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20. **ADJOURNMENT**



MINUTES
Regular Council
Deseronto Town Hall
Wednesday, November 8, 2023
6:30 PM

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

REGRETS: Mayor Dan Johnston

STAFF PRESENT: Treasurer Mora Nicholls and Town Manager Bryan Brooks

1. CALL TO ORDER

Deputy Mayor Everhardus called the meeting to order at 6:30 p.m

2. ADOPTION OF AGENDA

Resolution 31-23-01

Moved by Councillor Norman Clark
Seconded by Councillor Jamie Zieman

THAT the agenda for the November 8, 2023 Town of Deseronto Regular Council meeting be accepted.

Carried

3. DISCLOSURE OF PECUNIARY INTEREST

None noted

4. APPROVAL OF MINUTES

4.1. Minutes of the October 25, 2023 Regular Council Meeting

Resolution 31-23-02

Moved by Councillor Kevin Smith
Seconded by Councillor Jamie Zieman

THAT the minutes of the October 23, 2023 Town of Deseronto Regular meeting of Council be approved as presented.

Carried

5. DEPUTATIONS/PRESENTATIONS

6. UNFINISHED BUSINESS

6.1. Public Works Equipment List & Details

6.2. Tree Canopy

Resolution 31-23-03

Moved by Councillor Jamie Zieman
Seconded by Councillor Kevin Smith

THAT the Tree Replacement Approved Species be updated to remove Beech, Elm and Ash species due to fungal concerns.

FURTHER THAT the list of Tree Replacement Approved Species, as amended be approved by Council.

FURTHER THAT direction be given to Public Works that Deciduous trees only are permitted along streets and in Municipal Right of Ways.

Carried

6.3. Derelict Properties

6.4. Fee- Schedule - Credit Cards

Resolution 31-23-04

Moved by Councillor Norman Clark
Seconded by Councillor Kevin Smith

THAT Council receive the report from the Treasurer pertaining to the breakdown of fees incurred in accepting Credit Cards as a form of payment.
FURTHER THAT Council endorse the continued acceptance of Credit Cards for payment to the Municipality.

Carried

- 6.5. Welcome Package for new property owners
- 6.6. Fire Department - training matrix - September
- 6.7. Fire Department - training roll-out - October
- 6.8. Treasurer's Report on Building Safety Inspections

Resolution 31-23-05

Moved by Councillor Jamie Zieman
Seconded by Councillor Norman Clark

THAT Council remove item 6.8 - Treasurer's Report on Building Safety Inspections from Unfinished Business
FURTHER THAT Council request regular reports from the Health and Safety Inspections of Municipal Properties as substantive information comes available.

Carried

7. VARIANCE REPORT

8. APPROVAL OF ACCOUNTS

- 8.1. Schedule of Accounts

Resolution 31-23-06

Moved by Councillor Norman Clark
Seconded by Councillor Kevin Smith

THAT Schedule of Accounts numbered 18-2023 in the amount of \$53,312.09 be approved for payment.

Carried

9. STAFF REPORTS

- 9.1. Report from the Town Manager regarding North Green Street & speeding

Resolution 31-23-07

Moved by Councillor Jamie Zieman
Seconded by Councillor Norman Clark

THAT Council receive the North Green Street Speeding report as presented.

Carried

- 9.2. Transit - Map and schedule will be provided prior to meeting

Resolution 31-23-08

Moved by Councillor Norman Clark
Seconded by Councillor Jamie Zieman

THAT Council receive the conceptual routes for the Scheduled stop routes for Transit.
FURTHER THAT Council direct staff to continue discussions with Napanee on a

finalized route for Transit that outlines the weekday schedule.

Carried

- 9.3. Report from the Clerk regarding the Community Centre renovations

Resolution 31-23-09

Moved by Councillor Jamie Zieman

Seconded by Councillor Kevin Smith

THAT Council receive the report from the Clerk regarding the Community Centre Renovations as presented.

Carried

- 9.4. Report from the Community Emergency Management Coordinator regarding an upcoming total solar eclipse

Resolution 31-23-10

Moved by Councillor Jamie Zieman

Seconded by Councillor Kevin Smith

THAT Council receive the report from the Community Emergency Management Coordinator(CEMC) regarding the April 8 Solar eclipse and recommendations for community preparedness

FURTHER THAT Council request the CEMC to monitor neighboring communities and report back in February/March with any recommendations for consideration

Carried

- 9.5. Report from the Treasurer regarding a Section 357

Resolution 31-23-11

Moved by Councillor Jamie Zieman

Seconded by Councillor Kevin Smith

THAT Council approve the Application under Section 357 for 284 Dundas Street that was heavily damaged by Fire.

Carried

10. COMMITTEE/BOARD MEETING MINUTES

11. ACTION ITEMS

- 11.1. Hastings County Lot Addition Application

Resolution 31-23-12

Moved by Councillor Norman Clark

Seconded by Councillor Jamie Zieman

THAT Council receive the Lot Addition comments and application from Hastings County Planning for the property at 63 Mill St.

FURTHER THAT the Town of Deseronto endorse the recommendation to obtain road widening as part of the approval process as recommended by the County of Hastings.

Carried

12. INFORMATION ITEMS

- 12.1. Hastings County Media Release - New Medical Resident
12.2. Hastings County Media Release - New Website
12.3. Quinte Conservation - Preliminary Budget
12.4. Quinte Conservation - Letter re:process changes

Resolution 31-23-13

Moved by Councillor Jamie Zieman
Seconded by Councillor Norman Clark

THAT Council receive the Hastings County Media Release announcing a new Medical Resident, the Hastings County Media Release of a new Website, correspondence from Quinte Conservation regarding the preliminary budget and correspondence from Quinte Conservation regarding concerns of process changes for information purposes.

Carried

13. NEW BUSINESS

14. NOTICES OF MOTION

15. BY-LAWS

16. ANNOUNCEMENTS

16.1.

Deputy Mayor Everhardus passed on his regrets from Mayor Johnston who was feeling unwell.

Deputy Mayor Everhardus invited members of Council and the public to attend the Cenotaph on November 11, 2023 at 10:45a.m for the Remembrance Day Ceremony on Main Street opposite Rathbun Park.

Deputy Mayor Everhardus acknowledged Indigenous Veterans Day, Veterans Week and Treaty Recognition Week; all which take place during the week of November 5-12.

Deputy Mayor Everhardus requested Staff to commence an education process on the upcoming December 1- Street Parking restrictions prior to a "ticketing" campaign.

Council requested staff to investigate a temporary "No parking" by-law that could be considered by Council for purposes of snow removal by the Public Works during the winter season.

The Town Manager provided an update on Asset Management updates that will be occurring in partnership with OCWA and the Public Works department that will be updated by end of November 2023.

The Town Manager updated on the status of tree removals, trimming and the construction rehabilitation project on Thomas Street.

17. CLOSED SESSION

17.1. Closed Session Items Under Section 239
e) 1 under Litigation or potential litigation

Resolution 31-23-14

Moved by Councillor Jamie Zieman
Seconded by Councillor Norman Clark

THAT Council rise at 7 pm, under Section 239 of the Municipal Act and move into Closed Session to discuss 1 matter under 2(e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board a including communications necessary for that

purpose.

Carried

18. INSTRUCTION TO STAFF

Resolution 31-23-15

Moved by Councillor Jamie Zieman
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 52-2023 to confirm the proceedings of Council for
November 8, 2023.

Resolution 31-23-16

Moved by Councillor Jamie Zieman
Seconded by Councillor Kevin Smith

THAT By-law 52-2023, being a by-law to confirm the proceedings of the
November 8, 2023 Council meeting, having been read a first, second and third
time, be assigned a number and finally passed this 8th day of November 2023.

Carried

20. ADJOURNMENT

Resolution 31-23-17

Moved by Councillor Kevin Smith
Seconded by Councillor Norman Clark

THAT the November 8, 2023 Town of Deseronto Regular Council meeting be
adjourned.

Carried

Mayor

Clerk

Public Works Equipment list

2022 Case 590 Super N WT

- Multi use machine used for loading trucks, digging for water/sewer repairs, grading parking lots, ditching and shouldering.
- Ho- Rammer used for breaking rock, concrete asphalt etc.
- Ho-Pac Used for packing material in trenches where it is unsafe for workers.
- 12' Snow Blade used for plowing Cemetery, Parking Lots etc.

2010 Freightliner M2

- Plow, wing and sander combo unit used for plowing and salting
- Used as a Dump Truck in construction and snow removal.

2010 Peterbilt

- Plow, wing and sander combo unit used for plowing and salting
- Used as a Dump Truck in construction and snow removal.

2010 UD Sweeper

- Used for spring clean up along with contract sweeping and sweeping throughout the year.
- Hydro-vac purposes such as sign installation, water/sewer digs and repairs. Locating Gas Mains and services.
- Cleaning out watermain shutoffs and curb stops.

2009 Trackless MT6

- Multi use machine. Plow and salter
- 5' Snowblower with sidewalk clearing chute and truck loading chute for snow removal.
- Boom Flail Mower used for ditch line cutting, hills along Dundas street and guardrails.

2017 ODB Leaf Collector

- Leaf collector for spring and fall clean up of heavy piles of leaves the sweeper cannot pick up.

2004 Vermeer Woodchipper

- Used for tree maintenance, Emergency storm clean up.

