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13. **NEW BUSINESS**

14. **NOTICES OF MOTION**

15. **BY-LAWS**

16. **ANNOUNCEMENTS**

17. **CLOSED SESSION**

- 17.1. Closed Session Items Under Section 239
b) 2 under Personal matters about an identifiable person
e) 1 under Litigation or potential litigation

18. **INSTRUCTION TO STAFF**

19. **BY-LAW TO CONFIRM THE PROCEEDINGS OF COUNCIL**

- 19.1. By-law XX-2023 to confirm the proceedings of Council for June 14, 146
2023
[XX-2023 Confirming by-law 06-14-23](#)

20. **ADJOURNMENT**



MINUTES
Special Council Meeting
Deseronto Town Hall
Tuesday, April 25, 2023
5:30 PM

PRESENT: Mayor Dan Johnston, Deputy Mayor Steven Everhardus, Councillor Norman Clark, Councillor Jamie Zieman, and Councillor Kevin Smith

REGRETS:

STAFF PRESENT: Town Manager Rob Hedley

1. CALL TO ORDER

Mayor Johnston called the April 25, 2023 Special meeting of Council to order at 5:30 pm.

2. ADOPTION OF AGENDA

Resolution 16-23-01

Moved by Deputy Mayor Steven Everhardus
 Seconded by Councillor Norman Clark

THAT the agenda for the April 25, 2023 Special Council meeting be accepted as presented.

Carried

3. DISCLOSURE OF PECUNIARY INTEREST

None Noted

4. ITEMS TO BE DISCUSSED

4.1. Appointing of a Clerk/Minute Taker for both portions of the meeting

Resolution 16-23-02

Moved by Deputy Mayor Steven Everhardus
 Seconded by Councillor Norman Clark

THAT Robert Hedley take the minutes from the start of the meeting until the end of item 4.2 in Closed Session and then Melanie van Aarde will take over.

Carried

5. PURPOSE

5.1. Move into Closed Session Under Section 239 (2)
 b) one item under personal matters about an identifiable person

Resolution 16-23-03

Moved by Deputy Mayor Steven Everhardus
 Seconded by Councillor Kevin Smith

THAT Council rise under the Municipal Act, 2001 s239 to move into Closed Session to discuss one matter under section 2(b) personal matters about an identifiable individual, including municipal or local board employees.

Carried

5.2. Instruction to Staff

Resolution 16-23-04

Moved by Deputy Mayor Steven Everhardus
 Seconded by Councillor Kevin Smith

THAT staff are instructed to follow the direction as given in Closed Session.

Carried

6. BY-LAW TO CONFIRM THE PROCEEDINGS OF COUNCIL

6.1. By-law 26-2023 to confirm the proceedings of Council for April 25, 2023

Resolution 16-23-05

Moved by Deputy Mayor Steven Everhardus
Seconded by Councillor Norman Clark

THAT By-law 26-2023, being a by-law to confirm the proceedings of the April 25, 2023 Special Council meeting, having been read a first, second and third time, be finally passed this 25th day of April 2023.

Carried

7. ADJOURNMENT

Resolution 16-23-06

Moved by Councillor Kevin Smith

THAT the April 25, 2023 Special Council meeting be adjourned.

Carried

Mayor

CAO/Clerk-Treasurer



MINUTES
Regular Council
Deseronto Town Hall
Wednesday, May 24, 2023
6:30 PM

PRESENT: Mayor Dan Johnston, Deputy Mayor Steven Everhardus, Councillor Norman Clark, Councillor Kevin Smith, and Councillor Jamie Zieman

REGRETS:

STAFF PRESENT: Town Manager Rob Hedley, Clerk Gail Maracle, and Treasurer Mora Nicholls

1. CALL TO ORDER

Mayor Johnston called the May 24, 2023 Regular meeting of Council to order at 6:33 pm.

2. ADOPTION OF AGENDA

Resolution 19-23-01

Moved by Deputy Mayor Steven Everhardus
Seconded by Councillor Jamie Zieman

THAT the agenda for the May 24, 2023 Regular Council meeting be accepted with the addition of the following items:

- 6.6 Centennial Park BBQ & Monument
- 13.3 Outstanding Motions/Resolutions
- 13.4 Rathbun Park
- 13.5 Street Maintenance
- 13.6 Mill Point Park
- 13.7 Municipal Wreath
- 13.8 Green Street Traffic

Carried

3. DISCLOSURE OF PECUNIARY INTEREST

None noted

4. APPROVAL OF MINUTES

4.1. Minutes of the May 10, 2023 Regular Council meeting

Resolution 19-23-02

Moved by Councillor Kevin Smith
Seconded by Councillor Norman Clark

THAT the minutes of the May 10, 2023 Regular meeting of Council be approved as presented,

Carried

5. DEPUTATIONS/PRESENTATIONS

5.1. Chris Morden will discuss renovations to the Deseronto Community Centre

Resolution 19-23-03

Moved by Deputy Mayor Steven Everhardus
Seconded by Councillor Jamie Zieman

THAT Council receive the presentation from Chris Morden.

Carried

6. UNFINISHED BUSINESS

6.1. Public Works equipment list & details

Deferred

6.2. Tree Canopy

Deferred

6.3. Derelict Properties - how others handle

The Town Manager will bring something back to Council on June 14, 2023.

6.4. Report on OCIF projects/pricing

The Town Manager presented various pricing that he had obtained.

6.5. Association of Ontario Road Supervisors Requirements

Resolution 19-23-04

Moved by Deputy Mayor Steven Everhardus

Seconded by Councillor Norman Clark

THAT Council receive the information provided by the Clerk and remove this item from Unfinished Business.

Carried

6.6. Centennial Park BBQ & Monument

Resolution 19-23-05

Moved by Deputy Mayor Steven Everhardus

Seconded by Councillor Norman Clark

THAT the Town Manager obtain a price to repair the BBQ and monument, rather than just a price to rebuild.

Carried

7. VARIANCE REPORT

8. APPROVAL OF ACCOUNTS

8.1. Schedule of Accounts

Resolution 19-23-06

Moved by Councillor Norman Clark

Seconded by Councillor Kevin Smith

THAT Schedule of Accounts numbered 9-2023 in the amount of \$128,109.04 be approved for payment.

Carried

9. STAFF REPORTS

9.1. Town Manager's Report

Resolution 19-23-07

Moved by Deputy Mayor Steven Everhardus

Seconded by Councillor Jamie Zieman

THAT the Town Manager prepare a report outlining various options for the Maple Street lift and ways to tender the job.

Carried

9.2. Treasurer's Report on Tax Rates

Resolution 19-23-08

Moved by Deputy Mayor Steven Everhardus
Seconded by Councillor Kevin Smith

THAT the Treasurer's report on the combined tax rates be received;
AND FURTHER THAT the revised tax table be attached to by-law 18-2023 as
Schedule 1.

Carried

9.3. Treasurer's report on H & S Policies

Resolution 19-23-09

Moved by Deputy Mayor Steven Everhardus
Seconded by Councillor Norman Clark

THAT Council adopt the Health & Safety polices presented by the Treasurer and
that all previous Health & Safety policies be rescinded.

Carried

10. COMMITTEE/BOARD MEETING MINUTES

11. ACTION ITEMS

11.1. Letter of Resignation

Resolution 19-23-10

Moved by Deputy Mayor Steven Everhardus
Seconded by Councillor Kevin Smith

THAT Council accept Rebecca Semple's resignation and send her a thank you
card for her years of service;
FURTHER THAT the Town Manager contact Deseronto Public School and
inquire about their lunch time policy and advise them of the elimination of one of
the crossings altogether.

Carried

11.2. Request from Health Unit

Resolution 19-23-11

Moved by Deputy Mayor Steven Everhardus
Seconded by Councillor Jamie Zieman

THAT staff return the notice to the Hastings Prince Edward Public Health Unit
advising that the Town supports their efforts to reduce the risk of West Nile virus
illness in the area.

Carried

12. INFORMATION ITEMS

12.1. EOWC 2023 Strategic Priorities

Resolution 19-23-12

Moved by Deputy Mayor Steven Everhardus
Seconded by Councillor Kevin Smith

THAT Council receive the EOWC 2023 Strategic Priorities.

Carried

13. NEW BUSINESS

13.1. E-mail from Gary Burridge

Resolution 19-23-13

Moved by Deputy Mayor Steven Everhardus
Seconded by Councillor Jamie Zieman

THAT Council received the compliment from G. Burrige and advised J. Carter;
FURTHER THAT leaves may be put out to the curb in bags for both the spring
and fall clean-up;
AND FURTHER THAT brush will only be collected in the spring.

Carried

13.2. E-mail from Colleen Holmes

Resolution 19-23-14

Moved by Deputy Mayor Steven Everhardus
Seconded by Councillor Kevin Smith

THAT staff investigate how OCWA and other municipalities handle the same
situation; FURTHER THAT staff do not charge penalty on the account until a
decision has been reached;
AND FURTHER THAT this item be put on Unfinished Business.

Carried

13.3. Outstanding Motions/Resolutions

Resolution 19-23-15

Moved by Deputy Mayor Steven Everhardus
Seconded by Councillor Kevin Smith

THAT Council authorize the Mayor and Deputy Mayor to form a working group to
work with staff to complete the tasks on the outstanding motion/resolution list
compiled by the Deputy Mayor.

Carried

13.4. Rathbun Park

Resolution 19-23-16

Moved by Deputy Mayor Steven Everhardus
Seconded by Councillor Norman Clark

THAT Council directs the Public Works and Parks Department to weed all flower
beds in Rathbun Park and plant annual plants no later than May 31, 2023;
AND FURTHER THAT Council directs that Rathbun Park be maintained like the
showcase it was intended to be for the enjoyment of the residents and visitors to
the town.

Carried

13.5. Street Maintenance

Resolution 19-23-17

Moved by Deputy Mayor Steven Everhardus
Seconded by Councillor Kevin Smith

THAT Council directs Public Works and Parks to ensure paved asphalt
sidewalks on Pearl Street, both sides of Mill Street, and any others that exist in
the town be lined;
FURTHER THAT Council directs that side lines be painted on Dundas Street as
a traffic calming measure;
AND FURTHER THAT Council directs that a sidewalk line be painted on Green
Street, north of Cross Street to denote this new paved sidewalk.

Carried

13.6. Mill Point Park

Council requested an update from the Town Manager.

13.7. Municipal Wreath

Resolution 19-23-18

Moved by Deputy Mayor Steven Everhardus
Seconded by Councillor Norman Clark

THAT staff obtain a memorial wreath for the service at the Deseronto Cemetery on June 10th, 2023.

Carried

13.8. Green Street Traffic

Resolution 19-23-19

Moved by Councillor Kevin Smith
Seconded by Deputy Mayor Steven Everhardus

THAT staff provide recommendations for the intersection of Green and Cross Street.

Carried

14. NOTICES OF MOTION

15. BY-LAWS

15.1. By-law 33-2023 to enter into a contract with R. Morden Engineering and contracting Ltd. for alterations to the Deseronto Community Centre.

Resolution 19-23-20

Moved by Deputy Mayor Steven Everhardus
Seconded by Councillor Jamie Zieman

THAT By-law 33-2023, being a by-law to enter into a contract with R. Morden Engineering and Contracting Ltd. for upgrading of the Deseronto Community Centre, having been read a first, second and third time, number assigned and finally passed this 24th day of May, 2023.

Carried

16. ANNOUNCEMENTS

17. CLOSED SESSION

17.1. Closed Session Items Under Section 239
b) 1 under Personal matters about an identifiable person

Resolution 19-23-21

Moved by Councillor Kevin Smith
Seconded by Councillor Jamie Zieman

THAT Council rise at 9:30 pm, under Section 239 of the Municipal Act and move into Closed Session to discuss one matter under 2(b) personal matters about an identifiable individual, including municipal or local board employees,

Carried

18. INSTRUCTION TO STAFF

Resolution 19-23-22

Moved by Deputy Mayor Steven Everhardus
Seconded by Councillor Norman Clark

THAT staff follow the direction of Council as discussed in Closed Session.

Carried

19. BY-LAW TO CONFIRM THE PROCEEDINGS OF COUNCIL

19.1. By-law 34-2023 to confirm the proceedings of Council for May 24, 2023

Resolution 19-23-23

Moved by Deputy Mayor Steven Everhardus
Seconded by Councillor Jamie Zieman

THAT By-law 34-2023, being a by-law to confirm the proceedings of the May 24, 2023 Council meeting, having been read a first, second and third time, be assigned a number and finally passed this 24th day of May 2023.

Carried

20. ADJOURNMENT

Resolution 19-23-24

Moved by Councillor Kevin Smith

THAT the May 24, 2023 Regular Council meeting be adjourned.

Carried

Mayor

Clerk

TOPIC:	2023 Ontario Community Infrastructure Fund (OCIF)
REPORT #	TRE-2023-29
REPORT BY:	Treasurer
DRAFTED:	June 9th, 2023
AMENDED:	
COUNCIL/COMMITTEE:	June 14th, 2023

ISSUE

To provide Council with information on our 2023 OCIF funding.

Background

On the TREA-2023-20 I did a report asking Council if they had a project in mind of what they wanted to spend the excess OCIF funding on. Council were given a few options of some projects that could be qualified options proceed with. Council instructed the Town Manager to get concrete prices for the Mill and Maple Lift station, and I don't believe this was done.

I have received another email from the Ministry informing me that my Annual Financial Report (AFR) is still overdue and needs to be submitted as soon as possible (email attached). The Ministry did say that this report is largely a projection and could be changed and updated at the year end report. If we don't complete this report our file will be marked as outstanding, and our funding will be held back.

Recommendation

That Council give the Treasurer permission to put Mill and Maple lift station as the 2023 project, and if Council change their mind we can make the changes at a later date. At least this way we can receive the 2023 funding allocation.

Mora Nicholls

From: Akumu, Molly (MOI) <Molly.Akumu@ontario.ca>
Sent: June 9, 2023 2:04 PM
To: Mora Nicholls
Subject: RE: Town of Deseronto; 2023 OCIF Formula Component Initial Reporting OVERDUE: Action Required

Hi Mora,

This is still outstanding and overdue, can you please return at your earliest convenience?

Let me know if you have any questions or if require assistance.

Thank you,
Molly

From: Akumu, Molly (MOI)
Sent: May 11, 2023 10:03 AM
To: Mora Nicholls <mnicholls@deseronto.ca>
Subject: RE: Town of Deseronto; 2023 OCIF Formula Component Initial Reporting: Action Required

Hi Mora,

Thanks for letting me know. Please remember this report (2023 Initial) is largely a projection and can be changed or updated at year-end reporting once you have actual projects on which OCIF funding was applied. So if you have knowledge of potential projects being considered for 2023 and have estimates of what they each will cost, you can go ahead and complete and submit the AFR and then refine at year end reporting. Otherwise in the interim the status of your file will have this report as outstanding.

I hope this is helpful.

Regards,
Molly

From: Mora Nicholls <mnicholls@deseronto.ca>
Sent: May 11, 2023 9:57 AM
To: Akumu, Molly (MOI) <Molly.Akumu@ontario.ca>
Subject: RE: Town of Deseronto; 2023 OCIF Formula Component Initial Reporting: Action Required

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

Hi Molly:

Council is still deciding on what project(s) to complete, so I can't really complete the AFR. Is it okay to leave until this is decided?

Thank You
Mora Nicholls, CMO, CMMIII
Treasurer
Town of Deseronto
613-396-2440 ext 203
613-396-3141 fax



From: Akumu, Molly (MOI) <Molly.Akumu@ontario.ca>
Sent: Thursday, May 11, 2023 9:22 AM
To: Mora Nicholls <mnicholls@deseronto.ca>
Subject: FW: Town of Deseronto; 2023 OCIF Formula Component Initial Reporting: Action Required

Hi Mora,

The initial 2023 AFR is still outstanding, please return at your earliest convenience.

Let me know if you have any questions or require assistance.

Thank you,

Molly
T: 226-971 3266

From: Akumu, Molly (MOI)
Sent: April 4, 2023 9:47 AM
To: Mora Nicholls <mnicholls@deseronto.ca>
Subject: Town of Deseronto; 2023 OCIF Formula Component Initial Reporting: Action Required

Hi Mora,

This email is to provide you with the materials to complete the initial 2023 reporting requirements for your Ontario Community Infrastructure Fund (OCIF) Formula Component funding.

The following documents are attached:

- An Annual Financial Overview (AFO);
(Summarizes historic program financial activity and current status)
- A draft initial 2023 Annual Financial Report (AFR);
(Includes information on any projects "In Progress", based on 2022 final reporting)

- Instructions for completing the initial AFR; and
- Eligible and Ineligible Project Categories (from Schedule D of the Transfer Payment Agreement).

The purpose now is to, via the initial AFR document, report on proposed new projects that you anticipate using all or part of your 2023 allocation and any carry-forward funds from previous years (collectively, "Total Funds to be Utilized").

The attestation (new date if same signatory) on the last page also needs to be completed.

Please ensure all relevant fields are completed including "Construction Start Date" and "Construction Completion Date" or best estimates are provided.

The initial AFR can be returned to me via e-mail by Friday, April 21st.

Please let me know if you have any questions / concerns or if you require any assistance.

Thank you,

Molly Akumu

Senior Project Analyst
Infrastructure Renewal Programs
Infrastructure Programs Delivery Branch
Ontario Ministry of Infrastructure
Tel: 226-971 3266
Email: molly.akumu@ontario.ca

Note: *If during the course of the construction of your infrastructure project any of the following occur: any archaeological resources are found; other impacts that could affect Indigenous or treaty rights emerge; or you are contacted by any Indigenous Community that is expressing concerns about the project and potential impacts on their rights, you should immediately put your project on hold and notify this office.*

TOPIC:	Crossing Guards
REPORT BY:	Clerk
DRAFTED:	June 8, 2023
AMENDED:	
COUNCIL/COMMITTEE:	June 14, 2023

Issue

The Town of Deseronto is responsible for providing crossing guards to assist the students attending Deseronto Public School to safely cross the road at various locations.

Background

The Town has provided four crossing guards (Dundas & Green Streets, Dundas & Centre Streets, Dundas & Fourth Streets and on Stanley Avenue). For the past number of years, the Town has struggled in the hiring of reliable crossing guards. During the last couple of budget deliberations, it has also been questioned whether or not four crossing guards were required and if they were required during the lunch hour. During the Strategic Plan surveys, it was confirmed that only 5-6 children use the Dundas & Fourth Street crossing daily.

I contacted Cara McFarlane, the principal at Deseronto Public School and she advised that only the grades six through eight are permitted to leave the school property (with signed parental permission) at lunch time. When Carla was advised of the possibility of eliminating the noon crossing, she said that it could be written into the lunch permission notes that there would not be a crossing guard on duty. She also did not see an issue with eliminating the one crossing, as long as the parents and students were given notice.

Financial Impact

The elimination of one crossing location would be a cost savings of approximately \$7,280. and the elimination of the noon crossing would be a cost savings of approximately \$8,190. to the Town.

Recommendation

Staff would ask that Council make a decision as to whether or not they would like to eliminate the Fourth & Dundas Street crossing and eliminate the noon crossing, so that staff are able to advise the school and allow them enough time to notify parents and students.



2023-06-14

**Corporation of the
TOWN OF DESERONTO**

Schedule of Accounts No. **10-2023**

Moved by: _____

Seconded by _____

"That Schedule of Accounts Numbered **10-2023**
be approved in the amount of \$ 184,235.24

Carried.

BREAKDOWN OF SCHEDULE OF ACCOUNTS

ACCOUNTS PAYABLES
See Attached List

	<u>BATCH</u>	<u>AMOUNT</u>
	2023-00069	\$ 4,342.90
	2023-00071	\$ 19,289.50
	2023-00073	\$ 94,795.26
	2023-00075	\$ 65,807.58

TOTAL SCHEDULE OF ACCOUNTS NO. **10-2023** Total \$ 184,235.24

Report Date
2023-05-24 5:17 PM

Town of Deseronto
List of Accounts for Approval
As of 2023-05-24
Batch: 2023-00069

Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
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Bank Code: GEN - General

Other:

Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
25-Man May, 2023	2023-05-19	BMO MasterCard	Monthly Charges April 2023		
		10-80-83-43300 - Arena -Building	Arena Wall Repair	125.40	
		15-40-41-43603 - Wastewater - Tr	Gate Value	1,664.51	
		15-40-41-43620 - W & S - Office	€ Tonner	315.45	
		15-40-41-43603 - Wastewater - Tr	Internal Hard Drive	96.66	
		15-40-41-43620 - W & S - Office	€ Binders	33.20	
		15-40-41-43620 - W & S - Office	€ Binder Pocket	19.67	
		15-40-41-43620 - W & S - Office	€ Paper	27.12	
		15-40-41-43620 - W & S - Office	€ Binders	50.18	
		15-40-41-43803 - W & S - Educati	Walkerton Course	305.28	
		15-40-41-43620 - W & S - Office	€ File Folders	66.93	
		15-40-41-43603 - Wastewater - Tr	Fuse Link	27.98	
		10-10-12-43140 - Admin - Postage	€ Stamps	280.86	
		10-10-12-43140 - Admin - Postage	€ May Clean Up Fliers	133.20	
		10-00-00-12650 - Due From (To) L	Library Charges	781.42	
		10-90-92-43825 - Econ Dev- Sunc	AudioEye	68.13	
		10-00-00-12103 - Federal Rebate	HST Tax Code	147.07	
		10-00-00-12104 - Provincial Reba	HST Tax Code	183.54	
		10-00-00-12101 - ITC Receivable	HST-ITC Tax Code	6.27	
		10-00-00-12101 - ITC Receivable	HST-ITC Tax Code	10.03	4,342.90
				Total for GEN:	4,342.90

Certified Correct This May 24, 2023

Mayor

Maou Nichols

Treasurer

List of Accounts for Approval

As of 2023-06-02

Batch: 2023-00071

Report Date
2023-06-02 2:31 PM

Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
Bank Code: GEN - General					
Computer Cheques:					
3017 4156384137	2023-05-26	Cintas Canada Limited 10-80-83-43180 - Arena -Outside	Mat Rental x2 Arena Mat Rental x2 Arena	58.22	
		10-00-00-12101 - ITC Receivable	HST-ITC Tax Code	2.91	
		10-00-00-12101 - ITC Receivable	HST-ITC Tax Code	4.66	65.79
3018 00000000007600	2023-05-26	County of Hastings 10-10-12-43500 - Admin - Comput	Staff time May 2023 Staff time May 2023	783.33	783.33
3019 21-2114-211	2023-05-26	Ecovue Consulting Services Inc 10-90-91-44200 - Plan & Develop	Final zoning By-Law Final zoning By-Law	1,227.48	
		10-00-00-12103 - Federal Rebate	HST Tax Code	60.31	
		10-00-00-12104 - Provincial Rebat	HST Tax Code	75.27	1,363.06
22-2114-403		10-00-00-12591 - A/R Planning	Best Homes Plan Work	610.20	610.20
22-2114-0505		10-00-00-12591 - A/R Planning	Park St Subdivision Plan	953.46	953.46
				Payment Total:	2,926.72
3020 May2023	2023-05-26	Gray's IDA Drug Store 15-40-41-43640 - W & S - Lab Eq	2x Distilled water 2x Distilled water	4.46	
		10-00-00-12103 - Federal Rebate	HST Tax Code	0.22	
		10-00-00-12104 - Provincial Rebat	HST Tax Code	0.27	4.95
3021 Apr2023WtrTwr	2023-05-26	Hydro One Networks Inc 15-40-41-43410 - Water - Hydro	Billing Period Mar31-May2 Billing Period Mar31-May2	267.31	
		15-40-41-43410 - Water - Hydro	Billing Period Mar31-May2	30.73	
		10-00-00-12103 - Federal Rebate	HST Tax Code	13.13	
		10-00-00-12104 - Provincial Rebat	HST Tax Code	16.40	266.11
Apr2023Arena		10-80-83-43410 - Arena -Hydro	Billing Period Apr5-May4	3,142.24	
		10-00-00-12101 - ITC Receivable	HST-ITC Tax Code	157.11	
		10-00-00-12101 - ITC Receivable	HST-ITC Tax Code	251.38	3,550.73
Apr2023Shed		10-80-81-43410 - Parks - Hydro	Billing Period Mar31-May2	37.00	
		10-80-81-43410 - Parks - Hydro	Billing Period Mar31-May2	4.25	
		10-00-00-12103 - Federal Rebate	HST Tax Code	1.82	
		10-00-00-12104 - Provincial Rebat	HST Tax Code	2.27	36.84
Apr2023315Edmon		10-20-21-43410 - Fire - Hydro	Billing Period Mar31-May2	153.92	
		10-20-21-43410 - Fire - Hydro	Billing Period Mar31-May2	17.70	
		10-00-00-12103 - Federal Rebate	HST Tax Code	7.56	
		10-00-00-12104 - Provincial Rebat	HST Tax Code	9.44	153.22
Apr20223Water		15-40-41-43410 - Water - Hydro	Billing Period Mar28-Apr2	6,680.74	
		10-00-00-12103 - Federal Rebate	HST Tax Code	328.26	
		10-00-00-12104 - Provincial Rebat	HST Tax Code	409.66	7,418.66

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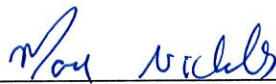
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				Payment Total:	11,425.56
3022	2023-05-26	Manulife Financial	June benefits		
June1-30		10-10-11-41400 - Admin - Group E	June benefits	1,502.22	
		10-30-31-41400 - Roads - Group E	June benefits	1,183.63	
		15-40-41-41400 - W & S - Group E	June benefits	280.09	2,965.94
3023	2023-05-26	McDougall Insurance Brokers	Contents for PW Bld (addition)		
10254		10-10-12-43900 - Admin - Insuran	Contents for PW Bld	110.16	110.16
3024	2023-05-26	Napanee Humane Society	In Memory of Wyn Harvey		
May 26, 2023		10-10-10-43736 - Council - Grants	In Memory of Wyn Harvey	100.00	100.00
3025	2023-05-26	Napanee Home Hardware	Soap refill, safety goggles		
205590		15-40-41-44755 - W & S - Safety	Soap refill, safety goggl	68.15	
		15-40-41-43110 - W & S - Supplie	Soap refill, safety goggl	24.17	
		10-00-00-12103 - Federal Rebate	HST Tax Code	4.54	
		10-00-00-12104 - Provincial Rebat	HST Tax Code	5.66	102.52
3026	2023-05-26	The Napanee Beaver	Yard sale & free cycle ad		
162127		10-10-12-43700 - Admin - Advertis	Yard sale & free cycle ad	184.19	
		10-00-00-12103 - Federal Rebate	HST Tax Code	9.05	
		10-00-00-12104 - Provincial Rebat	HST Tax Code	11.29	204.53
3027	2023-05-26	RG Consultant (Rob Galt)	Call in on May 1		
Apr-May 2023		15-40-41-44115 - Consulting	Call in on May 1	600.00	600.00
				Total for GEN:	19,289.50

Certified Correct This June 2, 2023

Mayor



Treasurer

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Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
Bank Code: GEN - General					
Computer Cheques:					
3028 0001	2023-06-02	Air Artisans	50% Dep Canada Day fireworks		
		10-80-82-44180 - Canada Day Ex	50% Dep Canada Day FW	5,988.53	
		10-00-00-12103 - Federal Rebate	HST Tax Code	294.25	
		10-00-00-12104 - Provincial Rebat	HST Tax Code	367.22	6,650.00
3029 23226654	2023-06-02	Battlefield Equipment Rental	Brushcutter, line, paint		
		10-30-31-43320 - Roads - Building	Line, Paint	186.62	
		10-80-81-43630 - Parks - Small Tr	Brushcutter	482.64	
		10-00-00-12103 - Federal Rebate	HST Tax Code	32.88	
		10-00-00-12104 - Provincial Rebat	HST Tax Code	41.04	743.18
3030 46	2023-06-02	Betty's Cleaning Service	Cleaning Services for May		
		10-10-12-43180 - Admin - Janitori	Cleaning Services for May	407.04	
		10-00-00-12103 - Federal Rebate	HST Tax Code	20.00	
		10-00-00-12104 - Provincial Rebat	HST Tax Code	24.96	452.00
3031 400176	2023-06-02	B.M.R. Mfg. Inc.	No parking sign x4		
		10-30-31-43207 - Roads Materials	No parking sign x4	52.35	
		10-00-00-12103 - Federal Rebate	HST Tax Code	2.57	
		10-00-00-12104 - Provincial Rebat	HST Tax Code	3.21	58.13
3032 123-005897	2023-06-02	Caduceon Enterprises	Testing June		
		15-40-41-44745 - Water - Lab Ana	Testing June	833.44	
		10-00-00-12103 - Federal Rebate	HST Tax Code	40.95	
		10-00-00-12104 - Provincial Rebat	HST Tax Code	51.11	925.50
123-005896		15-40-41-44741 - Wastewater - L	Testing June	2,044.76	
		10-00-00-12103 - Federal Rebate	HST Tax Code	100.47	
		10-00-00-12104 - Provincial Rebat	HST Tax Code	125.39	2,270.62
				Payment Total:	3,196.12
3033 14592	2023-06-02	Canadian Tire	ties,soil,pipe dope,etc.		
		10-80-81-43650 - PARKS - FOUN	ties,soil,pipe dope,etc.	314.05	
		10-00-00-12103 - Federal Rebate	HST Tax Code	15.43	
		10-00-00-12104 - Provincial Rebat	HST Tax Code	19.26	348.74
14591		10-80-81-43730 - Parks - Miscella	25L gas can	67.14	
		10-00-00-12103 - Federal Rebate	HST Tax Code	3.30	
		10-00-00-12104 - Provincial Rebat	HST Tax Code	4.12	74.56
14577		10-80-81-43630 - Parks - Small Tr	YW Cultivator	56.97	
		10-00-00-12103 - Federal Rebate	HST Tax Code	2.80	
		10-00-00-12104 - Provincial Rebat	HST Tax Code	3.49	63.26
14583		10-30-31-43320 - Roads - Building	Spray Paint	109.17	
		10-00-00-12103 - Federal Rebate	HST Tax Code	5.36	

