	\$300.00
2	Permit the use or occupancy of non-conforming property	3.1	\$300.00
3	Improperly stored rubbish or garbage.	3.2.1	\$200.00
4	Stored rubbish or garbage creating safety hazard.	3.2.3	\$200.00
5	Stored building materials, waste materials visible from roadway	3.2.3	\$200.00
6	Stored putrescible garbage, dead animals or excrement.	3.2.4	\$200.00
7	Storage of wrecked, inoperative vehicles or equipment.	3.3.1	\$200.00
8	Allow excessive growth of noxious plants	3.3.2	\$200.00
9	Allow bush area to be a safety hazard.	3.3.3	\$200.00
10	Hinder or obstruct an officer	5.3	\$500.00
11	Attempt to hinder or obstruct an officer	5.3	\$500.00
12	Fail to comply with an order/notice	8.1	\$1000.00

Note: The penalty provision for the offences indicated above is section 5.2 of Bylaw 2020-31, a certified copy of which has been filed.



MANITOULIN NAVY LEAGUE

Box 494, Little Current Ontario P0P 1K0

Friday, July 17, 2020

Re. Support for Manitoulin Sea Cadets program

Dear:

It's July 17, the first day of "Stage 3" as Ontario's economy and social structures gradually work towards a normal environment.

That includes the Manitoulin 348 Sea Cadet Corps.

The 2019-2020 Cadet year was more than half over and the young women and men involved, together with their leaders, had been having an excellent and productive year when the pandemic came upon us.

The Department of National Defence (DND) ordered the interruption of all Cadet programs and, at the same time, the Rainbow District School Board, the Cadet program's landlord for the weekly parade session at Manitoulin Secondary School, closed its schools to all activities.

Recently, the Manitoulin Navy League (the Manitoulin Sea Cadets' sponsoring group) and the leadership of the Cadet Corps have had correspondence from the DND indicating its health and safety expectations when the Cadet programs resume so we are optimistic that, observing social

distancing and masking and hand-washing protocols, the Manitoulin Corps will start up again in the foreseeable future.

The Manitoulin Navy League held one successful fundraising event before the lockdown: the Robbie Burns Dinner at the end of January but that is all we were able to do to date under the circumstances.

Although the DND is helpful in many ways, and provides funding for essential matters, it is its expectation that the community will also help support Cadet programs.

In order to provide meaningful experiences for the young Manitoulin people involved, this means that the Manitoulin Navy League is expected to fundraise approximately \$15,000 locally.

To say that this has been an unprecedented year for everyone would be a whopping understatement but as our Island returns as much as possible to regular routines, we want to ensure the same for the young people of Manitoulin's Sea Cadet Corps.

If your organization can support us financially, it would be very much appreciated.

Cheques can be made payable to the Manitoulin Navy League and sent to the address on this letterhead. If it is more convenient, they can also be left at the Expositor Office in Little Current or the Recorder office in Gore Bay.

Thanks for your consideration and stay safe.
Sincerely,

Rick McCutcheon
fundraising chair
Manitoulin Navy League

(If you have any questions,
please contact me at 705-368-
3101)

Greenhouse Gas (GHG) Inventory

Executive Summary

This document outlines calculations made to estimate the amount of greenhouse gases (GHG) being released within the geographic boundaries of the Township of Billings (Billings) using the Canadian Supplement of the Partners for Climate Protection (PCP) Protocol. The International Emissions Analysis Protocol (IEAP) provides the guiding principles for the PCP Protocol and has been referenced when PCP guidelines were not applicable. Accordingly, GHG emissions fall into two categories: those coming from municipal corporate assets and operations (Corporate); and those coming from community activities such as emissions generated from heating our homes and work places (Community). Using the best practices outlined in the PCP Protocol, with a baseline year of 2018, we found our emissions to equal **15524** tonnes of carbon dioxide equivalent (**tCO₂e**). A summary of our findings per category measured is outlined in Table 1, as follows:

Table 1: Summary of corporate and community GHG emissions for Billings Township, units expressed as tonnes of carbon dioxide equivalent (tCO₂e).

Municipal Fleet	77.13	Energy Use at Home and Work	8118.84
Waste	22.00	Transportation	4548.36
Municipal Buildings	38.13	Agriculture	1895.73
Low Lift and Water Treatment	3.64		
Streetlights	0.05		
Corporate Total (tCO₂e)	891	Community Total (tCO₂e)	14 633

We also found that the forest cover within the municipality may be absorbing approximately 22 069 tCO₂e per year, more than what is released within our geographic boundaries from human activity. However, this does not relieve us of our obligation to reduce our emissions, as global totals of GHG emissions are still far higher than what could be absorbed globally—and the atmosphere is not politically bounded. Incorporating forest cover in our GHG inventory will enable our community to quantify our natural assets and the carbon sequestration capacity we have available to offset the emissions created from human activity. We have the good fortune to be living in a carbon sink, but our carbon-intensive lifestyles are still contributing to the larger problem.

Through municipal-led actions to both reduce our corporate emissions and to help enable the reduction of community emissions, we can make it easier for community members and visitors alike to reduce the portion of their carbon footprints associated with emissions physically released within our geographic boundaries. Following the review and approval of this GHG inventory, Billings will move to the next stages of a climate change planning process by setting GHG emission reduction targets and developing a Community Emissions and Energy Plan (CEEP) using the guidelines and tools available through the PCP program.

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Introduction

The purpose of a greenhouse gas (GHG) inventory is to define a “starting point” from which emissions can then be reduced. Having a defined starting point allows us to track our progress towards our goals over the years. Without an inventory, taking climate action is a bit like taking a shot in the dark—we wouldn’t know whether what we’re doing is enough.

Calculating corporate and community GHG emissions requires reliable and specific data inputs from multiple sources of emissions in our municipality. To effectively compare emissions from one source to another, it is important to ensure that all sources of emissions use the same method for these calculations. We chose to follow the guidelines developed by the Partners for Climate Protection (PCP) program, outlined in a document known as the PCP Protocol (Canadian Supplement), and also made use of the PCP Tool—an online program available to local governments to standardize the conversion of multiple sources of emissions to a common denominator. Thus, in this report you will see frequent use of the unit “tCO₂e”. This is a unit of measurement used by climate scientists to represent tonnes of different greenhouse gases, equalized in terms of their warming potential, as compared to carbon dioxide (CO₂). Some greenhouse gases last longer in the atmosphere than others, and warm the atmosphere by varying degrees. Since carbon dioxide is the most abundant and well-known greenhouse gas, scientists often report amounts of other greenhouse gases in terms of how much CO₂ their warming effect is equivalent to, over a given time period. For simplicity’s sake, we will only report the total amount of CO₂ equivalent (CO₂e) produced in each category, with amounts of CO₂ and other greenhouse gases having been added together.

The PCP program and the PCP Tool were developed by the Federation of Canadian Municipalities (FCM) and the Canadian chapter of ICLEI Local Governments for Sustainability. These resources are being used by many municipalities across Canada. The PCP Tool will provide municipalities with the ability to track how they have calculated GHG emissions in the community and continuously measure performance for years to come. The implementation of this tool in our municipality will be a cornerstone of developing a sustainable process for tracking GHG emissions and can be used by the municipal staff for years to come.

A note on baseline year: All inventories aim to calculate the amount of greenhouse gases that were produced within a “baseline year”, in other words a year with sufficient data available, against which progress can be tracked as years go by. For our inventory we chose the baseline year of 2018, as it was the most recent complete year when the work on the inventory started, though for some categories data was only available as recently as 2016. It is assumed that emissions in these categories did not change significantly over those two years.

The following sections provide more detail as to where our greenhouse gas emissions are coming from within each category and how these emissions were calculated. The Appendices include still further notes on methodology, calculations, and data collection.

Corporate Emissions

In total the corporate emissions for Billings Township, amounted to **891 tCO₂e** for 2018, with municipal fleet being the biggest category, followed by municipal buildings, then emissions produced from the landfill, low lift station (pump) and water treatment, and lastly streetlights. The corporate emissions profile is visually represented using a bar graph below (Figure 1) in terms of total CO₂e and broken down on a percentage basis in a pie chart (Figure 2) created using the PCP Tool.

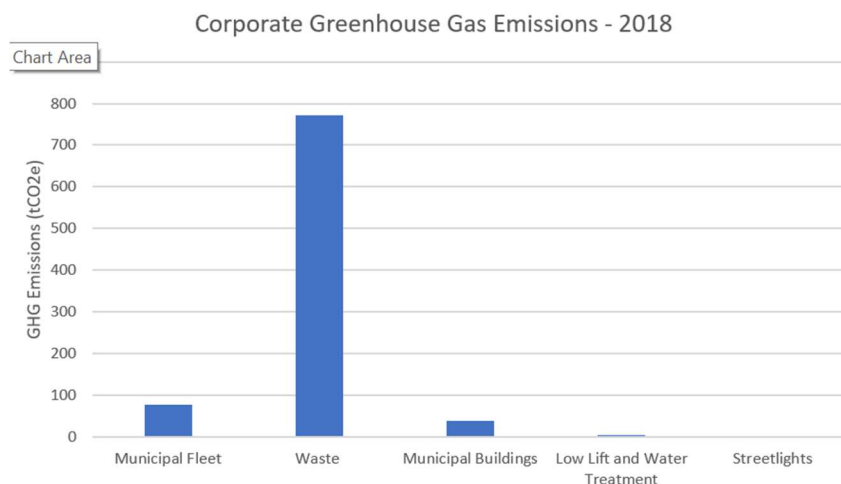


Figure 1: Corporate GHG emissions profile for Township of Billings. Details on the methodology for data collection and calculations can be found below and in Appendix A

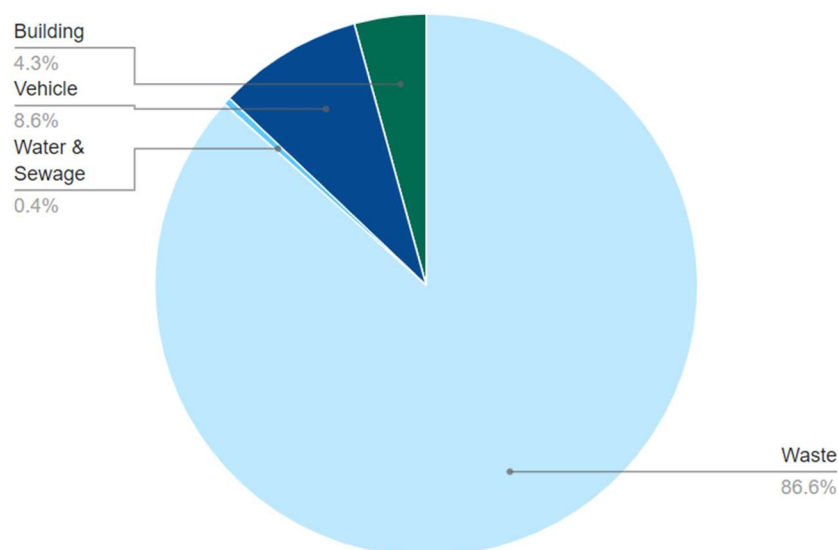


Figure 2: Corporate GHG emission (tCO₂e) profile for the Billings represented on a percentage basis.

Municipal Fleet

The transportation fuel burned by our own municipal fleet vehicles resulted in **60.67 tCO₂e** in 2018. Since some municipalities provide trucking of waste as part of their fleet services, we included emissions from this activity as well, even though in our case that service is outsourced to GFL Environmental. The municipality has hired GFL Environmental to pick up recycling from the landfill that is owned and operated by Billings. Once a week two large front-end trucks pick up cardboard and comingled recycling types (plastic, aluminum cans) and transport this recycling to Blind River. These two trucks also pick up recycling from at least half a dozen other communities on the Island as part of the same trip, therefore we have calculated Billings' share of the emissions to be 1/6 of the total, emitting **16.46 tCO₂e** in a year. The emissions from the recycling processes are currently excluded from the PCP protocol because it is assumed that the emissions associated with the recycling of our materials will be accounted for in the building emissions profile of that facility, in the municipal boundary it is located. In this case, it is assumed that the recycling facility in Blind River is responsible for reporting the emissions from our recycling in their facility.

When combined with the tCO₂e values for our own fleet, the emissions for this category add up to 77.13 tCO₂e.

Waste

Billings owns and operates an open pit landfill that has been in operation under the supervision of the Ministry of Environment, Conservation and Parks (MECP) since 1980. Residents are responsible for dropping off waste and recycling at the facility. Billings has had a recycling program in place since at least 2013 to divert cardboard, plastic, and aluminum cans from being included in the waste area of the landfill. Emissions from the recycling haulage from the landfill to Blind River is outlined in the Municipal Fleet section of this report. Like many small rural landfills in Ontario, this landfill does not have a landfill gas or leachate collection system to capture the GHG emissions from the decomposition of waste. Billings does not own or operate any closed landfills.

The GHG emissions from waste are evaluated differently than other corporate emission categories because the emissions from waste are released over the course of many years as the waste decomposes. Each

Waste is slightly different from all the other categories because the emissions from waste deposited in a landfill are released over the course of many years as the waste decomposes. There are two ways to calculate emissions from waste for a given year:

- Methane commitment model: Calculates the amount of emissions that the waste deposited within that year will produce over the course of its decomposition, assigning all future emissions to the current year, or;
- Waste-in-place/First Order Decay: Calculates the amount of emissions being released in the current year by all waste that has already accumulated in the landfill.

The methane commitment model is simpler and more frequently used by municipal owned and operated sites that have minimal staff and are required to report the approximate volume deposited in the landfill.

In this case, the first method, the methane commitment model is the most relevant as it provides a GHG emission value that is proportional to the waste that was produced in the 2018 baseline year of this report. This assumption is also reasonable because most of our actions will involve reducing the amount of total waste being produced going forward.

Each year, Billings is required to report the total amount of waste deposited into the landfill to comply with the Certificate of Approval 'CoA' issued by MECP to operate a landfill location. In 2018, the volume of waste deposited was 1576 cubic yards. This total volume is reported by inventorying the number of compacted garbage truck loads that are deposited into the landfill. The garbage truck used for compaction at the landfill does not provide curbside pick-up and operates within the boundary of the landfill site, the emissions from this truck have been included within the municipal fleet category.

Appendix A provides further detail on the calculations required to determine the amount of GHG emission potential that results from 1576 cubic yards of waste using the methane commitment model. It is noted that this GHG emission value is likely an underestimate of emissions from this volume of waste as other factors, including the open burning of garden, yard and wood waste and emissions from waste deposited at the landfill from 1980 to 2018 have not been included in the GHG inventory at this time. Recommendations for future data collection and monitoring are also available in Appendix A for consideration in future GHG inventory.

The waste landfilled in 2018 will result in 772 tCO₂e over the course of its decomposition. This value accounts for more than 80% of the corporate emissions, even though the waste deposited into the landfill is generated from the entire community. It has been included in the corporate emissions profile because the PCP protocol categorizes waste facilities that are owned and operated by a municipality as a corporate asset. Thus, to reduce emissions from our waste it must be a collaborative effort from the entire community.