2017 Ford F-150

- **Work Truck**
- **Tows Trailer for work purposes**

2019 GMC Sierra

- **Work Truck**
- **Used for towing trailers for mowers and asphalt recycler, pot hole repairs.**

2019 HDE Asphalt Recycler

- **Heats old asphalt to use in pot hole repairs year round. Works best for repairs in winter compared to coldmix patching.**

2010 John Deere 997 Z-Track

- **Cuts heavy long/ thick grass, Large fields and cemetery**
- **Diesel saves having to go buy gas in Napanee**

2020 John Deere 930 Z-Track

- **Mulch on Demand**
- **Used in parks, Cemetery**

2022 John Deere 950 Z-Track

- **Mulch on Demand**
- **Used in Parks, Cemetery**

2023 John Deere 994 Z-Track

- **Mulch on Demand**
- **Used in Parks, Cemetery also cuts long, heavy grass and fields.**
- **Diesel Saves having to go buy gas in Napanee**

2017 Polaris Tandem Trailer

- **Used for towing Lawn Mowers, Picking up large parts, Pipes and lumber.**

2- Stihl Cut off saws

- Used for cutting asphalt, concrete, steel, plastic pipe etc.
- Has Walk behind cart so worker not bent over for prolonged periods of time.

2- Stihl Chainsaws

- Cutting and limbing of trees and brush.

1-Stihl Pole Chainsaw

3- Stihl Weed eaters

1-Wacker 400 lb plate packer

1-Bomag 200 lb plate packer

1-Wacker Jumping Jack

- All used for several purposes. Water/sewer digs, sidewalk and road work.

1-Powermate 5500 Watt Generator

1-CAT 2000 Watt Invertor/Generator

- Used for powering water pumps, lights, power tools etc. required for water sewer digs.
- Watering flowers

1-Gas Powered Power Washer



TOWN OF DESERONTO STAFF REPORT

Report Date: **Nov 22, 2023**
Entitled: **Deseronto Fire Department Training Certification Plan**
Recipient: **Council**
Submitted by: **Darrell Brinklow, Fire Chief**
Duncan McIlvaney, Deputy Fire Chief

STAFF RECOMMENDATION

THAT Council accept the report entitled Deseronto Fire Department Training Certification Plan that highlights the requirements and the options that are being investigated by the Deseronto Fire Department to meet Ontario Regulation 343/22.

FURTHER THAT Council request a formalized plan for certification be brought to council once a clear direction has been confirmed.

BACKGROUND

In April of 2022, Ontario government along with the Ontario Fire Marshall(OFM) passed [Ontario Regulation 343/22](#) requiring fire departments certify staff that work in fire protection roles on a regular/expected basis (e.g., normal job assignment) to the relevant level by July 1, 2026. This regulation allows municipalities to choose between a provincial certification (Ontario Seal) and a North America certification (NFPA).

OVERVIEW/ANALYSIS

Currently, the Deseronto Fire Department(DFD) is considered 4 alternatives to get the department certified in accordance with Ontario Regulation 343/22.

Option 1 – DFD send staff to certified training courses for NFPA 1001 certification. This alternative will cost more than \$1,000 per firefighter and require them to train on services the Deseronto Fire Department don't provide. There is also an increased time commitment needed from the firefighters that would make this alternative impossible for many volunteer firefighters due to their work/scheduling conflicts.

Option 2 – DFD partner with neighboring fire departments that might be willing to accept us into their NFPA training sessions. Initial cost estimates are low, however, the time commitment needed to attend these training sessions makes this unrealistic for many of our volunteer firefighters as the training schedules between the departments would be difficult to align.

Option 3 – DFD contract an outside source to complete in-house training. DFD doesn't have a certified trainer on the fire department who holds the qualifications and/or the training certification to lead this training. Along with the cost of an instructor (unknown), DFD would be required to pay a \$65 fee per firefighter to write the certificate. Choosing this method would allow us to have the flexibility to continue to do our training on Monday nights during our regular hours making it easier for the members to commit.

Option 4 – DFD train the volunteer firefighters in-house. As was mentioned in option 3, DFD doesn't have a certified trainer on the Department to lead this training. We do have 2 firefighters who are grandfathered with the certifications needed to lead this training. The OFM will allow us to teach the course based on their grandfathered certifications. DFD estimates this will take longer as the trainers will first need to refresh themselves on educational material before delivering it to DFD. DFD would be required to pay a \$65 fee per firefighter to write for the certificate. This provides flexibility of continuing to do most of our training on regular training nights making it easier for the members to commit.

FINANCIAL IMPACT

All the options above will require 100+ hours of training as such we are expecting a need for an additional \$10,000 in the honorarium/training budget for the next 3 years to get the full DFD complement trained to the required level to meet Ontario Regulation 343/22.

IN CONSULTATION WITH

Bryan Brooks, Town Manager

ATTACHMENTS

Ontario Regulation 343/22



Français

ONTARIO REGULATION 343/22

made under the

FIRE PROTECTION AND PREVENTION ACT, 1997

Made: April 11, 2022

Filed: April 14, 2022

Published on e-Laws: April 14, 2022

Printed in The Ontario Gazette: April 30, 2022

FIREFIGHTER CERTIFICATION

CONTENTS [-]

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<u>2.</u>	Mandatory certification
<u>3.</u>	Exceptions
<u>4.</u>	Transition
<u>5.</u>	Commencement
<u>Table 1</u>	Mandatory certification for fire protection services

Definition

1. In this Regulation,

“NFPA” means the National Fire Protection Association.

Mandatory certification

2. (1) Every municipality, and every fire department in a territory without municipal organization, must ensure that its firefighters perform a fire protection service set out in Column 1 of Table 1 only if, on or after the corresponding day specified in Column 3 of that Table,

(a) the firefighter performing the fire protection service is certified, at a minimum, to the corresponding certification standard set out in Column 2 of that Table; or

(b) this Regulation provides that the certification standard referred to in clause (a) does not apply with respect to the firefighter.

(2) The certification must be,

(a) provided by the Fire Marshal; or

(b) an accreditation from the International Fire Safety Accreditation Congress (IFSAC), or a Pro Board seal, that is recognized by the Fire Marshal as equivalent to the certification provided by the Fire Marshal.

Exceptions

3. (1) A certification standard set out in Column 2 of item 1 or 2 of Table 1 does not apply with respect to a firefighter who,

- (a) is performing a service that is within the scope of that item;
- (b) has been a firefighter for no more than 36 months; and
- (c) is operating under the supervision of a firefighter certified to that standard.

(2) A certification standard set out in Column 2 of Table 1 does not apply with respect to a firefighter who is,

- (a) temporarily assigned to perform a different fire protection service for which a different minimum certification is required; and
- (b) operating under the supervision of a firefighter who has obtained the certification corresponding to the fire protection service or services being delivered.

(3) A certification standard set out in Column 2 of item 17 or 18 of Table 1 does not apply with respect to a firefighter who performed Pump Operations before the day this Regulation came into force.

(4) If a firefighter was previously certified under this Regulation for a fire protection service listed in Column 1 of Table 1, that certification continues to be valid even if the requirements for obtaining that certification are subsequently updated or changed.

(5) If the Fire Marshal granted a firefighter a letter of compliance with a certification standard before the day this Regulation came into force, the letter of compliance continues to be valid and the firefighter is deemed to be in compliance with the corresponding certification standard set out in Column 2 of Table 1.

Transition

4. (1) Subject to subsection (2), a certification standard set out in Column 2 of item 1, 2, 3, 4, 5, 6, 7, 9, 10, 11, 12, 13, 14 or 15 of Table 1 does not apply with respect to a firefighter if the Fire Marshal issues the firefighter a letter of compliance with the certification standard in accordance with this section.

(2) The Fire Marshal shall issue a letter of compliance with a certification standard to a firefighter if,

- (a) the firefighter has been performing the fire protection service that the standard corresponds to since at least,
 - (i) January 1, 2021, in the case of a certification standard set out in Column 2 of item 1, 2, 3, 4, 5, 6 or 7, or
 - (ii) January 1, 2020, in the case of a certification standard set out in Column 2 of item 9, 10, 11, 12, 13, 14 or 15;
- (b) before September 30, 2023, the firefighter's municipality, or fire department in an area without municipal organization, provides the Fire Marshal with information, such as training records, to demonstrate to the satisfaction of the Fire Marshal that the firefighter, through past training and experience, has obtained the requisite knowledge and requisite skills associated with the corresponding standard; and
- (c) the Fire Marshal is satisfied with the information provided under clause (b).