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		10-00-00-12104 - Provincial Rebat	HST Tax Code	6.70	121.23
				Payment Total:	607.79
3034	2023-06-02	Cogeco Connexion Inc.	May21-June20		
110064514071		10-95-95-43150 - Transit- -Teleph	May21-June20	75.09	
		10-00-00-12103 - Federal Rebate	HST Tax Code	3.69	
		10-00-00-12104 - Provincial Rebat	HST Tax Code	4.60	83.38
110064502643		15-40-41-43151 - W & S - Internet	May21-June20	106.80	
		10-00-00-12103 - Federal Rebate	HST Tax Code	5.25	
		10-00-00-12104 - Provincial Rebat	HST Tax Code	6.54	118.59
110064511616		10-20-21-43151 - Fire - Internet	May21-June20	61.00	
		10-00-00-12103 - Federal Rebate	HST Tax Code	3.00	
		10-00-00-12104 - Provincial Rebat	HST Tax Code	3.74	67.74
110064532369		10-80-83-43151 - Arena -Internet I	May21-June20	148.46	
		10-80-83-43150 - Arena -Telephor	May21-June20	74.23	
		10-00-00-12101 - ITC Receivable	HST-ITC Tax Code	11.13	
		10-00-00-12101 - ITC Receivable	HST-ITC Tax Code	17.82	251.64
				Payment Total:	521.35
3035	2023-06-02	Counterforce	May5-June5 Mon Service		
R13430151		10-80-83-43180 - Arena -Outside :	May5-Jun5 Mon Service	36.32	
		10-00-00-12101 - ITC Receivable	HST-ITC Tax Code	1.82	
		10-00-00-12101 - ITC Receivable	HST-ITC Tax Code	2.90	41.04
R13451628		10-80-83-43180 - Arena -Outside :	June5-Jul5 Mon Service	36.32	
		10-80-83-43180 - Arena -Outside :	June5-July5 Mon Service	0.01-	
		10-00-00-12101 - ITC Receivable	HST-ITC Tax Code	1.82	
		10-00-00-12101 - ITC Receivable	HST-ITC Tax Code	2.91	41.04
				Payment Total:	82.08
3036	2023-06-02	Grand & Toy Limited	Receipt book, copy paper, etc.		
T995277		10-10-12-43110 - Admin - Office S	Receipt book, copy paper,	332.03	
		10-00-00-12103 - Federal Rebate	HST Tax Code	16.31	
		10-00-00-12104 - Provincial Rebat	HST Tax Code	20.37	368.71
3037	2023-06-02	Hydro One Networks Inc	Billing Period Mar28-Apr26		
May2023Lights		10-30-33-43410 - Street Lighting -	Billing Period Mar28-Apr2	1,849.82	
		10-30-33-43410 - Street Lighting -	Billing Period Mar28-Apr2	208.97-	
		10-00-00-12103 - Federal Rebate	HST Tax Code	90.89	
		10-00-00-12104 - Provincial Rebat	HST Tax Code	113.44	1,845.18
3038	2023-06-02	Joe Johnson Equipment	9 inch pull fan		
P42438		10-30-31-50538 - Trackless Sidew	9 inch pull fan	816.53	
		10-00-00-12103 - Federal Rebate	HST Tax Code	40.12	

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		10-00-00-12104 - Provincial Rebat	HST Tax Code	50.07	906.72
3039 36,216	2023-06-02	The Mearie Group	Billing Period June 2023		
		15-40-41-41400 - W & S - Group E	Billing Period June 2023	358.31	358.31
3040 302505230910043	2023-06-02	Minister of Finance - OPP	OPP Billing April		
		10-20-22-44520 - Police - OPP Cc	OPP Billing April	40,662.00	40,662.00
3041 2944	2023-06-02	Minitel Corporation	Monthly billing for June		
		10-10-12-43150 - Admin - Telephc	Monthly billing for June	161.80	
		10-00-00-12103 - Federal Rebate	HST Tax Code	7.95	
		10-00-00-12104 - Provincial Rebat	HST Tax Code	9.92	179.67
3042 214680	2023-06-02	Napanee Home Hardware	ball valve		
		10-80-81-43650 - PARKS - FOUN	ball valve	10.17	
		10-00-00-12103 - Federal Rebate	HST Tax Code	0.50	
		10-00-00-12104 - Provincial Rebat	HST Tax Code	0.62	11.29
3043 25532F	2023-06-02	Oosterhof Electrical Services	Electric work food bank		
		10-20-21-43300 - Fire - Building M	Electric work food bank	96.67	
		10-00-00-12103 - Federal Rebate	HST Tax Code	4.75	
		10-00-00-12104 - Provincial Rebat	HST Tax Code	5.93	107.35
3044 May2023	2023-06-02	Receiver General	Payroll deductions		
		10-00-00-21530 - Employee Tax F	Payroll deductions	24,722.17	24,722.17
3045 96881	2023-06-02	Shelin Pools	1 yard field stone		
		10-80-81-43641 - Centennial Park	1 yard field stone	159.36	
		10-00-00-12103 - Federal Rebate	HST Tax Code	7.83	
		10-00-00-12104 - Provincial Rebat	HST Tax Code	9.77	176.96
		5/29/23chlorine			
		10-80-81-43650 - PARKS - FOUN	20L Chlorine refill	36.61	
		10-00-00-12103 - Federal Rebate	HST Tax Code	1.80	
		10-00-00-12104 - Provincial Rebat	HST Tax Code	2.25	40.66
				Payment Total:	217.62
3046 2115	2023-06-02	Stone Mills Portable Toilet	Handicap Unit April		
		10-80-81-43640 - Parks - Centenn	Handicap Unit April	254.40	
		10-00-00-12103 - Federal Rebate	HST Tax Code	12.50	
		10-00-00-12104 - Provincial Rebat	HST Tax Code	15.60	282.50
3047 310-00007991	2023-06-02	Tandet Eastern Ltd	No Notif from Gen to SCADA		
		15-40-41-44830 - Water - Treatme	Gen/SCADA Problem	430.44	
		10-00-00-12103 - Federal Rebate	HST Tax Code	21.15	
		10-00-00-12104 - Provincial Rebat	HST Tax Code	26.40	477.99
3048 May2023	2023-06-02	Wilson, Mandi	May bootcamp and yoga		
		10-80-82-41410 - Recreation	Proç May bootcamp and yoga	1,350.00	1,350.00

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3049 may26/23	2023-06-02	Your Town Quinte Foodmart 10-40-43-44732 - Waste - Spring	hot dogs,buns,drinks hot dogs,buns,drinks	497.68	
		10-40-43-44732 - Waste - Spring	hot dogs,buns,drinks	152.45	
		10-00-00-12103 - Federal Rebate	HST Tax Code	7.49	
		10-00-00-12104 - Provincial Rebat	HST Tax Code	9.35	666.97
May27/23		10-40-43-44732 - Waste - Spring	Ice cubes x6	19.74	19.74
				Payment Total:	686.71
3050 IN-74360-01	2023-06-02	ZycomTechnology Inc. 10-10-12-43500 - Admin - Comput	Back up April and May Back up April and May	159.84	
		10-00-00-12103 - Federal Rebate	HST Tax Code	7.85	
		10-00-00-12104 - Provincial Rebat	HST Tax Code	9.80	177.49
Other:					
20-Man May 2023	2023-06-02	O.M.E.R.S 10-00-00-21536 - OMERS Payabl	Payroll Remittances May Payroll Remittances May	10,130.90	10,130.90
				Total for GEN:	94,795.26

Certified Correct This June 2, 2023

Mayor

m/ou nichols

Treasurer

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Bank Code: GEN - General					
Computer Cheques:					
3051	2023-06-09	Caduceon Enterprises	Owed from original invoice		
123-004258.		15-40-41-44745 - Water - Lab Anz	Owed from original invoice	100.33	
		10-00-00-12103 - Federal Rebate	HST Tax Code	4.93	
		10-00-00-12104 - Provincial Reba	HST Tax Code	6.15	111.41
3052	2023-06-09	Cintas Canada Limited	Mat Rental x2 Arena		
4157625332		10-80-83-43180 - Arena -Outside	Mat Rental x2 Arena	58.22	
		10-00-00-12101 - ITC Receivable	HST-ITC Tax Code	2.91	
		10-00-00-12101 - ITC Receivable	HST-ITC Tax Code	4.66	65.79
3053	2023-06-09	Cogeco Connexion Inc.	Billing date May4-Jun20		
110064500974		10-10-12-43151 - Admin - Internet	Billing date May4-Jun20	103.61	
		10-10-12-43150 - Admin - Telephc	Billing date May4-Jun20	51.82	
		10-00-00-12103 - Federal Rebate	HST Tax Code	7.64	
		10-00-00-12104 - Provincial Reba	HST Tax Code	9.52	172.59
3054	2023-06-09	CWD Electric Inc.	Service call Backwash pump		
11153		15-40-41-43602 - Water - Distribu	Service call Backwash pum	386.69	
		10-00-00-12103 - Federal Rebate	HST Tax Code	19.00	
		10-00-00-12104 - Provincial Reba	HST Tax Code	23.71	429.40
3055	2023-06-09	D&D Electrocraft Limited	Alkaline batteries		
142766		10-20-21-43600 - Fire - R & M Eq	Alkaline batteries	66.14	
		10-00-00-12103 - Federal Rebate	HST Tax Code	3.25	
		10-00-00-12104 - Provincial Reba	HST Tax Code	4.06	73.45
3056	2023-06-09	Hydro One Networks Inc	Billing Period Apr27-May26		
June2023lights		10-30-33-43410 - Street Lighting -	Billing Period Apr27-May2	1,849.82	
		10-30-33-43410 - Street Lighting -	Billing Period Apr27-May2	208.97	
		10-00-00-12103 - Federal Rebate	HST Tax Code	90.89	
		10-00-00-12104 - Provincial Reba	HST Tax Code	113.44	1,845.18
May2023Shed		10-80-81-43410 - Parks - Hydro	Billing Period May2-June1	35.17	
		10-80-81-43410 - Parks - Hydro	Billing Period May2-June1	4.04	
		10-00-00-12103 - Federal Rebate	HST Tax Code	1.73	
		10-00-00-12104 - Provincial Reba	HST Tax Code	2.15	35.01
May2023Canteen		10-80-81-43410 - Parks - Hydro	Billing Period May2-June1	73.75	
		10-80-81-43410 - Parks - Hydro	Billing Period May2-June1	8.48	
		10-00-00-12103 - Federal Rebate	HST Tax Code	3.62	
		10-00-00-12104 - Provincial Reba	HST Tax Code	4.52	73.41
May2023MBQ		15-40-41-43410 - Water - Hydro	Billing Period May2-June1	40.51	
		15-40-41-43410 - Water - Hydro	Billing Period May2-June1	4.65	
		10-00-00-12103 - Federal Rebate	HST Tax Code	1.99	
		10-00-00-12104 - Provincial Reba	HST Tax Code	2.48	40.33

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May2023Townhall		10-10-12-43410 - Admin - Hydro	Billing Period May2-June1	270.90	
		10-10-12-43410 - Admin - Hydro	Billing Period May2-June1	31.15-	
		10-00-00-12103 - Federal Rebate	HST Tax Code	13.31	
		10-00-00-12104 - Provincial Reba'	HST Tax Code	16.61	269.67
May2023315Edmon		10-20-21-43410 - Fire - Hydro	Billing Period May2-June1	104.54	
		10-20-21-43410 - Fire - Hydro	Billing Period May2-June1	12.03-	
		10-00-00-12103 - Federal Rebate	HST Tax Code	5.14	
		10-00-00-12104 - Provincial Reba'	HST Tax Code	6.41	104.06
May2023316Edmon		10-20-21-43410 - Fire - Hydro	Billing Period May2-June1	115.58	
		10-20-21-43410 - Fire - Hydro	Billing Period May2-June1	13.29-	
		10-00-00-12103 - Federal Rebate	HST Tax Code	5.68	
		10-00-00-12104 - Provincial Reba'	HST Tax Code	7.09	115.06
May2023Transit		10-30-31-43410 - Roads - Hydro	Billing Period May2-June1	73.83	
		10-95-95-43410 - Transit- -Hydro	Billing Period May2-June1	36.92	
		10-30-31-43410 - Roads - Hydro	Billing Period May2-June1	8.49-	
		10-95-95-43410 - Transit- -Hydro	Billing Period May2-June1	4.24-	
		10-00-00-12103 - Federal Rebate	HST Tax Code	5.44	
		10-00-00-12104 - Provincial Reba'	HST Tax Code	6.79	110.25
May2023NPW		10-30-31-43410 - Roads - Hydro	Billing Period May2-June1	150.04	
		10-30-31-43410 - Roads - Hydro	Billing Period May2-June1	17.25-	
		10-00-00-12103 - Federal Rebate	HST Tax Code	7.37	
		10-00-00-12104 - Provincial Reba'	HST Tax Code	9.20	149.36
May2023WtrTwr		15-40-41-43410 - Water - Hydro	Billing Period May2-June1	255.15	
		15-40-41-43410 - Water - Hydro	Billing Period May2-June1	29.34-	
		10-00-00-12103 - Federal Rebate	HST Tax Code	12.54	
		10-00-00-12104 - Provincial Reba'	HST Tax Code	15.65	254.00
				Payment Total:	2,996.33
3057	2023-06-09	Madden, Sophia	Work Clothes		
June5/23		15-40-41-43710 - W & S - Uniform	Work Clothes	193.84	
		10-00-00-12103 - Federal Rebate	HST Tax Code	9.52	
		10-00-00-12104 - Provincial Reba'	HST Tax Code	11.89	215.25
June2/23		15-40-41-43710 - W & S - Uniform	Work Clothes	170.76	
		10-00-00-12103 - Federal Rebate	HST Tax Code	8.39	
		10-00-00-12104 - Provincial Reba'	HST Tax Code	10.47	189.62
				Payment Total:	404.87
3058	2023-06-09	R. Morden Engineering	In and Ex reno payment 1		
22-26-06		10-80-83-49100 - Arena -Capital E	In and Ex reno payment 1	14,687.19	
		10-00-00-12101 - ITC Receivable	HST-ITC Tax Code	734.36	
		10-00-00-12101 - ITC Receivable	HST-ITC Tax Code	1,174.97	16,596.52
22-26-05		10-80-83-49100 - Arena -Capital E	Storage reno payment 2	11,360.79	

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		10-00-00-12101 - ITC Receivable	HST-ITC Tax Code	568.04	
		10-00-00-12101 - ITC Receivable	HST-ITC Tax Code	908.86	12,837.69
22-26-07		10-80-83-49100 - Arena -Capital E	Final design/Renos	3,869.73	
		10-00-00-12101 - ITC Receivable	HST-ITC Tax Code	193.49	
		10-00-00-12101 - ITC Receivable	HST-ITC Tax Code	309.58	4,372.80
				Payment Total:	33,807.01
3059	2023-06-09	Napanee Home Hardware	Paint and Insecticide		
228717		10-80-83-43300 - Arena -Building	Paint and Insecticide	177.52	
		10-00-00-12101 - ITC Receivable	HST-ITC Tax Code	8.88	
		10-00-00-12101 - ITC Receivable	HST-ITC Tax Code	14.20	200.60
3060	2023-06-09	Reliance Home Comfort	Billing Period May2-June1		
May2023		10-80-83-43650 - Fitness Centre E	Billing Period May2-June1	141.02	
		10-00-00-12101 - ITC Receivable	HST-ITC Tax Code	7.05	
		10-00-00-12101 - ITC Receivable	HST-ITC Tax Code	11.28	159.35
3061	2023-06-09	Royal Canadian Legion	Wreath for June10 ceremony		
20		10-10-10-43736 - Council - Grants	Wreath for June10 ceremon	83.00	83.00
3062	2023-06-09	Sonny's Automotive Centre	Lift inspection		
30006		10-95-95-43626 - Transit - R & M ;	Lift inspection	137.38	
		10-95-95-43627 - Transit - R & M ;	Lift inspection	53.93	
		10-00-00-12103 - Federal Rebate	HST Tax Code	9.40	
		10-00-00-12104 - Provincial Reba	HST Tax Code	11.73	212.44
3063	2023-06-09	Ultramar	Fuel 914.50L		
58067		10-30-31-43209 - Roads Materials	Fuel 914.50L	1,241.60	
		10-00-00-12103 - Federal Rebate	HST Tax Code	61.01	
		10-00-00-12104 - Provincial Reba	HST Tax Code	76.14	1,378.75
3064	2023-06-09	Waste Connection of Canada In	Commercial Bin PU		
7150-0000422408		10-80-83-44400 - Arena -Waste C	Commercial Bin PU	303.22	
		15-40-41-44400 - W & S - Waste	Waste pick up commercial	239.41	
		10-30-31-44400 - Roads - Waste	Waste pick up commercial	239.42	
		10-00-00-12103 - Federal Rebate	HST Tax Code	23.53	
		10-00-00-12104 - Provincial Reba	HST Tax Code	29.35	
		10-00-00-12101 - ITC Receivable	HST-ITC Tax Code	15.16	
		10-00-00-12101 - ITC Receivable	HST-ITC Tax Code	24.26	874.35
7150-0000421633		10-40-43-44750 - Contract Service	Curbside PU	5,517.09	
		10-40-43-44730 - Waste Contract	Curbside PU	8,754.32	
		10-40-43-44732 - Waste - Spring	Spring Clean Up Bins	5,959.59	
		10-00-00-12103 - Federal Rebate	HST Tax Code	994.05	
		10-00-00-12104 - Provincial Reba	HST Tax Code	1,240.58	22,465.63
				Payment Total:	23,339.98

Report Date
2023-06-09 3:35 PM

Town of Deseronto
List of Accounts for Approval
As of 2023-06-09
Batch: 2023-00075

Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
3065 74391-01	2023-06-09	ZycomTechnology Inc. 10-10-12-43500 - Admin - Comput 10-00-00-12103 - Federal Rebate 10-00-00-12104 - Provincial Reba	VMware Production VMware Production HST Tax Code HST Tax Code	512.12 25.16 31.40	568.68
Other:					
26-Man 833673	2023-06-05	Foss National Leasing 10-30-31-43209 - Roads Materials 10-30-31-43209 - Roads Materials 15-40-41-43201 - W & S - Gas & C 15-40-41-43201 - W & S - Gas & C 10-00-00-12103 - Federal Rebate 10-00-00-12104 - Provincial Reba	Gas Charges May-June Gas Charges May-June Gas Charges May-June Gas Charges May-June HST Tax Code HST Tax Code	440.55 6.21- 1,205.61 17.85- 80.89 100.94	1,803.93
				Total for GEN:	65,807.58

Certified Correct This June 9, 2023

Mayor

Maureen Nichols

Treasurer

TOPIC:	Re-imbusement for Pump
REPORT BY:	Clerk
DRAFTED:	June 8, 2023
AMENDED:	
COUNCIL/COMMITTEE:	June 14, 2023

Issue

A resident has brought in an invoice in the amount of approximately \$1,650.00 and requested that he be re-imbursed. Staff have declined to pay the invoice based on past precedent and advise from our insurance company. The resident has said that he will be attending Council to discuss.

Background

When there was an issue with the Mill Street lift station the resident experienced a bit of back-up into one of his basement rooms from his own appliances (non sewage). The Town Manager went up to the home and came back with pictures that showed the homeowner was able to move the few items that had been stored the room and reported that there was no damage at the property.

Financial Impact

If the Town were to pay this invoice, it would be setting a precedent that the Town will re-imburse residents for any damage that occurs on their property; whether it be from a back-up or from a fallen tree.

Recommendations

Staff would maintain with past precedent and decline to pay the homeowner.

TOPIC:	Health & Safety Inspection
REPORT BY:	Clerk
DRAFTED:	June 8, 2023
AMENDED:	
COUNCIL/COMMITTEE:	June 14, 2023

Issue

With the Ontario Clean Water Agency taking over the operation of our Water & Wastewater plants, we requested that they do a Health & Safety inspection.

Background

Mid May the Town Manager and myself met with James Taylor and Wes Henneberry to review the inspection report that had been compiled. We asked that they break the list down into 2-3 lists. The first items were the deficiencies that required immediate remediation.

Financial Impact

Last week we were presented with a quotation in the amount of \$18,000. for the items that required immediate attention. This is not an amount that we budgeted for.

Recommendations

Since the purchase of the listed items adds to the health & safety of our staff, I would recommend that we find some funding to purchase these items – possibly a refund for a capital purchase that the Treasurer will be discussing.

Facility Name and Area(s) Inspected: Deseronto WTP & WWTP	Org. Unit: N/A
Name of Inspector: Wes Henneberry	Date and Time of Inspection: May 15 @ 8:00 am

Location	Description	Recommended Action
WTP- Chlorine Room	The eyewash is not functioning.	Repair/replace the eyewash.
WTP/WWTP	Backflow preventers have not been tested.	Backflow preventers should be tested annually.
WTP/WWTP	It appears all the lifting devices have not been inspected. Including gantries, hand cart, bases and davit arms.	Lifting devices have not been inspected throughout both the water and wastewater plant. They should be inspected annually
WTP- Clearwell	Items stored on top of clearwell, including polymer.	Items should be removed for access and to prevent a spill.
WTP- Chemical	No eyewash located near polymer/sternpac pumps/tanks	Eyewash should be installed near the location of the chemicals
WTP- Chemical	There was a leak in the containment for the polymer/stern pac	This should be cleaned up
WTP- Chemical	No Labels on SternPAC day tank	Tank should be clearly labeled.
WTP – Chemical	Chemical line (Alum) to sewage plant leaking	Requires a section to be replaced
WTP- air Compressor near Filters	The belts on the air compressor appear to be in poor condition	The belts should be replaced
WTP- Bulk Chemical Storage	No eyewash in the bulk chemical storage area	Eyewash should be installed.
WTP- Bulk Chemical Storage	There are leaks in the chemical bulk room in two locations upstairs.	The leaks should be investigated and repaired to prevent slip, trip and fall hazard
WTP-SCBA	There doesn't appear to be an annual inspection performed on equipment and no 5 year hydrostatic testing on tanks	Inspection and testing should be performed.
WTP- Control Room	There is a Alum leak in the MCC room	This should be addressed right away as this is a major hazard.

WTP- Basement Sump Pump	There is no grating over the sump pumps	Grating should be installed to remove the hazard
WTP- HLP	There is no grating along the wall in the HLP area for the channel that is directed toward the sump pump	Grating should be installed.
WTP-Basement HLP	There are appears to be mould in the basement near the HLP's and on the walls in the basement	Remediation of the mould is recommended with ongoing maintenance to the walls floors ect.
WTP- Chlorine Gas	Chlorine gas cylinders should be labeled and proper security around the tanks is recommended (fencing, barrier etc)	Proper labels on tank and security around the tanks
WWTP- Raw Sewage	Sludge pump in the basement requires repair	The sludge pumps should be repaired.
WTP- Chlorine Gas- Lowlift & WTP	There is no alarm to notify staff of potential gas leak outside of the Chlorine gas room	An warning alarm should be installed outside of chlorine gas room.
WTP/WWT- First Aid	It appears the first aid kits have not been inspected at a set frequency. There are no tags on the first aid kit to indicate last inspection	It is recommended to create monthly sign off sheet that the employees checked the kits
WTP/WWTP- Fire Extinguishers	The fire extinguishers throughout the facilities for the most part have not been checked on a monthly basis. The last inspection was January. Also, the fire extinguishers are stored on the ground.	The fire extinguishers should be checked on a monthly basis and signed off on the tag. The fire extinguishers should also be stored on a hook off the ground so it is easily accessible to staff.
WWTP- lab	There is no eye wash in the lab.	It is recommended to install an eyewash in the WWTP lab.
WWTP- Lab	The pH standards have expired in the lab	They should be replaced.
WTP/WWTP- Confined Space	The confined space equipment has not been inspected and the retrieval device is not working. Examples tripod, SRL, chains, harness etc.	The failed equipment should be replaced and all equipment should be inspected by a third party.
WTP/WWTP- Portable Gas Meter- Confined Space	There are no records of calibration/bump test on or near the unit. Equipment appears outdated	Calibration and bump test records should be stored near or on the unit. It is also recommended to look at updated equipment.
WWTP- Storage Room	There is waste oil and old batteries stored on-site	This should be removed as there is excess clutter and potential leak/spill of oil or acid from the battery.
WTP/WWTP	There appears to be no inspection record of ladders	It is recommended that ladders are inspected annually.

WWTP- Chemical	There is no containment for polymer for day tank. Also no signage. The pumps and floor are also a mess.	It is recommended to install containment and post signage on day tank. The mess on the floor and pumps should be cleaned up.
WWTP – WTP Chemicals & boiler area (upstairs)	No Eyewash station available	Have eyewash station installed.
WWTP- Fixed Gas Meters	The fixed gas meters are not functioning. There also is no fixed gas meter at the headworks of the plant	These should be repaired ASAP and a fixed gas meter in the headworks should be investigated. It is recommended staff wear a portable gas meter while in these buildings.
WTP-WWTP- Electrical	There are extension cords running for composite samplers and pumps creating tripping and electrical hazard. This is in violation of ESA standards	The extension cord that runs along the WWTP should be hardwired on the permanent equipment (Raw Sewage Composite Sampler), along with the pump installed beside the air compressor in the water plant.
WWTP- Final Effluent	There is a build-up of scum and algae on the weirs and in the outfall.	This should be cleaned as it could impact the final effluent quality.
WWTP- Analyzer/Flow Meter	The online DO meters for the aeration tanks, one is not functioning and the other fails when in operations. The screen on the RAS flowmeter is not working.	Both the online DO meters and flowmeter should be repaired to provide correct values.
WTP/WWTP- Spill Kits	There were no spill kits located near the chemicals.	Spill Kits should be purchased and placed near the chemicals.
WTP	Expired Green Book- 2020 on-site	Replace with 2023
WTP- Right to Know	Safety Data Sheets are out of date	Update Safety Data Sheets
Staff Requires Fit Testing & Confined Space Training	Staff require ASAP	OCWA can provide
Annual Boiler Inspection	Not completed since 2017	Have Boilers inspected
Staff require refresher and complete confine space training	Staff require ASAP	OCWA can provide
Chemical Loading Alarms	Alarms required to prevent overfilling tanks	Requires to be investigated
Water backflows Preventors	Required annually Testing	Have completed

Remove bubbler level monitoring and repair/replace air valve at Mill street SPS	To have pumping station operate without pumps from air locking to prevent flow and proper level monitoring, light over wet well	Investigate to complete
Main St SPS -	Heater needs to be hard wired, light over wet well	Electrician Required
Forth St SPS	Davit Inspection, light over wet well	Investigate to complete

*Include copies of checklists and photos if available

Things to Discuss:

- Purchases required – SLR, valves, required parts
- Optimization of plant – weekend checks
- Low lift chlorine injector system – proper heating system and cover (presently wooded cover)
- Low Lift station – 2 supply lines to plant, one has a leak and only used once a year to keep operational

TOPIC:	Deseronto Transit
REPORT BY:	Clerk
DRAFTED:	June 8, 2023
AMENDED:	
COUNCIL/COMMITTEE:	June 14, 2023

Issue

Staff have been reviewing some on the practices of Deseronto Transit and would like to make some changes.

Background

Deseronto Transit has 2 large diesel powered buses (an 18 passenger 2016 with 520,000 km and a sixteen passenger 2018 with 260,000 km) and a Dodge van. Currently the buses are parked in the locked Prince Street compound and the van is kept at the home of one of the drivers and is brought into Town daily so that the vehicles can be cleaned.

The drivers of the buses have been permitted to purchase a stock of minor mechanical items, so that some repairs/oil changes can be done in house rather than take the bus into a professional garage for maintenance.

The Treasurer will be presenting Council with the proposed set route schedule as was prepared by the Town Manager and the drivers. It has come to our attention throughout this process that Transit is making many trips that are not profitable. They are driving approximately 10 km out Northport Road to pick up one passenger and taking her to NDSS, as well as driving 3 trips to Belleville (first trip with 2-4 passengers, second trip with one person and the third with 6-8 passengers) before 9 am.

Financial Impact

A cost savings is hard to determine at this point as there will be savings with some items and additional cost with another.

Recommendations

At this time, staff would like to make the following changes, to start:

1. The van should be kept at the Prince Street compound to save the expense and wear & tear of driving the van back and forth (non-paying trips)
2. The middle trip to Belleville in the morning is eliminated
3. The first trip to Belleville in the morning is taken with the van, and not a large bus
4. The buses could be cleaned once a week now, rather than daily
5. Starting July 1st, the bus will not be crossing the bridge and going into Prince Edward County to pick up one passenger
6. All repairs to the buses & van (public vehicles) should be done by a licensed garage to eliminate any liability on our drivers and to ensure that used fluids are disposed of properly.
7. Staff work with the Transit drivers to come up with a simplified one page route schedule.

TOPIC:	Fee By-law Schedules
REPORT #	TRE-2023-26
REPORT BY:	Treasurer
DRAFTED:	June 8th, 2023
AMENDED:	
COUNCIL/COMMITTEE:	June 14th, 2023

ISSUE

To provide Council with information to consider increasing fees being charged currently and adding some additional fees for the purpose of generating new revenue for the municipality, in attempts to keep the tax rate down.

BACKGROUND

Currently the Town of Deseronto has Fee By-law, 49-20, passed August 12th, 2020, that allows the municipality to charge for certain services that are being provided to the end user. In the 2023 budget Council approved an increase to bag tags from \$3.00 a tag to \$3.50 as of July 1st. Council asked staff to update the Fee by-law to reflect the increase in bag tags and to review the other schedules and recommend any fee increases and/or additional fees. Therefore, attached to the report are Schedule "B", "C", "D", "F", "G" and "I" to By-law 49-20 which includes new suggested price increases and new fees that were not included on the previous by-law.

The changed items are shaded in with grey so that they are easy to pick out. It also shows the old price and the suggested new price. One star (*) indicates a new fee. We did get fee by-laws from neighboring municipalities to compare and base our increases on comparables.

We have added a credit card user fee. We have many people that want to use their credit cards to pay bills. These credit cards cost the Town (all residents) a substantial amount of money each year to offer this service. In 2022 we paid

approximately \$3,250. When I polled other municipalities in Hastings County a lot do not accept credit cards and others use a third-party platform that the person can pay their bill online themselves. A few of the Hastings County municipalities use this third-party called PaySimply. Upon investigating I see that Deseronto Utilities and Taxes are already set up on this platform. I am wondering if at one time Deseronto did offer this platform as a payment method. If Council do not want to charge a credit card fee, we can consider using the third-party platform or do nothing at all and leave it as is.

RECOMMENDATION(s)

That Council pass the attached Schedules for By-law 49-20;
And that the new fees take effect on July 1st, 2023.