Municipal Buildings

For this category we decided to include all buildings/structures with significant energy usage over which Billings administration has both ownership and some degree of operational influence. This amounted to twelve buildings, including three that are being leased out, with the leased portion of the Old Mill building being counted as a building of its own. It should be noted that the Old Church's energy use shows up as being minimal, as it has yet to return to full use. Figure 3, below, provides a visual representation of each building and the emissions associated with operating these buildings in 2018. **The electricity and propane use in these buildings resulted in 38.13 tCO₂e in 2018.** The total amount of energy used was 1026 GJ, which cost \$38,655.58 including the leased-out properties.

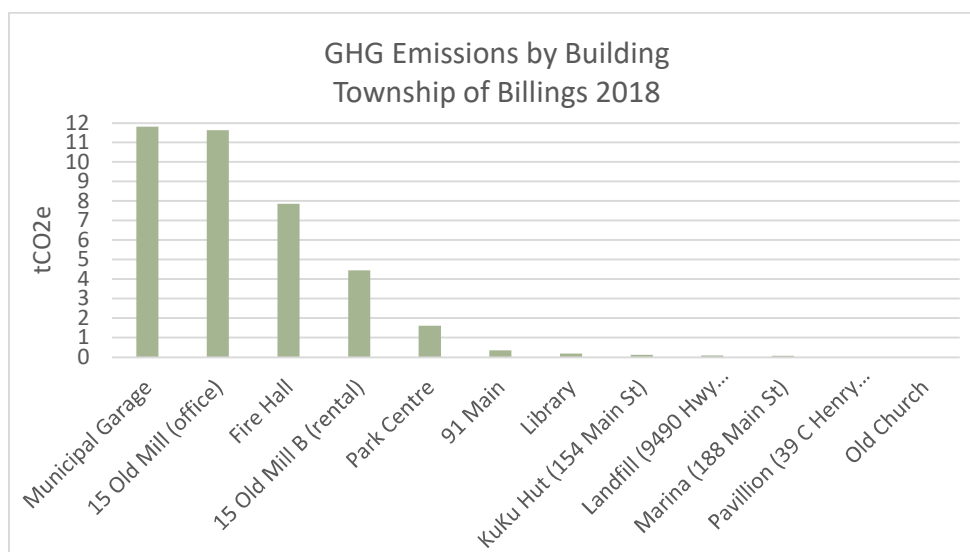


Figure 3: Breakdown of emissions generated from each municipal building in the Township of Billings

Figure 4 and 5 provide a further detailed visual representation of the propane and energy use in each building operated by the municipality.

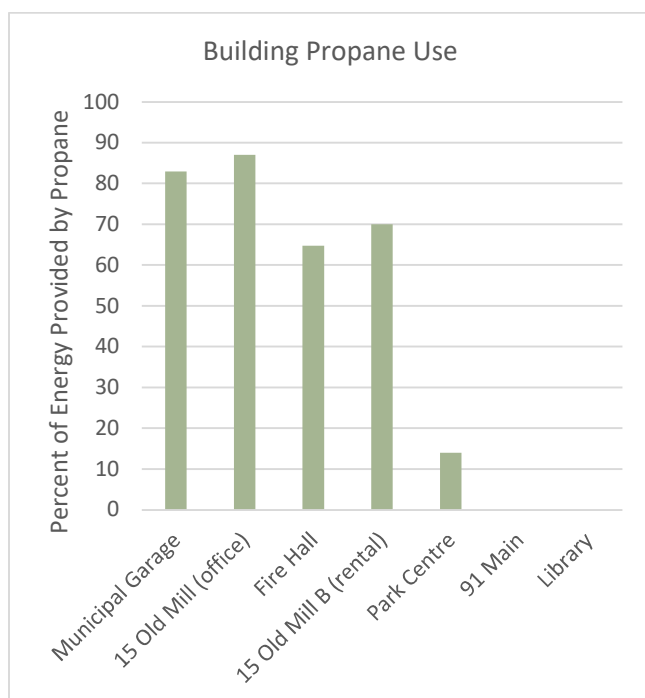


Figure 4: Reliance on propane - the amount of propane usage of each municipal building represented in percentage use

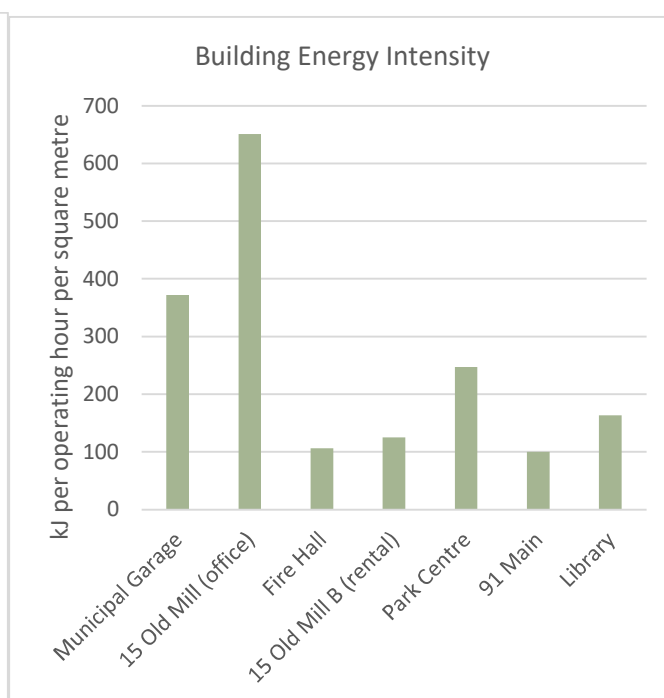


Figure 5: Energy efficiency matrix – representation of energy use per square foot for each municipal building

Low Lift Station and Water Treatment Plant

The energy required by the water treatment plant and low lift station cost the municipality \$29,537.24 in 2018 and resulted in **3.64 tCO₂e**; which is a fairly low value because the treatment plant was updated in

Streetlights

The electricity use of all streetlights was found to be 3062 kWh in 2018. **This resulted in 0.05 tCO₂e**, and cost the municipality \$7,612.10.

Community Emissions

Typically much more substantial than corporate emissions, community emissions can be subdivided into categories of building energy use (or “energy use at home and work”), transportation, land/agriculture. The only component here which includes emissions happening outside our geographic boundaries is emissions from production of electricity elsewhere if that electricity is being used here. The electricity production emissions are included so that electricity use-related emissions can be compared with the direct emissions from other home heating sources i.e. the burning of fuel oil, propane, and wood, which occurs on-site (though for these sources, production-related emissions are not included by the PCP Tool). In total, our community emissions were **14 632.93 tCO₂e** for 2018.

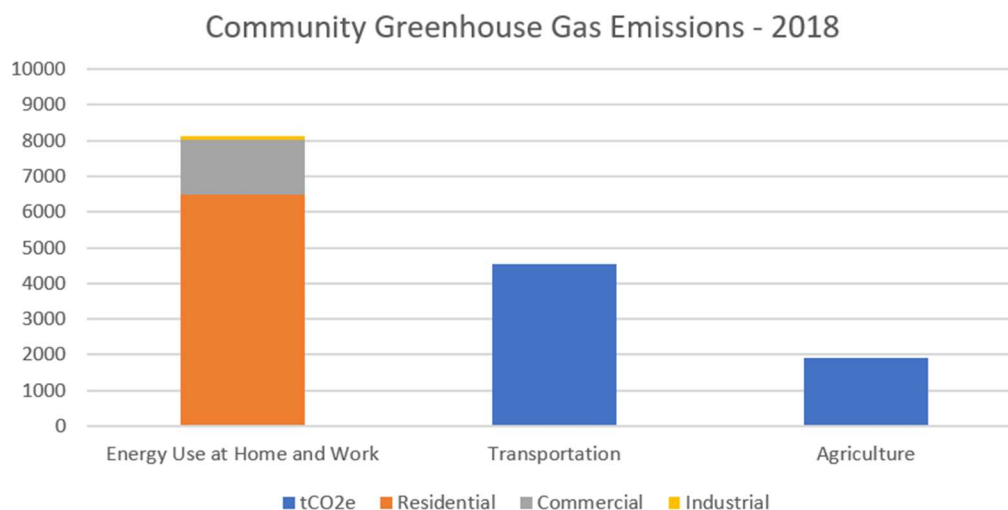


Figure 6: Summary of Community GHG emissions for Billings.

Energy Use at Home and Work

In the PCP Tool, this category is termed “Stationary Energy,” meaning energy that is used in buildings of every kind, as well as off-road farm equipment—energy that is being used in one place. In many

Ontario homes, people source their energy from electricity and/or natural gas, but with no natural gas available on the Island, our sources also include propane and fuel oil, as well as firewood—this category includes both energy for heating as well as for powering lights, appliances, etc.

Through calculations based on provincial average home energy requirements, local building age¹, estimates on how many people use which types of fuel, and District-level Hydro data, we found that in Billings approximately **81.45 tCO₂e are being annually emitted from electricity, 1014.26 tCO₂e from propane, 864.70 tCO₂e from fuel oil, and 4509.39 tCO₂e from wood, for a total of 6469.80 tCO₂e from residential energy use, attempting to include seasonal residents.**

Using the District-wide ratio of electricity use in residential vs. commercial vs. industrial vs. other sectors as a starting point, we came up with estimates resulting in **final values of 1538.39 tCO₂e for commercial, 110.49 tCO₂e for industrial, and 0.16 tCO₂e for “other”**, including estimated fuel oil and propane use in commercial and industrial sectors.

We do not have sufficient data at this time to calculate emissions from off-road farm vehicles and equipment, which would normally be included in this category. However, the National Farmers’ Union² lists fuel combustion as being among the top three sources of emissions from farms, so this should still be considered in our action plan.

Transportation

The ideal way to calculate transportation emissions is to estimate the number of kilometres travelled within the municipal boundaries by all vehicles in a given year (this is called the Vehicle Kilometres Travelled (VKT)), then to multiply this number by the amount of CO₂e that the average vehicle of average fuel type emits per kilometre. To estimate VKT, we multiplied traffic counts done for provincial highway segments³ by the length of those segments that fall within our municipal boundaries, then added to this an estimate for commuter travel on municipal roads based on commute durations as found in the Census⁴. This resulted in a total of 11 524 500 km travelled within municipal boundaries in one year. **When entered into the PCP Tool, this yields emissions of 4548.36 tCO₂e.** This number does not however account for recreational travel on municipal roads, so is very likely to be an underestimate.

We do not have sufficient data at this time to calculate emissions from off-road transportation such as snowmobiles, ATVs, and landscaping/construction equipment, though in our area this could make up a sizeable amount of emissions—typical snowmobiles are known as being extremely heavy polluters.

Agriculture

Agricultural emissions are one of the more complicated categories to calculate, and directions for doing so are not yet included in the PCP Protocol. However, since agriculture is a large part of life in Billings, we have managed to include it by following the PCP Tool’s suggestion of referencing Chapter

10 of the Global Protocol for Community-Scale Greenhouse Gas Emission Inventories (GPC). This chapter divides agricultural greenhouse gas emissions into three categories: those from livestock, those from land use and land use change, and those from “aggregate sources and non-CO₂ emissions sources on land”, in other words substances that are added to the soil, as well as other actions such as harvesting of wood.

Livestock

For emissions from livestock, we focused only on cattle, getting approximate numbers for our municipality by dividing the total number of cattle in the District⁵ by our percentage of land area. These numbers for each cattle type were then multiplied by corresponding emissions factors found in Canada’s National Inventory Report (NIR). It should be noted that these emissions factors are based on average practices for each cattle type across Ontario, and due to practices likely being more sustainable on Manitoulin, the resulting numbers of **1805.53 tCO₂e** from enteric fermentation (burps) and **90.20 tCO₂e** from methane emissions from manure management may be overestimates. We were not able to get an estimate for nitrous oxide (N₂O) emissions from manure management, however, so in this sense our **total of 1895.73 tCO₂e** could be an underestimate.

For Land Use and Land Use Change

Carbon release from soils in Billings’s croplands is assumed to be zero, based on the likelihood that this soil would have lost most carbon it could lose in its early years of being tilled. No more is likely being lost on a yearly basis; however, carbon could be restored to the soil through a change in practices. The effects of grasslands, wetlands, settlements, and other land use types have not been included here.

For aggregate sources and non-CO₂ emissions sources on land

It was assumed that there is no field burning or rice production within the municipality. Only two farms in the District reported lime use in the 2016 Census, and the acreage is not reported, so we have excluded this from our inventory. We were not able to estimate the amount of nitrous oxide (N₂O) being emitted as a result of fertilizer application either. Seeing as very little land within the District has fertilizer applied to it, it is tempting to say that omitting this category is just as well. However, every bit counts when it comes to greenhouse gases, and N₂O has an extremely high Global Warming Potential—265 times that of CO₂². So, reducing fertilizer use should still be considered as a valuable action.

Harvested wood products is also included in this section of the GPC, but as we have included the burning of harvested firewood under “Energy Use at Home and Work”/Stationary Energy, we have not included it in this section. Harvesting wood to be otherwise used for construction or furniture-making etc., can act as a carbon sink, since the carbon may be stored in that format for a long time. However, we do not have data for this activity currently.

Local Carbon Sequestration

In addition to quantifying the greenhouse gas emissions occurring within our municipal boundaries, the Land Use section of the GPC also addresses carbon sequestration—the capacity of our trees, for instance, to remove some carbon from the atmosphere. We used an estimate of 50% of land in Billings being forested, combined with an estimate of carbon storage per hectare of forest taken from a study⁶ on the northern Bruce Peninsula (which has a similar tree species composition to here), to calculate an estimate of **approximately 22 069.4 tCO₂ being absorbed by the forests of Billings Township each year, although in reality, the amount that a forest absorbs changes as it ages.**

Typically, younger forests absorb carbon more quickly, since more rapid growth is occurring, while older forests have more carbon stored up on the whole. Therefore, it's possible that an absorption rate of 22 069.4 tCO₂ per year may be an overestimate when looking forward. The impact of changing climate conditions on the forest's ability to hold onto CO₂ should be considered as well. Please see Appendix C for more details on the above estimation.

Conclusion

It is important to note that some activities occurring here—or engaged in by community members when they are elsewhere—result in further emissions being produced in other parts of the world. Actions such as travelling outside of the municipality, buying goods and food that were produced outside the municipality, and even investing money indirectly in industries outside the municipality, all have a climate impact we can control. Similarly, some of the emissions occurring within the municipality are connected to consumption habits of folks who do not live here. By improving measuring, monitoring and ultimately improving the sustainability of all local activities, we can make it possible for those who source our products or visit our locations to reduce their footprints, and make it possible for local residents to reduce the portion of their footprints tied to local emissions.