Commencement

5. **This Regulation comes into force on the later of July 1, 2022 and the day it is filed.**

TABLE 1
MANDATORY CERTIFICATION FOR FIRE PROTECTION SERVICES

Item	Column 1 Fire protection service	Column 2 Minimum Certification Standard	Column 3 Compliance Deadline
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1.	Firefighter Exterior Attack: Fire suppression operations from the exterior of the building only.	<p>The following job performance requirements of NFPA 1001, "Standard for Fire Fighter Professional Qualifications", 2019 Edition, Chapter 4 (Firefighter I) and Chapter 5 (Firefighter II):</p> <p>4.1, 4.2, 4.3.1, 4.3.2, 4.3.3, 4.3.6, 4.3.7, 4.3.8, 4.3.10 (A1-A9, B1-B3, B4 (exterior stairway), B5-B10), 4.3.15, 4.3.16, 4.3.17, 4.3.18, 4.3.19, 4.3.20, 4.3.21, 4.5</p> <p>5.1, 5.2, 5.3.1, 5.3.2 (A1-A4), 5.3.3, 5.3.4, 5.4.2, 5.5.3, 5.5.4, 5.5.5</p>	July 1, 2026
2.	Firefighter Exterior Attack and auto extrication: Fire suppression operations from the exterior of the building only and auto extrication rescue.	<p>All job performance requirements in item 1 and the following job performance requirements of NFPA 1001, "Standard for Fire Fighter Professional Qualifications", 2019 Edition, Chapter 5 (Firefighter II):</p> <p>5.4.1</p>	July 1, 2026
3.	Firefighter Exterior Attack and hazardous materials response: Fire suppression operations from the exterior of the building only and Operations-level hazardous materials response.	<p>All job performance requirements in item 1, all job performance requirements of NFPA 1072, "Standard for Hazardous Materials/Weapons of Mass Destruction Emergency Response Personnel Professional Qualifications", 2017 Edition, Chapter 5 (Operations) and the following job performance requirements of Chapter 6 (Operations Mission Specific):</p> <p>6.2 and 6.6</p>	July 1, 2026
4.	Firefighter Exterior Attack, auto extrication and hazardous materials response: Fire suppression operations from the exterior of the building only, automobile extrication rescue and Operations-level hazardous materials response.	All job performance requirements in items 1, 2 and 3.	July 1, 2026

5.	Firefighter Interior Attack: Fire suppression operations that enter the interior of the building and can perform rescue.	All job performance requirements in item 1 and the following job performance requirements of NFPA 1001, "Standard for Fire Fighter Professional Qualifications", 2019 Edition, Chapter 4 (Firefighter I) and Chapter 5 (Firefighter II): 4.3.4, 4.3.9, 4.3.10 (A10-A11, B4 (interior stairway), B11), 4.3.11, 4.3.12, 4.3.13, 4.3.14 5.3.2 (A5-A9, B1-B6)	July 1, 2026
6.	Firefighter Interior Attack and auto extrication: Fire suppression operations that enter the interior of the building and can perform rescue and automobile extrication rescue.	All job performance requirements in item 5 and the following job performance requirements of NFPA 1001, "Standard for Fire Fighter Professional Qualifications", 2019 Edition, Chapter 5 (Firefighter II): 5.4.1	July 1, 2026
7.	Firefighter Interior Attack and hazardous materials response: Fire suppression operations that enter the interior of the building and Operations-level hazardous materials response.	All job performance requirements in item 5, all job performance requirements of NFPA 1072, "Standard for Hazardous Materials/Weapons of Mass Destruction Emergency Response Personnel Professional Qualifications", 2017 Edition, Chapter 5 (Operations) and the following job performance requirements of Chapter 6 (Operations Mission Specific): 6.2 and 6.6	July 1, 2026
8.	Firefighter Interior Attack, auto extrication and hazardous materials response: Fire suppression operations that enter the interior of the building and can perform rescue, automobile extrication rescue and Operations-level hazardous materials response (full service firefighter).	All job performance requirements of NFPA 1001, "Standard for Fire Fighter Professional Qualifications", 2019 Edition, Chapter 5 (Firefighter II).	July 1, 2026
9.	Team Lead Exterior Attack: Supervision of firefighters that provide fire suppression operations from the exterior of the building only.	All job performance requirements in item 1 and the following job performance requirements of NFPA 1021, "Standard for Fire Officer Professional Qualifications", 2020 edition, Chapter 4 (Fire Officer I): 4.1.1, 4.2.1, 4.2.2, 4.2.3, 4.2.4, 4.4.1, 4.4.2, 4.4.4, 4.4.5, 4.5.3, 4.6, 4.7.1, 4.7.3	July 1, 2026

10.	Team Lead Exterior Attack and auto extrication: Supervision of firefighters that provide fire suppression operations from the exterior of the building only or that provide auto extrication rescue.	All job performance requirements in item 2 and the following job performance requirements of NFPA 1021, "Standard for Fire Officer Professional Qualifications", 2020 edition, Chapter 4 (Fire Officer I): 4.1.1, 4.2.1, 4.2.2, 4.2.3, 4.2.4, 4.4.1, 4.4.2, 4.4.4, 4.4.5, 4.5.3, 4.6, 4.7.1, 4.7.3	July 1, 2026
11.	Team Lead Exterior Attack and hazardous materials response: Supervision of firefighters that provide fire suppression operations from the exterior of the building only or that provide Operations-level hazardous materials response.	All job performance requirements in item 3 and the following job performance requirements of NFPA 1021, "Standard for Fire Officer Professional Qualifications", 2020 edition, Chapter 4 (Fire Officer I): 4.1.1, 4.2.1, 4.2.2, 4.2.3, 4.2.4, 4.4.1, 4.4.2, 4.4.4, 4.4.5, 4.5.3, 4.6, 4.7.1, 4.7.3	July 1, 2026
12.	Team Lead Exterior Attack, auto extrication and hazardous materials: Supervision of firefighters that provide fire suppression operations from the exterior of the building only or that provide automobile extrication rescue or Operations-level hazardous materials response.	All job performance requirements in item 4, and the following job performance requirements of NFPA 1021, "Standard for Fire Officer Professional Qualifications", 2020 edition, Chapter 4 (Fire Officer I): 4.1.1, 4.2.1, 4.2.2, 4.2.3, 4.2.4, 4.4.1, 4.4.2, 4.4.4, 4.4.5, 4.5.3, 4.6, 4.7.1, 4.7.3	July 1, 2026
13.	Team Lead Interior Attack: Supervision of firefighters that provide fire suppression operations from the interior of the building and can perform rescue.	All job performance requirements in item 5 and the following job performance requirements of NFPA 1021, "Standard for Fire Officer Professional Qualifications", 2020 edition, Chapter 4 (Fire Officer I): 4.1.1, 4.2.1, 4.2.2, 4.2.3, 4.2.4, 4.4.1, 4.4.2, 4.4.4, 4.4.5, 4.5.3, 4.6, 4.7.1, 4.7.3	July 1, 2026
14.	Team Lead Interior Attack and auto extrication: Supervision of firefighters that provide fire suppression operations from the interior of the building and can perform rescue or that provide automobile extrication rescue.	All job performance requirements in item 6 and the following job performance requirements of NFPA 1021, "Standard for Fire Officer Professional Qualifications", 2020 edition, Chapter 4 (Fire Officer I): 4.1.1, 4.2.1, 4.2.2, 4.2.3, 4.2.4, 4.4.1, 4.4.2, 4.4.4, 4.4.5, 4.5.3, 4.6, 4.7.1, 4.7.3	July 1, 2026

15.	Team Lead Interior Attack and hazardous materials response: Supervision of firefighters that provide fire suppression operations from the interior of the building and can perform rescue or that provide Operations-level hazardous materials response.	All job performance requirements in item 7 and the following job performance requirements of NFPA 1021, "Standard for Fire Officer Professional Qualifications", 2020 edition, Chapter 4 (Fire Officer I): 4.1.1, 4.2.1, 4.2.2, 4.2.3, 4.2.4, 4.4.1, 4.4.2, 4.4.4, 4.4.5, 4.5.3, 4.6, 4.7.1, 4.7.3	July 1, 2026
16.	Team Lead Interior Attack, auto extrication and hazardous materials response: Supervision of firefighters that provide fire suppression operations from the interior of the building and can perform rescue or that provide automobile extrication rescue or Operations-level hazardous materials response (full service fire officer).	All job performance requirements of NFPA 1021 "Standard for Fire Officer Professional Qualifications", 2020 edition, Chapter 4 (Fire Officer I).	July 1, 2026
17.	Pump Operations: Operation of a pumper apparatus without driving the apparatus, or where the apparatus does not require a class D licence.	All job performance requirements of NFPA 1002, "Standard for Fire Apparatus Driver/Operator Professional Qualifications", 2017 Edition, Chapter 5 (Apparatus Equipped with Fire Pump), without pre-requisites in Chapter 4.	July 1, 2026
18.	Pump Operations: driver: Driving and operating a pumper apparatus that requires a class D licence.	All job performance requirements in NFPA 1002 "Standard for Fire Apparatus Driver/Operator Professional Qualifications", 2017 Edition, Chapter 5 (Apparatus Equipped with Fire Pump).	July 1, 2026
19.	Fire Prevention/Inspection Level I: conducting fire and life safety inspections.	All job performance requirements of NFPA 1031, "Standard for Professional Qualifications for Fire Inspector and Plan Examiner", 2014 Edition, Chapter 4 (Fire Inspector I).	July 1, 2026
20.	Fire Prevention/Inspection Level II: conducting fire and life safety inspections including in facilities that store, handle or use flammable/combustible liquids.	All job performance requirements in item 19 and NFPA 1031, "Standard for Professional Qualifications for Fire Inspector and Plan Examiner", 2014 Edition, Chapter 5 (Fire Inspector II).	July 1, 2026
21.	Fire Investigator: conducting fire cause and origin investigations.	All job performance requirements of NFPA 1033, "Professional Qualifications for Fire Investigator", 2014 Edition, Chapter 4 (Fire Investigator).	July 1, 2026