SCHEDULE "B" TO By-law 49-20

TREASURY DEPARTMENT

SERVICE PROVIDED	FEE FOR SERVICE
Bag Tags	3.00 to \$3.50
Reprint Tax Receipt	5.00 to \$10.00
Reprint Tax Bill	5.00
NSF Fee	50.00
Statement of Tax Account	10.00
Tax Account Inquiry	25.00
Tax Certificate	50.00 to \$75.00
Letters or Reports Prepared by Staff	25.00
Utility Account Statement	10.00
Reprint of Utility Bill (at owners' request)	5.00
Cheque Refund Overpayment (unless MPAC generated)	20.00
Ownership Change Fee	10.00
Transfer Funds Between Property Roll #'s (customer error)	10.00
Dog Tag (before April 1)	20.00
Dog Tag (April 1 and on)	25.00
Refreshment Vehicles (chip truck)	500.00
*Credit Card User Fee	3% of transaction

* New Fee

SCHEDULE C” TO BY-LAW 49-20

BUILDING AND PLANNING DEPARTMENT

SERVICE PROVIDED	FEE FOR SERVICE
Copy of Comprehensive Zoning By-law	50.00
Copy of Official Plan	50.00
Property Standards Certificate of Compliance	52.50
Zoning Compliance Letters	75.00 to \$100
Zoning Amendments	600.00
Minor Variance	400.00
In Lieu of Park Land on Severances and Plans of Subdivisions	5% of the Value of the Lot/Land

SCHEDULE "D" TO BY-LAW 49-20

PUBLIC WORKS DEPARTMENT

SERVICE PROVIDED	FEE FOR SERVICE
Road Cut Permit Deposit	1000.00
Road Cut Permit Admin Fee	100.00 to \$150
Entrance Permit Deposit Residential	500.00
Entrance permit Deposit Commercial	1,000.00
Entrance Permit Admin Fee	100.00 to \$150
Sweeper Rental (per hr.)	136.00 + HST to \$176.00 +HST

SCHEDULE "F" TO BY-LAW 49-20

FIRE SERVICES

SERVICE PROVIDED	FEE FOR SERVICE
Burn Permits per year	10.00 to \$15.00
Any Inspections (at property owners request)	100.00
Request for Fire Report or Letter each	100.00
Propane Review and Approval each	100.00
Investigation of Open-Air Burn (by complaint)	75.00
Burning without Permit of Illegal Burning, if Trucks are Called (per hr. or part of an hr. for each apparatus)	500.00
Non-notified false alarm, first 2 calls per 12 months period per address free, each additional call per 12 months period per address	500.00
Nuisance Calls first 2 calls per 12 months period per address free, each additional call per 12 months period per address, per apparatus per hr.	500.00
**Responding to and provide vehicle fire extinguishment, extrication, and rescue services to non-residents of the Town of Deseronto	\$400.00 for the first hour per piece of equipment, \$200.00 for each additional hour or part thereof per piece of equipment plus wages for all firefighters on scene at current Firefighter hourly rate.

** New fee

**SCHEDULE "G" TO BY-LAW 49-20
DESERONTO CEMETERY RATES**

SERVICE PROVIDED	FEE FOR SERVICE
INTERMENT & SCATTERING RIGHTS	
Single (P.C. Included)	800.00 to \$1000 + HST
Single Veteran's Section	Contact Deseronto Royal Canadian Legion
Cremation Single (2'x2')	325.00 to \$425 + HST
Double (2'x3')	475.00 to \$550 + HST
Top 2 Rows - Niche	1200.00 to \$1400 + HST
Bottom 2 Rows - Niche	1000.00 to \$1200 + HST
BURIAL CHARGES	
Adult Grave Single Depth Summer	700.00 to \$800 +HST
Adult Grave Double Depth Summer	1050.00 to \$1200+ HST
Adult Grave Single Depth Winter	800.00 to \$900 + HST
Adult Grave Double Depth Winter	1200.00 to \$1350 + HST
Grave Veteran's Section Summer	700.00 to \$800 +HST
Grave Veteran's Section Winter	800.00 to \$900 + HST
BURIAL CHARGES – CREMATIONS	
Grave Single for Urn Summer	375.00 to \$400 +HST
Grave Single for Urn Winter	475.00 to \$500 + HST
Grave Double for Urns Summer	562.50 to \$600 + HST
Grave Double for Urns Winter	712.50 to \$750 + HST
Columbarium Niche Open/Close Summer & Winter	150.00 to \$250 +HST
ADDITIONAL COST OF INTERMENT	
Weekends Winter (Nov 1 st)	\$200 + HST
Weekends Summer (April 1 st)	\$200 + HST
Holidays Winter (Nov 1 st)	\$200 + HST
Holidays Summer (April 1 st)	\$200 + HST
Transfer of Interment Rights	25.00 to \$75 + HST
DISINTERMENT OF HUMAN REMAINS	
In-ground Grave, Casket Summer	1050.00 to \$1250 + HST
In-ground Grave, Casket Winter	1200.00 to \$1400 + HST
In-ground Double Depth Grave, Casket Summer	1575.00 to \$1775 + HST
In-ground Double Depth Grave, Casket Winter	1800.00 to \$2000 + HST
In-ground Grave, Cremated Remains Summer	562.50 to \$762.50+ HST
In-ground Grave, Cremated Remains Winter	712.50 to \$912.5 + HST
Columbarium Niche	150.00 to \$250 + HST
MARKERS	
4 Cornerstones	200.00 to \$250 + HST
4 Polished Cornerstones	250.00 to 370+ HST
Installation of 4 Cornerstones	150.00 to \$200 + HST

Summer May 1 – Oct 31

Winter Nov 1 – Apr 30

**SCHEDULE "I" TO BY-LAW 49-20
DESERONTO WATER & SEWER**

Revised As of March 1, 2023

SERVICE PROVIDED	FEE FOR SERVICE
Water Lateral Permit Deposit	1,000.00
Water Lateral Permit Admin Fee	100.00 to \$150.00
Sewer Lateral Permit Deposit	1,000.00
Sewer Lateral Permit Admin Fee	100.00 to \$150.00
Septage Receiving Fee (m3)	45.50

TOPIC:	Transit Routes & Schedule
REPORT #	TRE-2023-27
REPORT BY:	Treasurer
DRAFTED:	June 8th, 2023
AMENDED:	
COUNCIL/COMMITTEE:	June 14th, 2023

ISSUE

To provide Council with information to consider returning the Transit service from “On-demand” to set routes like it was prior to COVID.

BACKGROUND

Pre-COVID the transit service in Deseronto was ran like most municipal transit services, where there are bus stops, set routes and set times. When COVID hit, the transit service in Deseronto was changed to an “On-demand” service where people could call and have the bus pick them up whenever and wherever they wanted to be if the bus was available at that time.

Council has asked staff to come up with proposed routes and get the transit service back to set stops and set times. Staff have had one of the Transit drivers come up with the routes that he seems to think will make the most sense and provide the best service to all people that currently use the transit service.

Attached are the proposed routes for Council to review and make comments and/or changes. Once the routes and times are decided on and approved, staff will have to communicate the changes and give plenty of notice and time for the end users to become familiar with the new service.

RECOMMENDATION(s)

That Council discuss and make comments to staff and give clear direction as to when they would like to see the new routes in place.

Transit Routes

(Bus)

Monday – Friday

Deseronto

Time	Stop	Stop	Stop
4:45 am	Fire Hall	Town Hall	Dundas & Centre St
	Green & Main St	Pearl & Dundas St	Pearl & Main St
	Deseronto Community Centre	Elders Lodge	
	Hwy 49 & Esso	Wyman & York Rd	
4:55 am	Norway & York Rd		

Shannonville

Time	Stop	Stop	Stop
5:05 am	Queen & York Rd	Village Variety	Free Flow

Belleville

Time	Stop	Stop	Stop
5:20 am	Jamieson Bone & College St	Jamieson Bone & Adam St	
	Quinte Mall *	Bell Bus Terminal *	
5:40 am	Independent Grocery Store	Herchmere & Dundas St	Bayview Mall

*Optional

Shannonville

Time	Stop	Stop	Stop
6:10 am	Queen & York Rd	Hwy 49 & Bayshore Rd	

Deseronto

Time	Stop	Stop	Stop
6:15 am	Fire Hall	Town Hall	Prince & Main St
	Thomas & Fourth St	Fourth & Dundas St	Friendly Manor

Napanee

Time	Stop	Stop	Stop
6:30 am	Walmart *	No Frills	Metro
	Centre & Dairy Ave	Market Square	Grays IDA
	Richmond Park Dr & Dundas St		

*Optional

Deseronto

Time	Stop	Stop	Stop
6:50	Friendly Manor	Dundas & Fourth St	Prince & Main St
	Town Hall	Fire Hall	Green & Main St
	Pearl & Main St	Deseronto Community Centre	Hwy 49
7:15 am	Pearl & Dundas St	Bayview Inn	
7:20 am	Thomas & Green St	Fire Hall	Town Hall
	Prince & Main St	Dundas & Fourth St	

Napanee

Time	Stop	Stop	Stop
7:35 am	Richmond & Dundas St	Medical Labs	Raglan & Dundas St
	Grays IDA	Springside Park	Palace Rd & Hwy 2
7:45 am	Camden Variety & Flying J	Walmart	Strathcona Paper Centre
	No Frills	Metro	Camden Rd & Centre St
	Market Square	Grays IDA	Napanee District SS
	York & Bridge St	Richmond park Dr & Dundas St	

Deseronto

Time	Stop	Stop	Stop
8:15 am	Friendly Manor	Dundas & Fourth St	Prince & Main St
	Town Hall	Fire Hall	
	Dundas & Centre St	Dundas & Pearl St	Pearl & Main St
	Dundas & Pearl St	Deseronto Community Centre	Hwy 49

Shannonville

Time	Stop	Stop	Stop
8:35 am	Wyman & York Rd	Norway & York Rd	Queen & York Rd
	Village Variety	Free Flow	

Belleville

Time	Stop	Stop	Stop
8:50 am	Elmwood & Hwy 2	Quinte Vitality Social Support	Jamieson Bone & College St
	Jamieson Bone & Adam St	Quinte Mall	Sidney & Bell Blvd
	Sidney & Bridge St W		
9:15 am	Bell Bus Terminal	Belleville Gen Hospital	Herchmer & Dundas St
	Independent Grocery Store		
9:25 am	Bayview Mall		

Shannonville

Time	Stop	Stop	Stop
9:50 am	Free Flow	Queen & York Rd	Hwy 49 & York Rd

Deseronto

Time	Stop	Stop	Stop
9:55 am	Dundas & Pearl St	Dundas & Centre St	Fire Hall
	Town Hall	Prince & Main St	Dundas & Fourth St

Napanee

Time	Stop	Stop	Stop
10:05 am	Dundas & Richmond St	Hospital	Medical Labs
	Dundas & Raglan St	Baker & West St	Grays IDA
	Market Square		
10:20 am	Camden Variety		
10:25 -10:30 am	Walmart	Strathcona Paper Centre	No Frills
	Metro		
10:40 am	Giant Tiger	Camden & Centre St	
10:50	Market Square	Grays IDA	Bridge & Belleville Rd
	Napanee District SS	York & Bridge St	
11:00 am	Richmond Park Dr & Dundas St W		

Deseronto

Time	Stop	Stop	Stop
11:10 am	Friendly Manor	Dundas & Fourth St	Prince & Main St
11:15 am	Town Hall	Fire Hall	Dundas & Centre St
	Pearl & Dundas St	Deseronto Community Centre	Mechanic & Main St
	Elder Lodge	South Huron & Bayshore Rd	
11:25 am	Hwy 49	Huron Brant & Hwy 2	Pearl & Dundas St
	Bayview Inn	St. George & Dundas St	
11:35 am	Town Hall	Fire Hall	
11:40 am	Prince & Main St	Dundas & Fourth St	
11:45 am	Friendly Manor		

Napanee

Time	Stop	Stop	Stop
11:55 am	Richmond Park Dr & Dundas St	Medical Labs	
	Raglan & Dundas St	Baker & West St	Grays IDA
12:05 pm	Market Square	Camden Variety	Walmart
	Strathcona Paper Centre		
12:15 pm	No Frills	Metro	Giant Tiger
	Camden & Centre St		
12:25 pm	Market Square	Grays IDA	Baker & West St
	Bridge & Belleville Rd	Napanee District SS	Bridge & York St

12:40 pm	Richmond & Dundas St	Hospital	
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Deseronto

Time	Stop	Stop	Stop
12:50 PM	Dundas & Fourth St		
1:00 pm	Prince & Main St	Town Hall	Fire Hall
	Dundas & Centre St	Dundas & Pearl St	Bayview Inn
	Deseronto Community Centre		
	Hwy 49 & York Rd	Wyman & York Rd	Queen & York Rd
1:20 pm	Village Variety	Free Flow	

Belleville

Time	Stop	Stop	Stop
1:30-1:35 pm	College & Jamieson Bone	Jamieson Bone & Adam St	
1:45 pm	Quinte Mall	Sidney & Bridge St	
2:00 pm	Belleville Bus Terminal		
2:10 pm	College & Jamieson Bone	Quinte Secondary School	Jamieson Bone & Adam St
2:25 pm	Herchmer & Dundas St	Bayview Mall	

Shannonville

Time	Stop	Stop	Stop
2:35 pm	Free Flow		
2:40 pm	Queen & York Rd		

Deseronto

Time	Stop	Stop	Stop
3:00 pm	Hwy 49 & York Rd Main & Green St	Dundas & Pearl St	Pearl & Main St
3:10 pm	Town Hall Dundas & Fourth St	Fire Hall	Prince & Main St
3:15 pm	Friendly Manor		

Napanee

Time	Stop	Stop	Stop
3:25 pm	Richmond Park Dr & Dundas St	Raglan & Dundas St	Baker & West St
	Grays IDA	Market Square	Camden Variety
3:35 pm	Walmart	No Frills	Metro
	Camden & Centre St		
3:45 pm	Market Square	Grays IDA	Baker & West St

Deseronto

Time	Stop	Stop	Stop
4:00 pm	Friendly Manor	Dundas & Fourth St	Prince & Main St
	Town Hall	Fire Hall	Dundas & Centre St
	Dundas & Pearl St	Deseronto Community Center	Main & Green St
	Town Hall	Fire Hall	Prince & Main St
4:15 pm	Dundas & Fourth St		

Napanee

Time	Stop	Stop	Stop
4:25 pm	Dundas & Richmond St	Hospital	Raglan & Dundas St
	Baker & West St	Grays IDA	
4:35 pm	Market Square	Camden Variety	Walmart
4:45 pm	Strathcona Paper Centre	No Frills	Metro
	Giant Tiger	Centre & Camden Rd	
4:55 pm	Camden Variety		
5:00 pm	Market Square		
5:05 pm	Baker & West St	Bridge & Belleville Rd	Napanee District SS
	York & Bridge St		
5:10 pm	Richmond & Dundas St	Hospital	
5:15 pm	Raglan & Dundas St		
5:20 pm	Grays IDA	Market Square	
5:25 pm	Camden Variety		
5:30 pm	Walmart	No Frills	Metro
5:40 pm	Giant Tiger	Camden Variety	
6:00 pm	No Frills	Metro	Richmond Park Dr &

			Dundas St
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Deseronto

Time	Stop	Stop	Stop
6:20 pm	Dundas & Fourth St	Prince & Main St	Fire Hall
	Town Hall		

Transit Routes

(Van)

Monday – Friday

Deseronto

Time	Stop	Stop	Stop
3:30 pm	Town Hall	Fire Hall	Prince & Main St
	Dundas & Fourth St		

Napanee

Time	Stop	Stop	Stop
3:45 pm	Dundas & Richmond St	Hospital	Baker & West St
3:55 pm	Market Square	Camden Variety	
4:10 pm	Walmart		

Belleville

Time	Stop	Stop	Stop
4:45 pm	Quinte Mall	Sidney & Bridge St	Bell Bus Terminal
5:05 pm	College & Jamieson Bone	Jamieson Bone & Adam St	
5:15 pm	Herchmer & Dundas St	Bayview Mall	

Shannonville

Time	Stop	Stop	Stop
5:30 pm	Free Flow	Queen & York Rd	

Deseronto

Time	Stop	Stop	Stop
5:45 pm	Queen & Hwy 49	Dundas & Pearl St	Dundas & Centre St
5:55 pm	Town Hall	Fire Hall	

TOPIC:	Return of Water Plant Capital Equipment
REPORT #	TRE-2023-28
REPORT BY:	Treasurer
DRAFTED:	June 9th, 2023
AMENDED:	
COUNCIL/COMMITTEE:	June 14th, 2023

ISSUE

To provide Council with information on the purchase of capital water plant items

BACKGROUND

Prior to the 2023 budget being approved, the Water & Wastewater Manager provided Council with a report (copy attached) to get approval to purchase pre-chlorine analyzers, as he alluded that these were necessary based on Ministry Regulation 170/03. These pre-chlorine analyzers were purchased at a cost of \$36,576.97, in March. This equipment is still sitting in the boxes at the plant and has never been installed.

James Taylor, Senior Operations Manager from Ontario Clean Water Agency (OCWA) has informed us that this capital purchase was not necessary; see the email attached. James reached out to the company that we purchased the equipment from, and they will take them back with a 25% restocking fee as they were a special order. That means we will lose approximately \$9,100.

When I spoke to the company about the credit, the money would be put on our "account" and then we would have to request a refund cheque be sent to us. If we return the product, we would be getting approximately \$27,500 back.

Gail did a report on the Health & Safety deficiencies at the plants and if Council decide to go ahead with purchasing of some of the items to rectify the deficiencies at the plant we could cover these expenses with the money we receive back from the returned capital.

RECOMMENDATION(s)

That Council direct staff on if they want the capital purchases returned at a loss of approximately \$9100.

TOPIC:

REPORT BY: Water & Wastewater Manager / Frederick Dubeau

DRAFTED:

AMENDED: -

COUNCIL/COMMITTEE:

ISSUE

The water plant currently has 1 Pre-chlorine analyzer and 1 Post chlorine analyzer with no backups online.

BACKGROUND:

Ministry usually recommends a second (back-up) analyzer to be installed inline, incase of failure of main (primary) analyzer. As per Regulation 170/03 if the main analyzer fails an operator must take chlorine residuals every 5 minutes to be in compliance. Analyzers when cleaned tend to drift for 24 hours giving false readings during that time frame. This makes doing maintenance and cleaning on the main unit difficult without a secondary (backup) inline unit.

FINANCIAL IMPACT:

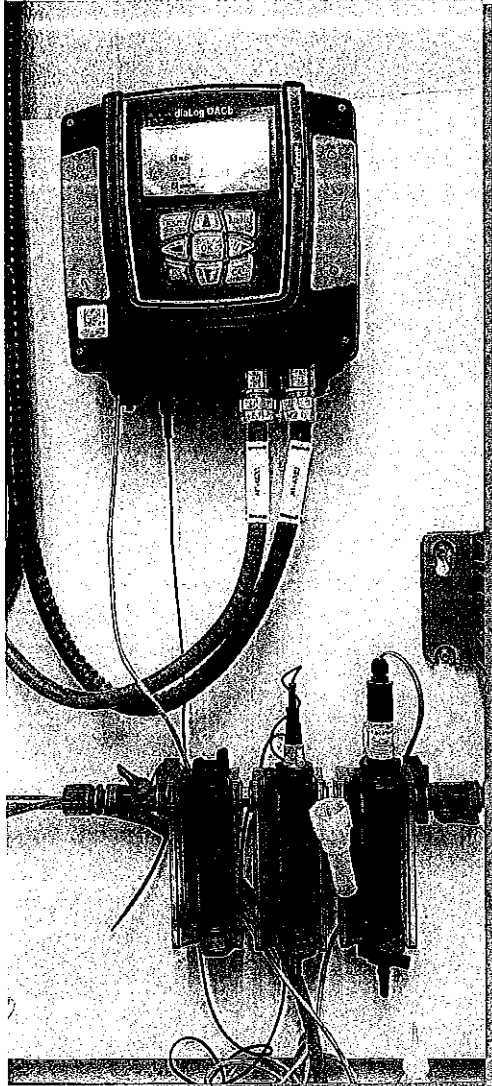
DISCUSSION:

RECOMMENDATION(s):

To purchase four (4) brand new Deplox DEP units with p.H. probes that can be programmed into SCADA for online real time C.T. calculations. C.T. is also a Ministry standard (Reg. 170/03) that must be met at all times. Currently the p.H. is not programmed into SCADA so C.T. calculations are done by hand. The Chlorine analyzers with have a 4-20ma toggle switch that can be switched to operate either the main or backup analyzer. Less chances of reporting an adverse

to MOE and or easier to clean and do preventative maintenance with backup units.

Please see the attached quote from Evoqua for the units. These would need ordered asap as once their stock is out, they don't expect new shipments until August 2023.



This is a picture of the current analyzers we have, which are not user friendly to clean or maintenance.



Quotation Q2302ONT674KB

To:	Fred Dubeau	From:	Kelly Brett
Company:	Town of Deseronto	Title:	Senior Account Specialist
Tel:	613-922-3116	Company:	Evoqua Water Technologies Limited
Fax:	N/A	Address:	2045 Drew Road
Email:	fdubeau@deseronto.ca		Mississauga, ON. L5S 1S4
Total Pages:	6	Tel:	905-944-2800 ext 788
Date:	February 17, 2023	Fax:	N/A
Subject:	Quotation – Depolox 400M	Cell:	416-452-2686
		Email:	Kelly.brett@evoqua.com
		Internet:	www.Evoqua.com/water

Dear Fred:

Please find attached our scope letter & proposal for the Depolox 400M Residual analyzer.

NOTES & EXCEPTIONS

- Please note the equipment may require piping, fittings, and wiring which are not included unless specifically listed in the Quotation/Scope of Supply.**

We trust this meets with your approval and if you have any further questions, please do not hesitate in contacting our office.

Yours truly,

Evoqua Water Technologies Ltd.

Kelly Brett

Kelly Brett
Senior Account Specialist
Wallace & Tiernan

Project Name: Town of Deseronto

Scope of Supply

1. Qty 5 **Evoqua/ Wallace & Tiernan Depolox 400M Analyzer Electronics Module**
Includes:
 - Wall mounted electronic control unit (4" Colour Touch Screen) in NEMA4X enclosure.
 - Power Supply 100 – 240VAC +/- 10%, 50/60Hz, 48VA.
 - CSA Approved.
 - Freely Configurable Input/Outputs
 - o 5 Digital inputs
 - o 4 analog outputs (4-20mA), load to 1000ohm
 - o 6 Relay Output, max 3.15A/250VAC; 0.2A/220VDC
 - Ethernet Interface (HTTP protocol/Modbus TCP protocol)
 - LED Light Stick for mounting in either Depolox 5C or Variasens C Housings.
 - Instruction Manual

2. Qty 5 **Evoqua/ Wallace & Tiernan Depolox 5C Bare Electrode Sensor Housing.**
Includes:
 - Bare Electrode Cell (3 electrode), non-pressurized.
 - Integral Flow Switch/Temperature Sensor (PT1000).
 - Internal Differential Flow Regulator (3-60psig), 33L/h (0.05usgpm)
 - Stop Valve

3. Qty 5 **Evoqua/ Wallace & Tiernan Depolox pH package for pH measurement or pH compensation for bare electrode chlorine measurement cell (over pH range 5.0 – 8.0).**
Package includes:
 - pH probe (mounts directly in Depolox 5C cell)
 - cable for connecting the sensor
 - Impedance converter
 - ***Optional pH Standards for Calibration in addition to Contract Price:***
 - W2T439090 – 500ml pH 4 buffer – Hach - \$44.03 each
 - W2T424210 – 500ml pH 7 buffer – Hach - \$44.03 each
 - Or you can purchase these directly from Hach.

TERMS AND CONDITIONS

Contract Price: \$40,373.00 CAD, All Freight & Taxes extra.

Quote Validity: Pricing is valid for 30 days.

Taxes: All taxes are extra. All taxes for the total contract value are due and payable with the initial payment. Contractual percentages of holdback do not apply to taxes.

Payment Terms: Net 30 days --OR--

If supervision of installation is to be provided by us, these terms (unless otherwise specified herein) may be considered as 90% 30 days from the date of invoice and 10% upon completion of installation; or, if installation is delayed for reasons beyond Seller's control, the final 10% will be due 90 days from the date on invoice.

Interest will be charged on overdue balance at an annual rate of 18% for each day beyond due date.

Freight: Freight is extra.

FOB: Destination if shipping prepaid & charge.

Delivery: Currently - One (1) to Two (2) weeks after order or complete drawing approval (no fabrication can begin until drawings are approved by customer).

Drawings: Drawings for approval to be sent within four (4) weeks if required

Instruction Manuals: Manuals will be shipped with the equipment to job site unless otherwise requested.

Warranty: Shorter of 12 months from commissioning, or 18 months from shipment, whichever occurs first.

Commissioning & Start-Up:

Not included, Start-up assistance is available at our current standard rates of:

- \$175.00 per hour portal to portal.
- \$0.60 per km mileage charge
- \$75.00 per day per diem meals
- Expenses at cost (e.g. airfare, accommodations, rental car, etc.)

Terms & Conditions: Attached

Mora Nicholls

From: James Taylor <JTaylor@ocwa.com>
Sent: June 7, 2023 2:43 PM
To: Mora Nicholls
Cc: Wesley Henneberry
Subject: FW: Return of Qty 4 - Depolox Analyzers complete

Afternoon Mora,

Please see the email from the supplier of those on-line chlorine analyzers that were ordered earlier this year. 2 boxes have been opened, but no equipment has been removed from the boxes allowing us to seal them up secure. If you are ok with the 25% restocking fee, please let me know and I will have Kelly issue a return number so they can be sent back.

I understand the thoughts of purchasing for the analyzers for redundancy, but they are not required. The distribution analyzer that we use to monitor the chlorine in the distribution supplying homes, is the main concern. If the analyzer was to fail from retrieving a chlorine residual it is acceptable to collect chlorine grab samples 4-3. Refer to schedule 7 from Regulations 170/03 water.

SCHEDULE 7
OPERATIONAL CHECKS
Municipal: Large Residential
Small Residential

(4) The following rules apply to the distribution samples referred to in subsection (3) unless at least one sample is taken on each day of the week:

1. At least four of the samples must be taken on one day of the week, at least 48 hours after the last sample was taken in the previous week.
2. At least three of the samples must be taken on a second day of the week, at least 48 hours after the last sample was taken on the day referred to in paragraph 1.
3. When more than one sample is taken on the same day of the week under paragraph 1 or 2, each sample must be taken from a different location.

If you have any questions or concerns, please contact me.

Thank you

James Taylor
613.813.4087

From: Brett, Kelly [mailto:kelly.brett@evoqua.com]
Sent: June-07-23 2:01 PM

To: James Taylor <JTaylor@ocwa.com>
Subject: Return of Qty 4 - Depolox Analyzers complete

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good afternoon James,

As per your request today, we have agreed that we will accept back the Qty 4 Depolox Analyzers purchased back in March 2023 for credit with a 25% restocking charge applied. Our Sales Order 1270725, Invoice #905788228 – shipped 3/23/23.

They must be in perfect, unused condition with all components included in each box as shipped initially. This applies to transportation to our facility & must be received without damage or loss.

Credit will only be offered for product received on our dock in perfect condition & complete which we will inspect upon receipt.

Please let me know if you are in agreement & if so, then I will provide you with a Return Number to do so.

Regards
Kelly

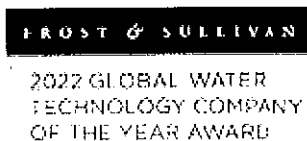
Please send any orders for processing, quote requests, returns, etc, to the following email. I will be taking care of this email as always, but, when absent, someone else will have access to take care of you.
wtoe.can@evoqua.com

Kelly Brett
Senior Account Specialist - EWT
Wallace & Tiernan

Evoqua Water Technologies Ltd|Xylem
2045 Drew Rd
Mississauga, On L5S 1S4

Office Ph: 905-944-2800 Ext 788
Business Cell Ph: 416-452-2686
Email Address: kelly.brett@evoqua.com

www.evoqua.com



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TOPIC:	Public Works Update
REPORT BY:	M. Humphreys
DRAFTED:	June 8, 2023
AMENDED:	
COUNCIL/COMMITTEE:	June 14, 2023

Council has requested a monthly report from the Public Works Department.

Rathbun Park

- All flower beds have been cleaned up and 7 flats of flowers have been planted (still have to add mulch)
- All hanging baskets have been hung up

Cemetery

- Cut, weeded and cleaned up the cemetery for the WWI memorial on June 10th
- Trimmed the trees around the memorial

Line Painting

- The parking areas and crosswalks are being painted. Informed the painters of Mill and North Green Streets.
- The lines on Dundas Street are done by another company and they have been notified

Speed Sign

- The speed sign will be installed the week of June 12th-16th

No Parking Signs

- Awaiting for the go ahead to install the signs. All equipment/materials has been purchased or was in stock.

Sweeping

- Sweeping throughout Town continues
- Contract sweeping is almost finished

Grass Cutting

- Grass cutting & ditchline cutting is on-going

We have requested an estimate for the repair of the Centennial Park BBQ and monument. We should have it by the next Council meeting.