Even though it turns out that within our geographic boundaries, more carbon is likely being absorbed by trees than is being emitted by human activities, that does not exempt Billings from taking climate action. Climate change is a global issue, and globally we are nowhere near being carbon neutral, let alone carbon negative, like Billings. While Billings residents are fortunate to be living in the midst of one of the world's carbon sinks, that does not make our own contribution to the global levels of greenhouse gases any less important—Canadians have some of the highest carbon footprints in the world. For example, based on a study⁸ using Canada's total GHG emissions and population it was estimated that every Canadian on average has an annual carbon footprint of 16.08 tCO₂e. Canada is regularly in the top 10 of countries in the world for average emissions per capita. In Billings, based on this GHG emissions data and population estimates in 2018 the average emissions per capita, per year is **25.33 tCO₂e**. This is of course based on permanent resident population data and if population increases by four times in the summer, the average does go down to about 10 tCO₂e but this value does not incorporate the amount of emissions seasonal residents are expending when they travel to the island, indicating that the per capita average based on permanent residents is likely a more

reasonable figure to use to evaluate our community average in comparison to the rest of Canada and the world.

Given the global context, this inventory shows that Billings has the capacity to aid the fight against climate change by both enhancing our substantial carbon sequestration capacity and by reducing our substantial carbon footprints to be closer to the Canadian average and strive for greater reductions through community lead initiatives.

Appendix A: Corporate Emissions - Data Collection and Calculations

Municipal Fleet:

The total number of litres of gasoline and diesel used by all fleet vehicles in 2018 was obtained from a previously compiled report from Green Economy North (a program of ReThink Green), for which numbers were supplied by the Deputy Clerk, who also provided the associated expenditure numbers. 5360.0 L of gasoline were used, which cost the municipality \$3740.94, and 17 583.6 L of diesel were used, which cost \$14 350.87.

To calculate fuel use required by our 1/6 share of the two large front-end trucks taking recycling to Blind River, an estimate for how much diesel fuel would be burned by each truck each trip was obtained by referencing numbers given for the large garbage pick-up truck that services Central Manitoulin, as this truck is the same size. Given that the large garbage pick-up truck for Central's commercial waste requires 190 L of diesel for each round-trip from Espanola, and Espanola is 109 km from Central Manitoulin (according to Google Maps), that means that truck used for hauling recycling from Billings is burning approximately 0.87 litres of diesel per kilometre. The recycling plant, however, is in Blind River, which is 200 km from Manitoulin Island (using the centralized location point on Google Maps, used since this service is shared with other communities), so for a round-trip it can be assumed that the large recycling trucks each burn 348 L of diesel. Multiplied by two trucks and 52 weeks and divided by six to get our share, that means that for Billings' recycling pick-up from the dump, approximately 6032 L of diesel are burned in a year.

Waste:

Per discussion above the methane commitment model was selected to calculate the emissions resulting from 1576 cubic yards of waste deposited in 2018. The application of this method usually requires a waste audit to be completed to convert the volume of waste into units of weight. Since Billings has not performed a waste audit, the following average values from the PCP Protocol were used to complete the estimated emissions resulting from the volume of waste deposited, mainly:

Conversion of cubic yards to cubic meters:

$$1576 \text{ y}^3 \times 0.764555 = 1205 \text{ m}^3$$

PCP Protocol assumptions:

Average density of household waste: 481kg/m³

1 tonne = 1000kg

Mass (weight) = (Density x Volume)/1000 to convert to tonnes = (1205 m³ x 481kg/m³)/1000 = 576t

Degradable Organic Compound:

Waste Composition		% Comp	DOC	DOC for Billings waste
Food		0.4	0.15	0.06
Garden		0	0.2	0
Paper		0.2	0.4	0.08
Wood Products		0.06	0.43	0.0258
Textiles		0.04	0.24	0.0096
Plastics, other inert		0.3	0.15	0.045
			DOC Total	0.2204

DOC values used are from page 26 of PCP Protocol but Food was changed from 35% to 40% and paper, plastics and other inert waste was reduced slightly because Billings has a recycling program. We can assume, however, that some paper and plastics are still in the waste stream despite a recycling program being in place.

Methane Generation Potential, using DOC for Billings waste (Page 26 – PCP Protocol):

Therefore, the following calculation can be applied to calculate emissions:

$$CO_2e = 21 \cdot M \cdot L_0 (1 - f_{rec})(1 - OX)$$

M = Mass = 576t

$L_0 = 0.0705$

$F_{rec} = 0$ (Fraction of emissions recovered at landfill is zero because Billings does not have a LFG collection system)

OX = Oxidation Factor = is generally 0.1 for well-managed landfills

$$tCO_2e = 21 \times 576t \times 0.0705(1-0)(1-0.1) = 772$$

Municipal Buildings:

The electricity and propane use for the seven major buildings was obtained from an in-house excel spreadsheet showing energy use bill amounts back to 2011. Since 2018 is our inventory year, only the numbers from that year were totaled up; where a given billing period spanned across different calendar years, the bill was allotted to year according to its end date. Energy use for the remaining five buildings/structures was obtained directly from the bills. Operating hours and floor area were obtained from the BPS Reporting chart (2017) for the seven major buildings; these numbers however have not been updated in many years, over which hours of use may have changed.

Water and Sewage Treatment:

The amount of electricity and propane used by the water pump and treatment plant was also obtained from the excel spreadsheet of energy bill amounts, and was inputted into the PCP Tool. The

amount of water processed (118 478 100 L) was also entered into the tool for reference, having been obtained from the year-end report.

Streetlights:

The electricity use of all streetlights was added up from our hydro bills.

Appendix B: Community Emissions - Data Collection and Calculations

Energy Use at Home and Work:

Propane and fuel oil usage numbers are not readily available from suppliers, and Hydro One is not able to provide data delineated by municipal boundaries. Instead, we made use of a tool developed by ReThink Green (a non-profit based in Sudbury) that allows communities to carefully estimate residential usage of electricity, propane, fuel oil, and wood using provincial per home energy requirements, filtered through the age of buildings in this area, and multiplied of course by our number of dwellings (a video explaining this tool should be available at <http://www.smartgreencommunities.ca/resources/>), with data having been sourced from Natural Resources Canada and the National Inventory Report. Using this tool also requires a breakdown of how many houses use which heating source, for which we are temporarily using an estimate of 25% each between electricity, propane, fuel oil, and wood.

Residential:

To find out the age and number of dwellings built in this area, we referenced the 2016 Census¹, as recommended by ReThink Green. Running this and the aforementioned information through the ReThink Green excel tool resulted in finding out that Billings residents use a total of 224 152 L of fuel oil, 1 783 698 kWh electricity, 405 547 L of propane, and 856 151 kg of wood to heat their houses. They also use approximately 1 579 790 kWh electricity for non-heating needs such as running appliances, etc. The ReThink Green tool assumes a breakdown of 95% of non-heating energy use being supplied by electricity and 5% by natural gas, but since we have no natural gas, we have assumed that this 5% is instead supplied by propane. This would then amount to 1596 GJ of propane, or approximately 62 499 L of propane, since the ReThink Green tool lists 39.16 L of propane as being required to generate one GJ worth of energy. The PCP Tool asks for residential energy use all inputted in one category for each energy source however, so we inputted 224 152 L fuel oil, 3 363 488 kWh electricity, and 468 046 L propane. The PCP Tool does not have an emissions factor for wood, so we used the ReThink Green tool's calculation for emissions from this source instead.

The PCP Tool says that this resulted in 58.18 tCO₂e from electricity, 724.47 tCO₂e from propane, and 617.64 tCO₂e from fuel oil. We used ReThink Green's calculation for wood, which was 1820.70 tCO₂e —this could then be added directly to the PCP Tool through option 2 “set total emissions”. Our total residential energy use emissions from this stage of calculations are therefore 3220.99 tCO₂e.

However, these emissions only reflect the energy use of year-round residents, as the housing data came from Census Canada, which only reports on year-round dwellings. Actual hydro usage data from Hydro One for all postal codes in Manitoulin District, when divided by the percentage of the District's

Prepared by Kristin Koetsier

Amendments: K. Neale July 14, 2020

year-round population that resides within Billings, yielded a higher number than ReThink Green's—this may be due to the fact that this actual-use data would include energy use by seasonal residents. In order to attempt to incorporate seasonal residents into our estimates, we have multiplied all of the residential energy emissions calculated above by the ratio by which the Hydro One data departs from the electricity use number estimated in the tool from ReThink Green. With Hydro One reporting District-wide residential electricity use as being 103 185 830 kWh in 2018, and Billings' population being 4.55% of the entire District's (according to the Census), this results in a Hydro-based estimate of 4 694 955.26 kWh residential electricity use. This is approximately 1.40 times the ReThink Green estimate of 3 363 488 kWh electricity, so we will multiply all emissions results by 1.40, including those coming from fuel oil, propane, and wood. What this estimate doesn't account for is a potential difference in the energy use mix between summer and winter—if some energy is being used for cooling dwellings during the summer as opposed to heating, then it is likely that summer energy use is more electricity-based. Therefore the emissions could be slightly lower than what is estimated.

Commercial, Industrial, and Other:

In order to get estimates for commercial and industrial energy use, we turned again to the electricity use data provided by Hydro One by postal code. Unfortunately we do not have any fuel oil, propane, or wood data for these commercial or industrial categories, but will assume that fuel oil and propane are used in the same proportion as they are in the residential sector. Hydro One was able to give us the electricity used by residential, commercial, industrial, and "other" categories for each postal code within Manitoulin District, for the year of 2018. The total electricity use was 103 185 830 kWh for residential, 59 533 652 kWh for commercial, 618 314 kWh for industrial, and 207 147 kWh for "other". Assuming that all communities across the District have the same residential electricity use per person, this would amount to about 4 694 955.26 kWh residential electricity being used in Billings, as shown above. We will use the ratio between this and the commercial, industrial, and "other" categories for the District to estimate Billings-specific numbers for those categories. For the District, commercial electricity use is 57.5% that of residential, industrial electricity use is 0.6% that of residential, and "other" is 0.2% that of residential. When applied to Billings's residential use—assuming that commercial, industrial, and other uses are distributed across the District in proportion to population—this would result in 2 699 599.28 kWh of commercial electricity use, 28 169.73 kWh industrial electricity use, and 9389.91 kWh "other" electricity use. We are going to assume that these sectors have the same breakdown of electricity compared to other fuel sources as the residential sector does, with the exception of wood—that will be dealt with later. For the residential sector, the ratio from our entries to the ReThink Green tool was 1 kWh electricity: 0.14L propane: 0.07L fuel oil: 0.26kg wood. So commercial use would be 2 699 599.28 kWh electricity, 377 943.90 L of propane, 188 971.95 L of fuel oil, and 701 895.81 kg wood. For industrial, those numbers are: 28 169.73 kWh electricity use, 3943.76 L propane, 1971.88 L fuel oil, and 7324.13 kg wood. Since the "other" category comprises Hydro-specific power uses we will only enter a value for electricity: 9389.91 kWh. As done in the previous section, we used the PCP Tool to calculate resulting emissions for all fuel types except for wood. This resulted in 1153.79 tCO₂e from commercial, 82.87 tCO₂e from industrial, and 0.16 tCO₂e from "other". We do not have an easy way of inputting the wood values into the ReThink Green tool, as that was designed for residential emissions, and as we are not confident wood

is readily used by commercial and industrial sectors to the same extent it is in the residential sector, we have multiplied the emissions from these sectors by 4/3 to approximate the electricity, fuel oil, and propane taking the place of wood.

Transportation:

As it was not feasible to do our own traffic counts for all road segments within the municipality, we instead used traffic counts that had been done in 2016 by the Ontario Ministry of Transportation³ on provincial highways, and isolated the information pertaining to the segments of provincial highway within our boundaries. These traffic counts were then multiplied by road lengths of the associated highway segments, or rather the portion of them falling within our municipal boundaries, taken as rough measurements on our GIS files provided by the Manitoulin Planning Board. These numbers were then added together and multiplied by 365 since the traffic counts represent the average two-way traffic passing through that stretch of road on one average day. In Billings, this worked out to 11 014 970 km being travelled on provincial highways within our boundaries in a year.

Since no traffic counts were available for our municipally managed roads, and roads classifications were not precise enough, we decided to base the estimate for VKT on municipal roads on commuting habits as documented by Statistics Canada. In the 2016 Census⁴, the number of Billings residents who commute to a regular work location is recorded, along with the time durations and transit modes of their commutes. Since thirty people are documented as travelling less than fifteen minutes, and thirty people are also said to travel by bike, foot, or as a passenger, we assumed those were the same thirty people, and thus did not count them in terms of emissions.

This left 145 residents regularly commuting to work by driving a vehicle, with their commutes taking more than fifteen minutes. To figure out what portion of each of their commutes took place on municipal roads as opposed to provincial highways—which already would be counted in the traffic count-based estimates—we estimated how long it takes to travel to the highway from the median residential distance away from the highway. By referencing our GIS map, we found that the residential point furthest away from the provincial highway was 14 km away (Maple Point), so we then divided that by two to get a median distance-from-highway of 7 km. We then assumed that for these 145 commuters, they each have to travel 7 km on municipal roads to get from their house to the highway each morning. (Since our roads are fairly highspeed, and you can travel 20 km in fifteen minutes at 80 km/hr, that 7 km would easily fit within their commute; we assume the rest of their commute is on the highway). There were 251 workdays in 2016, so with 145 people travelling 7 km both to and from work on municipal roads each of those days, this amounts to 509 530 km of commuter travel on municipal roads. It's possible the commuter travel is slightly overestimated since the 7 km is a median, not an average, but seeing as this estimate does not include traffic from residents of other areas travelling into Billings for work, or for any recreational travel at all, it probably is an underestimate overall. When this is combined with our previous number for provincial highways, we end up with a total of 11 524 500 km travelled within municipal boundaries in one year.

Agriculture:

Livestock:

Livestock numbers for Manitoulin District were obtained from Statistics Canada for 2016⁵. The percentage of land in the District that falls within Billings' boundaries was calculated from land areas as listed on Wikipedia: 209.64 sq km / 3107.13 sq km = approximately 0.0675, so Billings comprises 6.75% of land within the District. The resulting estimates for cattle numbers within Billings can be found in an internal spreadsheet.

For methane emissions from enteric fermentation, the estimated number of cattle in each category was multiplied by the corresponding emissions factors for 2016 provided on page 233 of Part 2 of the NIR, and divided by 1000 as per the equation in the GPC. To convert the amount of methane emitted to CO₂e, we multiplied by 25, as this is the Global Warming Potential for methane most recently used by the PCP program. The same process was repeated for methane emissions from manure management, using a separate set of corresponding emissions factors for each cattle type for this category, found on page 92 of Part 2 of the NIR.

The NIR is not able to provide country-specific emissions factors for nitrous oxide (N₂O) from manure management, let alone provincial ones, and to use international emissions factors seemed too inaccurate. We excluded this category from our inventory.

Land Use and Land Use Change:

The GPC refers readers to their national inventory reporting bodies, among other sources, as a source for numbers on this, and Part 2 of Canada's NIR refers us on pg 241 to Annex 3.5.4, which assumes that if cropland is remaining cropland, and has not seen any change in soil management practices, then its carbon stock change has probably already reached equilibrium.

Aggregates:

Our best bet at estimating the amount of nitrous oxide (N₂O) being emitted as a result of fertilizer application would be to estimate how much fertilizer is applied based on the number of square kilometres to which fertilizer, etc., is applied, according to data from OMAFRA. However, the number of square kilometres to which fertilizer is applied in Manitoulin District is so small that this calculation could be a privacy issue, and furthermore emissions factors and input data are not readily available for this category.