22.	Fire and Life Safety Educator: providing fire and life safety education.	All job performance requirements of NFPA 1035, "Standard on Fire and Life Safety Educator, Public Information Officer, Youth Firesetter Intervention Specialist, and Youth Firesetter Program Manager Professional Qualifications", 2015 Edition, Chapter 4 (Fire and Life Safety Educator I).	July 1, 2026
23.	Training Officer Level I: providing training and education to other fire personnel.	All job performance requirements of NFPA 1041, "Standard for Fire and Emergency Services Instructor Professional Qualifications", 2019 Edition, Chapter 4 (Fire and Emergency Services Instructor I).	July 1, 2026
24.	Training Officer Level II: providing training and education to other fire personnel including lead instructor roles at live fire and above or below grade technical rescue practical training.	All job performance requirements in item 23 and NFPA 1041, "Standard for Fire and Emergency Services Instructor Professional Qualifications", 2019 Edition, Chapter 5 (Fire and Emergency Services Instructor II).	July 1, 2026
25.	Emergency Communicators Level I: taking emergency calls.	All job performance requirements of NFPA 1061, "Standard for Public Safety Telecommunications Personnel Professional Qualifications", 2018 Edition, Chapter 4 (Public Safety Telecommunicator I).	July 1, 2026
26.	Emergency Communicators Level II: taking emergency calls and dispatching emergency vehicles.	All job performance requirements in item 25 and NFPA 1061, "Standard for Public Safety Telecommunications Personnel Professional Qualifications", 2018 Edition, Chapter 5 (Public Safety Telecommunicator II).	July 1, 2026
27.	Incident Safety Officers: undertaking the primary role of incident safety officer at emergency calls.	All job performance requirements of NFPA 1521, "Standard for Fire Department Safety Officer Professional Qualifications", 2020 Edition, Chapter 5 (Incident Safety Officer).	July 1, 2026
28.	Hazardous Materials Response — Operations Mission Specific Level: responding to emergencies involving hazardous materials at the Operations Mission Specific Level.	All job performance requirements of NFPA 1072, "Standard for Hazardous Materials/Weapons of Mass Destruction Emergency Response Personnel Professional Qualifications", 2017 Edition, Chapter 6 (Operations Mission Specific)	July 1, 2026

29.	Hazardous Materials Response — Technician Level: responding to emergencies involving hazardous materials at the Technician Level.	All job performance requirements of NFPA 1072, “Standard for Hazardous Materials/Weapons of Mass Destruction Emergency Response Personnel Professional Qualifications”, 2017 Edition, Chapter 7 (Hazardous Materials Technician).	July 1, 2026
30.	Rope Rescue — Operations: rope rescue at the Operations Level.	The following job performance requirements of NFPA 1006, “Standard for Technical Rescue Personnel Professional Qualifications”, 2021 Edition, Chapter 5 (Rope Rescue) (Operations): 5.2	July 1, 2028
31.	Rope Rescue — Technician: rope rescue at the Technician Level.	The following job performance requirements of NFPA 1006, “Standard for Technical Rescue Personnel Professional Qualifications”, 2021 Edition, Chapter 5 (Rope Rescue) (Technician): 5.3	July 1, 2028
32.	Structural Collapse — Operations: structural collapse rescue at the Operations Level.	The following job performance requirements of NFPA 1006, “Standard for Technical Rescue Personnel Professional Qualifications”, 2021 Edition, Chapter 6 (Structural Collapse Rescue) (Operations): 6.2	July 1, 2028
33.	Structural Collapse — Technician: structural collapse rescue at the Technician Level.	The following job performance requirements of NFPA 1006, “Standard for Technical Rescue Personnel Professional Qualifications”, 2021 Edition, Chapter 6 (Structural Collapse Rescue) (Technician): 6.3	July 1, 2028
34.	Confined Space — Operations: confined space rescue at the Operations Level.	The following job performance requirements of NFPA 1006, “Standard for Technical Rescue Personnel Professional Qualifications”, 2021 Edition, Chapter 7 (Confined Space Rescue) (Operations): 7.2	July 1, 2028

35.	Confined Space — Technician: confined space rescue at the Technician Level.	The following job performance requirements of NFPA 1006, "Standard for Technical Rescue Personnel Professional Qualifications", 2021 Edition, Chapter 7 (Confined Space Rescue) (Technician): 7.3	July 1, 2028
36.	Trench Rescue — Operations: trench rescue at the Operations Level.	The following job performance requirements of NFPA 1006, "Standard for Technical Rescue Personnel Professional Qualifications", 2021 Edition, Chapter 12 (Trench Rescue) (Operations): 12.2	July 1, 2028
37.	Trench Rescue — Technician: trench rescue at the Technician Level.	The following job performance requirements of NFPA 1006, "Standard for Technical Rescue Personnel Professional Qualifications", 2021 Edition, Chapter 12 (Trench Rescue) (Technician): 12.3	July 1, 2028
38.	Surface Water Rescue — Operations: surface water rescue at the Operations Level.	The following job performance requirements of NFPA 1006, "Standard for Technical Rescue Personnel Professional Qualifications", 2021 Edition, Chapter 17 (Surface Water Rescue) (Operations): 17.2	July 1, 2028
39.	Surface Water Rescue — Technician: surface water rescue at the Technician Level.	The following job performance requirements of NFPA 1006, "Standard for Technical Rescue Personnel Professional Qualifications", 2021 Edition, Chapter 17 (Surface Water Rescue) (Technician): 17.3	July 1, 2028
40.	Swift Water Rescue — Operations: swift water rescue at the Operations Level.	The following job performance requirements of NFPA 1006, "Standard for Technical Rescue Personnel Professional Qualifications", 2021 Edition, Chapter 18 (Swiftwater Rescue) (Operations): 18.2	July 1, 2028

41.	Swift Water Rescue — Technician: swift water rescue at the Technician Level.	The following job performance requirements of NFPA 1006, "Standard for Technical Rescue Personnel Professional Qualifications", 2021 Edition, Chapter 18 (Swiftwater Rescue) (Technician): 18.3	July 1, 2028
42.	Ice Water Rescue — Operations: ice water rescue at the Operations Level.	The following job performance requirements of NFPA 1006, "Standard for Technical Rescue Personnel Professional Qualifications", 2021 Edition, Chapter 20 (Ice Rescue) (Operations): 20.2	July 1, 2028
43.	Ice Water Rescue — Technician: ice water rescue at the Technician Level.	The following job performance requirements of NFPA 1006, "Standard for Technical Rescue Personnel Professional Qualifications", 2021 Edition, Chapter 20 (Ice Rescue) (Technician): 20.3	July 1, 2028

Made by:

Pris par :

La sollicitrice générale,

SYLVIA JONES

Solicitor General

Date made: April 11, 2022

Pris le : 11 avril 2022

Français



2023-11-22

**Corporation of the
TOWN OF DESERONTO**

Schedule of Accounts No. **19-2023**

Moved by: _____

Seconded by _____

"That Schedule of Accounts Numbered **19-2023**
be approved in the amount of \$ 281,387.51

Carried.

BREAKDOWN OF SCHEDULE OF ACCOUNTS

	<u>BATCH</u>	<u>AMOUNT</u>
ACCOUNTS PAYABLES		
<i>See Attached List</i>		
	2023-00126	\$ 195,587.90
	2023-00128	\$ 84,799.61
	2023-00130	\$ 1,000.00

TOTAL SCHEDULE OF ACCOUNTS NO. **19-2023** Total \$ 281,387.51

List of Accounts for Approval

Report Date
2023-11-09 2:43 PM

As of 2023-11-09
Batch: 2023-00126

Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
Bank Code: GEN - General					
Computer Cheques:					
3475	2023-11-09	Alarm Systems	Security service labour		
1489196		15-40-41-43603 - Wastewater - Tr	Security service labour	254.40	
		10-00-00-12103 - Federal Rebate	HST Tax Code	12.50	
		10-00-00-12104 - Provincial Reba	HST Tax Code	15.60	282.50
3476	2023-11-09	Battlefield Equipment Rental	Skidsteer,keys,grease gun etc		
23231771		15-40-41-44750 - W & S - Bio Soli	Skidsteer,keys,grease gun	1,121.99	
		10-00-00-12103 - Federal Rebate	HST Tax Code	55.13	
		10-00-00-12104 - Provincial Reba	HST Tax Code	68.80	1,245.92
23231647		10-30-31-43320 - Roads - Building	chain oil	18.92	
		10-00-00-12103 - Federal Rebate	HST Tax Code	0.93	
		10-00-00-12104 - Provincial Reba	HST Tax Code	1.16	21.01
23231668		15-40-41-43601 - Wastewater - Cr	Thomas Tap sewer line lsb	170.70	
		10-00-00-12103 - Federal Rebate	HST Tax Code	8.39	
		10-00-00-12104 - Provincial Reba	HST Tax Code	10.47	189.56
			Payment Total:		1,456.49
3477	2023-11-09	Betty's Cleaning Service	Cleaning Services For Oct		
42		10-10-12-43180 - Admin - Janitori	Cleaning Services For Oct	407.04	
		10-00-00-12103 - Federal Rebate	HST Tax Code	20.00	
		10-00-00-12104 - Provincial Reba	HST Tax Code	24.96	452.00
3478	2023-11-09	2639826 Ontario Ltd.	fault on clarifier drive fixed		
418		15-40-41-43300 - W & S - Building	fault on clarifier drive	290.02	
		10-00-00-12103 - Federal Rebate	HST Tax Code	14.25	
		10-00-00-12104 - Provincial Reba	HST Tax Code	17.78	322.05
3479	2023-11-09	CWD Electric Inc.	4th St Bypass Meter		
11274		15-40-41-50505 - Wastewater Bld	4th St Bypass Meter	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
11357		15-40-41-50505 - Wastewater Bld	1st/Main St Pump Service	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
11349		15-40-41-50505 - Wastewater Bld	filter actuator failure	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
			Payment Total:		1,288.20
3480	2023-11-09	Deerhaven Farm & Garden	New Snowblower		
E08021		10-80-81-49300 - Parks - Capital f	New Snowblower	3,714.24	