# of Permits Issued In April 2023		
	#	
Deseronto	0	
Madoc	3	
Marmora & Lake	5	
Stirling-Rawdon	12	
Tweed	8	
Tyendinaga	8	
Total	36	

Building Inspection Services Board Report 2023

Permit Report



Building Permits Issued				
APRIL 2023 Report	Residential Permit	Commercial Permit	Construction Value	Revenue
Deteronto	0	0	\$0.00	\$0.00
Madoc	3	0	\$448,560.00	\$6,304.00
Marmora and Lake	4	1	\$510,700.00	\$5,980.50
Stirling-Rawdon	12	0	\$905,900.00	\$19,981.79
Tweed	6	2	\$2,303,370.00	\$16,249.00
Tyendinaga	8	0	\$1,843,500.00	\$12,908.00
Totals		36	\$6,012,030.00	\$61,423.29
Deteronto	Residential Permit	Commercial Permit	Construction Value	Revenue
New Construction	0	0	\$0.00	\$0.00
Renovations	3	1	\$277,350.00	\$5,945.00
Demolition	0	0	\$0.00	\$0.00
Totals		4	\$277,350.00	\$5,945.00
Madoc	Residential Permit	Commercial Permit	Construction Value	Revenue
New Construction	4	0	\$948,560.00	\$9,136.05
Renovations	1	0	\$64,000.00	\$1,880.00
Demolition	0	0	\$0.00	\$0.00
Totals		5	\$1,012,560.00	\$11,016.05
Marmora and Lake	Residential Permit	Commercial Permit	Construction Value	Revenue
New Construction	9	1	\$1,937,000.00	\$27,712.10
Renovations	15	2	\$1,501,705.00	\$18,626.85
Demolition	0	0	\$0.00	\$0.00
Totals		27	\$3,438,705.00	\$41,338.95
Stirling-Rawdon	Residential Permit	Commercial Permit	Construction Value	Revenue
New Construction	7	2	\$4,074,000.00	\$19,319.20
Renovations	9	0	\$409,900.00	\$11,066.94
Demolition	1	0	\$25,000.00	\$700.00
Totals		19	\$4,508,900.00	\$30,586.14
Tweed	Residential Permit	Commercial Permit	Construction Value	Revenue
New Construction	3	0	\$1,090,000.00	\$6,828.50
Renovations	11	3	\$2,878,370.00	\$29,429.00
Demolition	1	0	\$175,000.00	\$700.00
Totals		18	\$4,343,370.00	\$36,457.50
Tyendinaga	Residential Permit	Commercial Permit	Construction Value	Revenue
New Construction	12	1	\$2,017,219.00	\$26,384.50
Renovations	7	0	\$456,500.00	\$6,346.50
Demolition	0	0	\$0.00	\$0.00
Totals		20	\$2,473,719.00	\$32,731.00
Year-to-Date Totals	Residential Permit	Commercial Permit	Construction Value	Revenue
New Construction 2023	26	3	\$10,066,779.00	\$84,380.35
Renovations 2023	31	4	\$5,587,825.00	\$73,294.29
Demolition 2023	2	0	\$400,000.00	\$400.00
Totals 2023		93	\$16,054,604.00	\$158,074.64

Building Inspection Services Board Report 2023

Month By Month Permit Report



	January			February			March			April		
	Permits	Construction	Revenue	Permits	Construction	Revenue	Permits	Construction	Revenue	Permits	Construction	Revenue
DESERONTO	2	\$226,850	\$4,716.00	1	\$500	\$155.00	1	\$50,000	\$1,074.00	0	\$0	\$0.00

	January			February			March			April		
	Permits	Construction	Revenue	Permits	Construction	Revenue	Permits	Construction	Revenue	Permits	Construction	Revenue
STIRLING-RAWDON	2	\$13,000	\$2,186.50	1	\$3,000,000	\$0.00	4	\$590,000	\$8,417.85	12	\$905,900	\$19,981.79

	January			February			March			April		
	Permits	Construction	Revenue	Permits	Construction	Revenue	Permits	Construction	Revenue	Permits	Construction	Revenue
TWEED	4	\$734,000	\$6,764.50	4	\$1,180,000	\$11,631.50	2	\$126,000	\$1,812.50	8	\$2,303,370	\$16,249.00

	January			February			March			April		
	Permits	Construction	Revenue	Permits	Construction	Revenue	Permits	Construction	Revenue	Permits	Construction	Revenue
TYENDINAGA	2	\$195,000	\$1,962.00	6	\$1,055,169	\$15,384.00	4	\$160,050	\$2,477.00	8	\$1,063,500	\$12,908.00

	January			February			March			April		
	Permits	Construction	Revenue	Permits	Construction	Revenue	Permits	Construction	Revenue	Permits	Construction	Revenue
MADOC	1	\$64,000	\$1,880.00	0	\$0	\$0.00	1	\$500,000	\$2,832.05	3	\$448,560	\$6,304.00

	January			February			March			April		
	Permits	Construction	Revenue	Permits	Construction	Revenue	Permits	Construction	Revenue	Permits	Construction	Revenue
MARMORA & LAKE	11	\$1,639,700	\$19,117.10	4	\$471,755	\$4,356.35	7	\$816,550	\$11,885.00	5	\$510,700.00	\$5,980.50

BY-Law Enforcement Services Board Report 2023

April 2023 CALL REPORT	DES	MADOC	S/R	TWEED	TYN	TOTAL
Property Standards	0	0	1	4	3	8
Zoning	1	0	3	1	0	5
Noise	0	0	0	0	0	0
Parking Complaints	0	0	0	0	0	0
Parking Patrol (In Vehicle)	3	1	0	2	3	9
Parking Patrol (On Foot)	0	0	0	0	0	0
Animal	1	1	0	0	5	7
Miscellaneous	1	1	2	1	1	6
Frivolous	0	0	0	0	0	0
Inter-Departmental Assistance	0	0	1	0	0	1
Cannabis	0	0	0	0	0	0
Court	0	0	0	0	0	0
Totals	6	3	7	8	12	36

YEAR-TO-DATE CALL TOTALS	DES	MADOC	S/R	TW	TYN	TOTAL
Property Standards	3	2	3	7	5	20
Zoning	3	1	8	6	2	20
Noise	0	3	4	2	1	10
Parking Complaints	0	1	2	0	0	3
Parking Patrol (In Vehicle)	10	0	5	12	3	30
Parking Patrol (On Foot)	2	0	2	0	0	4
Animal	2	1	0	1	6	10
Miscellaneous	3	1	4	7	8	23
Frivolous	1	0	0	2	0	3
Inter-Departmental Assistance	0	0	1	0	0	1
Cannabis	0	0	0	0	0	0
Court	0	0	0	0	0	0
Totals	24	9	29	37	25	124

YEAR-TO-DATE HOUR TOTALS	DES	MADOC	S/R	TW	TYN	TOTAL
JANUARY	19	12	41	41.5	32	145.50
FEBRUARY	18	12	52	50	31	163.00
MARCH	20	33	52	53	32	190.00
APRIL	12	8	38	28	16	102.00
MAY	0	0	0	0	0	0.00
JUNE	0	0	0	0	0	0.00
JULY	0	0	0	0	0	0.00
AUGUST	0	0	0	0	0	0.00
SEPTEMBER	0	0	0	0	0	0.00
OCTOBER	0	0	0	0	0	0.00
NOVEMBER	0	0	0	0	0	0.00
DECEMBER	0	0	0	0	0	0.00
	69	65	183	172.5	111	600.50

YEAR-TO-DATE ACTUAL	DES	MADOC	S/R	TW	TYN
\$27,891.88	\$3,204.90	\$3,019.10	\$8,499.94	\$8,012.24	\$5,155.70

DATE	BESB HOURS & KMS					Total Hrs
	DESERONTO	MADOC	STIRLING-RAWDON	TWEED	TYENDINAGA	
2023						
January	Hrs 19	Hrs 12	Hrs 41	Hrs 41.5	Hrs 32	145.5
February	18	12	52	50	31	163
March	20	33	52	53	32	190
April	12	8	38	28	16	102
May	0	0	0	0	0	0
June	0	0	0	0	0	0
July	0	0	0	0	0	0
August	0	0	0	0	0	0
September	0	0	0	0	0	0
October	0	0	0	0	0	0
November	0	0	0	0	0	0
December	0	0	0	0	0	0
TOTAL HOURS	69	65	183	172.5	111	600.5
TOTAL KMS	0	0	0	0	0	
Total Expenditures as of						\$ 27,891.88
Deseronto	\$ 3,204.90					
Madoc	\$ 3,019.10					
Stirling-Rawdon	\$ 8,499.94					
Tweed	\$ 8,012.24					
Tyendinaga	\$ 5,155.70					
	\$ 27,891.88					

BY-Law Enforcement Services Board Report 2023

May 2023 CALL REPORT	DES	MADOC	S/R	TWEED	TYN	TOTAL
Property Standards	3	1	8	5	0	17
Zoning	1	1	6	4	0	12
Noise	0	0	0	0	0	0
Parking Complaints	0	0	0	0	0	0
Parking Patrol (In Vehicle)	2	0	3	2	0	7
Parking Patrol (On Foot)	0	0	1	0	0	1
Animal	0	1	0	2	1	4
Miscellaneous	1	0	1	1	1	4
Frivolous	0	0	0	0	0	0
Inter-Departmental Assistance	0	0	0	0	0	0
Cannabis	0	0	0	0	0	0
Court	0	0	0	0	0	0
Totals	7	3	19	14	2	45

YEAR-TO-DATE CALL TOTALS	DES	MADOC	S/R	TW	TYN	TOTAL
Property Standards	6	3	11	12	5	37
Zoning	4	2	14	10	2	32
Noise	0	3	4	2	1	10
Parking Complaints	0	1	2	0	0	3
Parking Patrol (In Vehicle)	12	0	8	14	3	37
Parking Patrol (On Foot)	2	0	3	0	0	5
Animal	2	2	0	3	7	14
Miscellaneous	4	1	5	8	9	27
Frivolous	1	0	0	2	0	3
Inter-Departmental Assistance	0	0	1	0	0	1
Cannabis	0	0	0	0	0	0
Court	0	0	0	0	0	0
Totals	31	12	48	51	27	169

YEAR-TO-DATE HOUR TOTALS	DES	MADOC	S/R	TW	TYN	TOTAL
JANUARY	19	12	41	41.5	32	145.50
FEBRUARY	18	12	52	50	31	163.00
MARCH	20	33	52	53	32	190.00
APRIL	12	8	38	28	16	102.00
MAY	20	20	60	64	37	201.00
JUNE	0	0	0	0	0	0.00
JULY	0	0	0	0	0	0.00
AUGUST	0	0	0	0	0	0.00
SEPTEMBER	0	0	0	0	0	0.00
OCTOBER	0	0	0	0	0	0.00
NOVEMBER	0	0	0	0	0	0.00
DECEMBER	0	0	0	0	0	0.00
	89	85	243	236.5	148	801.50

YEAR-TO-DATE ACTUAL	DES	MADOC	S/R	TW	TYN
\$33,979.15	\$3,773.11	\$3,603.53	\$10,301.85	\$10,026.29	\$6,274.38

By-Law Enforcement Services Board						
May-23	DESERONTO	MADOC	STIRLING- RAWDON	TWEED	TYENDINAGA	
Property Standards	3	1	8	5		
Zoning	1	1	6	4		
Noise			0	0		
Parking Complaints			0	0		
Parking Patrol (In Vehicle)	2		3	2		
Parking Patrol (On Foot)			1	0		
Animal		1	0	2	1	
Miscellaneous	1		1	1	1	
Frivolous						
Inter-Departmental Assistance						
Cannabis						
Court						
TOTAL	7	3	19	14	2	45

BESB HOURS & KM'S						
DATE	DESERONTO	MADOC	STIRLING-RAWDON	TWEED	TYENDINAGA	
2023	Hrs	Hrs	Hrs	Hrs	Hrs	Total Hrs
January	19	12	41	41.5	32	145.5
February	18	12	52	50	31	163
March	20	33	52	53	32	190
April	12	8	38	28	16	102
May	20	20	60	64	37	201
June	0	0	0	0	0	0
July	0	0	0	0	0	0
August	0	0	0	0	0	0
September	0	0	0	0	0	0
October	0	0	0	0	0	0
November	0	0	0	0	0	0
December	0	0	0	0	0	0
TOTAL HOURS	89	85	243	236.5	148	801.5
TOTAL KM'S		0	0	0	0	
Total Expenditures as of						\$ 33,979.15
Deseronto	\$ 3,773.11					
Madoc	\$ 3,603.53					
Stirling-Rawdon	\$ 10,301.85					
Tweed	\$ 10,026.29					
Tyendinaga	\$ 6,274.38					
	\$ 33,979.15					



Executive Search Chief Administrative Officer

Delivered: June 6, 2023

Company: Ravenhill Group *a division of Ravenhill Smith Search Inc*

Address: 20 Lakeshore Rd W. Suite 100, Oro Station, ON L0L 2E0

Phone: 1-888-447-5910 ext. 727

Email: bruce@ravenhillgroup.com

Key Contact: D. Bruce Malcolm, Managing Partner

Web site: www.ravenhillgroup.com



a division of Ravenhill Smith Search Inc

June 6, 2023

Mayor Dan Johnston
Town of Deseronto
331 Main Street, P.O. Box 310
Deseronto, Ontario K0K 1X0

Executive Search: Chief Administrative Officer

Thank you for this opportunity to put forward a proposal to help the Town of Deseronto find Chief Administrative Officer.

Ravenhill Group specializes in senior level recruiting for municipal- in fact, it's all we do!

Our long-standing relationship with CAMA – the Canadian Association of Municipal Administrators has brought us into the “inner circle” of Canada’s municipal leadership... Additionally, our long-time connection to various municipal associations organizations across Canada has taken much of the guess work out of knowing who’s who on the community scene.

For the past 19 + years we have exclusively performed senior municipal executive searches from one coast to the other. In the process, we have completed literally dozens of successful searches.

Your challenge in hiring a CAO will be to answer the question: *“how will you know you have chosen the ‘right’ person?”* Our search process , as presented, will provide you with that assurance.

It is clear to us that this is a VERY important role for Deseronto. Your next CAO will be the **key** person in the management of the Town. You will need someone who is a ‘Fit’ for Deseronto... someone who can work well, from day one, with you as Mayor, your Council , not to mention Town staff.

Our references will confirm that we know and understand what you need and that we have what it takes to bring the right Chief Administrative officer to Deseronto.

We are confident: It is our knowledge of the very men and women from whom you want to attract that “right” person that will make us so effective on your behalf... and we back that up with our **1 year quality guarantee**.

Respectfully,

RAVENHILL GROUP

a division of Ravenhill Smith Search Inc



D. Bruce Malcolm
Managing Partner

PART 1:

Corporate Backgrounder

A Brief History

Ravenhill Group was founded in 2002 by D. Bruce Malcolm. It has grown to include offices in BC, Alberta, Ontario and New Brunswick. Each office is supported by our skilled Associates, Consultants, Researchers and staff.

Municipal Exclusivity

Since 2006, Ravenhill Group has specialized exclusively in municipal recruiting. Our focus is recruiting 'Top Talent' City Managers, General Managers, Directors, and Managers. During that time we have successfully introduced hundreds of municipal leaders to our clients across the country in places like the City of Moose Jaw, City of Richmond, City of Corner Brook, City of St. Catharines, City of St Albert and many more.

Clients appreciate our single-mindedness and focus. It is this same focus that has been behind literally dozens of successful municipal searches across Canada over the past 15 years and for **25 searches in 2020/22** ranging from City Manager to Police Chief to Director of Planning to Director of Engineering.

Our Philosophy

If anything, truly defines Ravenhill Group, it is the value we attach to meeting the growing demand for '**Top Talent**' municipal leaders through personal relationships. We meet and surpass client needs and expectations through genuine one-to-one recruiting bringing the very best passive candidates (many not necessarily looking for a different role) face-to-face with opportunities they weren't aware of ... because they simply weren't thinking of a job change.

We are **Ethical Headhunters™** actively searching for the best people, always keeping in mind that we are representing our client. We do our best to answer every inquiry politely and honestly.

*The number one thing that sets us apart from every other recruiter is our **personal** connection to Canada's TOP Municipal Managers,
Through years of involvement in associations like CAMA, AUMA, AAMDC, and RMA we have come to know hundreds of municipal professionals on a first name basis...
... And **they know us, trust us and value our career advice.***

Staff and Team Resources

Managing Partner



Bruce is the consummate people person and professional networker. Over the past decade, he has built a solid reputation as an ethical Executive Search Consultant who specializes in municipal recruiting. In a career that has been highlighted by service to others, his focus has always been on finding the 'right person' for the job, whether for one of his many clients or for one of his own businesses.

D. Bruce Malcolm

"... No client has ever asked us to find them an 'ordinary' Director" dbm50

Bruce created and developed the **A.S.K. Selection™** assessment process (see page Appendix X). It is a proprietary, comprehensive selection tool that help clients better ensure 'FIT' when hiring. The process seeks to eliminate the dangers of 'gut-level' decision-making when choosing the 'right' candidate.

For most of his working life, Bruce has been involved with the development of 'human capital'. A known Talent Management expert, Bruce recognized early in his career that -

"... Getting the right people on the bus, the wrong people off the bus is the key to success" Jim Collins

Some Areas of Expertise

- Responsible for recruiting hundreds of successful senior managers including: City Manager, CAO, General Manager, Commissioner, Fire Chief, Police Chief, Director of Corporate Services, CFO, Director of Engineering, Director of Planning, Director of HR, and more
- Author/Editor of the award winning, **Ontario Municipal Recruiting Report**.
- Writer- Developer of valuable selection, pre-screening and interview processes tools.
- Skilled contract negotiator... works with the Selection Committee.
- Coaches municipal staff/councils to maximize human capital potential.

Resume: D. Bruce Malcolm

Bruce began his recruiting career in the 1970s with Prudential Assurance Company, recruiting, training and mentoring junior executives. He followed this with five years in his own business in southwestern Ontario and Dallas Texas. Bruce returned to Canada in 1984 to head up Executive Recruiting at Keith Bagg & Associates a Toronto based search/personnel firm. He launched Ravenhill in 2002 where he recruited for a variety of senior roles such as General Manger, CFO, CEO, Director and Executive Director. Since 2006, he has been a municipal recruiting specialists.

Managing Partner Ravenhill Group Inc 2002 - present

Board Experience in Canada

- Numerous not-for-profits, including church and mission boards.
- Chairman SCA International (formerly Shantymen Christian Association) 2012 -present

Education and Qualifications

- B. Law, Economics, Psychology, University of Toronto 1973
- OSC and Studies in Securities - 1975.
- Business School of HK 2002
- Xerox Selling Skills I, II & III

Awards and Recognition

- Doctor of Commercial Science, London Institute of Applied Research, London England 1973

Glen Smith, Team Lead, Senior Recruiter



A senior member of the Ravenhill since 2017, working out of our Ontario office, Glen Smith has had a cross-Canada career in municipal government.

A talented researcher/recruiter, he has experience across several senior municipal roles, leading successful teams in various disciplines . Glen's contacts in municipal government reach far and wide in Canada.

Additionally, in a municipal career spanning more than 25 years, that included Parks & Recreation management. Glen most recently worked for the Town of Scugog, where as a Director, he headed up Public Works and was part of the senior management group. Prior to this he was Director of Public Operations the RM of Wood Buffalo, AB where he managed more than 1 Billion dollars in municipal infrastructure. Responsibilities included Fleet, Transit, Roads, Parks, and Facilities

... while in Wood Buffalo , he led a complete change in the leadership model moving all unionized staff out of the leadership roles and into mentorship and coaching roles. This put Glen across the table from CUPE while working with Human Resources and all 250 staff in his department. The changes he brought to the Public Operations division resulted in a more effective, responsive, inclusive group of staff with a greater sense of ownership around the 'day to day' work of the division.

A common denominator in Glen's municipal government success has been his obvious "people skills" and appreciation of the men and women who make a city work well ... It has been said that Glen has a knack for knowing who "fits best" in each key job.

Professionally, Glen holds a Master's Certificate from University of Alberta plus Certificates in Leadership Training & Methodologies. He has been a member of CPRA, WRPA, AWPA as well as the Canadian Parks and Recreation Association, the American Public Works Association and Alberta Parks Association Through continual professional development Glen has skills , knowledge in understanding contracts and contract negotiations.

"... people are, after all, that one factor that makes the difference in every municipality".

Glen Smith

Matt Noble, CPA, CMA Senior Recruiter



Matt has 18 years of municipal government experience, 17 years as a City Manager, in Swift Current, SK., Moose Jaw, SK., and Merritt, BC. His other experience includes over 20 years in senior finance. He performed these services as a consultant with private industry, crown corporations and private owned facilities in AB, B.C., NWT and The Turks and Caicos Islands. Matt qualified as a CPA, CMA and completed an executive program at the University of Western Ontario followed by courses in contracts and negotiating at Queens University and other continual professional development.

Matt qualified as a CPA, CMA and completed an executive program at the University of Western Ontario and at Queens University. As well through continual professional development where he has learned the finer points of contracts and negotiating.

"I'm convinced that nothing we do is more important than hiring and developing people. At the end of the day you bet on people, not on strategies." Matt Noble

Lyndie Sneath, A.S.K Consultant



Fluent in both of Canada's official languages Lyndie works with her staff to manage the evaluation and selection process of municipal management for our clients. Lyndie's specialized training in the *A.S.K. Selection Process™* and education (University of Toronto, Languages) together with her business career experience combine to make her a valuable team member.

Lesley Prestwich, Researcher



Educated at St Lawrence College (ECE, 1998). Lesley brings many years of investigative experience to the company and our clients. Lesley and her staff use the tried and true methods she learned while working with Forzani Group and TDL Inc., and as a medical database developer. She and her staff have been able to perform reference checks utilizing the 'Ravenhill 360o Referencing™' tool with an effectiveness that goes well beyond the scope of a typical HR Department.

PART 2:

OUR APPROACH AND 7 STEP WORK PLAN

Approach: Managing Partner Bruce Malcolm (see [Bio PART 1](#)) will be your Project Manager. He will be your main point of contact throughout. He will take responsibility for ensuring that your search is completed on time and to your satisfaction.

WORK PLAN

We will follow a seven (7) Step search process:

- 1. POSITION ANALYSIS**
- 2. RECRUITMENT PROCESS TOOLS**
- 3. RESUME REVIEW**
- 4. CANDIDATE SCREENING**
- 5. BACKGROUND INVESTIGATIONS**
- 6. INTERVIEW PROCESS**
- 7. NEGOTIATION AND FOLLOW-UP**



A.S.K.™ Recruiting Tools:

*A suite of tools that adds an extra dimension to the recruiting process. There are 4 of them built around the acronym **A.S.K.™** 'Attitude', 'Skills' and 'Knowledge'*

- Tool #1 ... Selection*
- Tool #2 ... Interviewing*
- Tool #3 ... Reference Checking*
- Tool #4 ... Psychometric Testing*

1. POSITION ANALYSIS "Knowing What Deseronto Needs"

Experience has shown that Councilors and Senior staff will have the best perspective on attitudes, skills and knowledge needed in your next Chief Administrative Officer. Our goal, as recruiters is to gain a clear understanding of the specific people and management skills Deseronto wants in a CAO.

Armed with this perspective we will employ our experience to find candidates who are a 'FIT'. Experts agree **Management Skills** include: **Technical Skills** like expertise with different products or services **Conceptual Skills** abstract thinking and formulating ideas an ability to analyze and diagnose -helpful predicting challenges/hurdles and **Interpersonal Skills** –an ability to relate and interact.

To take this to the next level we will be asking *key* staff and Councilors to complete our **Corporate Culture Questionnaire CCQ™** – this impactful survey–will help us zero in on the specific “people and the management” skills needed by candidates against the background of Deseronto’ Corporate Culture. Best of all its as seen through “your eyes”. We have found this **Questionnaire** enormously helpful in finding candidates who are a good ‘FIT’.

2. RECRUITMENT PROCESS TOOLS

A Canada-wide search firm. We are recruiters and do not rely on advertising. For our purposes, we only post your job to make certain that those who know us are aware that we are representing Deseronto in your Chief Administrative Officer search effort. Candidly, there are some, who “bank on” the outdated approach of advertising to attract candidates. **Be Careful: Anyone can post a job on a web site and call that executive search** We know literally hundreds of municipal employees, at every level - many of them on a first name basis. We have an unparalleled knowledge of the ‘key’ players in Canada’s municipalities - those you want to hire.

A.S.K.™ RECRUITING TOOLS

Attitudes, Skills and Knowledge

TOOL #1 Selection/Screening: *Tools to identify ‘FIT’ for Deseronto*

Armed with the results of our ... customized for Deseronto survey of **key** Council/ staff the Corporate Culture Questionnaire CCQ™ (see pg. 6 Position Analysis)- will assist us in gaining a better understanding what a ‘FIT’ with Deseronto looks like. Using this information we create a candidate questionnaire to identify those vital **Attitudes, Skills and Knowledge** a candidate will need for the job – that Deseronto has identified.

By screening all short-listed candidates through our **A.S.K.™** selection process the odds of search success. **A.S.K.™** is dramatically increased .

TOOL #2 Interviewing: *Most often we facilitate.*

Through our approach to interviewing we will work with your Search/ Selection Committee to take our *Long-list* to a *Shortlist* of candidates. Beginning with as many as 6+ *Long-list* candidates, with you we will narrow the list to 3 or 4 suitable candidates for interviews. Since COVID-19 began, health concerns and limited travel schedules seem to dictate (optionally) that first round interviews be held via ZOOM- although this is certainly up to you. We will work with Deseronto Search/Selection Committee to provide both a traditional and non-traditional approach to interview questions. We custom create a variety of behaviorally based questions with a view to keeping everything moving and relevant, with subjects that get to the heart of the job requirements. Our interviews are accompanied by the **A.S.K.™ Interviewer Advantage, - more than just interview questions** a formula for scoring answers is included.

TOOL #3 Reference/Background Checking A.S.K.™ 360: *what a candidate has done*

Past performance is often *the* best indicator of future performance. We utilize the **A.S.K.™ 360** reference format ... someone a candidate has **WORKED FOR**, someone a candidate has **WORKED WITH** and someone who **HAS WORKED FOR** the candidate. Additionally, **Credit and Criminal Background Checks** will be completed as required.

TOOL #4 Psychometric Testing: *an aptitude test for municipal administration.*

It will provide an overview of an individual's management style by assessing strengths and weaknesses. Usually reserved for final candidates The **psychometric** evaluation will answer questions such as "*what is this person's natural approach to following instructions, cost cutting, dealing with staff, customer service attitude, communication style and problem-solving ability*".

3. RESUME REVIEW

We look at a candidate's credentials, size of the organization, and number of staff supervised, budget and other key criteria. Often resumes are unsolicited. Some from word of mouth or a posting. The best resumes are sent to us from people we have contacted. As **Ethical Headhunters™** we are actively searching for the best people, keeping in mind that we are representing Deseronto. We do our best to treat others as we want to be treated Our goal at every stage of the process is to deal confidentially, fairly, respectfully and honestly .

4. CANDIDATE SCREENING

We review all candidates, evaluating education, technical knowledge, experience, accomplishments, management style and personal traits. essentially, disqualifying some and qualify others. We are always careful to treat everyone respectfully to protect both Deseronto and Ravenhill reputations.

We will screen **all** applications received. Your office will forward any enquiries. Initial screening will be conducted by telephone and/or interactive video. Informal background inquiries will be made regarding those who may know about a candidate's background and level of expertise. Face to face screening interviews will be arranged with top candidates.

5. BACKGROUND INVESTIGATIONS

During evaluation of TOP candidates we speak directly to our contacts in municipal administration - individuals with firsthand knowledge of candidates' past or present job performance. Not a formal reference check but more of a casual background check. These checks and evaluations are combined to provide frank and objective appraisals of top candidates. We discover past employment difficulties, if any, including due diligence on any legal action filed against current or former employers ... often items that show up in a Google search.

6. INTERVIEW PROCESS AND PREPARATION

We will coordinate interview schedules for you as well as interview questions. This can include first second and third round interviews. Prior to first round interviews we deliver a "Long-List Report" to the Committee for their review/ and selection of candidates – our goal is to assist Deseronto to determine the best candidates in a long-list to short-list evaluation. We will typically recommend 3-5 candidates for the Chief Administrative Officer position in conjunction with the Committee. A written summary is provided in summary form outlining each candidate's: 1) present position, 2) total years' experience, 3) salary requirements, 4) education, 5) previous positions held, 6) notable projects, 7) management style, 8) skills and abilities, 9) interests, and 10) professional goals. Included will be the candidates resume and completed **A.S.K Assessment™** plus '**A.S.K.™ Report**'. (Including score).

7. NEGOTIATION AND FOLLOW-UP

We provide information re: trends in employment, employment contracts and agreements, relocation expenses, perquisites for spouses, receptions, etc. We will also assist in negotiation process relative to salary, benefits conditions of employment. We will work with Deseronto ' legal advisors to prepare an acceptable contract.

MEDIA We will work with Deseronto staff and or handle media relations and prepare a press release as required. Unless otherwise directed, it is our standard practice to tell all media that we are working on behalf of Deseronto and that any public statement should come directly from you.

NOTIFICATION We will maintain confidentiality of candidate information, to the degree possible, under Ontario law. Finally, we suggest that it is appropriate for the Hiring Committee to directly notify all unsuccessful interviewed candidates regarding results. If preferred, we will notify them.

PART 3:

Northumberland County, ON

Search for: **Director of Public Works**

Contact: Lisa Ainsworth, Dir. Corp. Serv. 905-372-3329 ext. 2302

AinsworthL@northumberlandcounty.ca

Otonabee Region Conservation Authority

Search for: **Chief Administrative Officer**

Contact: Ryan Huntley, Chair . 705-760-1476

rhuntley@cavanmonaghan.net

City of Brantford ON

Search for: **City Manager**

Contact: Anita Szaloky, Director of Human Resources

T: 519.759.4150, ext. 5121

ASzaloky@brantford.ca

**While these references are not from municipalities that are identical in every aspect to Deseronto, they do represent a cross-section. Each client should be able to speak to our process, which would, in fact, be the same process we are offering Deseronto.*

Recent Searches completed by Ravenhill Group

- **CAO Brantford ON**
- **CAO Lake of Bays , ON**
- **CAO Corner Brook NL**
- **CAO Severn, ON**
- **CAO Cypress Cty.**
- **CAO Loyalist Twp.**
- **City Mgr. Moose Jaw SK**
- **City Mgr. Estevan SK**
- **CAO Merritt, BC**
- **CAO Cty. Frontenac ON.**
- **CAO S Glengarry ON.**
- **CAO N Stormont ON.**
- **CAO Provost, AB**
- **CAO Didsbury AB**
- **CAO Acme AB**
- **CAO Stony Plain AB**
- **CAO Loyalist Twp.**
- **CAO Grey Highlands ON.**
- **CAO Carleton Place ON.**
- **CAO N Glengarry, ON.**
- **CEO Peterborough, ON**
- **City Mgr. Corner Brook NF**
- **City Mgr. N Battleford SK**
- **CBO St Catharines, ON**
- **GM Richmond BC**
- **Treasurer Gore Bay ON**
- **Dir. Corp/Ser. Drumheller, AB**
- **Dir. Corp. Services Hinton, AB**
- **Dir. Finance Three Hills, AB**
- **Dir. Finance Hawkesbury, ON**
- **Dir. Recreation Kindersley, SK**
- **Dir. Comm. Serv. Hinton, AB**
- **Dir. Cult/Rec. Opportunity, AB**
- **Mgr. Engineering Hinton, AB**
- **Dir. PW Foothills, AB**
- **Dir. PW Cardston County, AB**
- **Dir. PW Georgian Bluffs, ON**
- **Dir. Roadway Ops Regina SK**
- **Commissioner Waterloo, ON**
- **Dir. Finance Inuvik NT**
- **Traff/ Eng. Grande Prairie AB.**
- **Dir. Plan Dist. West Van BC**
- **Mgr. Perm/ Dist. West Van BC**
- **Dir. Eng. & PW Moose Jaw, SK**
- **Dir. P.W. Wawa ON.**
- **Sup. of Roads West Van BC**
- **Mgr. By-law Enf. Richmond BC**

PART 4

SCHEDULE AND TIME-FRAME*

cross-reference this timeline with our [7 Step Work Plan PART 2](#)

Week 1 : Approval

- Approval Deseronto Team.
- Once chosen, meet with the Selection Team ASAP (likely by ZOOM)
... “everyone needs to be on the same page for the search work to go well”.
- Clarify – seek to understand Deseronto’s expectations

Week 1-Week 2 : Initial Meeting and Consultation “Knowing What Deseronto Needs”

1) Position Analysis *Work Plan page 1*

- with staff and others to further develop the “official job description”
- Create Job Ad , post publicly. Post on appropriate web sites
- Identify/develop KEY selling points to attract the ‘right’ candidates for :
 - Chief Administrative Officer role
 - Deseronto
- Prepare **‘Benefits of Deseronto’** brochure
Introduce A.S.KTM. Selection Tools *Work Plan page 2*
- * Understand Deseronto’s Corporate Culture through **CCQTM** Tools.
 - Assign Corporate Culture Questionnaire
 - Designate key staff/council to complete see **Appendix 2**
 - We review and assess update to base-line the departments corporate culture.