Appendix C: Carbon Sequestration - Data Collection and Calculations

For forest land, Annex 3.5.2 of Part 2 of the NIR describes how Canada's carbon stock change was calculated using a model developed by Kurz et al. 2009, called Version 3 of CBM-CFS3. This model could potentially be used to estimate the current and future carbon storage potential of the forests within the municipality. However, this requires information on the growth pattern of forest stands which we do not currently have available.

Instead, we have made an estimate based on a study done on the forests of the northern Bruce Peninsula. As Manitoulin Island has a similar tree species composition to forests in the northern

Prepared by Kristin Koetsier
Amendments: K. Neale July 14, 2020

Bruce, this estimate should hold fairly true. The study used three different models for estimating the amount of carbon stored in the northern Bruce's trees (more precisely, in Eco-district 6E14). The average result for the amount of carbon stored in the region's forests was 11 492 047 tCO₂, which is equal to 231.6 tCO₂ per hectare of forest⁶. To find out how many hectares of forest there are within Billings, we looked at Google Maps satellite, and decided on a rough, conservative estimate of 50% of land being forested. Since Billings Township covers 209.64 square kilometres (Wikipedia), which equals 20 964 hectares, this would amount to 2 427 631.2 tCO₂ being stored in Billings forests. In order to approximate how much carbon is added to that store every year, we need to know how old the forests are. For the Bruce Peninsula, another source⁷ states that most of the forest stands date from either the early 1900s or the 1920s, as regrowth following fires, logging, and farm abandonment. Assuming that the forests of Manitoulin Island have a similar recent history, we used an average age of 110 years, dividing the total amount of carbon accumulated over time (as estimated above) by that number.

EXTERNAL METHODOLOGY/EMISSIONS FACTORS SOURCES:

ICLEI and FCM. (n.d.) *PCP Protocol: Canadian Supplement to the International Emissions Analysis Protocol*.

Environment and Climate Change Canada. (2019). *National Inventory Report 1990-2017: Greenhouse gas sources and sinks in Canada, Part 2*.

World Resources Institute, C40, and ICLEI. (2014). *Global protocol for community-scale greenhouse gas emissions inventories: An accounting and reporting standard for cities*.

EXTERNAL DATA SOURCES:

1: Statistics Canada. (2017). Billings, TP [Census subdivision], Ontario and Manitoulin, DIS [Census division], Ontario (table). Census Profile. 2016 Census. Statistics Canada Catalogue no. 98-316-X2016001. Ottawa. Released November 29, 2017. Retrieved from <https://www12.statcan.gc.ca/census-recensement/2016/dp-pd/prof/details/page.cfm?Lang=E&Geo1=CSD&Code1=3551021&Geo2=CD&Code2=3551&SearchText=Billings&SearchType=Contains&SearchPR=01&B1=Housing&TABID=1&type=0>

2: Qualman, D., in collaboration with the National Farmers Union. (2019). *Tackling the farm crisis and the climate crisis: A transformative strategy for Canadian farms and food systems*.

3: Ontario Ministry of Transportation: Traffic Office (2016). *2016 Provincial Highways Annual Average Daily Traffic (AADT)*. Retrieved from <http://www.ragsa.mto.gov.on.ca/techpubs/TrafficVolumes.nsf/tvweb>

- 4: Statistics Canada. (2017). Billings, TP [Census subdivision], Ontario and Manitoulin, DIS [Census division], Ontario (table). Census Profile. 2016 Census. Statistics Canada Catalogue no. 98-316-X2016001. Ottawa. Released November 29, 2017. Retrieved from <https://www12.statcan.gc.ca/census-recensement/2016/dp-pd/prof/details/page.cfm?Lang=E&Geo1=CSD&Code1=3551021&Geo2=CD&Code2=3551&SearchText=Billings&SearchType=Contains&SearchPR=01&B1=Journey%20to%20work&TABID=1&type=0>

- 5: Statistics Canada. Table 32-10-0424-01 Cattle and calves on census day. Retrieved from <https://www150.statcan.gc.ca/t1/tbl1/en/tv.action?pid=3210042401&pickMembers%5B0%5D=1.1337>

- 6: Puric-Mladenovic, D., Gleeson, J., and Nielsen, G. (2016). Estimating carbon storage in Southern Ontario forests at regional and stand levels. *Ministry of Natural Resources and Forestry: Climate Change Research Note Number 12*.

- 7: Forests. (n.d.). Community conservation and stewardship plan: Chapter 3: Biodiversity features. Retrieved from <http://www.bpba.ca/bpcsp/uploads/CH3Forests140518.pdf>

- 8: GHG Emissions per capita <https://knoema.com/atlas/Canada/CO2-emissions-per-capita#:~:text=In%202018%2C%20CO2%20emissions%20per,16.08%20metric%20tons%20in%202018>

:

Memorandum

To: Council

cc: CAO/Clerk, Deputy Clerk, Treasurer, Administrative Assistant

From: Todd Gordon, EDO

Date: 07.29.2020

RE: Kagawong Waterfront Project: Additional Shoreline Stabilization

Recommendation

That council accept the quote from Build North, in the amount of \$66,736.50, plus HST, to provide and install additional shoreline stabilization and protection in the vicinity of the Old Mill.

Background

- The water level in Lake Huron is at or near the historical extreme and this is affecting shoreline in many places including on the Kagawong waterfront - we have already had to expend additional funds on SCB break wall rehabilitation as a result of this reality.
- To preserve the integrity of the SCB/Old Mill area, the shoreline needs to be stabilized and protected. The locational scope is, generally, from the SW point of the SCB entrance, around in front of the Old Mill building and terminating at the beach area – at a point essentially due West of the current entrance to the Museum and Heritage Centre.
- Conducting this work now will address the risk of further deterioration and take advantage of construction capacity already on site.

Details

- The work will entail the installation of coarse blast rock and, where appropriate, armour stone, very much like the outer break wall. Where appropriate the coarse material will be topped with finer material suitable as a walking surface
- The work will require the temporary removal of the Mariner's Park artifacts (boilers, etc.) and the propane tanks.
- The work will be covered under the existing in-water work permits, and appropriate mitigation methods will be employed.

As always, I will be available should council have any questions regarding this recommendation.

Todd Gordon, EDO

C208
TOWNSHIP OF BILLINGS
WATERFRONT

DWG NAME / FILE NO.

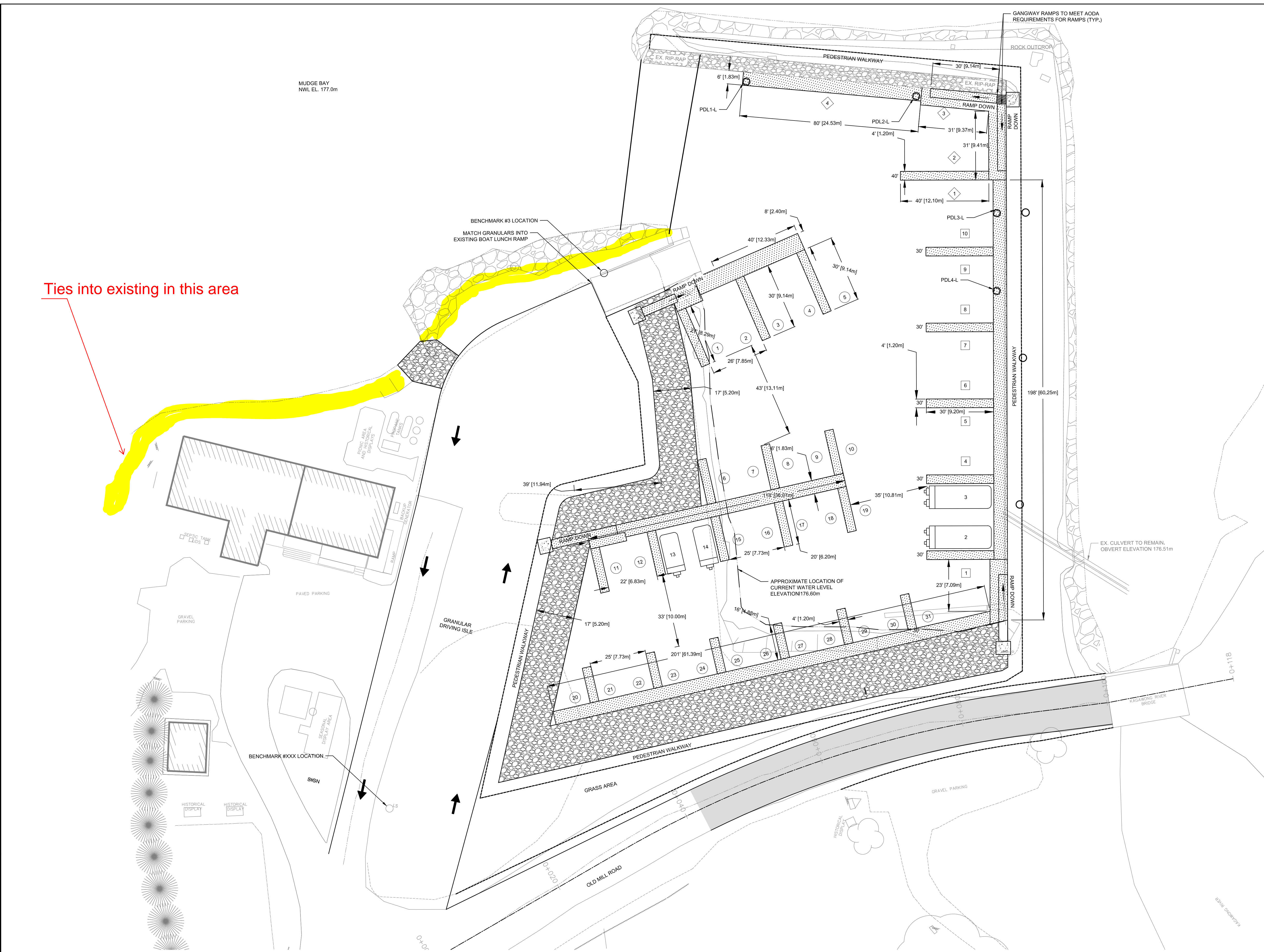
5. All sanitary sewer connections are 100mm PVC SPP20B
6. All sanitary and storm sewer elevations are inverts
unless otherwise noted.

NOTES: 1. All dimensions are in metres unless otherwise noted.
2. All dimensions are in feet unless otherwise noted.
3. All dimensions are in feet unless otherwise noted.
4. All dimensions are in feet unless otherwise noted.

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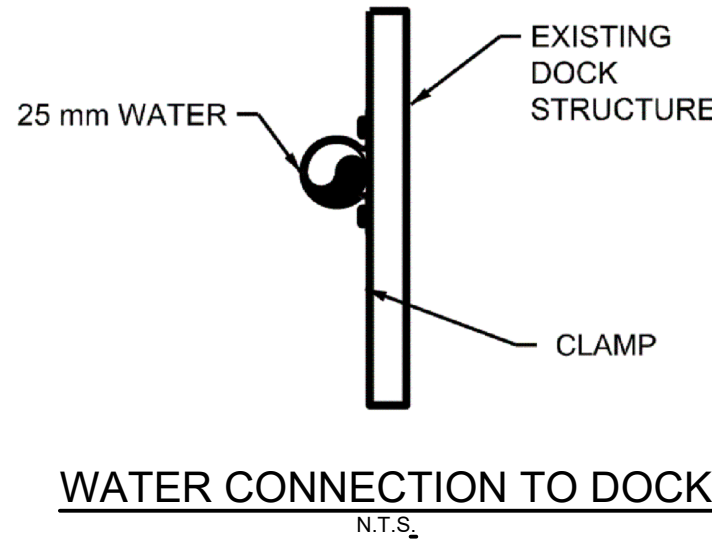
Ties into existing in this area



GENERAL NOTES:
GEO TECHNICAL INFORMATION
THE GEOTECHNICAL INFORMATION HAS BEEN PROVIDED BY THE TOWNSHIP. EXP
ACCEPTS NO RESPONSIBILITY FOR THE ACCURACY OF THIS INFORMATION OR FOR ANY
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INCOMPLETE INFORMATION PROVIDED.

SURVEY AND G.I.S. INFORMATION
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- PEX WATER LINES TO BE INSTALLED AS PER ONTARIO BUILDING CODE TO EACH
PEDESTAL WATER CONNECTION.
- BURIED PEX TO BE INSTALLED IN PVC CONDUIT.



exp Services Inc.
t: 1.705.674.9681 | f: 1.705.674.5583
885 Regent Street
Sudbury, ON P3E 5M4
Canada
www.exp.com
SUD-00020013-IC



REVISIONS		
DATE	DETAILS	REV
22-03-19	ISSUED FOR TOWNSHIP REVIEW	0
30-03-20	ISSUED FOR PRELIMINARY TOWNSHIP REVIEW	1
31-03-20	ISSUED FOR TOWNSHIP REVIEW	2

CAUTION

- ALL UTILITIES ARE NOT
NECESSARILY SHOWN ON THIS
DRAWING.
- WHERE UTILITIES ARE SHOWN,
LOCATIONS ARE NOT
GUARANTEED
- LOCATION & SIZE OF ALL
UTILITIES MUST BE VERIFIED
IN THE FIELD.

DATE: 2020-03-31
DRAWN: SK & JDP
DESIGNED: JDP & ML
CHECKED: ML
ENGINEER: -
APPROVED: -



PLAN VIEW – NEW WATER PIPING

SMALL CRAFT BASIN
BASIN IMPROVEMENT
AT WATERFRONT
KAGAWONG, ON

SCALE: 1:250 HOR.
CONTRACT NO.: 2018-04
CADD FILE NUMBER: C104
PAGE NO.: 4 of 5

exp Services
885 Regent Street, Suite 3-6A
Sudbury, Ontario, P3E 5M4

July 28, 2020

Attention: Mark Langille

Project: 20-03 – Kagawong Small Craft Basin Improvements

RE: Contemplated Change Order No. 02 – Shoreline Break Wall Repair

Cost Breakdown – Option 1 (without Armour Stone)

Build North – 5' x 17' x 4" Concrete Approach (Floating)

Labour	\$	2,240.00
-		
Materials	\$	1,050.00
- Concrete, Forms, Mesh (4"x4" Grid)		
Markup	\$	493.50
<i>Build North Sub-Total</i>	\$	<i>3,783.50</i>

Sub-Contractor Group

Sub-Contractors	\$	48,254.00
- Lacroix Construction		
Markup	\$	4,825.40
<i>Sub-Contractor Sub-Total</i>	\$	<i>53,079.80</i>

Total Request \$ ***56,863.30***
(H.S.T. *not* included)

exp Services
885 Regent Street, Suite 3-6A
Sudbury, Ontario, P3E 5M4

July 28, 2020

Attention: Mark Langille

Project: 20-03 – Kagawong Small Craft Basin Improvements

RE: Contemplated Change Order No. 02 – Shoreline Break Wall Repair

Cost Breakdown – Option 2 (with Armour Stone)

Build North – 5' x 17' x 4" Concrete Approach (Floating)

Labour	\$	2240.00
-		
Materials	\$	1,050.00
- Concrete, Forms, Mesh (4"x4" Grid)		
Markup	\$	493.50
Build North Sub-Total	\$	3,783.50

Sub-Contractor Group

Sub-Contractors	\$	57,230.00
- Lacroix Construction		
Markup (insert %)	\$	5,723.00
Sub-Contractor Sub-Total	\$	62,953.00

Total Request \$ **66,736.50**
(H.S.T. *not* included)

Note: If this change is approved it will increase the contract by 4 Days.