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Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
		10-00-00-12103 - Federal Rebate	HST Tax Code	182.50	
		10-00-00-12104 - Provincial Rebat	HST Tax Code	227.76	4,124.50
3481	2023-11-09	Ecovue Consulting Services Inc	By-laws and site plan control		
23-2114-106		10-90-91-44200 - Plan & Develop	By-laws and site plan con	765.74	
		10-00-00-12103 - Federal Rebate	HST Tax Code	37.63	
		10-00-00-12104 - Provincial Rebat	HST Tax Code	46.96	850.33
3482	2023-11-09	2384575 Ontario Inc	Vacuum truck to pump WTP		
6033		15-40-41-43601 - Wastewater - Cr	Vacuum truck to pump WTP	783.55	
		10-00-00-12103 - Federal Rebate	HST Tax Code	38.50	
		10-00-00-12104 - Provincial Rebat	HST Tax Code	48.05	870.10
6048		15-40-41-43601 - Wastewater - Cr	Vacuum truck to pump STP	473.18	
		10-00-00-12103 - Federal Rebate	HST Tax Code	23.25	
		10-00-00-12104 - Provincial Rebat	HST Tax Code	29.02	525.45
				Payment Total:	1,395.55
3483	2023-11-09	Five Star Fire Protection	Semi annual kitchen inspection		
796619		10-80-83-43180 - Arena -Outside	Semi annual kitchen inspe	115.50	
		10-00-00-12101 - ITC Receivable	HST-ITC Tax Code	5.78	
		10-00-00-12101 - ITC Receivable	HST-ITC Tax Code	9.24	130.52
3484	2023-11-09	George Benn & Son Const	Water repair 324 Main St		
39739		15-40-41-43602 - Water - Distribu	Water repair 324 Main St	749.25	
		10-00-00-12103 - Federal Rebate	HST Tax Code	36.81	
		10-00-00-12104 - Provincial Rebat	HST Tax Code	45.95	832.01
3485	2023-11-09	GFL Environmental	Spreading cake and bio solids		
G90003253906		15-40-41-44750 - W & S - Bio Soli	Spreading cake and bio so	20,869.67	
		10-00-00-12103 - Federal Rebate	HST Tax Code	1,025.44	
		10-00-00-12104 - Provincial Rebat	HST Tax Code	1,279.74	23,174.85
3486	2023-11-09	Grand & Toy Limited	Paper for photocopier		
U387485		10-10-12-43110 - Admin - Office	Paper for photocopier	162.71	
		10-00-00-12103 - Federal Rebate	HST Tax Code	8.00	
		10-00-00-12104 - Provincial Rebat	HST Tax Code	9.98	180.69
3487	2023-11-09	Greer Galloway	Main St Culvert Project		
28188		10-30-31-43203 - Roads Materials	Main St Culvert Project	498.62	
		10-00-00-12103 - Federal Rebate	HST Tax Code	24.50	
		10-00-00-12104 - Provincial Rebat	HST Tax Code	30.58	553.70
3488	2023-11-09	Greater Napanee Tree Service	Tree removal Lrg Ash		
0773		10-30-31-43210 - Roads - Tree R	Tree removal Lrg Ash	2,544.00	
		10-00-00-12103 - Federal Rebate	HST Tax Code	125.00	
		10-00-00-12104 - Provincial Rebat	HST Tax Code	156.00	2,825.00

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Town of Deseronto
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Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
3489 INV0049558	2023-11-09	Hetek Solution Inc. 15-40-41-43720 - Occ. Health & S	Fixed gas monitor for H&S Fixed gas monitor for H&S	12,103.96	
		10-00-00-12103 - Federal Rebate	HST Tax Code	594.73	
		10-00-00-12104 - Provincial Reba	HST Tax Code	742.22	13,440.91
3490 50896	2023-11-09	HGC Management Inc. 10-10-12-43110 - Admin - Office S	Shredding Services for Oct Shredding Services for Oc	60.04	
		10-00-00-12103 - Federal Rebate	HST Tax Code	2.95	
		10-00-00-12104 - Provincial Reba	HST Tax Code	3.68	66.67
3491 WtrTwrOct23	2023-11-09	Hydro One Networks Inc 15-40-41-43410 - Water - Hydro	Billing Period Sep30-Nov1 Billing Period Sep30-Nov1	228.82	
		15-40-41-43410 - Water - Hydro	Billing Period Sep30-Nov1	26.31-	
		10-00-00-12103 - Federal Rebate	HST Tax Code	11.24	
		10-00-00-12104 - Provincial Reba	HST Tax Code	14.03	227.78
TransitOct23		10-30-31-43410 - Roads - Hydro	Billing Period Sep30-Nov1	74.47	
		10-95-95-43410 - Transit- -Hydro	Billing Period Sep30-Nov1	37.23	
		10-30-31-43410 - Roads - Hydro	Billing Period Sep30-Nov1	8.56-	
		10-95-95-43410 - Transit- -Hydro	Billing Period Sep30-Nov1	4.28-	
		10-00-00-12103 - Federal Rebate	HST Tax Code	5.49	
		10-00-00-12104 - Provincial Reba	HST Tax Code	6.85	111.20
316EdmonOct23		10-20-21-43410 - Fire - Hydro	Billing Period Sep30-Nov1	149.58	
		10-20-21-43410 - Fire - Hydro	Billing Period Sep30-Nov1	17.20-	
		10-00-00-12103 - Federal Rebate	HST Tax Code	7.35	
		10-00-00-12104 - Provincial Reba	HST Tax Code	9.17	148.90
TownhallOct23		10-10-12-43410 - Admin - Hydro	Billing Period Sep30-Nov1	276.13	
		10-10-12-43410 - Admin - Hydro	Billing Period Sep30-Nov1	31.75-	
		10-00-00-12103 - Federal Rebate	HST Tax Code	13.57	
		10-00-00-12104 - Provincial Reba	HST Tax Code	16.93	274.88
NPWOct23		10-30-31-43410 - Roads - Hydro	Billing Period Sep30-Nov1	187.27	
		10-30-31-43410 - Roads - Hydro	Billing Period Sep30-Nov1	21.53-	
		10-00-00-12103 - Federal Rebate	HST Tax Code	9.20	
		10-00-00-12104 - Provincial Reba	HST Tax Code	11.48	186.42
StorageOct23		10-80-81-43410 - Parks - Hydro	Billing Period Sep30-Nov1	35.81	
		10-80-81-43410 - Parks - Hydro	Billing Period Sep30-Nov1	4.13-	
		10-00-00-12103 - Federal Rebate	HST Tax Code	1.76	
		10-00-00-12104 - Provincial Reba	HST Tax Code	2.20	35.64
315EdmonOct23		10-20-21-43410 - Fire - Hydro	Billing Period Sep30-Nov1	169.91	
		10-20-21-43410 - Fire - Hydro	Billing Period Sep30-Nov1	19.55-	
		10-00-00-12103 - Federal Rebate	HST Tax Code	8.35	
		10-00-00-12104 - Provincial Reba	HST Tax Code	10.42	169.13
CanteenOct23		10-80-81-43410 - Parks - Hydro	Billing Period Sep30-Nov1	81.52	
		10-80-81-43410 - Parks - Hydro	Billing Period Sep30-Nov1	9.38-	
		10-00-00-12103 - Federal Rebate	HST Tax Code	4.01	