Week 2 – Week 6 : Target Recruiting/Networking

2) Recruitment Process *Work Plan page 3*

- Perform an 8 to 10 week wide ranging search/ selection process
 - **Tool #1 ... Selection CCQTM**
 - Identify target organizations/municipalities
 - Develop Ravenhill selected target list of contacts.
 - Sourcing by direct contact, referrals, and staff suggestions.
- Source and Identify “long-List” of candidates
 - Screen, interview and evaluate candidates for ‘fit’ with client using **A.S.K.TM**.

Week 6- Week 7 : Deliver Interim “Candidate List”

- Deliver interim “Candidate-list”
 - summarize, recommend **3-5** long-list candidates
- Develop candidate ‘long-list’ and perform very preliminary reference checks.
 - Select those who become our ‘ideal candidate’ benchmarks.

Week 7 -Week 8: Present Long-list to Client

Discuss with the Deseronto the job vs. person, matching skills to job issues.

1. Deliver interim Long-list to Short-list report **4+-**

Finalize short-list of ‘ideal candidates’ work with client.

- Select method and venue for client interviews. **Tool #2 ... Interviewing**
 - ZOOM ◦ Face to Face

Client interviews ‘ideal candidate short-list’ and identifies the ‘right person’.

Week 8 – Week 12 : Client Interviews

- Prepare, organize, schedule interviews
- Provide Interview Questions and scoring methodology to Panel
- Follow-up with short-list candidates and Deseronto staff after each interview to ensure effective communication is maintained and potential mistrust issues are eliminated, that misunderstandings are minimized, and Deseronto’s positive reputation is reinforced.
- Review and rank candidates post interview

Week 9 -Week 12 : Final Selection, A.S.K. 360° Referencing™

- Carry out ‘**A.S.K. 360° Referencing™**’ of the client-selected ‘right person’.
 - Reference check finalist candidate **Tool #3 ... ASK™ 360**
 - Client selects the preliminary ‘right person’
 - Testing of selected candidate **Tool #4 ... Testing**

Client confirms selection of the ‘right person’. **Deliver Final Report**

Mid-August 2023: Negotiations, Successful ‘RIGHT’ Candidate On BOARD

Ravenhill assists with final negotiations and offer. Sort out Logistics, **Start Date: August**

The ‘right person’ for Deseronto’s unique team, corporate culture, accepts position.

2. Media and Notification *Work Plan page 4**

It should be noted that we always work to complete a project as quickly and efficiently as possible, always bearing in mind the need to find the best candidate for our client... we do not get paid extra for taking longer



PART 5:

OUR COMMITMENT TO YOUR SATISFACTION

Ravenhill Group's Performance Guarantee

We will provide a minimum of 3 Long-listed "Top Talent" candidates within **60** business days.

Ravenhill Group's 365 Day Replacement



Our replacement guarantee extends ***for a full year*** *from the date of employment of the successful candidate. If, during that time, a candidate leaves the employ of Deseronto (other than for downsizing or termination without cause) Ravenhill Group will find a suitable replacement candidate at no additional cost ** to the Deseronto. ***

Ravenhill Group's Unique Hands-off Guarantee

We guarantee that, when Deseronto engages us for a recruiting assignment, we will not, under any circumstances, attempt to recruit from the Deseronto for our future assignments, unless you make it clear that we are no longer your recruiter of choice. We pledge to work with you and not against you.

*Subject to timely notification (within 30 days of termination) and candidate replacement approvals by Deseronto which will not be unreasonably withheld.

**Expenses incurred while fulfilling the guarantee will be submitted for reimbursement

*** Should there be a change in Deseronto leadership and/or a change to the Chief Administrative Officer role after the position has been filled the guarantee may be impacted accordingly.

PART 6:

PROJECT COSTS

Core Pricing

Ravenhill Group a division of Ravenhill Smith Search Inc. is retained on a fee-for-service arrangement that reflects the level and the specific difficulty of each search assignment. Ravenhill Group will provide recruitment search services for Deseronto Chief Administrative Officer, for a fee of **Twenty Four Thousand Dollars (24,000.00)** plus HST ... We prefer that fees be paid in three installments:

- 1/3 upon our commencement of the search,
- 1/3 at 30 days, and
- Final balance when a workable job offer is extended by Deseronto and accepted by the successful candidate.

Additional Pricing

All out of pocket expenses associated with the search, including any required travel, courier services to be approved by Deseronto.

Job Posting

We propose that search be posted on the appropriate professional web sites. As an example the CAMA Job Scene, which automatically includes a posting on the CivicJobs.ca web site. This provides a Canada-wide public audience of senior municipal employees, at an estimated cost of \$250.00. We recommend Municipal World on-line posting an estimated cost of \$450.00.

Insurance

Ravenhill Group a division of Ravenhill Smith Search Inc. carries **\$2,000,000.00 Professional liability Insurance and \$5,000,000.00 Commercial General Liability Insurance** through ZEN Insurance. Once chosen for this assignment we will provide a certificate of insurance naming Deseronto.

Time Commitment

Managing Partner, Bruce Malcolm and Project Manager, Glen Smith, as Team Lead for the Town of Deseronto search have the quality time to devote to this search to ensure excellent results.



D. Bruce Malcolm
RAVENHILL GROUP
division of Ravenhill Smith Search Inc

June 6/2023

Approved: Town of Deseronto

Memorandum of Understanding

THIS MEMORANDUM OF UNDERSTANDING made the day of , 2023.

B E T W E E N:

CITY/COUNTY/TOWNSHIP OF _____
("the **Municipality**")

OF THE FIRST PART

- and -

QUINTE CONSERVATION AUTHORITY
("the **QCA**")

OF THE SECOND PART

Hereinafter the Municipality and the QCA shall collectively be referred to as the "**Parties**"

WHEREAS the QCA is a Conservation Authority established under the *Conservation Authorities Act* ("Act") and is governed by its members appointed by participating municipalities in accordance with the Act;

AND WHEREAS the Municipality is located wholly or in part within the area under the jurisdiction of the QCA;

AND WHEREAS the Act permits the QCA to provide non-mandatory programs and services under a Memorandum of Understanding or such other agreement as may be entered into with a Municipality;

AND WHEREAS the QCA is prepared to provide certain non-mandatory programs and services to the Municipality;

AND WHEREAS the Municipality wishes to avail itself of those programs and services described in this Memorandum of Understanding (MOU) and to pay the amount charged by the QCA for those programs and services;

NOW THEREFORE, in consideration of the terms of this Memorandum of Understanding and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties hereto agree as follows:

1. Entire Memorandum of Understanding

1.1. This MOU, together with:

Schedule "A" - Category 2 Programs and Services

Schedule "B" - Category 3 Programs and Services

constitutes the entire MOU between the Parties with respect to the subject matter contained in this MOU and supersedes all prior oral or written representations and agreements.

1.2 This MOU will be posted publicly on the QCA's website to comply with requirements under the *Conservation Authorities Act*.

2. Definitions

2.1 In this MOU:

"Category 2" means the municipal programs and services that the QCA hereby agrees to provide at the request of and on behalf of the Municipality; and

"Category 3" means the programs and services that the QCA's Board wishes to provide on behalf of the

watershed to further the *Conservation Authorities Act* under a cost apportioning agreement amongst participating municipalities who agree to the implementation of the programs and services, as outlined in the QCA's Programs & Services Inventory.

3. Term of Memorandum of Understanding

3.1 The initial term of this MOU shall commence on the date this MOU is signed by the Parties and shall, subject to the renewal provisions of this MOU, end on December 31, 2028 ("the Initial Term").

3.2 Unless this MOU has been terminated early in accordance with the terms or conditions of this MOU, the MOU shall be automatically renewed for a five (5) year term from December 31, 2028 ("**Renewal Term**"), on the same terms and conditions contained herein.

3.3 This MOU shall be reviewed by the Parties prior to the expiry of the Initial Term and each Renewal Term. It is the QCA's responsibility to initiate the review with Municipality at least one hundred and twenty (120) days prior to the expiry of the Initial Term or Renewal Term, as the case may be.

3.4 Subject to the provisions of Clause 9 of this MOU, the terms and conditions of this MOU may be amended at any time with the mutual written consent of both of the Parties.

4. Fees and Payment

4.1 The cost structure for the programs and services provided in Schedule A and Schedule B shall be based on the actual costs to the QCA of providing the programs and services.

4.2 An increase will be applied to the total fees for the programs and services provided in Schedule A and Schedule B effective January 1 in each calendar year and will be no less than the same percentage as the QCA's overall levy increase.

4.3 The fees apportioned to the Municipality will be calculated annually using the benefit-based apportionment method for Schedule A services and the Municipal Current Value Assessment (MCVA) apportionment method for Schedule B services. The MCVA apportionment method shall be based on the ratio that the Municipality's modified current value assessment is of all participating municipalities. The amount of the fees apportioned to the Municipality shall be provided annually at least 30 days before the meeting at which the budget is approved.

4.4 In addition to the foregoing cost structure for programs and services provided in Schedule A and Schedule B, the QCA may charge a user fee in the delivery of any programs and services listed, as appropriate.

4.5 The Municipality shall pay the QCA all fees and charges as invoiced by the QCA pursuant to this MOU within sixty (60) days of the date of the invoice.

5. Notice

Any notice in respect of this MOU shall be in writing and shall be sufficiently given or made if made in writing and either delivered in person during normal business hours of the recipient on a business day to the Party for whom it is intended to the address as set out below, or sent by registered mail or by email addressed to such Party as follows:

(1) in the case of the Municipality, to:

MUNICIPALITY NAME

ADDRESS

Attention:

Email:

(2) in the case of the QCA, to:
Quinte Conservation
2061 Old Highway # 2
Belleville, ON K8N 4Z2

Attention: Brad McNevin, Chief Administrative Officer
Email: bmcnevin@quinteconservation.ca

or to such other addresses as the Parties may from time to time notify in writing, and any notice so made or given shall be deemed to have been duly and properly made or given and received on the day on which it shall have been so delivered or, if mailed, then, in the absence of any interruption of postal service affecting the delivery or handling thereof, on the third business day after the date of mailing.

6. Force Majeure

Neither Party shall be in default with respect to the performance or non-performance of the terms of this MOU resulting directly or indirectly from causes beyond its reasonable control (other than for financial inability) that could not reasonably have been foreseen, including, without limitation, any delay caused by war, invasion, riots, acts of terrorism or sabotage, acts of government authority (other than by the Municipality), plague, epidemic, pandemic, natural disaster, strike, lock-out, inability to procure material, acts, laws or regulations of government authority or other cause beyond the reasonable control of such Party and not caused by the act or omission of such Party, and the performance of such term or terms shall be extended for a period equivalent to the period of such delay. This provision should not relieve the Municipality of its obligation to pay fees and costs when due.

7.0 General

7.1 The QCA shall not hold itself out as an employee of the Municipality.

7.2 The QCA may subcontract all or any portion of the programs or services in its sole discretion, provided that any such subcontracted program(s) or service(s) conforms to the terms of this MOU. Nothing contained in this MOU will create a contractual relationship between any subcontractor or its directors, officers, employees, agents, partners, affiliates or volunteers and the Municipality. No subcontract will relieve the QCA from any obligation under this MOU or impose any liability on the Municipality unless otherwise agreed to in writing.

7.3 The QCA will maintain confidentiality of any information provided by the Municipality and identified as confidential and will limit disclosure of such information to only those individuals who require access to the information in order to complete the program or service, or as required to be disclosed by law.

7.4 Notwithstanding the foregoing, the Municipality acknowledges and agrees that all programs and services identified in Schedule "A" shall also be included in a Watershed-based Resource Management Strategy that the QCA is required to develop and implement under the *Conservation Authorities Act*.

8. Dispute Resolution

If requested in writing by either Party, the Parties shall attempt to resolve any dispute between them arising out of or in connection with this Agreement by entering into structured non-binding negotiations with the assistance of a mediator on a without prejudice basis. The mediator shall be appointed by agreement of the Parties. If a dispute cannot be settled within a period of ninety (90) calendar days with the mediator, the dispute shall be referred to and finally resolved by arbitration. The arbitrator shall be appointed by the agreement of the Parties.

No person shall be appointed to act as mediator or arbitrator who is in any way interested, financially or otherwise, in the conduct of the work on the Project or in the business or other affairs of either of the Parties.

The award of the arbitrator, including an award for costs if applicable, shall be final and binding upon the Parties.

The provisions of the Arbitration Act, R.S.O., 1991, Chapter 17, as amended shall apply.

9. Early Termination

This MOU shall terminate automatically upon either Party providing the other Party with prior written notice of their intention to terminate this MOU given no less than one-hundred and eighty (180) days and no more than three hundred (300) days prior to the end of such calendar year. Upon such written notice of intention to terminate this MOU being given in any calendar year during the Initial Term or Extension Term, the date that is the last date of such calendar year or such date as may be otherwise agreed to by all Parties in writing, shall be the "Termination Date". In the event this MOU is terminated, any operating expenses and costs incurred by the QCA for providing services to the Municipality shall be paid by the Municipality up to and including the Termination Date.

10. Termination

Upon a termination notice being given, the QCA shall be entitled to operational and capital costs reasonably incurred up to the date of the termination notice and all ongoing fixed costs incurred in reliance on the funding commitment of the Municipality. The Municipality shall pay the QCA within thirty (30) days of termination.

11. Insurance

Both Parties agree to obtain and maintain in full force at all times, Certificates of Insurance for commercial general liability at a minimum level of five million dollars (\$5,000,000) and shall add the other Party as a named insured.

12. Execution

This MOU may be executed in counterparts in writing or by electronic signature and delivered by mail, facsimile or other electronic means, including in Portable Document Format (PDF), no one copy of which need be executed by all of the Parties, and all such counterparts together shall constitute one MOU and shall be a valid and binding agreement among the Parties hereto as of the date first above written.

13. Severability

If any term or provision of this MOU shall to any extent be held to be invalid or unenforceable, the remainder of this MOU shall not be affected thereby, and each term and provision of this MOU shall be separately valid and enforceable to the fullest extent permitted by law.

14. Successors

This MOU shall ensure to the benefit of and be binding upon Parties hereto and their respective successors and assigns.

IN WITNESS WHEREOF the Municipality and the QCA have signed this Memorandum of Understanding.

MUNICIPALITY:

Name
Position

Name
Position

I / We have authority to bind the Municipality.

QUINTE CONSERVATION AUTHORITY

Brad McNevin
Chief Administrative Officer/Secretary-Treasurer

Chris Malette
Chair

I / We have authority to bind QC.

DRAFT FOR DISCUSSION

Appendix A – Category 2 Programs and Services

1. DRINKING WATER SOURCE PROTECTION

Quinte Conservation has been operating under an existing agreement to provide the Source Water Protection Part IV Enforcement services Since 2019/2020. This agreement will supersede the Existing Agreements and ensure compliance with the changes brought forward by the Province of Ontario. Appendix A of the agreement only applies to the following municipal partners Centre Hastings, City of Belleville, Deseronto, Madoc, Marmora and Lake, Prince Edward County, Town of Greater Napanee and Tweed.

Goals:

The goals of the service agreement between the municipality and Quinte Conservation are:

- a) To delegate Part IV responsibilities from the Municipality to the Conservation Authority by appointing the Conservation Authority to carry out enforcement under Part IV of the Act within the Municipality, and
- b) To administer and enforce Part IV responsibilities for all lands located within the Municipality's jurisdiction from the regional Quinte Conservation Risk Management Office. This includes lands within the vulnerable areas surrounding the municipal Drinking Water System.
- c) To delegate education and outreach responsibilities from the Municipality to the Conservation Authority related to *Policy-G-1: Education and Outreach* in the *Quinte Region Source Protection Plan*.

General Conditions:

- d) Under section 4 of the Act, the Quinte Conservation Authority serves as the Source Protection Authority for the Quinte Source Protection Area. Ontario Regulation 284/07 under the Act designates the participating municipalities for the Quinte Conservation Authority when it acts as the Source Protection Authority under the Act.
- e) The Act states that municipalities are responsible for Part IV enforcement of Source Protection Plans. The Act further provides that a municipality may enter into an agreement for the enforcement of Part IV by a board of health, a planning board, or a Source Protection Authority.
- f) This Agreement shall be applicable to all lands located in the Municipality that are subject to Part IV of the Act.
- g) The Conservation Authority shall faithfully carry out its duties hereunder on a fee for service basis in accordance with the Act, the Quinte Region Source Protection Plan (as amended from time to time), this Agreement, and any other applicable legislation.
- h) The Conservation Authority will appoint such Risk Management Officials and Risk Management Inspectors as are necessary pursuant to subsection 48 (2) of the Act and shall issue a certificate of appointment to the Risk Management Officials and Risk Management Inspectors as per subsection 48 (3) of the Act.
- i) The Risk Management Officials and Risk Management Inspectors will be qualified as prescribed by the Regulation.

1.1 Risk Management Official/Risk Management Inspector Services

Quinte Conservation Authority Responsibilities:

- i) Appointing Risk Management Officials and Risk Management Inspectors as necessary for the administration and enforcement of Part IV of the *Clean Water Act* (Act) under this MOU, and who are qualified in accordance with the provisions of Section 53 of the Act.

- ii) Providing Restricted Land Use mapping to the participating municipalities and establishing protocols, in consultation with municipal staff, to facilitate information sharing.
- iii) Inspecting, monitoring and ensuring compliance with prohibition policies under Section 57 of the Act and with risk management plans under Section 58 of the Act.
- iv) Reviewing all development, building permit and land use planning applications for properties within the areas designated as Restricted Land Use in the Quinte Source Protection Plan and issuing notices with respect to Restricted Land Use under Section 59 of the Act prior to those applications proceeding
- v) Negotiating or, if negotiations fail, establishing risk management plans with persons (business owners, landowners, tenants, and others) engaged or proposing to engage in an activity and at a location designated under Section 58 of the Act, as identified under the Quinte Source Protection Plan
- vi) Charging fees for the establishment of a Risk Management Plan, where negotiations have failed
- vii) Making resolutions under s.55 of the Act, as deemed necessary
- viii) Reviewing and accepting risk assessments that meet the requirements of Section 60 of the Act
- ix) Maintaining adequate records of all documents and materials used in performing the duties required under this Agreement, and in accordance with s. 54. (1) of the Act and making records available to the public when required to do so and to the Participating Municipalities on request
- x) Preparing documentation for and making provisions for staff to attend Ontario Land Tribunal Hearings if required
- xi) Using powers of entry on properties where required, as detailed in Section 62 of the Act, and obtaining inspection warrants from a court when required
- xii) Issuing orders and notices and exercising any other powers set out under Part IV of the Act to ensure compliance with the Quinte Source Protection Plan
- xiii) Reporting annually on activities to the Participating Municipalities and Source Protection Authority as required under the Act

Participating Municipalities Responsibilities:

Circulate to the Risk Management Official the following items for review and response for properties within the areas designated as Restricted Land Use in the Quinte Source Protection Plan:

- i) building permit applications and preliminary inquiries for building permits
- ii) municipal by-laws that potentially impact land use activities
- iii) land use planning proposals and applications
- iv) other inquiries and applications relating to changes in land use activities

1.2 Source Protection Education and Outreach

Objective 1 - General Awareness

- Increase general awareness of the overall Source Protection Program

Objective 2 - Municipal Water System Customers

- Increase awareness of municipal drinking water systems among all municipal water users, with a focus on where water comes from, how it is treated to ensure it is safe to drink, and the connection between land use practices and water quality.

Objective 3 - Best Management Practices

- Facilitate best management practices on private properties by providing information and motivating behavioural changes regarding drinking water threats set out in the Quinte Region Source Protection Plan.
- Update and development of outreach materials for significant drinking water threats, as needs arise. Creation and distribution of promotional material.

- Updates to the Quinte Conservation Source Water Protection website page, as required.
- Provide information and links to municipalities for website and newsletters.
- Distribution of material through mail outs and door-to-door delivery as required.
- Make use of municipal opportunities for distribution of information.
- Use of Quinte Conservation social media (e.g. Facebook).
- Incorporation of Source Protection messaging at appropriate events (e.g., Plowing match, trade shows, municipality-hosted event upon request).
- A continued support system for the municipalities and public for queries about Source Protection.
- A continued support system for the Risk Management Officials.
- Reporting - Quarterly reporting to the QC Board of Directors, annual report to Municipalities.

2. MOIRA LAKE WEIR INSTALLATION (DOWNY'S RAPIDS)

Quinte Conservation staff install, remove, and maintain a seasonal recreation weir at the outlet of Moira Lake. This weir is an important structure to ensure residents of Centre Hastings can enjoy the lake throughout the summer. All expenses for the installation, removal and maintenance are covered by the Municipality of Centre Hastings. Quinte Conservation's 10-year capital asset management plan for our water management structures includes the Moira Lake weir.

3. STOCO LAKE WEIR INSTALLATION

Quinte Conservation staff install, remove, and maintain a seasonal recreation weir at the outlet of Stoco Lake. The weir is an important structure to ensure residents of Tweed can enjoy the lake throughout the summer. All expenses for the installation, removal and maintenance are covered by the Municipality of Tweed. Quinte Conservation's 10-year capital asset management plan for our water management structures includes the Stoco Lake weirs.

4. BELLEVILLE ICE CONTROL STRUCTURES

Quinte Conservation staff maintain the Belleville Ice Control Structures on the Moira River in the City of Belleville. These structures maintain head-ponds to promote formation of a solid ice sheet in the winter, the ice sheet insulates the river, reducing frazil ice generation. The ice booms hold the ice sheet in place to reduce potential ice jamming. All expenses related to testing of low flow valves, vegetation clearing, in-water inspections of the ice booms, replacement of deteriorated components, and fastening, clearing, and repositioning of the booms are covered by the City of Belleville. Quinte Conservation's 10-year capital asset management plan for our water management structures includes the Belleville Ice Control Structures.

Appendix B – Category 3 Programs and Services

1. SURFACE WATER QUALITY MONITORING PROGRAM

Surface water quality monitoring at 322 baseflow sites, 9 Long-term Monitoring Open water sites, 4 tributary sites (in addition to PWQMN), Lake Ontario nearshore water monitoring at area beaches, coastal wetland monitoring of Bay of Quinte Area of Concern, benthic monitoring at 48 OBBN sites across the watersheds. Costs include staff, equipment and calibration, sampling, analysis, and reporting. The information is used for watershed report cards and watershed project prioritization as part of the mandatory reporting requirements to the province.

2) EDUCATION AND OUTREACH SERVICES

The portion of the education and outreach program not directed to mandated programs primarily centered on watershed and natural environment curriculum. These are curriculum-based education programs for elementary and secondary students. These programs focus on local watersheds, ecosystems, and environmental issues. Programs take place at schools (indoors and outdoors), field trips to conservation areas and community parks and through online learning.

Education and outreach programs and community events to assist in achieving the objectives of the conservation authority. These programs are open to people of all ages.

3) LANDOWNER STEWARDSHIP SERVICES

The stewardship and restoration services have some key components: one-on-one technical assistant to watershed landowners, connecting landowners with cost-share funding, and the reforestation services. These projects reduce the risk to life and property from natural hazards, protect water quality and quantity, improve forest conditions, increase biodiversity, and make the watersheds more resilient to climate change. These services when applied across the entire watershed improve the health of the entire system. Examples include the annual native plant and wildflower sales, private land stewardship including tree planting, guided conservation area field trips, webinars, 50 Million Tree program, etc.

3.1 Private Land/Rural Stewardship Program

Our program is designed to work with property owners to implement Best Management Practices to mitigate flood and erosion hazards, improve and protect water quality, restore floodplains and river valleys, reduce nutrient contamination, restore, and enhance wetlands to reduce flooding peaks and augment low flow, management of terrestrial non-native invasive species, protect groundwater, and improve aquatic species at risk habitat. Includes partnership programs with Lower Trent CA. Apply for and manage external funding, promote private land stewardship, outreach, provide technical advice and design assistance, participation on technical working groups, etc.

3.2 Tree Planting and Forestry Services

Forestry services including initial site visit to determine if landowners would qualify for a large-scale tree planting and then pass them onto the 50-Million Tree Program local delivery agent. Private woodlot stewardship, technical assistance, link to funding programs to maintain form and function of watershed forest cover. Our goal will be to build on this service in partnership with other lead agencies.

4) DEPOT LAKES CAMPGROUND

Operate a campground and associated facilities at the Depot Lakes Conservation Area in Verona (Township of Central Frontenac) that provides seasonal and interior camping opportunities. This service operates on a cost recovery basis.

5) GREEN ENERGY PROGRAM MCLEOD DAM HYDRO FACILITY

Own and operate a hydro facility and associated infrastructure at an existing water control structure within the City of Belleville. McLeod Dam Hydro Facility was established in 2008 to provide power to 400 homes. The facility has a Feed In Tariff (FIT) contract until August 2028 and a loan set to expire in November 2028. As a member of the Ontario Waterpower Association (OWA) we have been actively participating in the discussions regarding contract renewal for the sale of the energy produced.