Respectfully submitted,
Build North Construction Inc.



Mr. Keith Broomhead,
Project Manager





CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY

MOVED BY Stephanie Jaworski

RESOLUTION NO 229-2020

SECONDED BY Lyle Warden **DATE** July 20, 2020

WHEREAS the COVID-19 pandemic has disproportionately affected the vulnerable elderly population in Canada's long-term care (LTC) homes and some of Ontario's LTC homes are among those with the highest fatality rates in the country as the pandemic has exposed deplorable conditions in many LTC homes across Canada; and

WHEREAS it is the mandate of the Ministry of Long-Term Care to inspect long term care homes on an annual basis and these inspections have consistently dropped in number since 2017 with only nine completed out of 626 long term care homes in 2019; and

WHEREAS residents have been endangered by personnel moving between infection zones without adequate equipment; and

NOW THEREFORE BE IT RESOLVED THAT the Council of the Township of South Glengarry urges the Ontario government to provide funding to increase full-time positions in place of casual and part-time labour in long term care homes and requests that the Ministry of Long-term Care acts to regularly inspect all long term care homes, and sound infection control measures are put in place at all Ontario long term care homes, and that this resolution be forwarded to Premier Ford, the Minister of Long-term Care Merrilee Fullerton and all Ontario municipalities for consideration.

☒ CARRIED

☐ DEFEATED

☐ POSTPONED


Mayor Frank Prevost

Recorded Vote:	Yes	No
Mayor Prevost	—	—
Deputy Mayor Warden	—	—
Councillor Lang	—	—
Councillor Jaworski	—	—
Councillor McDonell	—	—



The Corporation of The Town of Amherstburg

VIA EMAIL

To: All Ontario Municipalities

RE: Long Term Care Home Improvements

At its meeting of July 13th, 2020, Council passed the following resolution for your consideration:

That Administration BE DIRECTED to send correspondence in support of the City of Sarnia's resolution regarding their request for long term care home improvements.

Enclosed is a copy of the City of Sarnia's resolution for convenience and reference purposes.

Regards,

Tammy Fowkes
Deputy Clerk, Town of Amherstburg
(519) 736-0012 ext. 2216
tfowkes@amherstburg.ca

cc:

Doug Ford, Premier of Ontario
Email: premier@ontario.ca

Taras Natyshak, MPP
Email: tnayshak-qp@ndp.on.ca

Chris Lewis, MP
Email: chris.lewis@parl.gc.ca

Dianne Gould-Brown
City Clerk, City of Sarnia
Email: clerks@sarnia.ca

Robert Auger, Town Solicitor, Legal and Legislative Services/Clerk - Town of Essex
Email: rauger@essex.ca

Jennifer Astrologo, Director of Corporate Services/Clerk - Town of Kingsville
Email: jastrologo@kingsville.ca

Agatha Robertson, Director of Council Services/Clerk - Town of LaSalle
Email: arobertson@lasalle.ca

Kristen Newman, Director of Legislative and Legal Services/Clerk - Town of Lakeshore
Email: knewman@lakeshore.ca

Brenda Percy, Municipal Clerk/Manager of Legislative Services - Municipality of Leamington
Email: bpercy@leamington.ca

Laura Moy, Director of Corporate Services/Clerk - Town of Tecumseh
Email: lmoy@tecumseh.ca

Mary Birch, Director of Council and Community Services/Clerk -County of Essex
Email: mbirch@countyofessex.ca

Valerie Critchley, City Clerk – City of Windsor
Email: clerks@citywindsor.ca

Association of Municipalities of Ontario (AMO)
Email: amo@amo.on.ca



**THE CORPORATION OF THE CITY OF SARNIA
City Clerk's Office**

255 Christina Street N. PO Box 3018
Sarnia ON Canada N7T 7N2
519 332-0330 519 332-3995 (fax)
519 332-2664 (TTY)
www.sarnia.ca clerks@sarnia.ca

June 24, 2020

To: All Ontario Municipalities

Re: Long Term Care Home Improvements

At its meeting held on June 22, 2020, Sarnia City Council adopted the following resolution submitted by Councillor Margaret Bird with respect to the conditions in Long Term Care homes exposed by the pandemic:

That due to the deplorable conditions exposed by the pandemic in LTC homes in the province, and because this is a time for action, not just continuous streams of investigations, commissions and committees, and because the problems have been clearly identified, that Sarnia City Council direct staff to send this motion to the 444 Ontario Municipalities, asking them to urge Premier Ford to start implementing the required resolutions immediately, as follows:

- 1. increasing hours for all part-time and casual labour***
- 2. since the government provides funding for privately-operated homes, they have an obligation to inspect these homes and see that they are being properly run, and that funds are being used for the benefit of the residents and not the huge profitability of the operators, and***
- 3. to end the neglect and unacceptable conditions being experienced, each day, by our vulnerable seniors.***

Sarnia City Council respectfully seeks your endorsement of this resolution. If your municipal council endorses this resolution, we would request that a copy of the resolution be forwarded to the following:

Doug Ford, Premier of Ontario; and

City of Sarnia, City Clerk's Office
clerks@sarnia.ca

Sincerely,

A handwritten signature in blue ink that reads "Dianne Gould-Brown". The signature is written in a cursive style with a large initial 'D'.

Dianne Gould-Brown
City Clerk

cc: AMO



The Corporation of The Town of Amherstburg

July 28, 2020

VIA EMAIL

To: All Ontario Municipalities

RE: Investing in Canada Infrastructure Program Grant

At its meeting of July 13th, 2020, Council passed the following resolution for your consideration:

That Administration BE DIRECTED to send correspondence in support of the Town of Renfrew's resolution regarding their request to fast track investing in Canada Infrastructure Program (ICIP) Grant Applications.

Enclosed is a copy of the Town of Renfrew's resolution for convenience and reference purposes.

Regards,

Tammy Fowkes
Deputy Clerk, Town of Amherstburg
(519) 736-0012 ext. 2216
tfowkes@amherstburg.ca

cc:

The Right Honourable Justin Trudeau, Prime Minister of Canada
Email: justin.trudeau@parl.gc.ca

Honourable Doug Ford, Premier of Ontario
Email: premier@ontario.ca

Taras Natyshak, MPP
Email: tnayshak-qp@ndp.on.ca

Chris Lewis, MP
Email: chris.lewis@parl.gc.ca

Robert Auger, Town Solicitor, Legal and Legislative Services/Clerk - Town of Essex
Email: rauger@essex.ca

Jennifer Astrologo, Director of Corporate Services/Clerk - Town of Kingsville
Email: jastrologo@kingsville.ca

Agatha Robertson, Director of Council Services/Clerk - Town of LaSalle
Email: arobertson@lasalle.ca

Kristen Newman, Director of Legislative and Legal Services/Clerk - Town of Lakeshore
Email: knewman@lakeshore.ca

Brenda Percy, Municipal Clerk/Manager of Legislative Services - Municipality of Leamington
Email: bpercy@leamington.ca

Laura Moy, Director of Corporate Services/Clerk - Town of Tecumseh
Email: lmoy@tecumseh.ca

Mary Birch, Director of Council and Community Services/Clerk -County of Essex
Email: mbirch@countyofessex.ca

Valerie Critchley, City Clerk – City of Windsor
Email: clerks@citywindsor.ca

Association of Municipalities of Ontario (AMO)
Email: amo@amo.on.ca

Federation of Canadian Municipalities (FCM)
Email: info@fcm.ca

Rural Ontario Municipalities Association
Email: roma@roma.on.ca



CORPORATION OF THE TOWN OF RENFREW

RESOLUTION NO. 2020 - 06 - 44

Moved By: Reeve Emon
Seconded By: Councillor Jamieson

WHEREAS the COVID-19 pandemic crisis has had a catastrophic affect on employment and small business survival rates, with over 11.3% jobless rate in Ontario in April 2020 alone with only a few signs of a change over the next several fiscal periods;

AND WHEREAS the Renfrew County region is already at a distinct economic disadvantage due to a shorter infrastructure construction season and the lack of essential services, like effective and available broadband across its vast and rural area that would allow for greater flexibility to work from home, or telecommute;

AND WHEREAS the County of Renfrew and the other 19 municipalities and first nations reserves within the geographical borders have an incredible influence on the economy through investments in infrastructure spending, with over \$70million being invested in 2020 in municipal projects, but will now have to evaluate and adjust the way they safely operate and offer community services and modes of transportation;

AND WHEREAS the County of Renfrew and the other 19 municipalities and first nations reserves have submitted over \$73.5 million worth of applications to the *Investing in Canada Infrastructure Program: Community, Culture and Recreation Stream*, with all considered shovel ready and shovel worthy;

AND WHEREAS the County of Renfrew and the other 19 municipalities and first nations reserves have submitted previously over \$25million in *the Investing in Canada Infrastructure Program: Green Stream* and *Investing in Canada Infrastructure Program: Rural & Northern Stream*;

AND WHEREAS both large and small infrastructure projects have the immediate effect on local small and medium businesses in our region with consideration of the multiplier ratio on every \$1million invested having the ability to create 7.6 jobs in the local marketplace, meaning that approval of these projects would create over 1,200 jobs across Renfrew County;

NOW THEREFORE BE IT RESOLVED that the Council of the Town of Renfrew calls upon the Governments of Ontario and Canada to fast track the review of current and previous *Investing in Canada Infrastructure Program* grant applications in order to provide much needed employment and investment into rural Ontario to provide sustainable infrastructure that will be safe and suitable in a post-pandemic setting;

AND FURTHER THAT a copy of this resolution be circulated to the Right Honourable Prime Minister of Canada; the Honourable Premier of Ontario; MP Cheryl Gallant, Renfrew-Nipissing-Pembroke; the Honourable John Yakabuski, MPP Renfrew-Nipissing-Pembroke; the Minister of Infrastructure; the Association of Municipalities Ontario; Rural Ontario Municipalities Association and all Municipalities within the Province of Ontario.

- CARRIED -

I, Jennifer Charkavi, Deputy Clerk of the Corporation of the Town of Renfrew, do hereby certify this to be a true and complete copy of Resolution No. 2020 - 06 - 44, passed by the Council of the Corporation of the Town of Renfrew at its meeting held the 23rd day of June 2020.

DATED at Renfrew, Ontario
this 24th day of June 2020.

Jennifer Charkavi

Jennifer Charkavi

July 14, 2020
Our File No.: 28207-001

VIA: E-MAIL kmcdonald@billingstwp.ca

Ian Anderson
Mayor
The Corporation of the Township of Billings
15 Old Mill Road
P.O. Box 34
Kagawong, ON, P0P 1J0

Dear Mr. Anderson and Council:

Re: Kagawong Main St. Engineering Design Request for Proposal

This letter has been prepared to address the Township of Billings Council's final decision in the request for proposal process for the Kagawong Main St. Engineering Design project.

The team at J.L. Richards & Associates are thankful to have had the opportunity to submit a proposal for this project. Our company has been providing value-driven and results-oriented design solutions for a broad spectrum of national, local, and international clients for 65 years. We are proud of the professional expertise, experience and proposed work plan that we presented to the Township in our final submission. We are also very pleased to see that our approach received the highest score of the proponents across the categories.

Subsequently, our team was disappointed to learn another proponent was ultimately recommended and selected by the EDO, CAO, Deputy Clerk, Mayor, Councillors, and Public Works Staff. This despite our submission being assigned the highest score in the evaluation, thereby representing the best value selection for the project based on the criteria published in the RFP. It is our understanding that this decision not to award the project to JLR, despite our superior score, was made based on the lower price of the selected proposal. We note that price was already a weighted criteria in the evaluation process outlined in the RFP for the project, and appropriately factored into the JLR score.

Prior to making our decision to pursue the project, our team made specific inquiries about the selection process and the consideration of quality in the selection criteria. It was our understanding that the Township recognized the advantages of following the evaluation and award protocol documented in the RFP as a means of achieving the best value for the Township taxpayers. Unfortunately, it is obvious from the staff report that the award recommendation was not based on the RFP evaluation criteria. We wish to express our significant concern that the evaluation protocol presented in the RFP did not reflect the actual objectives of the process and basis of selection.

We recognize that the bidding process is a flexible one that permits the Township the discretion to make a final choice based on many factors. However, we believe that a request for proposals

Mayor, The Corporation of the Township of Billings

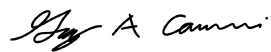
open to the public should accurately and transparently communicate the intended criteria to be used for selection, and that those published criteria actually be used for the selection. To do otherwise calls into question the credibility of the competitive process.

Private firms prepare their proposals with careful attention to the evaluation criteria to not only create a final submission that has the best chance of success, but also to propose a solution and a team that provides the best value solution for the client. Recognizing that design engineering costs represent on average only one to two percent of the total life cycle cost of municipal infrastructure, our firm focuses on the long-term needs of our clients. When the criteria for selection are not clearly identified and followed bidding firms ultimately waste valuable resources, time, and money preparing submissions that do not truly meet the needs of a client. Moreover, the presence of inaccurate or unreliable RFP criteria over time erodes trust between institutions and industry partners, resulting long term in a less competitive landscape for municipal clients relying on competition to ensure best value results for taxpayer money.

We look forward to future opportunities for collaboration and appreciate your consideration on this matter.

Yours very truly,

J.L. RICHARDS & ASSOCIATES LIMITED



Guy Cormier, P.Eng.
President

Cc: Kathy McDonald and Todd Gordon

JC:tr

Megan Bonenfant

Subject: Thank you for your resolutions with preferred timing for transition of your Blue Box program

From: AMO President <amopresident@amo.on.ca>

Sent: Friday, July 17, 2020 4:00 PM

Subject: Thank you for your resolutions with preferred timing for transition of your Blue Box program

Dear Mayor/Head of Council:

RE: Thank you for your resolutions with preferred timing for transition of your Blue Box program

In December 2019 I wrote to you requesting that your Council pass a resolution outlining the preferred date to transition your municipal Blue Box program to full producer responsibility if provided the opportunity to self-determine (between January 1, 2023 and December 31, 2025). I asked that resolutions be provided by June 30, 2020. Despite the challenges all of our communities have faced with the COVID-19 emergency, we have received over 160 resolutions which represents over 95% of the Province's Blue Box program.

I want to thank each of you for providing this information to the Minister of the Environment, Conservation and Parks and AMO.

We have attached a summary of the information we have received from each of you and I would ask that you review it and let us know by August 15, 2020 if there are any revisions or corrections required.

Please note: the attachment lists municipal programs as they report into the datacall. For some programs, this is completed as a group of municipalities under an Association (i.e. Bluewater Recycling, Essex-Windsor Solid Waste Authority etc.) or as an upper tier municipality where services are provided by both levels of government (i.e. Oxford County, York Region etc.). We have presented the date based on what the majority of members selected. However, in some cases there are discrepancies in the dates chosen by members within these groups. If your municipality finds itself in this situation, please take a look and discuss this with your peers in the Association or in your Region or County. Also note that all resolutions have been provided to Ministry as they were received.