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Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
		10-00-00-12104 - Provincial Reba'	HST Tax Code	5.00	81.15
MBQOct23		15-40-41-43410 - Water - Hydro	Billing Period Sep30-Nov1	42.05	
		15-40-41-43410 - Water - Hydro	Billing Period Sep30-Nov1	4.84	
		10-00-00-12103 - Federal Rebate	HST Tax Code	2.07	
		10-00-00-12104 - Provincial Reba'	HST Tax Code	2.58	41.86
				Payment Total:	1,276.96
3492	2023-11-09	Kemira Water Solutions	PAX-XL6 bulk 11,190.000KG		
9019233959		15-40-41-43660 - Water - Chemic	PAX-XL6 bulk 11,190.000KG	11,546.36	
		10-00-00-12103 - Federal Rebate	HST Tax Code	567.33	
		10-00-00-12104 - Provincial Reba'	HST Tax Code	708.04	12,821.73
3493	2023-11-09	3635112 Canada Inc	Ball valve rebuild kit		
019139		10-20-21-43630 - Fire - Small Too	Ball valve rebuild kit	1,770.10	
		10-00-00-12103 - Federal Rebate	HST Tax Code	86.97	
		10-00-00-12104 - Provincial Reba'	HST Tax Code	108.54	1,965.61
3494	2023-11-09	R. Morden Engineering	Arena Concept dev,final design		
22-26-13		10-80-83-49100 - Arena -Capital E	Arena Concept dev,final d	9,963.95	
		10-00-00-12101 - ITC Receivable	HST-ITC Tax Code	498.20	
		10-00-00-12101 - ITC Receivable	HST-ITC Tax Code	797.11	11,259.26
22-26-12		10-80-83-49100 - Arena -Capital E	Arena Payment#5 Phase 3	57,439.93	
		10-00-00-12101 - ITC Receivable	HST-ITC Tax Code	2,872.00	
		10-00-00-12101 - ITC Receivable	HST-ITC Tax Code	4,595.19	64,907.12
				Payment Total:	76,166.38
3495	2023-11-09	Napanee Home Hardware	Hose hanger, connector		
DD3353		15-40-41-43602 - Water - Distribu'	Hose hanger, connector	42.71	
		10-00-00-12103 - Federal Rebate	HST Tax Code	2.10	
		10-00-00-12104 - Provincial Reba'	HST Tax Code	2.62	47.43
3496	2023-11-09	Noble Corporation	Pipe, elbow,bushing,ball valve		
5029530-00		15-40-41-50505 - Wastewater Bld	Pipe, elbow,bushing,ball	207.90	
		10-00-00-12103 - Federal Rebate	HST Tax Code	10.22	
		10-00-00-12104 - Provincial Reba'	HST Tax Code	12.75	230.87
5029530-01		15-40-41-43601 - Wastewater - C	Union pvc with gasket	23.11	
		10-00-00-12103 - Federal Rebate	HST Tax Code	1.14	
		10-00-00-12104 - Provincial Reba'	HST Tax Code	1.41	25.66
5025076-01		15-40-41-43601 - Wastewater - C	PVC red bush x2	46.87	
		10-00-00-12103 - Federal Rebate	HST Tax Code	2.30	
		10-00-00-12104 - Provincial Reba'	HST Tax Code	2.88	52.05
				Payment Total:	308.58

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List of Accounts for Approval
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Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
3497 2191	2023-11-09	Pro-Tech Training Services Inc 10-30-31-43803 - Roads - Educati 10-00-00-12103 - Federal Rebate 10-00-00-12104 - Provincial Reba'	Chainsaw training Andrew Scott Chainsaw training Andrew HST Tax Code HST Tax Code	167.90 8.25 10.30	186.45
3498 6294560	2023-11-09	Quadient Leasing Canada Ltd. 10-10-12-43140 - Admin - Postage 10-00-00-12103 - Federal Rebate 10-00-00-12104 - Provincial Reba'	Payment # 53 Dec Payment # 53 Dec HST Tax Code HST Tax Code	136.06 6.69 8.34	151.09
3499 Oct23	2023-11-09	Receiver General 10-00-00-21530 - Employee Tax F	Oct payroll remittance Oct payroll remittance	18,758.86	18,758.86
3500 Oct23	2023-11-09	Reliance Home Comfort 10-80-83-43650 - Fitness Centre E 10-00-00-12101 - ITC Receivable 10-00-00-12101 - ITC Receivable	Billing Period Oct 3- Nov1 Billing Period Oct 3- Nov HST-ITC Tax Code HST-ITC Tax Code	141.02 7.05 11.28	159.35
3501 CA3D5PW2A3YI	2023-11-09	Roblin, Rob 10-95-95-43600 - Transit - R & M 10-00-00-12103 - Federal Rebate 10-00-00-12104 - Provincial Reba'	Hose for transit building Hose for transit building HST Tax Code HST Tax Code	45.78 2.25 2.81	50.84
3502 01P100679	2023-11-09	Tim's Truck & Equipment 10-30-31-50524 - 2010 PTRB COI 10-00-00-12103 - Federal Rebate 10-00-00-12104 - Provincial Reba'	Battery x 3 Battery x 3 HST Tax Code HST Tax Code	487.32 23.94 29.89	541.15
3503 19376	2023-11-09	Trickey Et AL Tax Team Inc. 10-00-00-12592 - A/R - Other 10-00-00-12103 - Federal Rebate 10-00-00-12104 - Provincial Reba'	HSDO23-007 mail first notices HSDO23-007 mail first not HST Tax Code HST Tax Code	152.64 7.50 9.36	169.50
3504 123292 149459	2023-11-09	Ultramar 10-30-31-43209 - Roads Materials 10-00-00-12103 - Federal Rebate 10-00-00-12104 - Provincial Reba' 10-30-31-43209 - Roads Materials 10-00-00-12103 - Federal Rebate 10-00-00-12104 - Provincial Reba'	Fuel 857.20L clear diesel Fuel 857.20L clear diesel HST Tax Code HST Tax Code Fuel 722.20L clear diesel HST Tax Code HST Tax Code	1,433.34 70.43 87.89 1,176.01 57.78 72.12	1,591.66 1,305.91
				Payment Total:	2,897.57
3505 420406	2023-11-09	Upper Canada Office Systems 10-10-12-43140 - Admin - Postage 10-00-00-12103 - Federal Rebate 10-00-00-12104 - Provincial Reba'	Ink for postage machine Ink for postage machine HST Tax Code HST Tax Code	237.10 11.65 14.54	263.29

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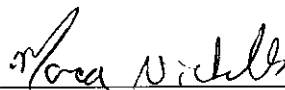
Batch: 2023-00126

Report Date
2023-11-09 2:43 PM

Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
3506	2023-11-09	Waste Connection of Canada Inc	Commercial waste pick up		
7150-0000432553		10-80-83-44400 - Arena -Waste C	Commercial waste pick up	303.22	
		15-40-41-44400 - W & S - Waste C	Commercial waste pick up	260.26	
		10-30-31-44400 - Roads - Waste C	Commercial waste pick up	260.26	
		10-00-00-12103 - Federal Rebate	HST Tax Code	25.58	
		10-00-00-12104 - Provincial Reba	HST Tax Code	31.92	
		10-00-00-12101 - ITC Receivable	HST-ITC Tax Code	15.16	
		10-00-00-12101 - ITC Receivable	HST-ITC Tax Code	24.26	920.66
7150-0000431805		10-40-43-44750 - Contract Service	Residntial waste pick up	5,517.08	
		10-40-43-44730 - Waste Contract	Residntial waste pick up	8,947.69	
		10-00-00-12103 - Federal Rebate	HST Tax Code	710.73	
		10-00-00-12104 - Provincial Reba	HST Tax Code	886.98	16,062.48
				Payment Total:	16,983.14
Other:					
25-Man	2023-11-09	O.M.E.R.S	Payroll Remittances Oct		
Nov 9, 2023		10-00-00-21536 - OMERS Payabl	Payroll Remittances Oct	10,072.62	10,072.62
31-Man	2023-11-06	Foss National Leasing	Gas Charges Oct-Nov		
Nov 5, 2023		10-30-31-43209 - Roads Materials	Gas Charges Oct-Nov	728.66	
		10-30-31-43209 - Roads Materials	Gas Charges Oct-Nov	9.78-	
		15-40-41-43201 - W & S - Gas & C	Gas Charges Oct-Nov	540.07	
		15-40-41-43201 - W & S - Gas & C	Gas Charges Oct-Nov	7.71-	
		10-00-00-12103 - Federal Rebate	HST Tax Code	62.34	
		10-00-00-12104 - Provincial Reba	HST Tax Code	77.80	1,391.38
				Total for GEN:	195,587.90