Quinte Conservation Authority Inventory of Programs and Services

Program Area	Program/Service and Subservices	Description	Category (1) Mandatory, (2) Municipal, (3) Other	Category Rationale	Program Cost Estimate (\$)	Funding mechanism and percentage of costs
Natural Hazard Management Program						
Program Description: Conservation Authorities (CAs) are the lead provincial agencies on Natural Hazard issues. The goal is to protect life and property from flooding and erosion. This watershed-wide, comprehensive program includes development applications and permits, municipal plan input and review, environmental planning and policy, flood forecast and warning, flood and erosion control infrastructure, technical studies, ice management, education, and public awareness.						
Environmental Planning and Regulations	Section 28.1 Permit Administration	Reviewing and processing permit applications, associated technical reports, site inspections, communication with applicants, agents, and consultants and legal costs associated with violations and court proceedings.	1	CAA s.21.1; Reg.686/21 s. 8		Municipal Levy - Self-Generated - Provincial -
	Enforcement and Compliance	Under Part VII of the Conservation Authorities Act – enforcement and compliance to Part VI Section 28 permits	1	CAA s.21.1, s.28		
	Municipal Plan Input and Review	Technical information and advice to municipalities on circulated municipal land use planning applications (Official Plan and Zoning By-law Amendments, Subdivisions, Consents, Minor Variances). Input to municipal land-use planning documents (OP, Comprehensive ZB, Secondary plans) related to natural hazards, on behalf of Ministry of Northern Development, Mines, Natural Resources and Forestry (MNMNRF), delegated to CAs (1983). Input to the review and approval processes under other applicable law, with comments principally related to natural hazards, wetlands, watercourses, and Sec. 28 permit requirements.	1	CAA s.21.1; Reg.686/21 s.6, s.7		
Water Management	Flood Forecasting and Warning	Daily data collection and monitoring of weather forecasts, provincial and local water level forecasts, watershed conditions, snow surveys, flood event forecasting, flood warning, communications and response and equipment maintenance. Regular meetings with municipal flood emergency coordinating staff.	1	CAA s.21.1		Municipal Levy - Self-Generated - Provincial -
	Flood and Erosion Control Infrastructure Operation and Management	Water and erosion control infrastructure and low flow augmentation. Includes all 43 water management structures (flood control, weirs, erosion control, low flow augmentation structures, etc.) that are annually inspected, and routine maintenance work completed. Requirement under new regulation - Update asset management plan for these structures. In the future will have costs associated with the Capital Asset Management Plan for Water Control Infrastructure.	1	CAA s.21.1		
	Low water response	Conditions monitoring and analysis. Technical and administrative support to the Water Response Team representing major water users and decision makers, who recommend drought response actions.	1	CAA s.21.1		
	Moira Lake Weir	Quinte Conservation staff install, remove, and maintain a seasonal recreation weir at the outlet of Moira Lake. This weir is an important structure to ensure residents of Centre Hastings can enjoy the lake throughout the summer. All expenses for the installation, removal and maintenance are covered by the Municipality of Centre Hastings.	2	CAA s.21.1.1		Special Municipal Benefitting Levy - 100 %
	Stoco Lake Weir	Quinte Conservation staff install, remove, and maintain a seasonal recreation weir at the outlet of Stoco Lake. The weir is an important structure to ensure residents of Tweed can enjoy the lake throughout the summer. All expenses for the installation, removal and maintenance are covered by the Municipality of Tweed..	2	CAA s.21.1.1		Special Municipal Benefitting Levy - 100 %
	City of Belleville Ice Control Structures	Quinte Conservation staff maintain the Belleville Ice Control Structures on the Moira River in the City of Belleville. These structures maintain head-ponds to promote formation of a solid ice sheet in the winter, the ice sheet insulates the river, reducing frazil ice generation. The ice booms hold the ice sheet in place to reduce potential ice jamming. All expenses related to testing of low flow valves, vegetation clearing, in-water inspections of the ice booms, replacement of deteriorated components, and fastening, clearing, and repositioning of the booms are covered by the City of Belleville. Quinte Conservation's 10-year capital asset management plan for our water management structures includes the Belleville Ice Control Structures.	2	CAA s.21.1.1		Special Municipal Benefitting Levy - 100 %
	Flood and Erosion Control Infrastructure Major Maintenance	Major maintenance on flood and erosion control structures as required. Projects are dependent on Water and Erosion Control Infrastructure (WECI) funding from the province and support from our municipal partners.	1	CAA s.21.1)	Provincial WECI - 50 %; Special Benefitting Municipal Levy - 50%

Program Area	Program/Service and Subservices	Description	Category (1) Mandatory, (2) Municipal, (3) Other	Category Rationale	Program Cost Estimate (\$)	Funding mechanism and percentage of costs
	Technical Studies and Policy Review	Studies and projects to inform natural hazards management programs including floodplain management, watershed hydrology, regulations areas mapping update, flood forecasting system assessment, floodplain policy, Lake Ontario shoreline management. These projects often last one to two years and are distributed over time as human resources and funding is available.	1	CAA s.21.1		Special Benefiting Municipal Levy - Special grant funding when available (i.e., NDMP) -
Water Quality & Quantity Monitoring						
Program Description: Quinte Conservation, in partnership with Ministry of Environment, Climate Change and Parks (MECP), has established long term sites to monitor surface and ground water conditions as well as an investment into long-term monitoring of climate change trends. Quinte Conservation, in partnership with community organizations, municipalities, and federal and provincial agencies has established sites to monitor surface water quality and quantity as well as many other parameters to support a healthy ecosystem.						
Provincial Program	Provincial Water Quality Monitoring Network (PWQMN)	A long-standing (50+ year) CA/MECP partnership for stream water quality monitoring at 28 sites. Quinte Conservation staff take water samples and MECP does lab analysis and data management. Information is used for watershed report cards and stewardship project prioritization.	1	Reg.686/21 s.12 (1) 2		Municipal Levy - Self-Generated - Provincial -
	Provincial Groundwater Monitoring Network (PGMN)	A long-standing CA/MECP partnership for groundwater level and quality monitoring at 30 stations. Costs include equipment, data collection, analysis, data management and reporting. MECP funded network installation and continues to fund equipment replacements. Data collected supports flood forecast and warning, low water response, and water quality monitoring.	1	Reg.686/21 s.12 (1) 1		
Local Initiatives	Integrated Water and Climate Station	Climate monitoring at 5 locations (Price Conservation Area – Skootamatta River also a Provincially Significant Station – Reference site for province; Macaulay Mountain Conservation Area – PEC station; Potters Creek Conservation Area – Environment Canada significant site; Cleveland Road Property – Moira River watershed; Tyendinaga Township at Shannon Road Property – Salmon River; Portland Conservation Area – Napanee River watershed) for groundwater, soil, water quality, snow monitoring and meteorological parameters. Data collected support flood forecast and warning, low water response, water quality monitoring and several external partners including MECP and academic institutions for climate change impacts.	1	Reg.686/21 s.1 (3) 1 iv		
	Surface Water Quality Monitoring Program	Surface water quality monitoring at 322 baseflow sites, 9 Long-term Monitoring Open water sites, 4 tributary sites (in addition to PWQMN), Lake Ontario nearshore water monitoring at area beaches, coastal wetland monitoring of Bay of Quinte Area of Concern, benthic monitoring at 48 OBBN sites across the watersheds. Costs include sampling, analysis, and reporting.	3	Reg.686/21 – s.1.2, s.3, s.7, s.8, s.9, s.10, s.12, s.13		
Requested Partner Projects		Partners provide funding to Quinte Conservation to conduct fisheries assessments, wetland health assessments and research on their behalf. This includes habitat compensation assessments and other related research. This is a component of the CA Act review and relates directly to hazards, protection of headwater features, habitat, and ecosystem health. Past examples include OPG – Big Island; Bay of Quinte Area of Concern Research; Ducks Unlimited Fisheries Assessment at Clarke Island; etc.	3	CAA s.21.1.2		Self-Generated or Partner Funded 100%
Drinking Water Source Protection						
Program Description: The protection of municipal drinking water supplies in the Quinte Conservation region through the development and implementation of the Source Protection Plans.						
	Drinking Water Source Protection Program (DWSP)	Source Protection Area/Region, technical support, Source Protections Committee support, Source Protection Authority reports and meetings. Activities required by the Clean Water Act and regulations.	1	Clean Water Act Reg.686/21 s.3		Provincial Transfer Payment – 100 %

Program Area	Program/Service and Subservices	Description	Category (1) Mandatory, (2) Municipal, (3) Other	Category Rationale	Program Cost Estimate (\$)	Funding mechanism and percentage of costs
	DWSP Risk Management Official Services including Education and Outreach	Carrying out Part IV duties of the Clean Water Act on behalf of municipalities through service agreements. Carrying out policy G-1-E&F: Education and Outreach responsibilities on behalf of municipalities through service agreements.	2	CAA s.21.1.1		Special Municipal Benefitting Levy – 100 %
Core Watershed-based Resource Management Strategy						
Program Description: The purpose of a watershed plan is to understand the current conditions of the watershed, and identify measures to protect, enhance, and restore the health of the watershed. Watershed strategies provide a management framework to provide recommendations which consists of goals, objectives, indicators, and management recommendations. This addresses existing issues in the watershed and mitigate impacts from potential future land uses, while recommending appropriate actions to protect, enhance, and restore the watershed.						
New	Strategy Development	New Project: Collate/compile existing resource management plans, watershed plans, studies, and data. Strategy development, implementation, and annual reporting. This is a one-year project which builds on the previous Watershed Management Strategies.	1	Reg.686/21 s.12 (1) 3		Municipal Levy – 100 %
Conservation Authority Lands and Conservation Areas						
Program Description: Quinte Conservation owns 30,000 acres of land which includes conservation areas, management areas, conservation forests, farmland and flood control structures and surrounding land. Quinte Conservation property is essential to watershed management, environmental protection, helps implement the Watershed Management Strategy and provides areas for passive recreation.						
Conservation Land Management	Section 29 Minister's regulation for Conservation Areas	Conservation areas regulation enforcement and compliance.	1	CAA s.29		Municipal Levy - Self-Generated -
	QC forests and management areas (not Conservation Areas)	Management and maintenance of CA owned lands. Includes forest management, signage, gates, passive recreation, stewardship, restoration, ecological monitoring, carrying costs such as taxes and insurance. Health and Safety, FSC Certification and ensuring compliance with standards.	1	CAA s.21.1		
	Conservation Areas	Management and maintenance of 12 conservation areas and over 70 kilometers of recreational trails. Includes passive recreation, risk management program, hazard tree management, gates, fencing, signage, brochures, communications, pedestrian bridges, trails, parking lots, pavilions, roadways, stewardship, restoration, ecological monitoring, carrying costs such as taxes and insurance.	1	CAA s.21.1		
	Conservation Area Major Maintenance	Major maintenance and capital improvements to support public access, safety, and environmental protection such as pedestrian bridges, boardwalks, trails.	1	CAA s.21.1		
Non-Passive Recreation	Depot Lakes Campground	Operate a campground and associated facilities at the Depot Lakes Conservation Area that provides seasonal and interior camping.	3	N/A		Self-Generated – 100%
Green Energy	McLeod Dam Hydro Facility	Operate a hydro facility and associated infrastructure at an existing water control structure within the City of Belleville. McLeod Dam has a FIT contract until 2028.	3	Climate Change Adaptation		Self-Generated – 100%
New	Inventory of Conservation Authority lands	New Project: The land inventory will include the following information: location, date, method and purpose of acquisition, land use. Project updates as property inventory changes. To be completed on or before December 31, 2024 , per the requirements of Regulation.	1	Reg.686/21 s.9 (3)		Municipal Levy – 100%
New	Strategy for CA owned or	New Project: A strategy to guide the management and use of CA-owned or controlled properties including guiding principles, objectives, land use, natural heritage, classifications of lands, mapping, identification of programs and	1	Reg. 686/21 s.9 (1)		Municipal Levy – 100%

Program Area	Program/Service and Subservices	Description	Category (1) Mandatory, (2) Municipal, (3) Other	Category Rationale	Program Cost Estimate (\$)	Funding mechanism and percentage of costs
	controlled lands and management plans	services on the lands, public consultation, publish on website. One-year project. This is an updated to previous conservation area management plans. To be completed on or before December 31, 2024 , per the requirements of Regulation.				
New	Land Acquisition and Disposition Strategy	New Project: A policy to guide the acquisition and disposition of land to fulfill the objects of the authority. Strategic acquisition of environmentally significant properties. To be completed on or before December 31, 2024 , per the requirements of Regulation.	1	Reg.686/21 s.9 (2) vi		Municipal Levy – 100%
Watershed Stewardship and Restoration (Urban, rural & agricultural)						
Program Description: The stewardship and restoration program have some key components: one-on-one technical assistant to watershed landowners, connecting landowners with cost-share funding, and the reforestation program. Projects reduce the risk to life and property from natural hazards, protect water quality and quantity, improve forest conditions, increase biodiversity, and make the watersheds more resilient to climate change.						
Landowner Stewardship Services	Private Land/Rural Stewardship Program	Work with property owners to implement Best Management Practices to mitigate flood and erosion hazards, improve and protect water quality, restore floodplains and river valleys, reduce nutrient contamination, restore, and enhance wetlands to reduce flooding peaks and augment low flow, management of terrestrial non-native invasive species, protect groundwater, and improve aquatic species at risk habitat. Includes partnership programs with Lower Trent CA. Apply for and manage external funding, promote private land stewardship, outreach, provide technical advice and design assistance, participation on technical working groups, etc.	3	Great Lakes Water Quality Agreement CAA s.21.1.2		Municipal Levy - Self-Generated - (This program subsidizes other programs within the Quinte region)
	Tree Planting and Forestry Services	Forestry services including initial site visit to determine if landowners would qualify for a large-scale tree planting and then pass them onto the 50-Million Tree Program local delivery agent. Private woodlot stewardship, technical assistance, link to funding programs to maintain form and function of watershed forest cover. Our goal will be to build on this service in partnership with other lead agencies.	3	CAA s.21.1.2		
Education and Outreach Services	School programs	Curriculum-based education programs for elementary and secondary students. These programs focus on local watersheds, ecosystems, and environmental issues. Programs take place at schools (indoors and outdoors), field trips to conservation areas and community parks and through online learning.	3	CAA s.21.1.2		
	Community programs and events	Education and outreach programs and community events to assist in achieving the objectives of the conservation authority. These programs are open to people of all ages.	3	CAA s.21.1.2		
Community/Watershed Services	Sub watershed Initiatives	Quinte Conservation works with communities to develop and implement sub watershed plans. Plans and initiative examples are: East Lake Plan, 14 Island Lake Plan, Stoco Lake Plan, etc. Activities include community engagement and objective setting, supporting protection, enhancement, and restoration activities, and monitoring and evaluating actions.	1	CAA s.21.1.2		Partner Funded and/or Self-Generated – 100 %
Enabling Services:						
Program Description: Key assistance provided to all departments of the conservation authority, board of directors, member municipalities and the general public to enable Quinte Conservation to operate in an accountable, efficient and effective manner.						
Administration, Finance, HR	Corporate Services	Administrative, human resources, operating and capital costs which are not directly related to the delivery of any specific program or service, but are the overhead and support costs of a conservation authority. Includes health and safety program, overseeing programs and policies.	1	CAA s.20		Municipal Levy - Self-Generated - Provincial -
	Financial Services	Annual budget, accounts payable/receivable, payroll, financial analysis, financial audit, administration of reserves and investments, financial reports for funding agencies, preparing, and submitting reports to CRA, benefits program admin.	1	CAA s.20		
	Legal Expenses	Costs related to agreements/contracts, administrative by-law updates	1	CAA s.20		
	Governance	Supporting CA Boards, Advisory Committees, Office of CEO/CAO/GM and Senior Management.	1	CAA Part IV		
	Administration Buildings	Office buildings and workshop used to support Quinte Conservation staff, programs, and services. Includes utilities, routine and major maintenance, property taxes. In the future will have costs associated with the Capital Asset Management Plan.	1	CAA s.20		Municipal Levy - Self-Generated - Provincial -

Program Area	Program/Service and Subservices	Description	Category (1) Mandatory, (2) Municipal, (3) Other	Category Rationale	Program Cost Estimate (\$)	Funding mechanism and percentage of costs
Communications	General Communications	Informing public of Quinte Conservation programs and projects through media, open houses, public meetings, website administration, responding to inquiries from the public, crisis communications.	1	Enabling Service		Municipal Levy - Self-Generated - Provincial -
	Natural Hazards, Outreach and Education	Promoting public awareness of natural hazards including flooding, drought, and erosion. Attending public events, supplying materials. Social media services. Media relations. Educate elementary school students and the public about the danger of floodwaters, dangers of dams, etc.	1	CAA s.21.1(2)		
GIS/IT/IM	Information Technology Management/ GIS	Data management, records retention. Development and use of systems to collect and store data and to provide spatial geographical representations of data. In the future will have costs associated with the Capital Asset Management Plan.	1	CAA s.20		Municipal Levy - Self-Generated -
	Information Management	Data collection, mapping, data sets, watershed photography. Development and use of systems to collect and store data and to provide spatial geographical representations of data. This includes our geographical information systems and support.	1	CAA s.21.1		Municipal Levy - Self-Generated -
Fleet and Equipment	Vehicle and Equipment	A fleet of vehicles and equipment to support the work of Quinte Conservation, including capital purchases, fuel, licenses, repairs, and maintenance. Programs and projects are charged for the use of the vehicles and equipment.	1	CAA s.20		Municipal Levy - Self-Generated -

Appendix 1

1) All of the financial information provided is based on estimates, including the percentage of the total annual fund contributions of the various funding providers

2) Under O. Reg. 687/21 Section 6. (2)(c)(i)(D) if the authority is of the opinion that the average annual cost determined under sub-subclause (A) or (B) does not reflect the average annual cost to provide the program or service in the future, adjust the average annual cost and provide an explanation for this adjustment

The costs associated with each program and service are estimated based on the 2022 approved budget for Quinte Conservation. A five-year estimate is not reflective of current and future costs. The costs for programs and services increase annually due to increases in wages and benefits and the increased operational costs due to inflation. As well program operations are often modified based on best management practices.

3) The financial information included in the tables are associated with operational costs only. Capital asset management for water control structures is found under the current plan (attached/or a link). Quinte Conservation is in the process of developing a Capital Asset Management Plan including all aspects of our operation (Water Control Structures, Buildings, Lands, Employees, etc.) to be presented for board approval by 2024.

Appendix 2

Category 3 Summary Information

For existing Category 3 programs and services, there are some programs and services financed through Quinte Conservation Authority partner municipality and agreements will be negotiated.

For future Category 3 programs and services, the potential exists to seek funding for projects from municipal partners. Future projects that are beneficial to the watershed as a whole or that are benefitting to a particular municipality are variable and generally dependent on other funding sources and their funding criteria.

Quinte Conservation will continue to actively search for alternate funding for beneficial watershed and research projects.

Quinte Conservation intends to enter into cost apportioning agreements with municipalities as projects are developed and executed, when necessary.

Appendix 3

Category 2 Summary Information

New or Existing	Category 2 Service	Participating Municipalities	Date of agreement (Most recent version)
Existing	DWSP Risk Management Official and DWSP Education and Outreach	Town of Greater Napanee Centre Hastings Prince Edward County Tweed City of Belleville Madoc Township Deseronto Marmora and Lake	2021
Existing	Non-QC Owned Flood and Erosion Control Infrastructure Operation and Management (Skootamatta Lake Dam)	N/A	Agreement with MNMNR for funding, signed annually since 2019
Existing	Moir Lake Weir – Installation, removal and maintenance	Municipality of Centre Hastings	Pre-2000 (but no official agreement signed)
Existing	Stoco Lake Weirs (Caton and Chapmans) – installation, removal and maintenance	Municipality of Tweed	Pre-2000 (but no official agreement signed)
Existing	Ice Control Structures	City of Belleville	Pre-2000 (but no official agreement signed)

County Council Report

May 24, 2023

This report highlights some of the issues considered by County Council at its last regular meeting on May 24, 2023. It is a summary and is provided for the interest of County employees.

County Council met in Council Chambers and virtually via Zoom, which was livestreamed on the County Facebook page.

Warden's Report to Council

His Honour began his remarks by stating the Land Acknowledgement to recognize the traditional First Nations, Métis, and Inuit territories of land in Canada and honour the original occupants of these lands.

On May 1st Warden Mullin, Deputy Warden Jenkins, MPPs Todd Smith and Rick Bresee along with other dignitaries attended Council Chambers and on May 2nd attended the North Hastings Professional Building in Bancroft, to announce \$6.14 million in funding for Hastings County through the Province's Homelessness Prevention Program and Indigenous Supportive Housing Program. This represents an 80% increase in funding and will help develop programming and social housing supports to address homelessness and the causes of homelessness in our communities. While in Bancroft, they also participated in a round table discussion on Mental Health.

On May 2nd - 4th, the Warden attended a Homelessness Conference in Toronto along with Community and Human Services staff.



On May 15th, over 150 council members and staff from our 14 member municipalities attended Hastings County Day at the Madoc Township Hall to learn about the services provided by Hastings County and other municipal stakeholders. County staff had booths set up and shared information on municipal services and supports.



On May 16th at a special meeting of County Council, Warden Mullin announced that Connor Dorey has been selected as the new Chief Administrative Officer at Hastings County following the retirement of current CAO, Jim Pine at the end of June. Congratulations Connor!



On May 23rd, His Honour brought greetings to this year's summer students at their orientation session.

Long-Service Recognition

Jim Duffin was recognized at County Council on his retirement after 51 years of service with Hastings County. Warden Mullin and CAO Jim Pine spoke of the many roles Jim has held over the years to transform the County to the organization it is today. He was thanked and received a standing ovation from Council and staff for being an invaluable resource over the years across all departments due to his vast knowledge of municipal services and operations. Congratulations Jim!



Angelina Ancheta and Tanya Charbonneau were both recognized for 25 years of service with Hastings County. Both Angelina and Tanya work in the Community and Human Services Department. Congratulations Angelina and Tanya!



Deputy Chief Mike Slatter was recognized for 20 years of service with Hastings-Quinte Paramedic Services. Mike has been a paramedic for 30 years in our area and joined the County in 2003 when the service was created. Congratulations Mike!



Community and Human Services Update - May

The Community and Human Services Committee did not meet in May.

Hastings/Quinte Emergency Services Committee Update - May

The Hastings/Quinte Emergency Services Committee did not meet in May.

Hastings/Quinte Long-Term Care Committee Update – May

Hastings County signed a Long-Term Care Service Accountability Agreement with Ontario Health – East that covers both Hastings and Centennial Manors. The agreements were previously signed with the Southeast Local Health Integration Network.

Hastings County was able to use capital reserves to finance the replacement of boilers, air handling units, and flooring project allowing the avoidance of paying interest charges if financing was required.

Planning and Development Committee Update – May

The planning committee reviewed the proposed changes to the Provincial Policy Statement, and changes to the Planning Act proposed through Bill 97 - Helping Homebuyers, Protecting Tenants Act.

Small Town Sweets and Pawfecto Pet Grooming celebrated their grand openings in Madoc on May 5th, where they were presented with certificates from Warden Mullin and Centre Hastings Mayor Tom Deline.



Finance, Property and Personnel Committee Update – May

Hastings County once again authorized staff to send a letter to Hastings Prince Edward Public Health authorizing larviciding activities to prevent and/or control West Nile Virus.

Hastings County will be receiving a \$1.25 million allocation through the Canada Community Building Fund (formerly known as Gas Tax) for 2023 which will be

distributed amongst the member municipalities with just over \$54,000 being retained by Hastings County.

Based on the best advice of science experts, Hastings County has rescinded the Corporate COVID-19 Prevention and Mandatory Vaccination Policy. The policy was introduced in September 2021, around the same time as a directive from the Ontario Government which prevented employees who were not fully vaccinated from working in a long-term care home.

Further information regarding other decisions approved by County Council and the full agenda package is available at:

<https://hastingscounty.civicweb.net/Portal/MeetingInformation.aspx?Org=Cal&Id=1733>

On behalf of Jim Pine, CAO



PRESS RELEASE

The Corporation of the County of Hastings

Contacts:
Bob Mullin, Warden
Jim Pine, CAO

FOR IMMEDIATE RELEASE

May 24, 2023

Media Release

Medical Student Signs with Hastings County

Hastings County: At today's meeting of County Council, Warden Bob Mullin announced that Justin Whitaker has signed on to practice family medicine under the Family Physician Recruitment Program.

"It is with great pleasure that I am announcing the signing of Justin Whitaker to our Family Physician Recruitment Program," said Warden Bob Mullin. "Justin is the 22nd candidate signed to our Program and will definitely help fill a need for our residents when he begins his practice after completing his studies and training."

Justin is finishing his 2nd year of medical school at the University of Ottawa and is originally from Belleville, Ontario. "I'm excited to be studying family medicine and am looking forward to practicing in Hastings County," stated Justin Whitaker. "It was exciting to tour the different areas of the County and meet the different physicians there. They really stood out to me as great co-workers for the future."

"Our recruitment program continues to be a resounding success for our residents," stated Warden Mullin. "It is going a long way to address the need for family doctors across all of Hastings County."

-30-

For more information contact:

Bob Mullin, Warden
613-438-0402
warden@hastingscounty.com

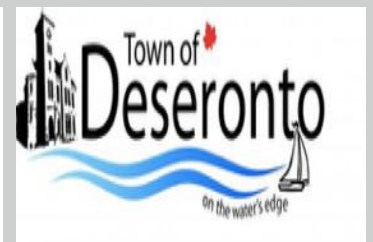
Jim Pine, CAO
613-922-1212
pinej@hastingscounty.com



Community Safety & Well-Being Plan Update Stone Mills, Addington Highlands, Deseronto & Tyendinaga Township



If It's Predictable, It's Preventable.
If It's Preventable We Do Something About it!



THE PATH FORWARD AT A GLANCE



⇒ 01

DATA SETS REVIEWED

In addition to common data sets a Lived Experience Survey was conducted resulting in identification of Priority Risk Factors.



⇒ 02

INVENTORY PROGRAMS/SERVICES

An inventory of current programs & services with Goals, Performance Indicators & Results will help avoid redundancy of human & economic resources.



⇒ 03

LIGHTHOUSE DOCUMENT

A companion to the CSWB plan, this will be a searchable document containing the results of the Programs/Services Inventory, available online to the Public.



⇒ 04

KEEP, DROP, CREATE EXERCISE

The Lighthouse Document will help the advisory committee identify redundancies and gaps before creating mitigation strategies to address the Priority Risk Factors.



⇒ 05

COMMUNITY CONNECTION CHAMPIONS

Each municipality will establish local Community Safety teams. Connection Champions will be trained in Community Development.



⇒ 06

SITUATION TABLE AWARENESS

Situation Table awareness training will be delivered to a myriad of organizations on how to make a referral to the Table and what outcomes could result in doing so.

CSWB PLANNING UPDATE - STONE MILLS

SUBMIT PLAN FOR EDITING (end of May)

Every effort will be made to make this a hard deadline. The plan is a 90+ page document full of explanatory graphics and cogent summaries of the planning process and results.

The plan is split into 3 levels of engagement; 1) Elevator Pitch (1 page), 2) Dentist Office Read (6 pages) and the Deep Dive (remaining pages).

Two volunteer editors have been identified and will be utilized to create an error free document suitable for submission to council.



FINAL PLAN TO EACH MUNICIPAL COUNCIL FOR REVIEW & APPROVAL

The final edited draft will be submitted to each municipal council. Additions, deletions or other edits will still be permissible at this time. Once all additional edits have been incorporated a green light will be given to all councils simultaneously through the respective COA's/Clerks. The plan can then be published on each municipal website.

CREATION OF LIGHTHOUSE DOCUMENT

The advisory committee agreed that “new” initiatives should not be undertaken until a comprehensive inventory of all existing programs and services has been completed. A document will be developed that catalogues all of these efforts. Each program or service should have associated performance indicators and quantifiable outcomes.

The Lighthouse Document will become a companion document to the Community Safety & Well-being plan. It will also be accessible through the web (likely a link on each municipal website and eventually a link within the plan document). It will be accessible and searchable by anyone.



The primary goal of this document is to avoid redundancies of human and economic resources and create awareness of which programs and services are being offered within each community.

COMMUNITY CONNECTION CHAMPIONS

Each municipality will be invited to establish a community safety committee (separate from the existing Advisory Committee). The members of this committee will be referred to as Community Connection Champions. They will be the eyes and ears for each municipality on all things related to Community Safety & Well-being. These committees would/should report to council as well as the Advisory Committee. This will address the often unintentional but real phenomenon of the specific interests of smaller municipalities being eclipsed by the primary interests of the larger municipalities.



COMMUNITY CONNECTION CHAMPION TRAINING

To be effective in their roles, each Connection Champion should be trained in the following: 1) Ontario's Mobilization and Engagement Model of Community Policing, 2) The Principles of Community Safety & Well-being Planning (4 Pillars of Intervention), 3) Situation Table Awareness, Access & Function, and 4) Asset Based Community Development known as ABCD, an innovative and wildly successful model for community building.



SITUATION TABLE AWARENESS/ACCESS & FUNCTION

Situation Tables have been functioning in Ontario for just over 7 years. When they were established, each participating organization was asked to identify an employee/member who would agree to attend the weekly meetings. Each of these Situation Table members was trained prior to being permitted to participate in a live meeting.

What is missing is organizational awareness. An employee from a school board may attend weekly Situation Table meetings but are all teachers and education staff aware of what the Situation Table does and how to make an appropriate referral to the Table? The answer to that question is “no they are not”.



Training is currently being developed to address this issue. Once completed, it will increase referrals to the Table and enhance our ability to identify situations of “acute elevated risk” which in turn will allow the Situation Table members to respond with upstream intervention strategies aimed at preventing the acute evaluated risk from manifesting in downstream crisis.

KEEP, DROP, CREATE EXERCISE (ADVISORY COMMITTEE)

With the Lighthouse document completed as a companion guide to this plan, our advisory committee will then have the job of considering redundancy, effectiveness, return on results and gaps. Informed, evidence based decisions can then be made in relation to responding to the priority risk factors identified in the lived experience survey.

Strategy implementation teams will seek the input and involvement of those affected, “nothing about me without me”, in the creation and implementation of protective factors aimed at mitigating, reducing or eliminating the target risk factors. This is point where new intervention strategies aimed at reducing the priority risk factors identified during the community safety and well-being planning process, will be created and implemented.

DATA SETS CONSIDERED

Data was considered from the following sources and will be summarized on the following pages:

- Lived Experience Survey
- Police Records
- EMS Records
- Social Services Records
- Situation Table Risk Tracking Database



A NOTE ON CONSENSUS...

The decision making model used by the advisory committee was based on “consensus” using the following definition borrowed from Dr. Hugh Russell’s book, “Transforming Community Policing - Mobilization, Collaboration & Engagement.

“Consensus does not mean that everyone thinks that the final decision is the best one. What it means is that everyone is willing to support the decision as the best one in the circumstances.”

THE “LIVED EXPERIENCE SURVEY”

Section 1 of 2

Community Safety & Well-Being Lived Experience Survey

Please enter a valid email address below to proceed.

Email *

Valid email

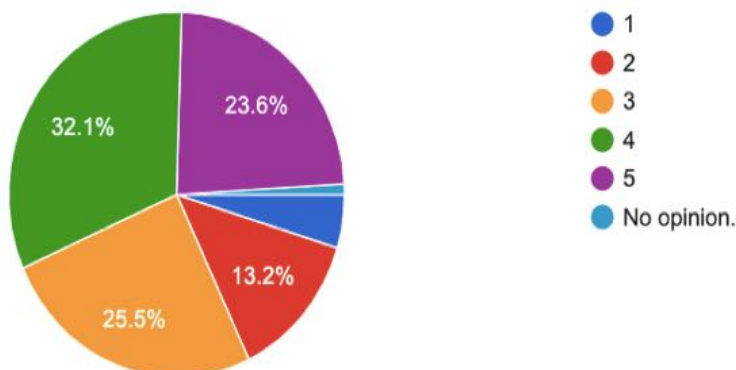
This form is collecting emails. [Change settings](#)



To what extent do you believe that homelessness is an issue.

Copy

106 responses



THE “LIVED EXPERIENCE” SURVEY

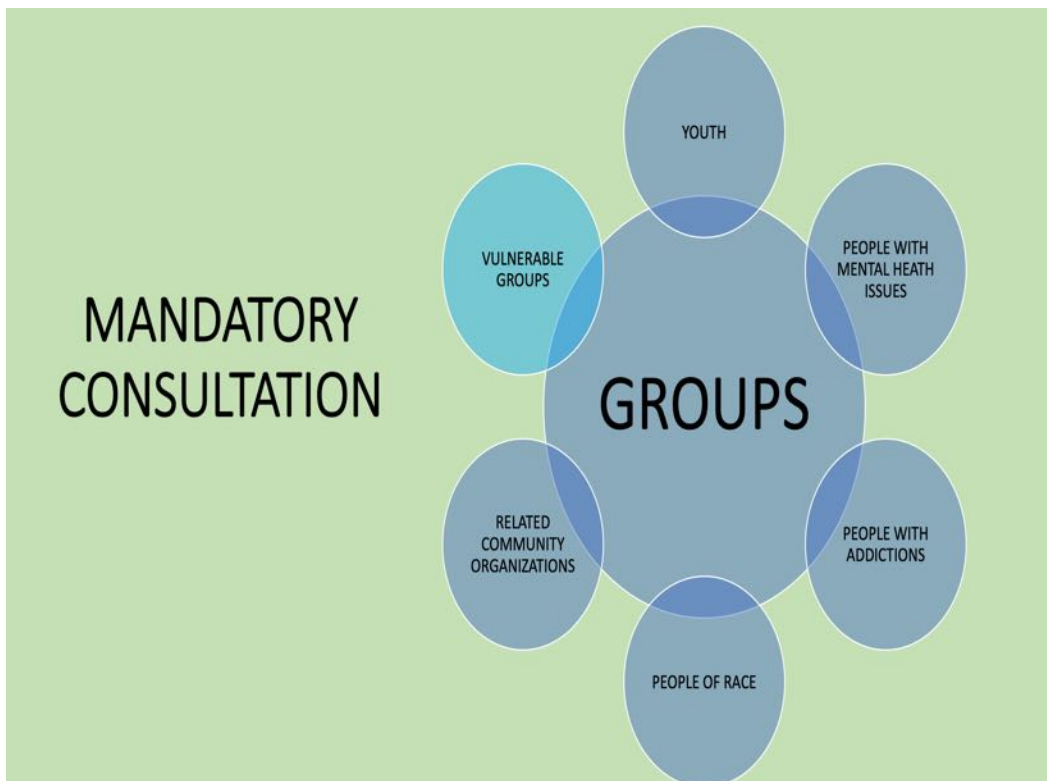
The global pandemic caused most municipalities who were in the middle of their community safety & well-being planning to hit the “pause” button for at least a few months.