The Ministry of the Environment Conservation and Parks has already received this information and will be using it to inform their recommendations on the transition schedule in their draft Regulation which is expected by the end of the summer.

As you know, the transitions of the Blue Box programs to full producer responsibility are expected to occur with approximately one third of the program transitioning in each of 2023, 2024 and 2025. Based on the responses received, we have used the transition date you have proposed and allocated your program's transition over a 12 month period. For example, a municipality that indicated a transition date of July 1, 2023 would have half of the program allocated to 2023 and the other half allocated to 2024. Based on this, the preferred timing indicated through Council resolutions provides for a measured transition over the three years, as shown in the Table below using a number of different criteria:

Households	Population	Collected	Marketed	Gross Cost	Net Cost	Waste Generated
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2023 *Represents 96 programs	39.98%	37.62%	37.82%	37.32%	38.68%	37.56%	38.91%
2024 *Represents 20 programs	28.56%	29.02%	28.36%	27.61%	27.56%	27.17%	28.66%
2025 * Represents 15 programs	24.24%	27.57%	28.82%	28.39%	25.48%	26.01%	28.85%

PLEASE NOTE that the Ministry of the Environment, Conservation and Parks will be making the final determination on the transition schedule.

Thank you again for your hard work to submit your resolutions by June 30th despite all of the challenges we have faced over the last several months.

If you have any questions or require further information, please contact Dave Gordon, Senior Advisor, at 416 389 4160 or dgordon@amo.on.ca or Amber Crawford, Policy Advisor, at 416 971 9856 extension 353 or acrawford@amo.on.ca.

Sincerely,

Jamie McGarvey
AMO President
Mayor of Parry Sound

Attachment: Municipal Resolutions Summary

APPENDIX A – MUNICIPAL RESOLUTIONS & INTENTIONS (complete to July 16, 2020)

The call for resolutions made it clear that the transition date preferred by Councils are not binding, and there was no guarantee that the process would be accepted by the Province.

Note that most resolutions were passed at Council, with two exceptions where staff had delegated authority to make that decision (City of Toronto and City of Ottawa). Most resolutions include provisions that indicate a desire to be transitioned earlier if possible.

Municipalities Seeking to Transition 2023

Municipality who Passed A Complete Resolution at Council or Staff Have Delegated Authority (Datacall Group)	Reported Transition Date
1. Town of Aylmer (5)	2023 (no date specified)
2. City of Kawartha Lakes (4)	2023 (no date specified)
3. City of Sarnia (3)	2023 (no date specified)
4. City of Toronto (1)	2023 (no date specified)
5. Town of Greater Napanee (7)	January 2023 (no date specified)
6. Township of Addington Highlands (9)	January 1, 2023
7. Township of Algonquin Highlands (6)	January 1, 2023
8. Township of Armour (8)	January 1, 2023
9. Municipality of Bayham (7)	January 1, 2023
10. Township of Beckwith (7)	January 1, 2023
11. Township of Billings (8)	January 1, 2023
12. Township of Bonnechere Valley (9)	January 1, 2023
13. City of Brockville (5)	January 1, 2023
14. Municipality of Callander (6)	January 1, 2023
15. Town of Carleton Place (5)	January 1, 2023
16. Township of Carlow Mayo (9)	January 1, 2023
17. Township of Central Frontenac (9)	January 1, 2023
18. Municipality of Central Elgin	January 1, 2023
19. Municipality of Chatham-Kent (4)	January 1, 2023
20. Town of Cochrane (6)	January 1, 2023
21. Town of Deseronto (5)	January 1, 2023
22. Township of Drummond North Elmsley (7)	January 1, 2023
23. City of Dryden (6)	January 1, 2023
24. Municipality of Dutton Dunwich (7)	January 1, 2023
25. Municipality of Dysart et al (9)	January 1, 2023
26. Township of Edwardsburgh Cardinal (7)	January 1, 2023
27. Township of Front of Yonge (9)	January 1, 2023

Municipality who Passed A Complete Resolution at Council or Staff Have Delegated Authority (Datacall Group)	Reported Transition Date
28. Town of Gananoque (5)	January 1, 2023
29. City of Guelph (3)	January 1, 2023
30. Municipality of Hastings Highlands (7)	January 1, 2023
31. Hawkesbury Joint Recycling (7)	January 1, 2023
32. Townships of Head, Clara & Maria (6)	January 1, 2023
33. Municipality of Highlands East (8)	January 1, 2023
34. Town of Hearst (8)	January 1, 2023
35. Township of Horton (7)	January 1, 2023
36. Municipality of Huron Shores (8)	January 1, 2023
37. City of Kenora (6)	January 1, 2023
38. City of London (1)	January 1, 2023
39. Township of Malahide (7)	January 1, 2023
40. Municipality of Mattice-Val Côté (8)	January 1, 2023
41. Township of Montague (7)	January 1, 2023
42. District of Muskoka (4)	January 1, 2023
43. Municipality of Neebing (7)	January 1, 2023
44. Township of Nairn and Hyman (6)	January 1, 2023
45. Region of Niagara (2)	January 1, 2023
46. City of North Bay (4)	January 1, 2023
47. County of Northumberland (4)	January 1, 2023
48. Township of O'Connor (8)	January 1, 2023
49. Town of Parry Sound (5)	January 1, 2023
50. Town of Prescott (5)	January 1, 2023
51. Township of Prince (6)	January 1, 2023
52. Township of Russell (7)	January 1, 2023
53. Municipality of Red Lake (8)	January 1, 2023
54. County of Simcoe (2)	January 1, 2023
55. Township of Sioux Narrows-Nestor Falls (8)	January 1, 2023
56. Town of Smiths Falls (5)	January 1, 2023
57. Township of Southwold (7)	January 1, 2023
58. Town of Spanish (6)	January 1, 2023
59. Village of Sundridge (5)	January 1, 2023
60. City of Timmins (6)	January 1, 2023
61. Municipality of West Elgin (7)	January 1, 2023
62. Municipal of West Grey (7)	January 1, 2023
63. Township of Southgate (7)	Between January 1, 2023 and June 30, 2023
64. City of St. Thomas (5)	March 1, 2023

Municipality who Passed A Complete Resolution at Council or Staff Have Delegated Authority (Datacall Group)	Reported Transition Date
65. Township of Perry (7)	March 2, 2023
66. City of Clarence-Rockland (7)	March 13, 2023
67. City of Hamilton (1)	April 1, 2023
68. Municipality of the Nation (7)	April 1, 2023
69. City of Stratford (5)	May 2023 (no date specified)
70. City of Owen Sound (5)	May 31, 2023
71. Dufferin County (4)	June 1, 2023
72. City of Ottawa (2)	June 1, 2023
73. Township of Sables-Spanish (6)	June 1, 2023
74. Township of Tarbutt (8)	June 1, 2023
75. Township of Howick (7)	June 30, 2023
76. Town of Plympton-Wyoming (7)	June 30, 2023
77. Regional Municipality of Durham (2)	July 1, 2023
78. Loyalist Township (7)	July 1, 2023
79. St. Clair Township (7)	July 1, 2023
80. City of Thunder Bay (3)	July 1, 2023
81. County of Wellington (4)	July 1, 2023
82. Town of Arnprior (5)	July 29, 2023
83. Township of McNab/Braeside (7)	July 29, 2023
84. Town of Renfrew (5)	July 29, 2023
85. Township of Enniskillen (9)	September 1, 2023
86. Town of Kirkland Lake (6)	September 30, 2023
87. Municipality of Meaford (7)	September 30, 2023
88. City of Sault Ste. Marie (3)	September 30, 2023
89. Town of Deep River (7)	October 1, 2023
90. County of Haldimand (7)	October 16, 2023
91. City of Peterborough (3) *passed General Committee but waiting for Council approval*	November 1, 2023
92. County of Peterborough (4)	November 1, 2023
93. Township of Carling (8)	(by) December 31, 2023
94. Village of Burk's Falls (9)	December 31, 2023
95. Municipality of Casselman (5)	December 31, 2023
96. Municipality of Magnetawan (8)	December 31, 2023

Municipalities Seeking to Transition in 2024

Municipality who Passed A Complete Resolution at Council or Staff Have Delegated Authority (Datacall Group)	Reported Transition Date
1. Municipality of South Dundas (7)	2024 (no date specified)
2. Township of South Stormont (7)	2024 (no date specified)
3. Township of Faraday (9)	January 1, 2024
4. Town of Hanover (5)	January 1, 2024
5. Township of North Dundas (7)	January 1, 2024
6. City of Orillia (5)	January 1, 2024
7. Tay Valley Township (9)	January 1, 2024
8. Township of Tudor and Cashel (9)	January 1, 2024
9. Region of Waterloo (2)	March 2, 2024
10. Bluewater Recycling Association (4)	April 1, 2024
11. City of Barrie (3)	May 1, 2024
12. Township of Augusta (9)	June 1, 2024
13. Essex-Windsor Solid Waste Authority (2)	August 28, 2024
14. Municipality of Powassan (6)	September 16, 2024
15. County of Norfolk (4)	September 28, 2024
16. Region of Peel (1)	October 1, 2024
17. Town of Fort Frances (6)	October 31, 2024
18. County of Brant (7)	November 1, 2024
19. Town of Blind River (6)	November 20, 2024
20. Township of Eanturel (6)	December 31, 2024

Municipalities Seeking to Transition in 2025

Municipality who Passed A Complete Resolution at Council or Staff Have Delegated Authority (Datacall Group)	Reported Transition Date
1. County of Oxford (4)	2025 (no date specified)
2. Town of Central Manitoulin (6)	January 1, 2025
3. City of Temiskaming Shores (6)	January 1, 2025
4. Ottawa Valley Waste Recovery Centre (6)	March 28, 2025
5. Region of Halton (1)	April 1, 2025
6. Town of Perth (5)	June 1, 2025
7. Quinte Waste Solutions (4)	August 1, 2025
8. Municipality of Killarney (8)	(by) October 31, 2025
9. Bruce Area Solid Waste Recycling (4)	December 31, 2025
10. Township of Brudenell, Lyndoch & Raglan (9)	December 31, 2025

Municipality who Passed A Complete Resolution at Council or Staff Have Delegated Authority (Datacall Group)	Reported Transition Date
11. Township of Hilliard (8)	December 31, 2025
12. Municipality of North Stormont (7)	December 31, 2025
13. Municipality of Northern Bruce Peninsula (9)	December 31, 2025
14. Tri-Neighbours Board of Management (6)	December 31, 2025
15. Region of York (1)	December 31, 2025
16. Township of Johnson	December 31, 2025

FOR CONSULTATION

**Ministry of
Municipal Affairs**

Ministry of Housing

Municipal Services Office
North (Sudbury)
159 Cedar Street, Suite 401
Sudbury ON P3E 6A5
Telephone: 705 564-0120
Toll-Free: 1 800 461-1193
Facsimile: 705 564-6863

**Ministère des
Affaires municipales**

Ministère du Logement

Bureau des services aux municipalités
du Nord (Sudbury)
159, rue Cedar, bureau 401
Sudbury ON P3E 6A5
Téléphone : 705 564-0120
Sans frais : 1 800 461-1193
Télécopieur : 705 564-6863



July 22, 2020

Dear CAO and Clerk

I am writing to inform you of recent changes to the *Municipal Act, 2001* to provide municipalities with new permissive authority.

The Government has made changes to expand the authority for municipalities to amend their procedure by-law to provide that electronic participation in open and closed municipal meetings may count towards quorum beyond times when an emergency declaration is in place. Extending the ability for municipalities to hold electronic meetings responds to feedback we have heard from municipalities that the ability to participate electronically in municipal meetings during the past months has been beneficial to continue the important work that municipalities do and has led to increased engagement with members of the public.

In addition, the Government has also passed changes to the legislation to give municipalities the authority to amend their procedure by-law to allow members of council who are unable to attend a meeting to appoint a proxyholder to act on their behalf, subject to certain limitations.

For more information on these amendments, please see the attached information sheets.

Both initiatives are optional, and it is up to your municipality to decide whether to provide for electronic participation in meetings and/or proxy appointments and what arrangements are suitable for your municipality.

Kind Regards

A handwritten signature in black ink that reads "K Horgan".

Kathy Horgan
Manager, Local Government and Housing



Electronic Participation in Municipal Meetings

July 2020

This document is intended to give a summary of complex matters. It does not include all details and does not take into account local facts and circumstances. This document refers to or reflects laws and practices that are subject to change. Municipalities are responsible for making local decisions that are in compliance with the law such as applicable statutes and regulations. This document applies only to those municipalities whose meeting rules are governed by the Municipal Act, 2001.

This document replaces previous guidance released in March 2020 regarding electronic participation in municipal meetings during emergencies.

This document, as well as any links or information from other sources referred to in it, should not be relied upon, including as a substitute for specialized legal or other professional advice in connection with any particular matter. The user is solely responsible for any use or application of this document.

Overview

The province has made changes to the *Municipal Act* to allow members of councils, committees and certain local boards who participate in open and closed meetings electronically to be counted for purposes of quorum (the minimum number of members needed to conduct business at a meeting).

These provisions are optional. Municipalities continue to have the flexibility to determine if they wish to use these provisions and incorporate them in their individual procedure bylaws.

Municipalities may wish to review their procedure bylaws to determine whether to allow members to participate in meetings electronically, and whether to take advantage of the new provisions based on their local needs and circumstances.

What a municipality can do

A municipality can choose to hold a special meeting to amend their procedure bylaw to allow electronic participation. During this special meeting, members participating electronically can be counted for the purposes of quorum.

Municipal councils, committees and boards can choose to amend their procedure bylaws to:

- allow the use of electronic participation at meetings
- state whether members can participate in both open meeting and closed meetings
- state whether members participating electronically count towards quorum

It is up to municipalities to determine:

- whether to use these provisions
- the method of electronic participation
- the extent to which members can participate electronically (for example, it is up to municipalities to decide whether all council members participate electronically or whether some still participate when physically present in council chambers)

Technology to use for electronic meetings

Municipalities, their boards and committees can choose the technology best suited to their local circumstances so:

- their members can participate electronically in decision-making
- meetings can be open and accessible to the public

Municipalities may want to engage with peers who have electronic participation in place to find out about best practices as they revise their procedure bylaws. Some municipalities may choose to use teleconferences while others may use video conferencing.

Open meeting requirements

If a municipality chooses to amend their procedure bylaw to allow people to participate electronically, meetings would still be required to follow existing meeting rules, including that the municipality:

- provides notice of meetings to the public
- maintains meeting minutes
- continues to hold meetings open to the public ([subject to certain exceptions](#))

The *Municipal Act* [specifies requirements for open meetings](#) to ensure that municipal business is conducted transparently, and with access for and in view of the public. There are limited circumstances under the *Municipal Act* when municipal meetings can be conducted in closed session.