Certified Correct This November 9, 2023

Mayor



Treasurer

Town of Deseronto
List of Accounts for Approval
Batch: 2023-00128 to 2023-00128

Bank Code - GEN - General

COMPUTER CHEQUE

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
3507	2023-11-17	All About Signs			
10078		10-80-81-43642 - Mill Point Park	Mill Point Park Sign	1,475.52	
		10-00-00-12103 - Federal Rebal	HST Tax Code	72.50	
		10-00-00-12104 - Provincial Ret	HST Tax Code	90.48	1,638.50
3508	2023-11-17	Free Flow Gas Bar			
Oct23		10-95-95-43201 - Transit- Gas a	Fuel for Oct	2,542.45	
		10-00-00-12103 - Federal Rebal	HST Tax Code	124.92	
		10-00-00-12104 - Provincial Ret	HST Tax Code	155.91	2,823.28
3509	2023-11-17	Bell Mobility			
Nov23		10-10-12-43150 - Admin - Telep	Oct Bill Due in Nov	78.65	
		15-40-41-43150 - W & S - Telep	Oct Bill Due in Nov	71.85	
		10-00-00-12592 - A/R - Other	Devans Overage	19.21	
		10-30-31-43150 - Roads - Telep	Joes Roaming	15.00	
		10-00-00-12592 - A/R - Other	Andrews Overage	19.21	
		10-30-31-43150 - Roads - Telep	Oct Bill Due in Nov	149.29	
		10-95-95-43150 - Transit- -Telep	Oct Bill Due in Nov	70.16	
		10-00-00-12103 - Federal Rebal	HST Tax Code	15.47	
		10-00-00-12104 - Provincial Ret	HST Tax Code	19.31	
		10-00-00-12101 - ITC Receivabl	HST-ITC Tax Code	3.51	
		10-00-00-12101 - ITC Receivabl	HST-ITC Tax Code	5.61	467.27
3510	2023-11-17	Caduceon Enterprises			
123-016990		15-40-41-44745 - Water - Lab A	Testing Water plant	1,904.02	
		10-00-00-12103 - Federal Rebal	HST Tax Code	93.55	
		10-00-00-12104 - Provincial Ret	HST Tax Code	116.76	2,114.33
123-016991		15-40-41-44741 - Wastewater -	Testing Waste	2,717.35	
		10-00-00-12103 - Federal Rebal	HST Tax Code	133.52	
		10-00-00-12104 - Provincial Ret	HST Tax Code	166.63	3,017.50
			Payment Total:		5,131.83
3511	2023-11-17	ChoiceCom Networks & Comm. Ltd			
139707		10-10-12-43130 - Admin - Photc	Billing Period 11/2023-12/21	292.13	
		10-00-00-12103 - Federal Rebal	HST Tax Code	14.35	
		10-00-00-12104 - Provincial Ret	HST Tax Code	17.92	324.40
3512	2023-11-17	County of Hastings			
0000000000771		10-10-12-43500 - Admin - Comp	IT support services Nov23	783.33	783.33
3513	2023-11-17	Counterforce			
R13572344		10-80-83-43180 - Arena -Outsid	Monitoring Service 12/23-01	36.32	
		10-00-00-12101 - ITC Receivabl	HST-ITC Tax Code	1.82	
		10-00-00-12101 - ITC Receivabl	HST-ITC Tax Code	2.90	41.04
3514	2023-11-17	Ecovue Consulting Services Inc			
22-2114-508		10-00-00-12591 - A/R Planning	Park St Subdivision	560.77	560.77
3515	2023-11-17	Fire Marshal's Public Safety			
IN164214		10-20-21-43803 - Fire - Educatio	Fire&Life Safety Educator 3	117.17	
		10-00-00-12103 - Federal Rebal	HST Tax Code	5.76	
		10-00-00-12104 - Provincial Ret	HST Tax Code	7.18	130.11
3516	2023-11-17	2280009 Ont Inc.			
MFR7520		10-00-00-21545 - A/P Other	Property Standards 354 We	791.00	791.00

Town of Deseronto
List of Accounts for Approval
Batch: 2023-00128 to 2023-00128

COMPUTER CHEQUE

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
MFR7481		10-00-00-21545 - A/P Other	Property Standards 193 St	333.35	333.35
MFR7519		10-00-00-21545 - A/P Other	Property Standards 277 Ma	322.05	322.05
MFR7605		10-00-00-21545 - A/P Other	Property Standards 277 Ma	322.05	322.05
			Payment Total:		1,768.45
3517	2023-11-17	Johnston, Bernie			
Oct 30		10-20-21-43803 - Fire - Educatio	Training	420.00	420.00
3518	2023-11-17	3635112 Canada Inc			
019186		10-20-21-43630 - Fire - Small Tr	Single head adjustment hyd	182.54	
		10-00-00-12103 - Federal Rebal	HST Tax Code	8.97	
		10-00-00-12104 - Provincial Ret	HST Tax Code	11.19	202.70
019157		10-20-21-43630 - Fire - Small Tr	Polycarbonate fog nozzle	42.84	
		10-00-00-12103 - Federal Rebal	HST Tax Code	2.11	
		10-00-00-12104 - Provincial Ret	HST Tax Code	2.62	47.57
			Payment Total:		250.27
3519	2023-11-17	The Napanee Beaver			
163378		10-10-12-43700 - Admin - Adver	Ad for Administrative Assist:	227.94	
		10-00-00-12103 - Federal Rebal	HST Tax Code	11.20	
		10-00-00-12104 - Provincial Ret	HST Tax Code	13.98	253.12
3520	2023-11-17	Ontario Clean Water Agency			
INV0000003704		15-40-41-44115 - Consulting	Operations/Maintenace Agr	68,165.00	68,165.00
3521	2023-11-17	PPE Solutions Inc			
PPE11297		10-20-21-43205 - Fire- Personal	Replacement Suspenders-F	70.21	
		10-00-00-12103 - Federal Rebal	HST Tax Code	3.45	
		10-00-00-12104 - Provincial Ret	HST Tax Code	4.31	77.97
3522	2023-11-17	Telizon			
0617232023111		15-40-41-43150 - W & S - Telep	Billing Period Oct10-Nov0	116.91	
		10-00-00-12103 - Federal Rebal	HST Tax Code	5.74	
		10-00-00-12104 - Provincial Ret	HST Tax Code	7.17	129.82
0685702023111		10-30-31-43150 - Roads - Telep	Billing Period Oct10-Nov0	47.30	
		10-30-31-43151 - Roads - Intern	Billing Period Oct10-Nov0	60.19	
		10-00-00-12103 - Federal Rebal	HST Tax Code	5.28	
		10-00-00-12104 - Provincial Ret	HST Tax Code	6.59	119.36
			Payment Total:		249.18
3523	2023-11-17	Tyendinga Propane			
32197G-01		10-80-83-43302 - Ice Maintenanc	3x Propane 33Lb for arena	92.46	
		10-00-00-12101 - ITC Receivabl	HST-ITC Tax Code	4.62	
		10-00-00-12101 - ITC Receivabl	HST-ITC Tax Code	7.40	104.48
28704G		10-80-83-43302 - Ice Maintenanc	Propane for Arena x2	61.64	
		10-00-00-12101 - ITC Receivabl	HST-ITC Tax Code	3.08	
		10-00-00-12101 - ITC Receivabl	HST-ITC Tax Code	4.93	69.65
			Payment Total:		174.13
3524	2023-11-17	Uline Canada Corporation			
13062465		15-40-41-43710 - W & S - Unifor	Gloves,Coveralls,Paper Tox	1,070.52	
		15-40-41-43110 - W & S - Suppl	Gloves,Coveralls,Paper Tox	167.90	
		15-40-41-43110 - W & S - Suppl	Freight	149.26	
		10-00-00-12103 - Federal Rebal	HST Tax Code	68.18	
		10-00-00-12104 - Provincial Ret	HST Tax Code	85.10	1,540.96
			Total Computer Cheque:		84,799.61

Date Printed
2023-11-17 11:51 AM

Town of Deseronto
List of Accounts for Approval
Batch: 2023-00128 to 2023-00128

Page 3

Total GEN: 84,799.61

Certified Correct This November 17, 2023

Mayor

Maureen Nichols

Treasurer

Town of Deseronto
List of Accounts for Approval
Batch: 2023-00130 to 2023-00130

Bank Code - GEN - General

COMPUTER CHEQUE

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
3525	2023-11-17	VOID - Cheque Printing			
3526 Santa2023	2023-11-17	Grace United Chruch 10-80-82-48250 - Santa Claus F	On behalf of Chris Ingers	200.00	200.00
3527 Santa2023	2023-11-17	Napanee & District Pipe Band 10-80-82-48250 - Santa Claus F	Band for 2023 Santa Claus	600.00	600.00
3528 Santa2023	2023-11-17	Royal Canadian Legion BR137 10-80-82-48250 - Santa Claus F	On behalf of Chris Ingers	200.00	200.00
				Total Computer Cheque:	1,000.00
				Total GEN:	1,000.00

Certified Correct This November 17, 2023

Mayor

Maureen Nichols

Treasurer

Disconnecting from Work

Reviewed Date	November 22, 2023	Policy Number	Corp. Hr #
Revised Date		Approved Date	

Purpose

This policy is to ensure that staff are aware of their ability and rights to disconnect from their workplace. The Town of Deseronto is committed to ensuring that promotion and support are provided to employees in their efforts to disconnect from work as part of a healthy work/life balance.

Application

This policy applies to all employees within the Town of Deseronto. This policy does not apply to Council or board members.

Definitions

Disconnect from Work – means not engaging in work-related communications, including emails, telephone calls, video calls or the sending or reviewing of other messages, to be free from the performance of work.

Principles

The following principles will guide the employees in establishing and supporting practices that allow disconnecting from work:

- communicate, promote and support practices for managing work-related communications within the regular work schedule.
- support and encourage employees to disconnect from work outside of their regular working hours; this includes disconnecting from work communication methods, e.g., email, mobile phones and pagers.
- customize work-related communication to the operational needs of the department.
- be mindful of sending work communications after hours and/or on weekends.
- be respectful of others' disconnecting from work.

Delivery of Essential/Emergency Services

Due to operational needs, emergency responses and/or varying work schedules, it may not be feasible for employees to disconnect from work at certain times. This includes but is not limited to the following circumstances:

- Critical staffing shortages due to illness
- Emerging operational needs
- Response to emergencies and/or on-going emergency response services
- Business and operational needs requiring contact outside of normal working hours including specific and time limited events or needs and those who are on-call.

Review Cycle

This policy will be reviewed at least once per term of Council with any recommended changes being brought to Council for amendment.

Dress Code Policy

Reviewed Date	November 22, 2023	Policy Number	Corp. Hr #
Revised Date		Approved Date	

Policy Statement

The Town of Deseronto, as an employer, supports an inclusive employee culture of professionalism, respect in the workplace and a healthy and safe work environment that supports a positive corporate image.

Application

This policy applies to all employees within the Town of Deseronto.

Definitions

Business Casual- refers to clothing employees would wear to report to work in a typical office environment.

Business Formal- refers to clothing employees would wear to attend a meeting with external clients of the corporation in a formal capacity. Examples include suits, suit jacket/blazer/dress(pants)/skirt, dress shoes tie etc.