Most were quick to embrace new technology such as Zoom and eventually resumed meeting virtually.



While platforms like Zoom were effective and affordable solutions for the members of the advisory board, authentic engagement with community members living in the margins of society were frustrated as computer ownership and wi-fi access are privileges often not readily available to these folks.

As a result, many of the mandatory groups that should be consulted according to the legislation, were not. Community safety and well-being planning should now become a way of life for Ontario municipalities. In order for the plans to be meaningful they have to be worked, not simply posted on municipal websites for those who happen to stumble across them to admire.



Further consultation with target groups will be conducted and incorporated into this plan on an annual basis when it is safe to do so.

Graphic showing groups that “shall be” consulted according to the legislation.

THE “LIVED EXPERIENCE” SURVEY CONTINUED

There is an expression, “nothing about me, without me”. It suggests that when we set out to help, despite our best intentions we can sometimes do more harm than good if we neglect to engage the very people we are trying to help.

“**Authentic** community engagement is the **intentional** process of **co-creating** solutions in partnership with **people who know best, through their own experiences**, the barriers to opportunity. Authentic community engagement is **grounded** in building **relationships** based on mutual **respect** that acknowledges each person’s **added value** to developing solutions together.”

LISA ATTYGALLE – The Tamarack Institute

A good example of this is recent training in how police should best respond to people experiencing a mental health crisis. Across Canada and in the U.S., this training has been significantly improved by consulting people with mental health challenges in the development of the training.

Recognizing the limitations imposed by the pandemic, a “**lived experience**” survey was developed and was distributed as widely as possible in an effort to collect responses that reflected a wide cross section of the community.

The survey listed 29 **risk factor categories** and asked the respondents to rate the risk factor on a scale of 1 to 5, with 5 being “very prevalent” and 1 being “not prevalent”.

Community Safety & Well-Being Planning Lived Experience Survey

RISK factors play a strong role in the health and well-being of individuals & families. When you live, work, play or shop in a particular community you gain experience about the presence and severity of risk factors. Quite simply, you gain experience about what it is like to live there.

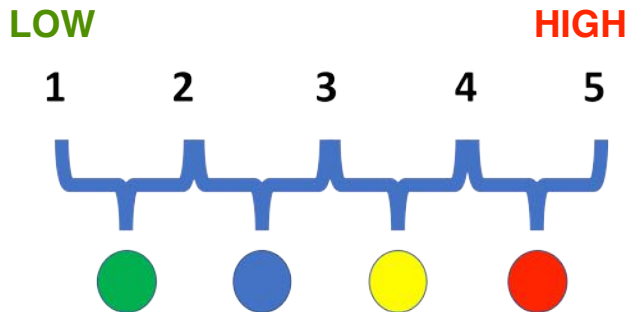
We Need You to Rank the Risk Factors

	Not Prevalent	Somewhat Prevalent	Highly Prevalent	Crisis
Adequate Housing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Addiction	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Social Isolation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

119 people responded to the Lived Experience Survey with representation from the ages of 18 to over 80.

THE “LIVED EXPERIENCE” SURVEY RESULTS ANALYZED

Participants were asked to rate each risk factor category based on their personal experiences living, working or otherwise being involved in a particular community. If they felt a risk factor such as homelessness was quite prevalent in the community they might assign a 5 to that risk factor which signifies “highly prevalent”. If they felt the risk factor had very low prevalence they may assign a value of 1 to that risk factor.



Community Safety & Well-being planning uses a colour coded legend to identify the most appropriate type of intervention. A ‘red zone’ community is one that has a high demand for emergency resources such as police, ambulance, children’s services and other emergency response agencies.

“Green zone” communities are communities with a low demand for emergency services. These are very safe and stable communities that enjoy a high degree of community cohesion.

The colour codes also indicate the most appropriate form of intervention for the nature of the risk factors that are prevalent within a given community. Crime prevention measures like better locks and good lighting have very little deterrent value in “red zone” communities where people live in constant fear. That fear must be reduced in order to allow people to feel safe enough to contribute toward community based solutions. The chart below depicts the 4 pillars of intervention.

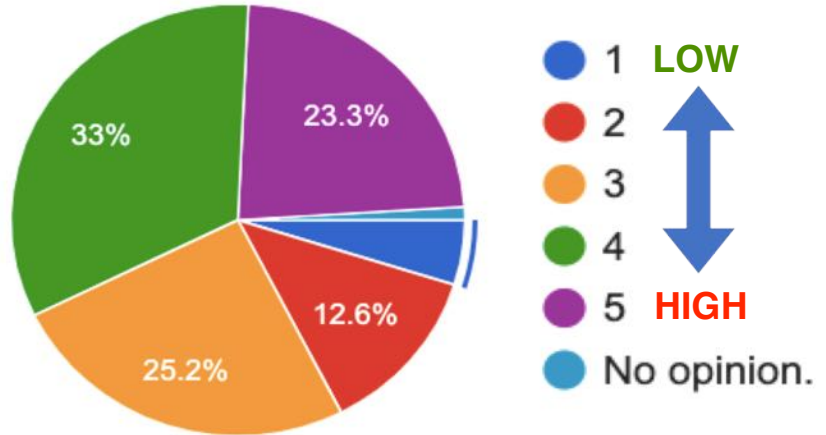
4 ZONES OF INTERVENTION - (CSWB PLANNING PILLARS)



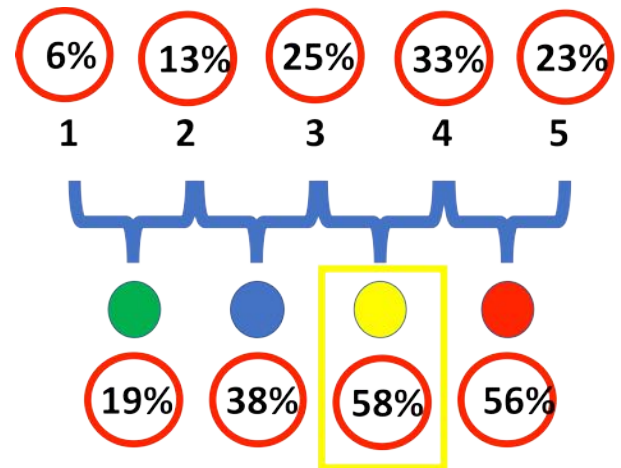
THE “LIVED EXPERIENCE” SURVEY RESULTS ANALYZED

The following process was used to analyze the results of the lived experience survey and to display those results in a visual way that could be easily understood by the members of the advisory committee and anyone else making reference to this plan.

Assume that the pie chart to the right represents the survey results in relation to the risk factor “homelessness”. 23.3 % of the respondents scored homelessness as “High” in prevalence while 6% rated “homelessness” as very low in prevalence.



In an effort to assign “weight” to the results, each of the two adjacent results were added together to create a new number that would then correspond to the 4 pillars of community safety and well-being planning explained on the previous page.



Example: Results 1 & 2 were summed resulting in 19% which means 19% of respondents felt homelessness as a risk factor in a specific community was either very low or low. This result aligns with what we would then refer to as a “green zone” community.

This same summing exercise was done for each combination 1&2, 2&3, 3&4, and 5&6. In this example the highest percentage produced by this process was 58% which aligns with the “yellow pillar”, representing risk intervention, mitigation and or elimination. In other words, the majority of survey respondents felt that homelessness was a serious risk factor which should be addressed. It was not in the “crisis” category yet, the “red zone” but it was serious enough that it should be considered as a risk factor that the advisory committee should consider addressing by developing a mitigation strategy within this years’ plan.

“There is one thing that every victim on this planet has in common and that is that just moments before being victimized they were merely “at risk” of becoming a victim. Upstream interventions reduce risk and prevent victimization.”

THE “LIVED EXPERIENCE” SURVEY RESULTS ANALYZED

After each risk factor category is weighted for each municipality, using the method explained in the previous pages, the results are then displayed graphically using the community safety planning pillars colour codes.

This provides “at a glance” clarity regarding the perceptions of people living in each community as it relates to the prevalence of each of the 29 risk factor categories.

The following fictitious model will be used to interpret the graphic.

Stone Mills and Addington Highlands respondents perceived homelessness as highly prevalent (Red Zone - crisis category).

Deseronto respondents perceived the same risk fact as serious (Yellow Zone) but not yet a crisis.

Tyendinaga respondents perceived homelessness as being a minor issue within their community.



What this graphic is suggesting to the advisory committee is that all of the communities except one would benefit from a homelessness intervention strategy. The committee was encouraged not to take on too many new goals during the first year of the community safety & well-being plan.

This model of planning is expected to continue perpetually. If your goal is optimum health, you would eat a healthy diet, exercise routinely, get an appropriate amount of sleep and find ways to manage stress. If you lived this way for a year you would improve your health dramatically but you couldn't stop after a year and go back to your old habits. If long term wellness is your goal you would have to maintain your healthy habits forever.



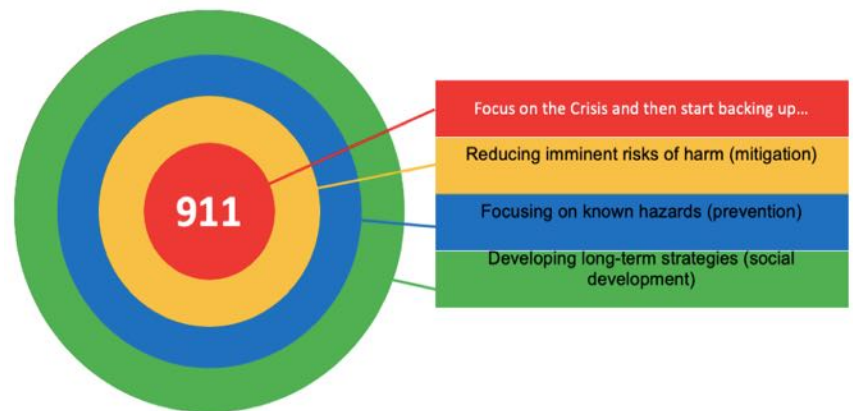
“It’s not what we do once in a while that shapes our lives. It’s what we do consistently.” Tony Robbins

THE “LIVED EXPERIENCE” SURVEY RESULTS ANALYZED

Special Note: The following 4 pages provide a visual interpretation of 29 risk factors that were included in the survey. Each risk factor is colour coded to indicate the prevalence of risk factors as perceived by the survey respondents with respect to each municipality.

Unfortunately, data specific to the Town of Deseronto is not available at this time. It is anticipated that this data will be available in the very near future at which time the graphics will be updated to reflect those results.

Community Safety & Well-being planning uses a colour coded legend to identify the most appropriate type of intervention. A ‘red zone’ community is one that has a high demand for emergency resources such as police, ambulance, children’s services and other emergency response agencies.



LOW

HIGH

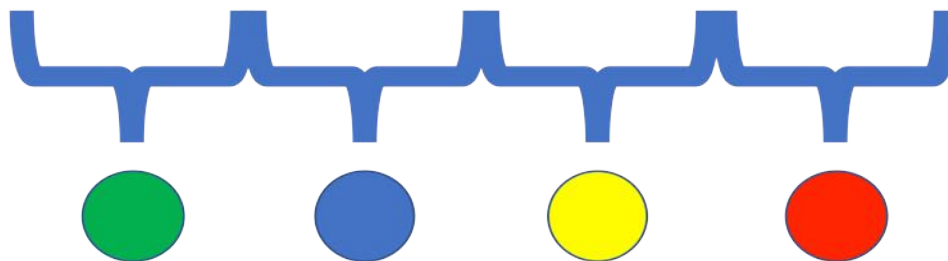
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2

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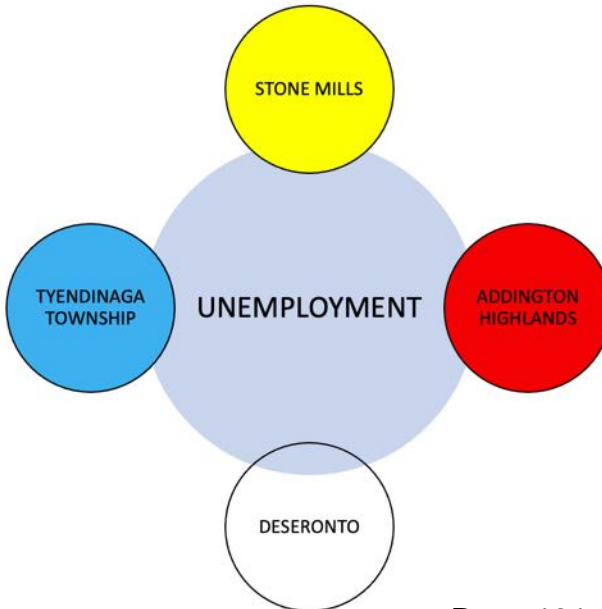
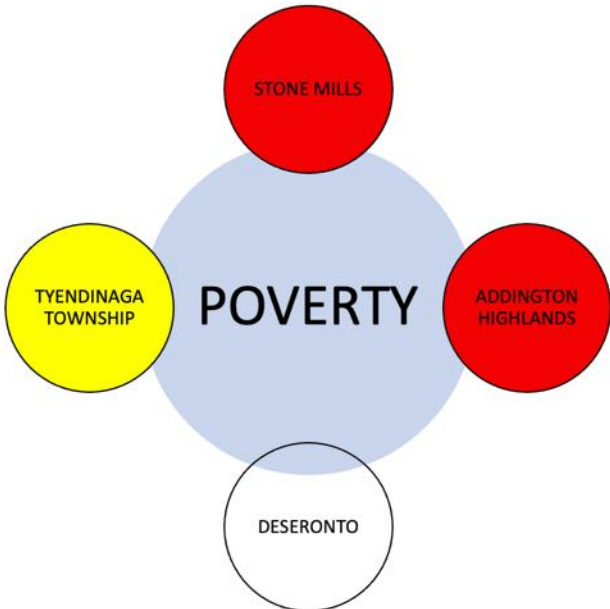
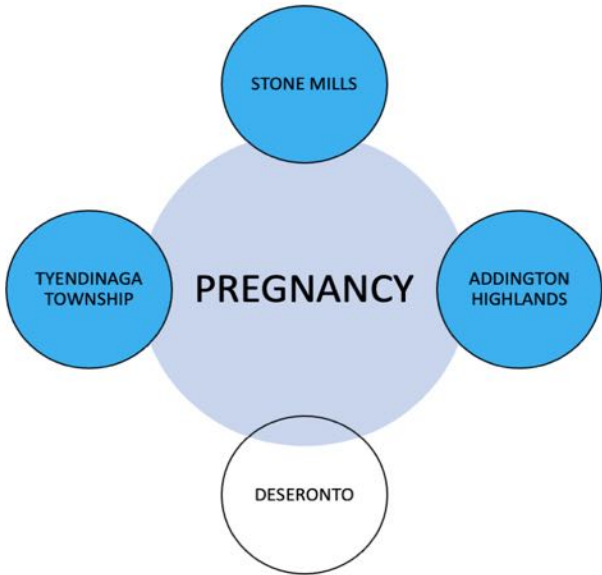
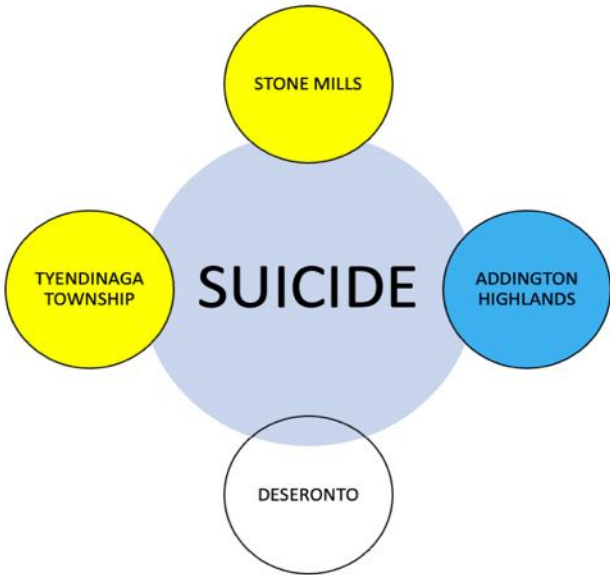
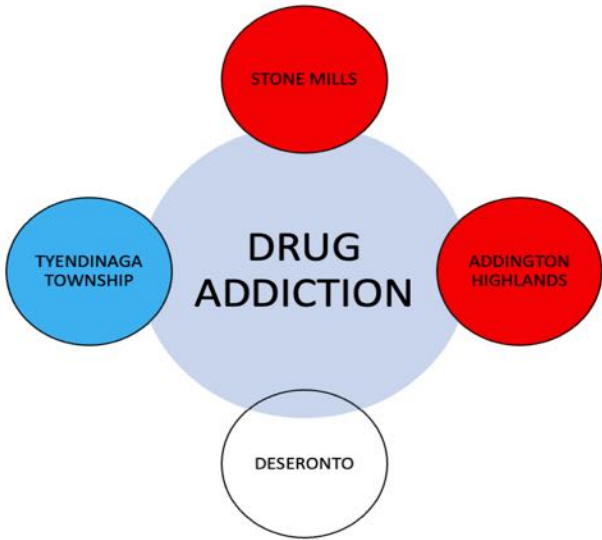
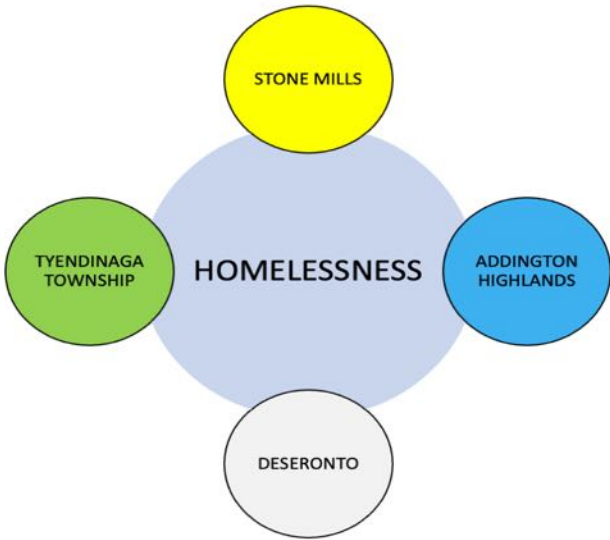
GREEN = Not prevalent, risk factor is not a concern at this time.

BLUE = Somewhat prevalent but not an immediate concern.

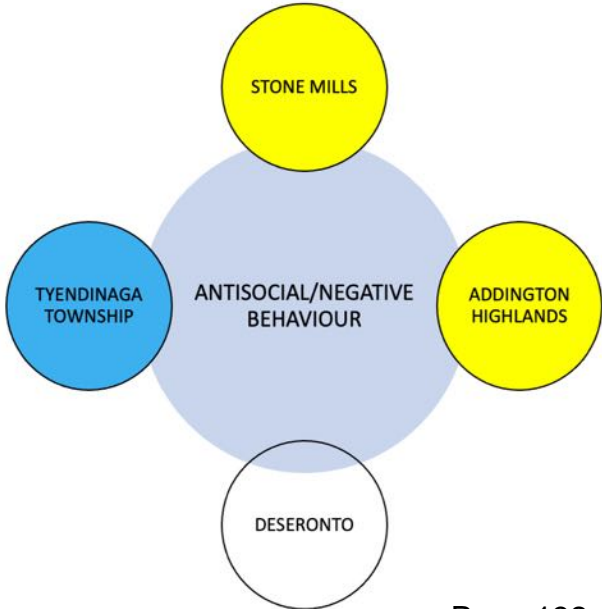
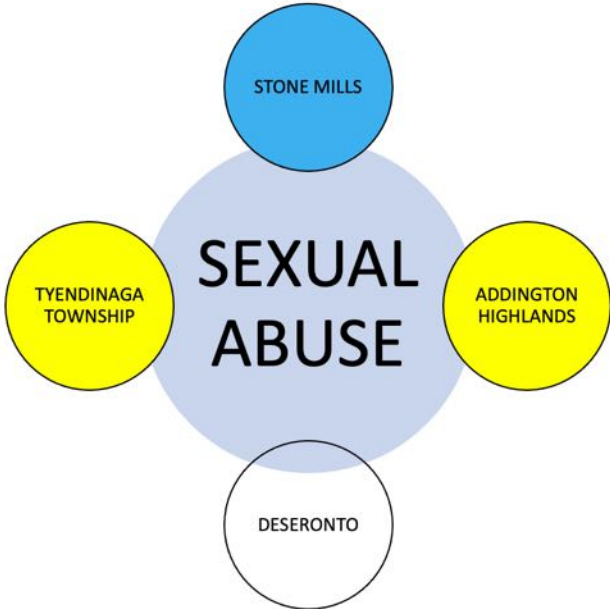
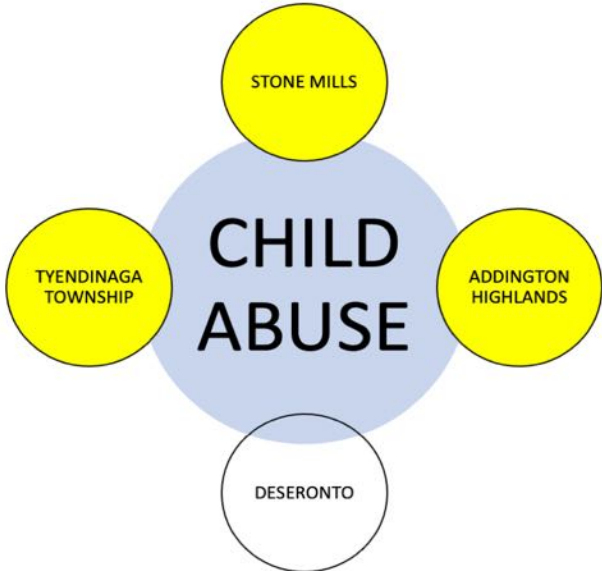
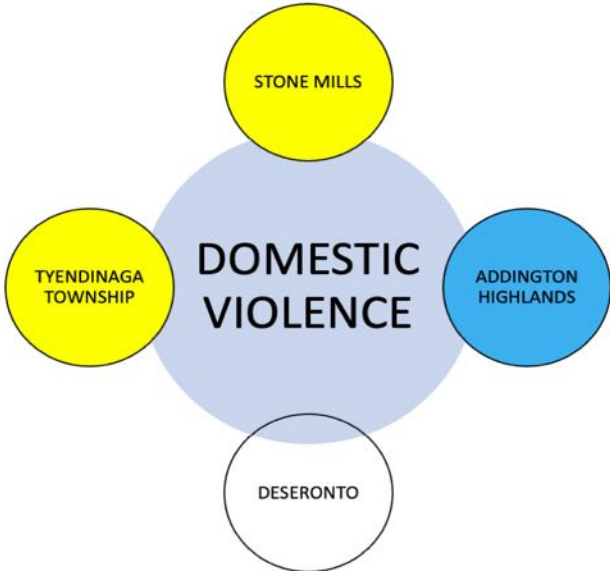
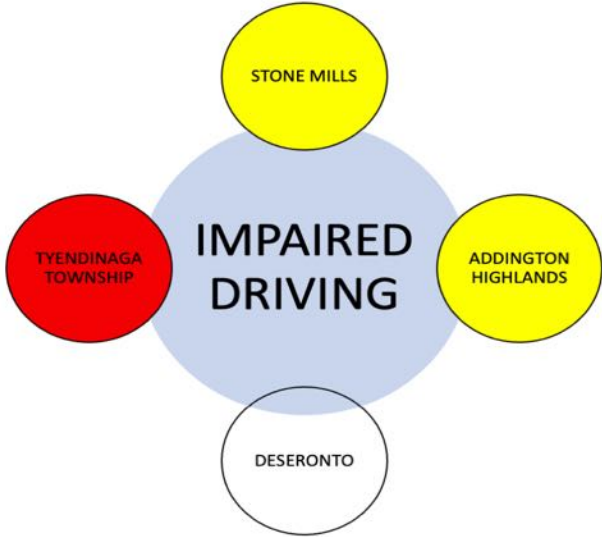
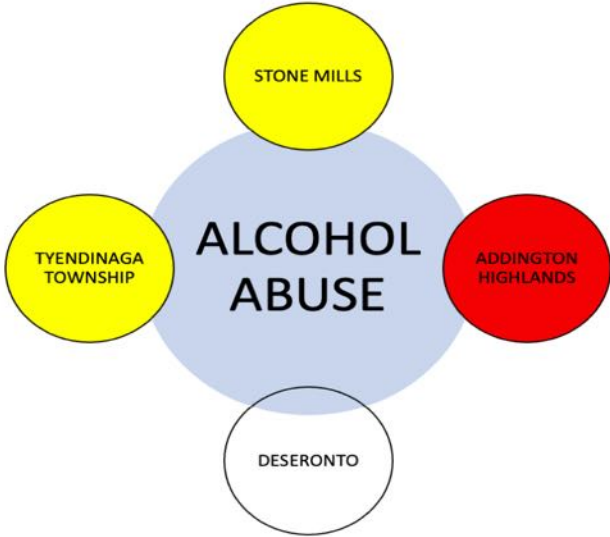
YELLOW = Significant prevalence requiring attention.

RED = High prevalence, a crisis requiring immediate attention.