Rules for local boards

Local boards subject to the meeting rules in the *Municipal Act* include:

- municipal service boards
- transportation commissions
- boards of health
- planning boards
- many other local boards and bodies

Some local boards may not be covered. For example, police services, library and school boards have different rules about their meetings, which are found in other legislation.

Municipalities are best positioned to determine whether a local entity is considered a local board. If in doubt whether a local entity is covered under these rules, municipalities can seek independent legal advice regarding the status of local entities and whether these new provisions would apply to them.

Contact

If you have questions regarding how these new provisions might impact your municipality, contact your [local Municipal Services Office](#).

- **Central Municipal Services Office**
Telephone: 416-585-6226 or 1-800-668-0230
- **Eastern Municipal Services Office**
Telephone: 613-545-2100 or 1-800-267-9438
- **Northern Municipal Services Office (Sudbury)**
Telephone: 705-564-0120 or 1-800-461-1193
- **Northern Municipal Services Office (Thunder Bay)**
Telephone: 807-475-1651 or 1-800-465-5027
- **Western Municipal Services Office**
Telephone: 519-873-4020 or 1-800-265-4736

Additional Resources

- Municipal Act, 2001: <https://www.ontario.ca/laws/statute/01m25>
- The Ontario Municipal Councillor's Guide: <https://www.ontario.ca/document/ontario-municipal-councillors-guide-2018>



Proxy Voting for Municipal Council Members

July 2020

This document is intended to give a summary of complex matters. It does not include all details and does not take into account local facts and circumstances. This document refers to or reflects laws and practices that are subject to change. Municipalities are responsible for making local decisions that are in compliance with the law such as applicable statutes and regulations. This document applies only to those municipalities whose meeting rules are governed by the Municipal Act, 2001.

This document, as well as any links or information from other sources referred to in it, should not be relied upon, including as a substitute for specialized legal or other professional advice in connection with any particular matter. The user is solely responsible for any use or application of this document.

Overview

The province is providing municipalities with the flexibility to choose to allow proxy votes for municipal council members who are absent. This power helps ensure continuing representation of constituents' interests on municipal councils when a member is unable to attend in person due to, for example, illness, a leave of absence, or the need to practice physical distancing.

Municipalities that wish to allow proxy voting must amend their procedure bylaws to allow a member of council to appoint another member of the same council to act in their place when they are absent.

Optional and Flexible

Allowing proxy voting is optional and it is up to each municipality to determine whether to allow proxies for council and under what circumstances. If a municipal council chooses to allow proxy voting, it is up to each member to decide whether they wish to appoint a member of that council as a proxy or not if they are to be absent.

Municipalities have the flexibility to determine the scope and extent of proxy appointments including, for example, any local rules or limitations, the process for appointing or revoking a proxy, and how proxyholders may participate in meetings. Municipalities may wish to consider:

- how proxies may be established and revoked;
- circumstances where proxies may or may not be used; and
- how a proxyholder may participate in a meeting including voting, speaking, or asking questions on behalf of the appointing member.

If a municipality chooses to allow proxy voting, it would be the role of the municipal clerk to establish a process for appointing and revoking proxies. Municipalities may also wish to consider addressing proxy voting in their code of conduct or other local policies to help ensure that votes are appropriately cast and that the local process is followed.

Once a proxy has been appointed, the appointing member could revoke the proxy using the process established by the municipal clerk.

Limitations

Limits to the proxy appointment process are set out in legislation. These include:

- A proxyholder cannot be appointed unless they are a member of the same council as the appointing member:
 - For upper-tiers, this means that a proxyholder has to be a member of the same upper-tier council as the appointee, regardless of lower-tier membership;

- A member cannot act as a proxyholder for more than one other member of council at a time;
- An appointed proxy is not counted when determining if a quorum is present;
- A member appointing a proxy shall notify the municipal clerk of the appointment in accordance with a local process established by the clerk; and
- When a recorded vote is taken, the clerk shall record the name and vote of every proxyholder and the name of the member of council for whom the proxyholder is acting.

Council member absence rules still apply. This means that a member's seat would become vacant if they are absent from the meetings of council for three successive months without being authorized to do so by a resolution of council.

Accountability and Transparency

Members appointing proxies or acting as proxyholders are required to follow existing accountability and transparency requirements. For example, a member may not appoint a proxy or serve as a proxyholder on a matter in which they have a pecuniary interest under the *Municipal Conflict of Interest Act*. Municipalities may also want to consider transparency measures such as:

- communicating to the public who has appointed a proxy and who is serving as a proxy;
- publishing meeting agendas in advance so that proxies can be appointed, if needed, and potential conflicts of interest can be identified; and
- allowing members to participate electronically when not able to attend meetings in person rather than appointing a proxy.

For more information about existing accountability and transparency requirements, including the Municipal Conflict of Interest Act, codes of conduct and the role of the local integrity commissioner, please see the [Municipal Councillor's Guide](#).

Contact

If you have questions regarding how these new provisions may impact your municipality, contact your local Municipal Services Office with the Ministry of Municipal Affairs and Housing.

- **Central Municipal Services Office**
Telephone: 416-585-6226 or 1-800-668-0230
- **Eastern Municipal Services Office**
Telephone: 613-545-2100 or 1-800-267-9438
- **Northern Municipal Services Office (Sudbury)**
Telephone: 705-564-0120 or 1-800-461-1193
- **Northern Municipal Services Office (Thunder Bay)**
Telephone: 807-475-1651 or 1-800-465-5027
- **Western Municipal Services Office**
Telephone: 519-873-4020 or 1-800-265-4736

Additional Resources

- Municipal Act, 2001: <https://www.ontario.ca/laws/statute/01m25>
- The Ontario Municipal Councillor's Guide: <https://www.ontario.ca/document/ontario-municipal-councillors-guide-2018>



Michael Mantha MPP/député
Algoma-Manitoulin

June 24, 2020

Hon. Christine Elliott
Minister of Health
Fifth Floor
77 Wellesley St. W, Ferguson Block
Toronto, ON
M7A 1Z8

Dear Minister Elliott:

I am contacting you in regard to the recent letter (enclosed) that you received from the *Manitoulin Island COVID-19 Leadership Coordination Committee*. The letter is an appeal for financial assistance as well as insurer exclusions, which pose considerable concern to the committee and the Island municipalities and First Nations, which they represent.

In my role as MPP for Algoma-Manitoulin, I have worked with many of the committee members and their advisors and can express my full confidence in their outstanding leadership and commitment to ensuring the safety and wellness of all Islanders. However, at this time the committee is facing monumental financial challenges due to the COVID-19 pandemic, which are overwhelming and beyond their capacity to resolve independently.

As stated in the enclosed letter, health and medical officials have ensured that they have access to necessary medical supplies and have put in place all of the appropriate protocols. Of course, these measures come with at a cost, which are normally born by federal and provincial funding. They have succeeded in making all necessary precautions and plans, but they now need the funding to actually implement the steps.

These small northern municipalities and First Nations bands have already incurred bills of thousands of dollars to cover many unexpected costs to date. They are now counting on the Province of Ontario to step up to the plate and provide the support necessary.

A secondary concerning issue is the steps taken by some insurance companies to amend established coverage to exclude claims for COVID-19 claims. Such moves are tantamount to a company suddenly excluding coverage for vehicles involved in a winter storm accident during a particularly icy winter. Changing the rules during the game is just unfair and unethical. It is essential that the Province step in to ensure that all parties live up to obligations and expectations in this circumstance.

In conclusion I ask that the Ministry of Health consider the situation and the matters above and reach out to honour the Committee's request for dialogue with all due expediency.

Sincerely,

A handwritten signature in black ink, consisting of several overlapping loops and a final horizontal stroke.

Michael Mantha, MPP
Algoma-Manitoulin

MM: gb

Enc:

Cc: Members of Manitoulin Island COVID-19 Leadership Coordination Committee
France G  linas, NDP Health & Long-Term Care critic



Manitoulin Island COVID-19 Leadership Coordination Committee



SENT VIA EMAIL

June 18, 2020

The Honourable Christine Elliott
Deputy Premier, Minister of Health
christine.elliott@pc.ola.org

Carol Hughes
MP Algoma-Manitoulin-Kapuskasing
carol.hughes@parl.gc.ca

Dear Ms. Elliott and Ms. Hughes,

Re: Manitoulin Island COVID-19 preparedness: Financial Assistance and Insurer Exclusions

We are writing this letter on behalf of all citizens of the municipalities and First Nations on Manitoulin Island.

Since the start of the COVID-19 pandemic, Manitoulin Island leadership has worked diligently to ensure the safety of our Island's residents. Our medical providers have worked to ensure that we have access to medical supplies and have appropriate protocols in place. These efforts have incurred costs that would typically be funded by the provincial and/or federal governments. We are urging both the provincial and federal government to provide financial assistance, which is needed to facilitate further medical preparedness for our Island. For example, First Nations and municipalities on the Island require funding in order to implement emergency preparedness measures, while funding is also needed for supportive care and isolation centres. Already, medical facilities around the Island have had to bear unexpected costs as they implement initiatives to prevent the spread of COVID-19.

Further, we are aware that some insurance companies are amending their coverage to exclude claims for COVID-19 related matters. For instance, some hospitals on the Island and several others around Ontario have been advised that their coverage will not apply to claims that are allegedly connected

to certain specifically identified contagious diseases, including COVID-19. Other health sectors are beginning to understand the impact of these exclusions to their operations.

We would like to engage in meaningful dialogue with both levels of government to address these serious issues.

Sincerely,

Mayor Ian Anderson, Billings Township

Reeve Ken Noland, Township of Burpee & Mills

Mayor Richard Stephens, Municipality of Central Manitoulin

Mayor Dan Osborne, Town of Gore Bay

Reeve Lee Hayden, Municipality of Gordon/Barrie Island

Ogimaa Kwe Debassige, M'Chigeeng First Nation

Mayor Al MacNevin, Town of Northeastern Manitoulin and the Islands

Chief Dean Roy, Sheshegwaning First Nation

Chief Andrew Aguonie, Sheguiandah First Nation

Reeve David Jaggard, Tehkummah Township

Tribal Chair Corbiere, UCCMM Tribal Council and Aundeck Omni Kaning

Ogimaa Peltier, Wiikwemkoong First Nation

Chief Irene Sagon Kells, Zhiibaahaasing First Nation

CC: Julian Falconer, Legal Counsel

Michael Mantha, MPP Algoma-Manitoulin

Megan Bonenfant

Subject: RE: How to Get Involved!

From: Waste Reduction Week in Canada <info@wrwcanada.com>

Sent: Thursday, July 16, 2020 4:01 PM

To: Kathy McDonald <kmcdonald@billingstwp.ca>

Subject: How to Get Involved!



Waste Reduction Week in Canada October 19-25, 2020



Celebrate Your Community's Environmental Achievements and Commitments

Canadian municipalities and First Nations are at the heart of Canada's waste reduction achievements and key to advancing the circular economy. Today's coalescing environmental challenges – plastic pollution, climate change, and waste generation – require continued leadership of community champions.

This year has been especially challenging as governments adapt to new health and safety protocols, manage increased generation of residential waste, and educate communities on proper disposal of personal protective equipment (PPE) and cleaning materials.

[Waste Reduction Week in Canada](#) is a national year-round program that focuses on the transformation to a circular economy driven by resource efficiency. The program's purpose is to celebrate individual and collective environmental commitments, efforts, and accomplishment while encouraging innovative ideas and solutions.

Held annually during the third week of October since 2001, Waste Reduction Week in Canada, through a coalition of environmental non-profit and government organizations from across Canada, shines the spotlight on conscious consumption and responsible recycling.



Ways to Involve Your Community

Proclaim Waste Reduction Week

This year we once again ask municipalities and First Nations to join businesses, schools, and individuals from across Canada to renew their commitment and celebrate sustainability by proclaiming **Oct. 19 – 25, 2020** as [Waste Reduction Week in Canada](#).

Each year hundreds of communities and their residents across Canada proclaim Waste Reduction Week in Canada, and with your participation we can increase that amount in 2020.

We hope your council and senior leaders will take this opportunity to join a widely recognized and successful national environmental campaign and show your support. If you are not the representative that registers proclamations for your community, please pass this message along to the correct department/representative.

1. **Download** the [proclamation certificate](#) and include your logo and/or seal on the bottom right. You are also welcome to use your own certificate template instead.

2. **Visit** wrwcanada.com/proclamations, complete the form, and upload the completed certificate. You may also email your completed certificate to info@wrwcanada.com.



3. **Share your achievements and commitments:** either on the [proclamation form](#) or in [an email](#), share your waste reduction achievements, initiatives, partnerships, and future commitments. This year we also encourage municipalities to share how COVID-19 has impacted their waste reduction goals and commitments, and what measures they will take to support building back a better, greener economy. One of the important objectives of Waste Reduction Week is to facilitate sharing between all of our participants.

Once submitted your proclamation will be featured on wrwcanada.com within 1-3 business days and posted on social media using the hashtag **#WasteReductionWeek**.

Share your
community's
achievements and
commitments

PROCLAIM NOW!

If you are not the representative that plans waste reduction and communications activities for your community, please pass this message along to the correct department/representative.

Last year, [Toronto](#) and [Vancouver](#) were lit blue and green for Waste Reduction Week. We encourage municipalities to help us create awareness by lighting a local landmark or municipal building blue and green for Waste Reduction Week.

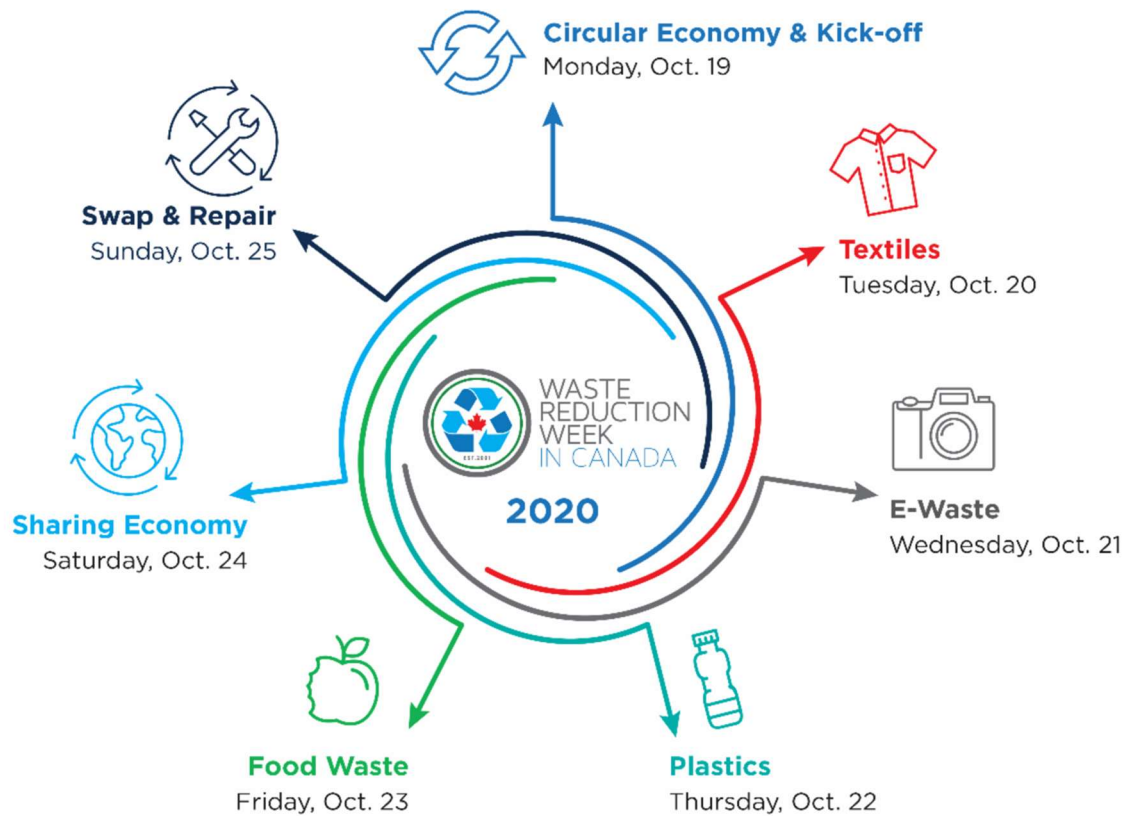
Let the rest of Canada know about your lighting by registering it at [wastereductionweek.ca](#).