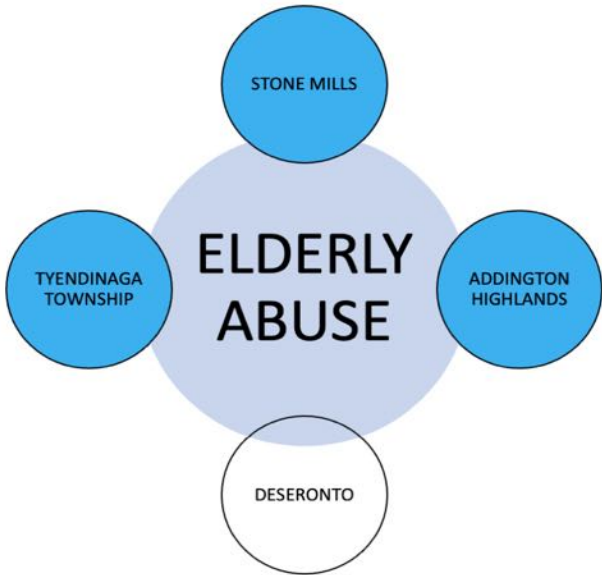
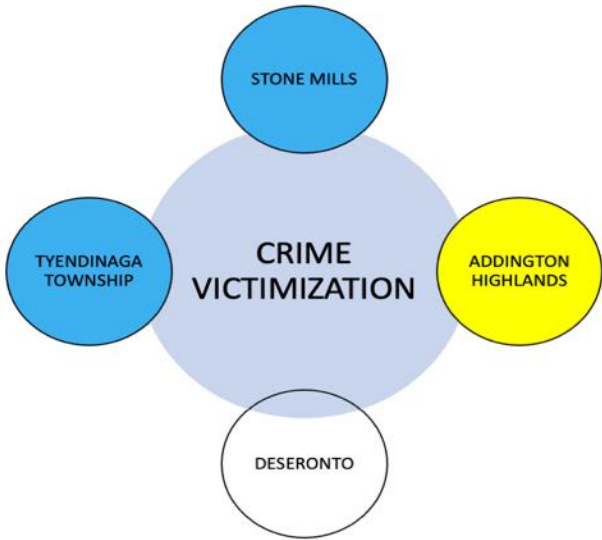
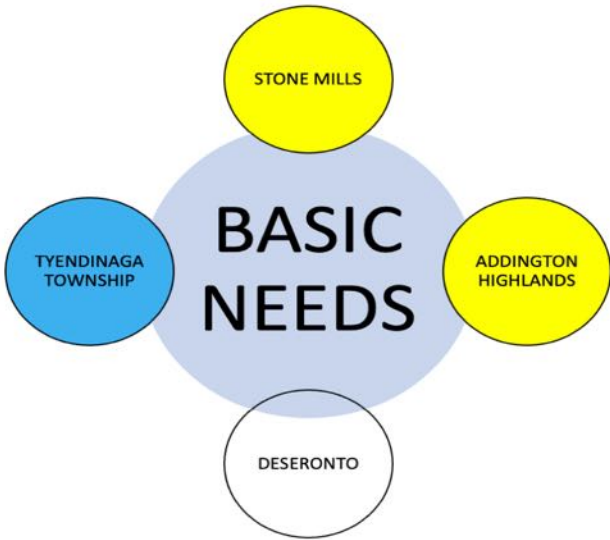
THE "LIVED EXPERIENCE" SURVEY GRAPHIC DISPLAY



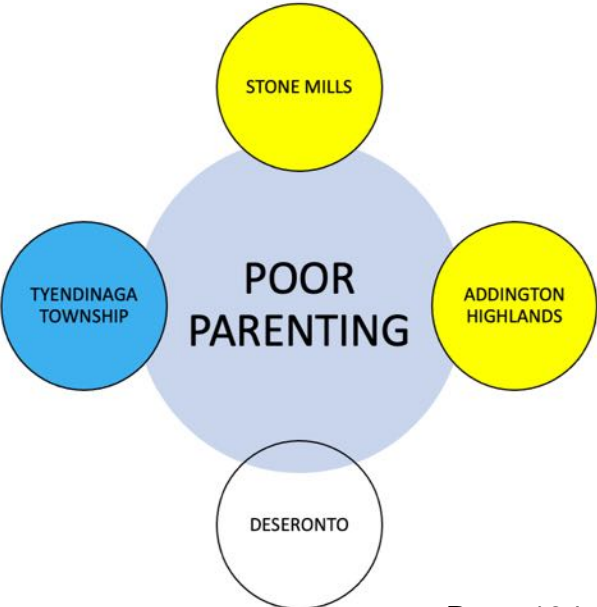
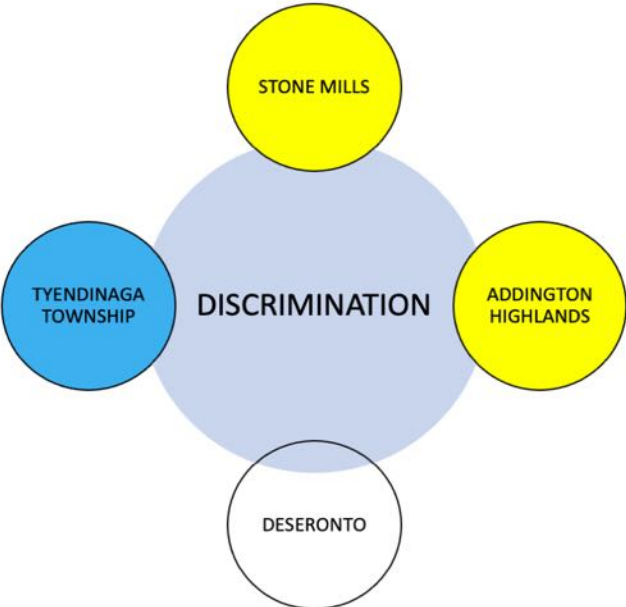
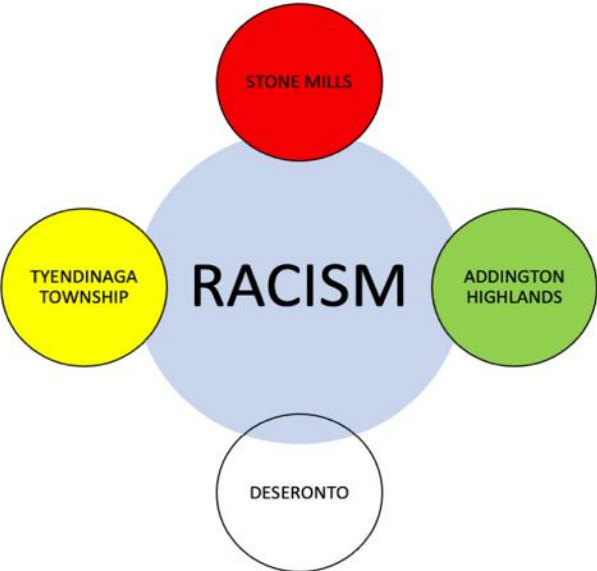
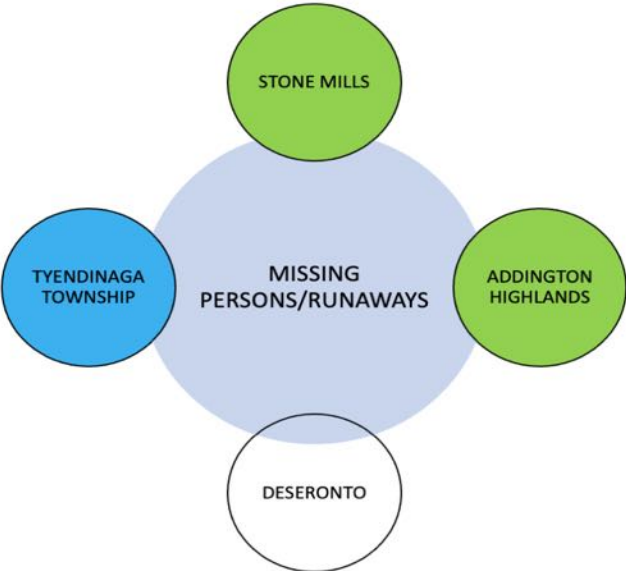
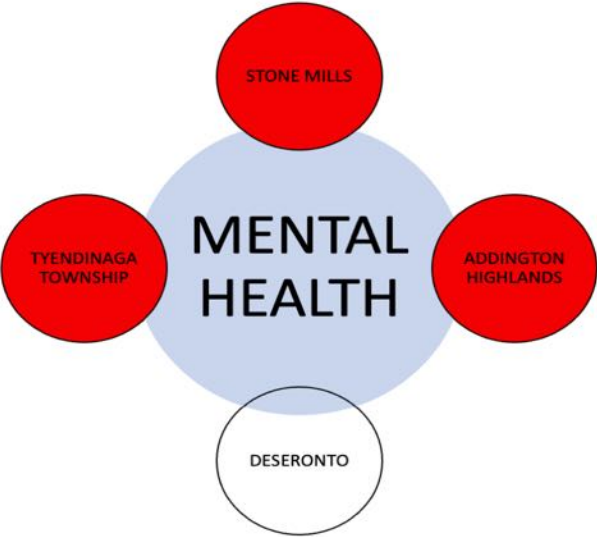
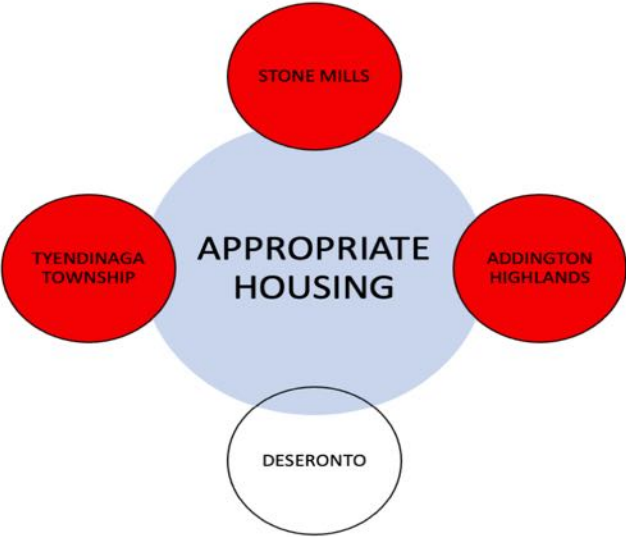
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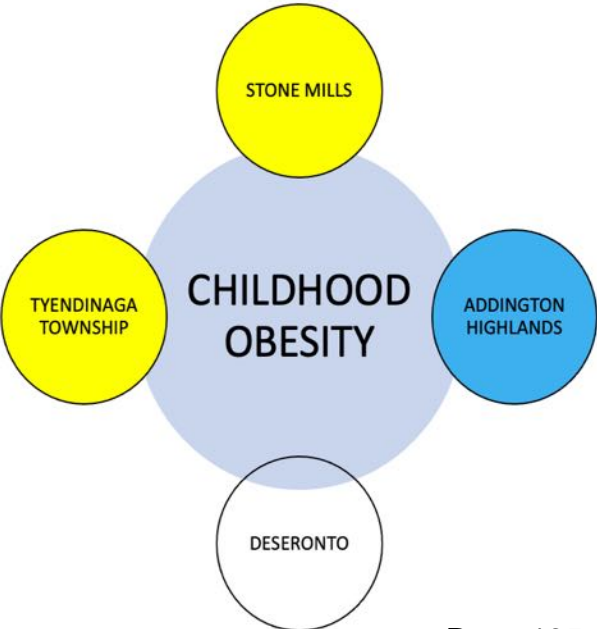
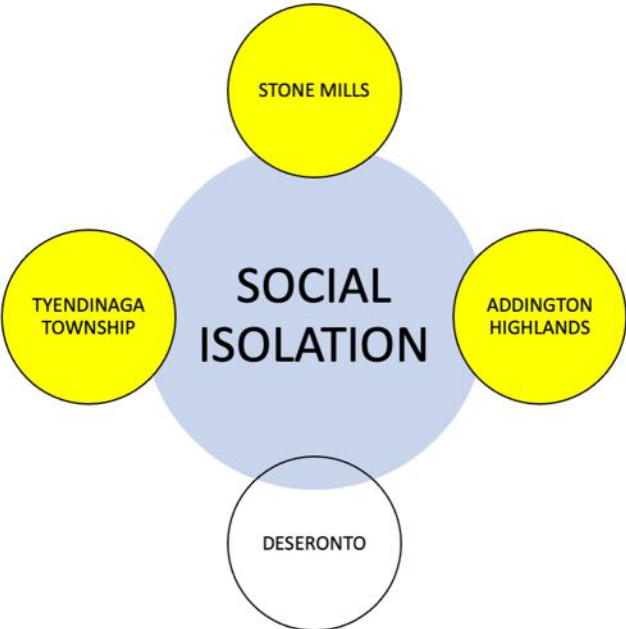
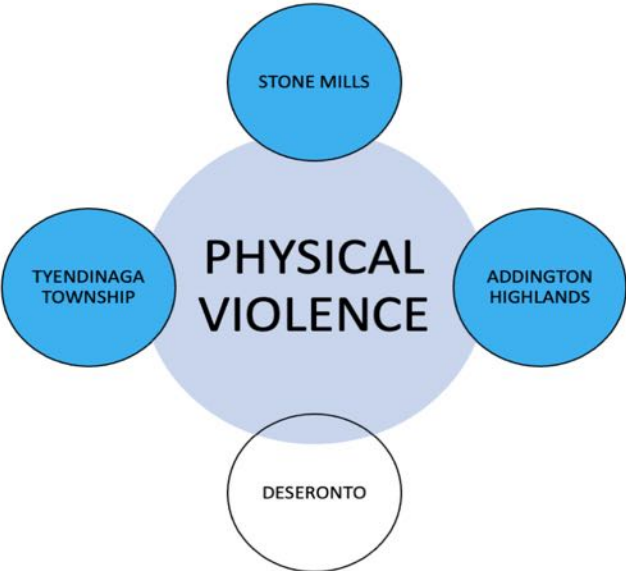
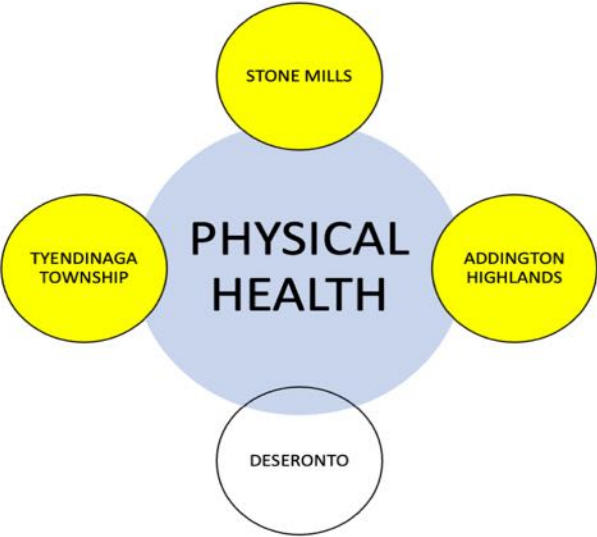
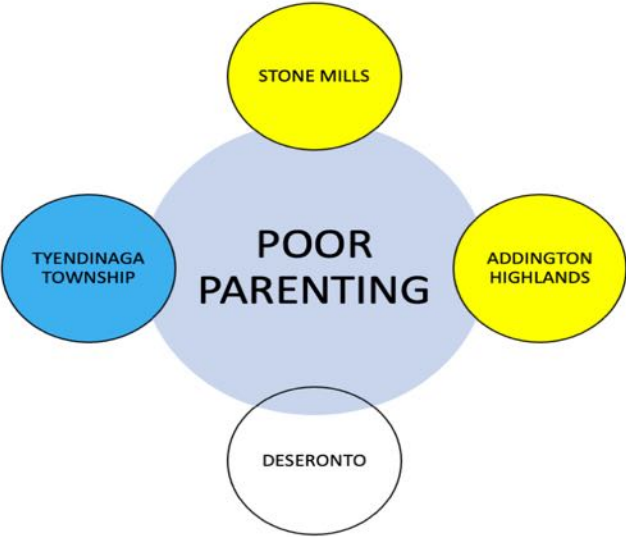
THE "LIVED EXPERIENCE" SURVEY GRAPHIC DISPLAY



THE "LIVED EXPERIENCE" SURVEY GRAPHIC DISPLAY



THE "LIVED EXPERIENCE" SURVEY GRAPHIC DISPLAY



THE “LIVED EXPERIENCE” SURVEY DATA SUMMARIZED

The following 3 pages contain a summary of the results of the Lived Experience Survey in relation to the 29 Risk Factor categories that were canvassed.

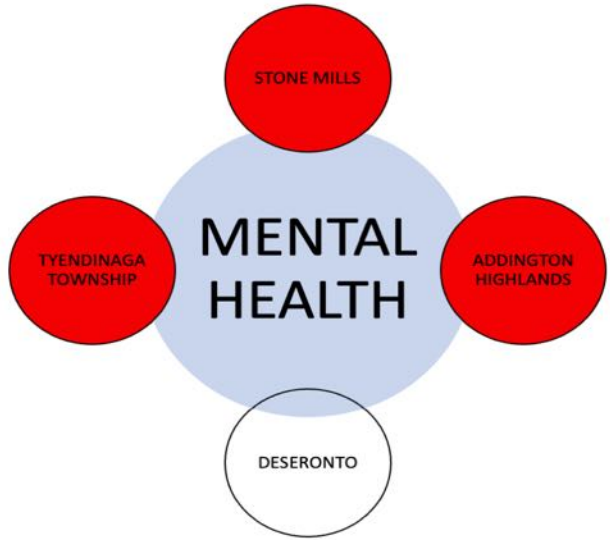


SUMMARY OF GRAPHIC INTERPRETATION OF LIVED EXPERIENCE SURVEY RESULTS

Risk Factor - Mental Health Challenges

This risk factor was rated as **very high** in prevalence (crisis status) in every municipality.

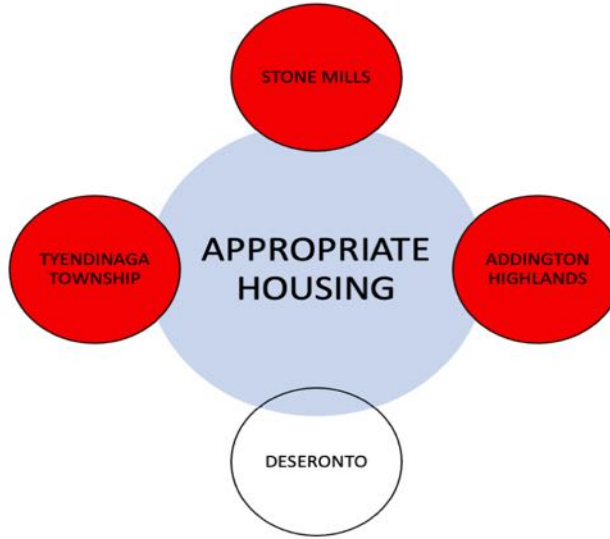
This tells our advisory committee that regardless of current programs and supports in place to address this risk factor, more could and should be done.



Risk Factor - Access to Appropriate Housing

This risk factor was rated as **very high** in prevalence in every municipality.

This data suggests to our advisory committee that further solutions should be considered in addition to what is already in place.



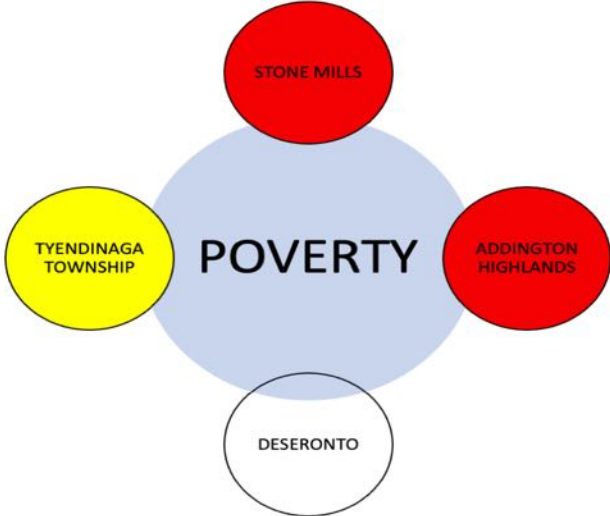
Note: The red risk factors are creating a significant demand on emergency services. The harm to those exposed to those risk factors is significant and the cost of responding to downstream crisis by emergency services is high. These risk factors require immediate consideration.

SUMMARY OF GRAPHIC INTERPRETATION OF LIVED EXPERIENCE SURVEY RESULTS

Risk Factor - Poverty

This risk factor was rated as **very high** in 2 municipalities and **high** in 1 other.

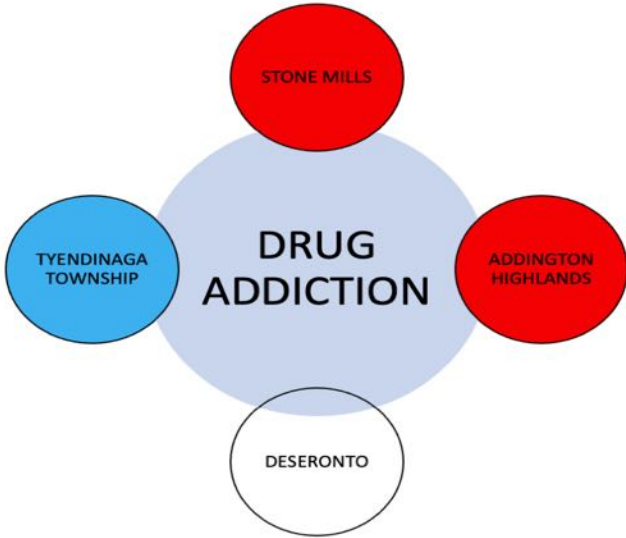
This data suggests to our advisory committee that further solutions should be considered in addition to what is already in place.



Risk Factor - Drug Addiction

This risk factor was rated as **very high** in 2 municipalities, and **low** in 1 other.

This data suggests to our advisory committee that additional supports should be considered in 2 of the 3 communities.



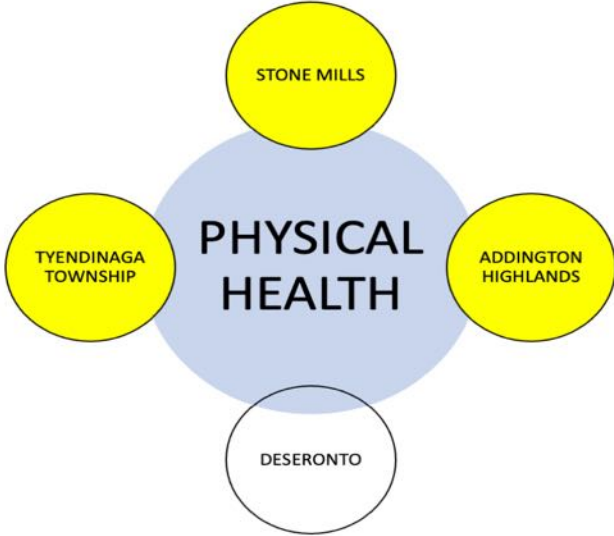
Note: The red risk factors are creating a significant demand on emergency services. The harm to those exposed to those risk factors is significant and the cost of responding to downstream crisis by emergency services is high. These risk factors require immediate consideration.

SUMMARY OF GRAPHIC INTERPRETATION OF LIVED EXPERIENCE SURVEY RESULTS

Risk Factor - Physical Health

This risk factor was rated as **high** in all 3 municipalities.

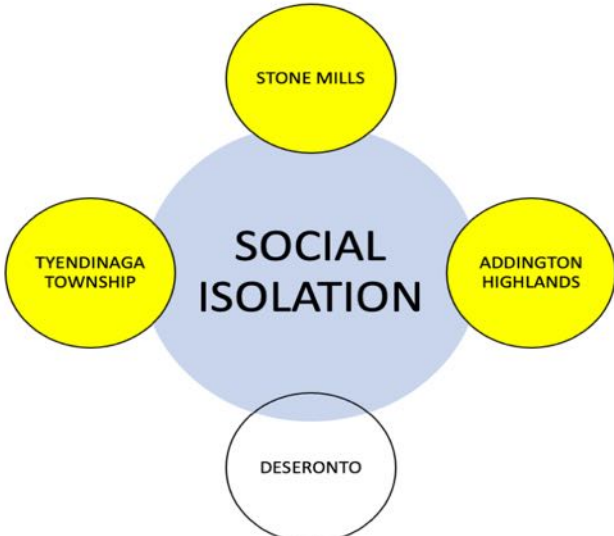
This risk factor is closely related to the “Mental Health” risk factor that shows up as the number 2 risk factor of concern. This data suggests that more can and should be done to address issues of health and wellness in all communities.



Risk Factor - Social Isolation

This risk factor was rated as **high** in all 3 municipalities.

This data suggests a predictable feature often associated to rural communities where there is more geographic distance between people and places.



Risk Factor - Child Abuse

This risk factor was rated as **high** in all 3 municipalities.

This data suggests to our advisory committee that protective factors associated to parenting, poverty, appropriate housing, and mental & physical health should be considered.





June 1, 2023

Dear All:

You are receiving this communication to keep you apprised of the status of the ongoing environmental monitoring activities associated with the closed Waste Management (WM) Richmond Landfill property.

Under the Environmental Compliance Approval conditions set forth in the revised Environmental Monitoring Plan and ordered by the Environmental Review Tribunal, WM has notified the Ministry of Environment, Conservation and Parks (MECP) District Manager of results from the most recent sampling event. This work was conducted between May 8 and May 12, 2023, as a part of scheduled spring 2023 semi-annual environmental monitoring event.

We are providing, for your information, the notice supplied to MECP on June 1, 2023. All results outlined in this notice are related to concentration exceedances at locations within the proposed Contaminant Attenuation Zone, as well as one location on the property to the east of the southern part of the eastern landfill property boundary. These results are generally similar to the historical exceedances observed at these locations for the parameters listed.

These results will be evaluated in the spring semi-annual report that will be issued by July 15, 2023.

Regards,

Noah Wayt
Manager, Richmond Landfill
Waste Management of Canada Corporation

Encl.



MEMORANDUM

DATE: June 1, 2023
TO: Trevor Dagilis, District Manager, Ministry of the Environment, Conservation and Parks (MECP)
CC: David Arnott, Kyle Stephenson and Trevor Dagilis (MECP)
Chris Prucha, Noah Wayt and Chad Moose (WM)
FROM: François Richard and Matthew DeGeer (BluMetric)
PROJECT NO: 230130-03
SUBJECT: Notification of Exceedances
WM Richmond Landfill Town of Greater Napanee

This memorandum is provided on behalf of Waste Management of Canada Corporation as required by Conditions 8.7 and 8.8 of Environmental Compliance Approval (ECA) No. A371203 for the Richmond Landfill, Town of Greater Napanee, Ontario. This requirement is outlined in the Environmental Monitoring Plan (EMP) for the site¹, implemented on April 16, 2016, on an interim basis as ordered by the Environmental Review Tribunal (ERT) Order dated December 24, 2015. Conditions 8.7 and 8.8 of the ECA stipulate that monitoring results shall be reported to the MECP District Manager within 48 hours of the determination of the exceedance (initial data screening) if they meet one of the following conditions:

- *any off-site exceedance of the applicable criteria for groundwater (Reasonable Use Limits (RUL)) or surface water (Provincial Water Quality Objectives (PWQO)); and/or,*
- *1,4-dioxane is detected above 1 µg/L at any groundwater or domestic well where 1,4-dioxane has not been detected in the past or at any surface water monitoring location.*

RESULTS

The groundwater and surface water sampling were completed as part of the spring semi-annual monitoring event between May 08 – 12, 2023, following the requirements outlined in the latest EMP for the site.

¹ *Environmental Monitoring Plan, WM Richmond Landfill, Town of Greater Napanee, Ontario, rev. No.05, prepared by BluMetric Environmental Inc., dated April 2016*

There were no exceedances in groundwater observed from the shallow flow zone off-site monitoring location M114-2.

The analytical results for samples from off-site intermediate bedrock groundwater flow zone monitoring locations showed the presence of parameters that exceeded their respective RUL, as summarized in **Table 1**. These results are generally similar to the historical exceedances observed at these locations for the parameters listed, and include:

- One or several non-health based parameters (alkalinity, chloride, dissolved organic carbon, iron, manganese, sodium and/or total dissolved solids) at locations M64-2, M114-1, M121, M123, M167, M168, M178R-2, M178R-3, M178R-4, M179, M185-1, M185-2, M186 and M192; and,
- Volatile Organic Compounds (VOCs) including 1,4-dioxane at monitoring wells M64-2, M114-1, M121 (as well as benzene), M123, M167, M168, M178R-2, M178R-3, M178R-4 and M192.

Surface water analytical results at off-site sampling locations were below their respective PWQO, with the exception of iron at sampling locations S18 and S19, with concentrations of 0.49 and 0.32 mg/L, respectively, above the PWQO of 0.3 mg/L (**Table 2**).

CLOSING

The results from the latest environmental monitoring event will be reported as part of the spring semi-annual monitoring report by July 15, 2023, as required by ECA Condition 14.1.

We trust the above information is satisfactory. If you have any questions or need further information regarding the completed work, please do not hesitate to contact the undersigned.

Respectfully submitted,
BluMetric Environmental Inc.



François Richard, Ph.D., P.Geo.
Senior Hydrogeologist



Matthew DeGeer, GIT
Geoscientist in Training

Table 1: Summary of Off-Site RUL Exceedances from Spring 2023 Groundwater Monitoring Results

General and Inorganic Parameters								Volatile Organic Compounds (VOCs)	
Parameter	Alkalinity	Chloride	Dissolved Organic Carbon	Iron	Manganese	Sodium	Total Dissolved Solids	1,4-Dioxane	Benzene
Units	mg/L	mg/L	mg/L	mg/L	mg/L	mg/L	mg/L	mg/L	mg/L
RUL*	400	132	3.5	0.18	0.032	106	465	0.001	0.0014
M64-2							505	0.0031	
M114-1			4.1	6.4	0.29			0.0047	
M121	420		4.3				600	0.0071	0.0037
M123	410		4				485	0.006	
M167	480	240	4			160	825	0.0058	
M168	510	230	4.1			180	860	0.0086	
M178R-2			4.5	1.1	0.068		470	0.0041	
M178R-3	410		4.7	0.9	0.056		520	0.0049	
M178R-4	430		4.4	0.19	0.036		540	0.0058	
M179				0.43					
M185-1		450				360	1150		
M185-2							530		
M186		1100		0.22	0.043	710	2210		
M192	610	400	4.1	0.22		400	1270	0.011	

*RUL: Reasonable Use Limit

Table 2: Summary of Off-Site PWQO Exceedances from Spring 2023 Surface Water Monitoring Results

Parameter	Iron
Units	mg/L
PWQO*	0.3
S18	0.49
S19	0.32

*PWQO: Provincial Water Quality Objectives



MEMORANDUM

DATE: June 7, 2023
TO: Cathy Chisholm, District Manager, Ministry of the Environment,
Conservation and Parks (MECP)
CC: Craig Dobiech (MECP)
Chris Prucha, Noah Wayt and Chad Moose (WMCC)
FROM: François Richard and Matthew DeGeer (BluMetric)
PROJECT NO: 230130-03
SUBJECT: Results Notification
WM Richmond Landfill Town of Greater Napanee

This memorandum is provided on behalf of Waste Management of Canada Corporation (WMCC) as required by Condition 8.12 of Environmental Compliance Approval (ECA) No. A371203 dated March 19, 2021 for the Richmond Landfill, Town of Greater Napanee, Ontario. This condition of the ECA stipulates that monitoring results shall be reported to the MECP District Manager within 48 hours of the initial data screening if they meet the following condition:

- *1,4-dioxane is detected above 1 µg/L at any groundwater or domestic well where 1,4-dioxane has not been detected in the past or at any surface water monitoring location.*

RESULTS

The groundwater and surface water sampling were completed as part of the spring semi-annual monitoring event between May 08 – 12, 2023, following the requirements outlined in the latest EMP for the site.

The analytical results for the sample collected from on-site intermediate monitoring well OW1, installed in the bedrock groundwater flow zone and located to the north of the waste mound showed the presence of 1,4-dioxane at a concentration of 0.0012 mg/L, slightly above the laboratory reportable detection limit (RDL) of 0.001 mg/L.

Tel. 877.487.8436

BluMetric Environmental Inc.

The Tower, The Woolen Mill, 4 Cataraqui Street, Kingston, Ontario Canada K7K 1Z7

www.blumetric.ca

Following the initial data screening, a data quality review (DQR) was completed by the laboratory to rule out possible cross contamination or other laboratory issues. The fact that this is the first time that 1,4-dioxane is detected at this location (all results since 2013 have been below detection), combined with the very low concentration (only 0.0002 mg/L higher than the RDL), it is suspected that this result is a false positive. To address the false positive potential, a request was immediately made to the laboratory to analyze the second sample (split sample) collected from monitoring well OW1 on May 10, 2023 (at the same time as the original sample), in order to confirm the initial result.

Analytical results for this additional analysis are expected to be available within approximately two weeks. Upon receipt and review, WMCC will notify MECP of the results.

CLOSING

The complete results from the latest environmental monitoring event will be reported as part of the spring semi-annual monitoring report by July 15, 2023, as required by ECA Condition 14.1.

We trust the above information is satisfactory. If you have any questions or need further information regarding the completed work, please do not hesitate to contact the undersigned.

Respectfully submitted,
BluMetric Environmental Inc.



François Richard, Ph.D., P.Geo.
Senior Hydrogeologist



Matthew DeGeer, GIT
Geoscientist in Training

THE CORPORATION OF THE TOWN OF DESERONTO

BY-LAW NUMBER XX-2023

BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE SPECIAL COUNCIL MEETING HELD ON THE 14th DAY OF JUNE 2023.

THE TOWN OF DESERONTO ENACTS AS FOLLOWS:

1. Every decision of the Council taken at the meeting at which this by-law is passed and every motion and resolution passed at that meeting shall have the same force and effect as if each and every one of them had been the subject matter of a separate by-law duly enacted, except where prior approval of the Ontario Municipal Board is required and where any legal prerequisite to the enactment of a specific by-law has not been satisfied.
2. The Mayor and the proper civic employees of the Town of Deseronto are hereby authorized and directed to execute and deliver all documents as are required to give effect to the decisions, motions and resolutions taken at the meeting at which this by-law is passed.
3. This by-law comes into force on the day it is passed.

READ a first, second and third time, number assigned and finally passed this 14th day of June, 2023.

MAYOR

CLERK