2020 Theme Days

The Waste Reduction Week in Canada program is structured into seven themes to offer focus for participants planning social media campaigns, events, and resources.

To further recognize important pillars of a circular economy, the daily themes have been slightly adjusted for 2020. The week will kick-off by introducing circular economy while celebrating broader circular economy initiatives and concepts. The weekdays will engage Canadians on key waste management issues and material streams: textiles, e-waste, plastics, and food waste. The weekend will encourage Canadians to extend the life of these products/materials through the sharing economy, swapping, and repairing. Champions and innovators of each theme will also be celebrated throughout the week and year.



Social Media

Support Waste Reduction Week in Canada using hashtag [#WasteReductionWeek](#) in communications. Share new ideas, tips, stories, and pictures of waste reduction initiatives to demonstrate commitment to reducing waste both at home and in the community.

Follow @WRWCanada on social media!



Promotional Resources

Promotional materials and assets are available at wrwcanada.com/promotional-resources. More materials such as sample social media posts and a promotional poster will be available throughout September.

Visit wrwcanada.com for more campaign details and resources.

Visit WRWCanada.com

Virtual Events

Organizing an event during Waste Reduction Week in Canada is an excellent way to showcase your proclamation and engage your community in the 3Rs and circular economy. Although many in-person events may not be possible this year due to COVID-19, we encourage participants to get creative and organize low-risk and virtual events. Some ideas include:

- Online repair workshops or tutorial videos
- [Local landmark lightings](#)
- Waste-free lunches at home, work, or school
- Waste collection drives such as hazardous waste, textiles, or electronics
- Online documentary screenings
- Webinars
- Virtual tours of recycling facilities
- Public installations
- Plastic-free challenges

Don't forget to register your [event online](#) so we can help with promotion.

Thank You

Canadians are proud of their natural environment and understand the value of protecting our resources. Campaigns like Waste Reduction Week in Canada play an important role in reminding us to conserve and maintain a lifestyle that helps to preserve them. Your support will help inspire individuals and other communities to mobilize and take action.

We appreciate your commitment to the environment and for proclaiming Waste Reduction Week in Canada.



Waste Reduction Week in Canada | info@wrwcanada.com | wrwcanada.com

STAY CONNECTED!



Recycling Council of Ontario | P.O. Box 83, Orangeville, Ontario L9W 2Z5 Canada

[Unsubscribe clerktreasurer@billingstwp.ca](mailto:unsubscribe_clerktreasurer@billingstwp.ca)

[Update Profile](#) | [About Constant Contact](#)

Sent by info@wrwcanada.com in collaboration with



Megan Bonenfant

Subject: RE: Advocate for changes to preserve our barns -A message about Severances from the Ontario Barn Preservation

-----Original Message-----

From: info@ontariobarnpreservation.com <info@ontariobarnpreservation.com>

Sent: Tuesday, July 21, 2020 8:40 PM

To: info@ontariobarnpreservation.com

Cc: krista@veldarchitect.com

Subject: Advocate for changes to preserve our barns -A message about Severances from the Ontario Barn Preservation

To Whom it May concern,
(Please forward to the planning department and council for consideration)

I am reaching out to you on behalf of Ontario Barn preservation. Our not-for-profit organization was formed in 2019 with the goal of conserving barns of cultural heritage significance in Ontario. In order to fulfill this goal, we have been conducting research and analysis on a variety of topics, including Planning Policy frameworks which either help or hinder the conservation of barns.

It has come to our attention that many municipalities are demolishing heritage barns during the process of severance of surplus farm dwellings. The purpose of this letter is to provide you with a brief summary of our findings regarding how existing Planning Policies at the Municipal and Provincial levels impact these cultural heritage resources. We hope that this will help to provide insight on how these policies may be managed in the future so that the conservation of significant cultural heritage resources can work in cooperation with planning for new development.

Barns have potential to be identified as significant cultural heritage resources and may be worthy of long-term conservation. We would ask you to review the letter attached and consider adjusting some of your policies to support these cultural heritage resources in your community that are already disappearing for many reasons.

Please don't hesitate to contact us if you have any questions, and we hope to hear from you in the future.

Regards,

Krista Hulshof, Vice President of Ontario Barn Preservation,

architect,

Questions can be directed to Krista at 519-301-8408 or
krista@veldarchitect.com



PRESERVING ONTARIO'S HISTORY, ONE BARN AT A TIME

info@ontariobarnpreservation.com

May 28, 2020

Addressed to: Planning Department

To whom it may concern

Our not-for-profit organization was formed in 2019 with the goal of conserving barns of cultural heritage significance in Ontario. In order to fulfill this goal, we have been conducting research and analysis on a variety of topics, including Planning Policy frameworks which either help or hinder the conservation of barns.

It has come to our attention that many municipalities are demolishing heritage barns during the process of severance of surplus farm dwellings. The purpose of this letter is to provide you with a brief summary of our findings regarding how existing Planning Policies at the Municipal and Provincial levels impact these cultural heritage resources. We hope that this will help to provide insight on how these policies may be managed in the future so that the conservation of significant cultural heritage resources can work in cooperation with planning for new development.

Barns have potential to be identified as significant cultural heritage resources and may be worthy of long-term conservation. According to PPS, significant cultural heritage resources shall be conserved:

2.6.1 Significant built heritage resources and significant cultural heritage landscapes shall be conserved.

Under *Ontario Regulation 9/06*, cultural heritage resources demonstrate significance related to legislated criteria including design/physical value, historical/associative value and contextual value

Although they may not have the same functionality they once did, we believe our heritage barns are an important part of Ontario's cultural history and rural landscape.

- They serve as landmarks in the countryside
- They have the potential to be reused and repurposed, sometimes into agriculture-related uses as municipalities search for value-added opportunities for farmers
- They have historic value for research of vernacular architecture and cultural history of areas and communities in Ontario
- They are a testament to the early farmers and pioneers in our province
- They convey an important sentiment and image to our urban counterparts about the hardworking farm community
- They contribute to agritourism in both a functional and an aesthetic way. Some European countries fund maintenance of rural landscape features such as buildings, hedge rows and fences for the very purpose of world-wide tourism and cultural heritage protection
- They are useful for small livestock or other small farm operations

We have recognized a growing trend in Ontario, where barns are seen as good candidates for conservation and adaptive re-use. Barns can be made new again and communicate their history while serving a new purposes. Barns can be made into single detached residences, Craft breweries, agro-tourism related destinations, and more.

In an effort to recognize the significance, historic and cultural value of these buildings, Ontario Barn Preservation was formed March 30, 2019. This not-for-profit organization is reaching out to barn owners, local and county historical societies, authorities, and the general public, to recognize the value of these amazing buildings. Often these barns are close to their original condition when they were built between the early 1800s and the early 1900s.

We understand the planning and building code regulations that municipalities enforce. There are often conflicting priorities, resources required for enforcement, and provincial goals and protection to uphold. The following provides a review of key policies of Provincial Policy Statement (PPS 2014), OMAFRA and Ontario Building Code regulations which creates difficulties in the conservation of barns. We hope these solutions from other municipalities have implemented might be considered in your municipality.

POLICY ITEM 1: “New land uses, including the creation of lots, and new or expanding livestock facilities shall comply with the minimum distance separation formulae.” –Provincial Policy Statement (PPS) 2.3.3.3

POLICY ANALYSIS

Barns that remain with a dwelling on a smaller severed residential lot are already in compliance with MDS setbacks since there would be no new odour conflict. If this landowner wants to house animals a Nutrient Management Plan/Strategy is required for anything over 5 Nutrient Units (NU, this is equivalent to 15+ beef feeders, OR 5+ medium-framed horses, 40+ meat goats, or 5+ beef cows), and are required to have a plan for manure removal either on their own property or in agreement with another land owner as per the OMAFRA Nutrient Management Plan/Strategy Guidelines. Any livestock count under 5NU does not require a Nutrient Management Plan. Although the capacity of these heritage barns is generally above 5 NU, in practice it is unlikely an owner would exceed this number because heritage barns are not usually that large and owners of this type of property are likely to only have a hobby-size operation.

On the other hand, barns that do not remain with a dwelling on a smaller severed residential lot, but remain on the larger retained agriculture lot often immediately become a violation of the MDS setbacks should that barn house livestock, or potentially house livestock. However unlikely this may be due to the nature and condition of the barn for livestock housing, it is a possibility. Many barns could house up to 30 Nutrient Units, or more, depending on the size of the barn. This capacity would require a separation distance from the house on the new severed lot much larger than existing to allow the barn to remain standing. Thus barns on the larger retained agriculture lot have limited options to avoid demolition.

POSSIBLE RESOLUTION:

The MDS guidelines state that a building must be “reasonable capable of housing animals” in order for MDS to be triggered. Therefore, a barn that is in a decrepit state is automatically exempted from MDS as it cannot house livestock. Thus the barn can be severed off from the dwelling without MDS implications.

However, some barns are not in a decrepit state and are the ones that are worth saving. If the barn is to remain on the retained agriculture lot, it needs to be prevented from being used as a livestock facility to be exempt from MDS. This can be done by removing water, stalls, electricity to the barn and make it “incapable of housing animals”.

Some municipalities have had the livestock restriction written into the special conditions of the zoning amendment exception. Two examples are

1. that the barn not be permitted to hold livestock. For example *“A livestock use shall be prohibited in any farm buildings existing on the date of passage of this by-law.”*
2. The amendment can also be used to only restrict the quantity of livestock in the barn as such as 1.2NU (animal nutrient units) per hectare *“Notwithstanding their General Rural (RU1) or Restricted Rural (RU2) zoning, those lots 4.0 hectares (9.9 ac.) in size or less shall be limited to no more than 1.25 nutrient units per hectare (0.5 nutrient units per acre). Minimum Distance Separation Guidelines shall apply.”*

The Ontario Building Code does not differentiate between agricultural buildings for livestock vs. implements storage, therefore a change of use of this type is not clearly defined as a possibility through the building code. A change of use permit could also be undertaken to change the occupancy of the building from agriculture to part 9. However, this solution is costly and prohibitive for most Owners.

We feel that the best case of survival for the barn is to include it with the severed residential lot. If the barn is to be severed with the residential lot we feel that the barn best use is for animals within compliance with the MDS requirements. Some municipalities use a minimum lot size required for livestock (but you have to be willing to sever that lot size where appropriate). We recommend that these smaller lots be permitted to house animals. These lots are ideal for starting farmers, CSA's, and value-added farm operations. The owners of these smaller lots are often in a position to invest in restoration of our heritage barns.

POLICY ITEM 2: A residence surplus to a farming operation as a result of farm consolidation, provided that:

“1. the new lot will be limited to a minimum size needed to accommodate the use and appropriate sewage and water services;” - PPS 2.3.4.1c

POLICY ANALYSIS

Provincial policy has limited the lot creation size to only accommodate the water and sewage to maintain large lots and maximum land remaining for agriculture uses.

POSSIBLE RESOLUTION

Many municipalities use a minimum and maximum lot size rather than the above strict guideline to determine the lot line and review each severance on a case by case basis.

The Ministry of Environment provides “reasonable use guidelines” on lot size for sewage systems. These guidelines recommend that a lot should have a “Reasonable Use Assessment” be done to ensure that the lot is adequately sized for septic systems. A rule of thumb that has been used is clay soil lots should be a minimum of 2 acres, and a lot with sandy soil be 1 acre.

However, we would recommend that this statement be reviewed at a provincial level and we would encourage you to contact the provincial policy department to review this statement.

POLICY ITEM 3: Designation of severed lot to be zoned “non-farm” and permitted uses as “non-farm” dwelling

POLICY ANALYSIS

Provincial policy does not dictate the residential lot be “non-farm”. In fact, the PPS states that

"Proposed agriculture-related uses and on-farm diversified uses shall be compatible with, and shall not hinder, surrounding agricultural operations."

We would argue that the “non-farm” designation does create an incompatible use, encouraging non-farming residents, but it also limits the possible use of the small land for small scale farm operations within Prime Agriculture Zones.

POSSIBLE RESOLUTION:

Provide a zoning category for small lots that are sized to permit limited livestock, alternative and value-added agriculture operations. These can also be separate provisions within your existing rural or agricultural designations. For example Provisions for lots larger than 10 acres, and lots less than 10 acres.

POLICY ITEM 4: Change of Use for the building to not permit livestock.

POLICY ANALYSIS

A change of use to non-livestock building is a challenging proposition. The building code does not differentiate between livestock agriculture building and implement agriculture building. This change of use permit is quite simple and would not require any investment or structural upgrade by the owner.

If a change of use to a non-agriculture building is required, it would fall into part 9 of the building code (unless other uses are proposed). This upgrade would often require significant structural reinforcement and investment by the owner. Most owners would not be willing or in a position to invest this type of capital on a building that does not have function in a farm operation, nor for a residential property owner, also without a major purpose for the building other than storage, garage, or workshop.

This Change of Use requirement will most likely end with the demolition of the barn when required.

POSSIBLE RESOLUTION:

Change of use is only required to limit the use of the barn for livestock. This can be achieved by removing water and stalls from the building. The barn remains an existing agriculture building but unable to “reasonably house animals” (see issue 1 above for further details or options).

CONCLUSION

We hope that you will consider our review of Provincial and Municipal Planning Policy as it relates to any future Reviews of Official Plans, Comprehensive Zoning By-laws, and approaches to the conservation of built heritage resources related to agricultural use.

Too often we see these community raised historic structures in poor condition with loose boards flapping in the wind, roofs caved in, or just a mass of timbers and roofing decaying into the ground. On behalf of Ontario Barn Preservation, we encourage you to help find ways to prevent the further unnecessary demolition of our heritage barns especially in relation to surplus farm dwelling severances. It is our hope that barns of significant cultural heritage value are conserved for future generations.

Please don't hesitate to contact us if you have any questions, and we hope to hear from you in the future.

Regards,

Krista Hulshof, Vice President, architect,

Questions can be directed to Krista at 519-301-8408 or krista@veldarchitect.com