Office Clothing- refers to business formal or business casual clothing deemed appropriate for the operational requirements of an employee's position, duties and responsibilities (in person or virtual).

Professional Appearance- employer expectations of employees reporting to work in an appropriate, clean, neat and/or Town branded clothing.

Town Branded Clothing- a piece of clothing bearing the logo of the Corporation of the Town of Deseronto that was issued by the Town.

Summer Season – the period of calendar year between Victoria Day and Labour Day

Procedures

Employees are required to take into consideration their daily schedule and duties and shall dress accordingly for their position requirements daily. All clothing worn to work must be clean and maintained and in good condition when reporting to work.

An employee's appearance (clothing, jewelry, tattoos, personal hygiene cleanliness etc.) shall remain respectful, have a positive representation of the corporation and support a healthy and safe work environment.

Town Branded Clothing

The Town may supply employees with Town branded clothing for promotion or as may be required for specialized work in the Municipality. Employees are asked to return all unfit Town branded clothing for disposal by the Town.

Personal protective equipment (PPE) must be worn at all times in areas of need and for duties where required. Employee's clothing or accessories cannot obstruct their PPE at any time.

Exceptions:

Employees who are wearing clothing or shoes that serve a therapeutic requirement to maintain an employee's health or accommodate a medical need or request (temporary or permanent), an exemption can be obtained.

During the summer season, employees may wear summer business casual clothing to work as long as the clothing/attire does not pose a health and safety hazard to the employee performing their duties. Examples include dress shorts, capris and dress sandals. Summer clothing period may extend beyond the prescribed calendar dates with approval from the Department Manager/Supervisor.

Review Cycle

This policy will be reviewed at least once per term of Council or as required due to legislative change.

Jury Duty and Attendance in Court Policy

Reviewed Date	November 22, 2023	Policy Number	Corp. Hr. #
Revised Date		Approved Date	

Policy Statement

The Town of Deseronto recognizes that employees may be required to fulfill Jury Duty and will make accommodations for employees selected to participate or subpoenaed in any court.

Application

This policy applies to all employees within the Town of Deseronto. This policy does not apply to Council or board members.

Definitions

Jury- a group of people who are randomly selected to participate in a trial in the court of law and who are guided through a legal trial by a judge and who are appointed to make a ruling on the outcome of the trial.

Procedures

- An Employee shall notify their direct supervisor as soon as they are aware of their requirement to participate in a Jury selection process.
- An Employee will be granted paid leave of absence which will not be constituted as a break in service.
- Employees shall include a copy of the summons to Jury Duty for any days off and provide a written letter requesting leave of absence (if selected to proceed as a Jury member).
- Upon completion of the Jury Duty, the employee shall provide proof of participation showing the period of such service for the participation in the proceedings.

- The Employee shall provide the Treasurer the full amount of compensation received from the court for participation in such services and provide the official receipt (if applicable). This excludes any reimbursement for food, travel or out-of-pocket expenses.
- When Jury Duty responsibilities last less than ½ a day, employees are expected to return to work to complete their shift.

Review Cycle

This policy will be reviewed at least once per term of Council or as required due to legislative change.

Lieu and Overtime Policy

Reviewed Date	Once per term	Policy Number	Corp-Hr 01-2023
Revised Date		Approved Date	

Purpose

While the Town of Deseronto endeavours to deliver high level programs and services to meet to needs of the community, it is Council directive to minimize the need for overtime hours. Employees are anticipated to carry out their normal duties and responsibilities inside the regular hours of work without incurring overtime or lieu costs. If/when it becomes necessary to stray beyond the regular hours of work, the following considerations shall apply.

Application

This policy applies to all employees within the Town of Deseronto. This policy does not apply to Council, board members or employees who are compensated by an honorarium .

Definitions

Management/Supervisory team- the Management team is defined as full-time staff performing the position of Town Manager, Clerk, Treasurer, Public Works Manager, Fire Chief, Arena Supervisor or any other department formed after the implementation of this policy.

Work Week – the regular work week for Town employees shall be Sunday to Saturday

Regular Hours of Work – regular hours of work are defined as those hours scheduled by the Department Manager/Supervisor not to exceed 40 hours per week.

Emergency- situations caused by the forces of nature, an accident, an intentional act, or otherwise that constitutes a danger of major proportions to life, property or community safety.

Essential Services – those services that are essential to maintaining the health/safety of the community and/or Town employees or services required to meet legislative or Council directive.

Procedures

In lieu

- The Management/Supervisory team of the Town of Deseronto that are required at **all** Council meetings (Clerk, Treasurer and Town Manager) and are regularly required to work extra hours will receive an additional 70 hours' time in lieu of overtime pay. Unused lieu time will be eligible for payment at the end of the calendar year.
- All Lieu time must be utilized by the end of calendar year as the lieu time will be reset to nil at the end calendar year.
 - The only exception is if the lieu time occurred in the last 30 days of the year, then the employee will be granted 90 days in the following calendar year to utilize the lieu time.
- Newly hired Management/Supervisors will have their calendar year in-lieu entitlement pro-rated based on their percentage of year remaining at the time of hire.
- No employee shall be entitled to utilize more than 80 hours in lieu in a calendar year.

Overtime

- The Management/Supervisory team of the Town of Deseronto who are regularly required to work additional hours in excess of 40 hours per week due to emergency and/or essential service (Public Works Manager, Arena Supervisor) responsibilities will be granted allowance to bank up to 2 weeks (not more than 80 hours). This overtime/lieu time is to be taken at a time that is mutually accepted or is eligible for payment at the end of the calendar year.
- Overtime is **only** paid to employees who are required to perform tasks of emergency or essential service after regular hours of work.
- Overtime for all employees of the Town of Deseronto is not permitted during the period of May 1- October 15 unless the situation is an emergency or to perform an essential core service.
- Employees who intend to alter their working hours for purposes of lieu time must have their manager/supervisor's approval prior to doing so. Employees will be granted the equivalent hours in lieu of hours worked outside regular hours. This must be agreeable to both the employee and the Manager/Supervisor.
- Overtime will be compensated to an employee after 44 hours of work in a work week.

POLICY AND PROCEDURE MANUAL

- Managers/Supervisors who are regularly required to work after regular hours of work will be entitled to no more than 80 hours overtime in a calendar year.
- Employees shall be given the option to convert overtime worked to lieu time at a rate of 1.5 hours lieu for every hour overtime worked. This accumulation may not exceed 40 hours in a calendar year.

Review Cycle

This policy will be reviewed at least once per term of Council or as required due to legislative change.

No Smoke/Vaping and E-Smoking Policy

Reviewed Date	Once per term	Policy Number	Corp. H&S #
Revised Date	November 22, 2023	Approved Date	

Policy Statement

The Town of Deseronto supports the Smoke Free Ontario Act which regulates the smoking and vaping of tobacco and electronic cigarettes to protect people of Ontario, especially youth, from the harms of tobacco, the potential harms of vapour products and the harms of second-hand use of tobacco or vaping.

Application

This policy applies to all employees of the Town of Deseronto.

Procedures

Employee Compliance

- Employees shall comply with this policy by adhering to No Smoking/Vaping or E-Smoking in closed spaces or property owned by the Town. This includes, buildings, vehicles, public washrooms, covered shelters, and within 9 meters of any entrance or exit of a Municipal property or within 20 metres of outdoor sporting facilities/fields or public parks.
- Employees who do smoke, vape, or consume e-cigarettes are required to clean up any debris from the product and ensure that it's disposed of in a responsible and safe manner.
- Employees who contravene this policy will be subject to discipline in the form of a verbal, written reprimand with repeated non-compliance being subject to suspension and up to or including termination.

Review Cycle

This policy will be reviewed at least once per term of Council or as required due to legislative change.

Public and Town Designated Holidays

Reviewed Date	November 22, 2023	Policy Number	Corp. HR #
Revised Date		Approved Date	

Purpose

The purpose of this policy is to outline the parameters for all Town employees as it pertains to recognized and paid statutory holidays. This policy will provide for the approved days off as paid holidays, entitlement of paid holidays as well as provisions for employee alternatives when those days are on non-working days.

Application

This policy applies to all Town Staff, both who receive days off on designated holidays and those who are required to work and receive compensation for hours worked on designated holidays.

Definitions

Employment Standards Act(ESA), 2000 – the minimum standards for most employees within the Province of Ontario. It sets out the rights and responsibilities of the employees and employers in most Ontario workplaces.

Permanent Full Time Employee- An employee who is hired to work at least 35 hours per week without a predetermined end date of employment.

Permanent Part Time Employee- An employee who is hired to work on a part-time basis (less than 28 hours per week) with no pre-determined end date.

Public or Designated Holiday- Federal, provincial, or municipal identified days where employees receive a day off with pay, a day off in-lieu, or compensation in lieu of time off.

Seasonal Employee – An employee hired for a specific season i.e. grass cutting, Community Recreation Centre season, construction project etc. Upon the predetermined

POLICY AND PROCEDURE MANUAL

end date of the season, the employee's employment is terminated. Seasonal Employees are eligible to be rehired in future seasons without a competitive process on the condition that the rehire date is no more than 12 months after their last date worked.

Temporary Full Time Employee – An employee who is hired to work more than 35 hours per week and is intended to be terminated at a predetermined end date or project completion.

Designated Paid Holidays

The Town of Deseronto observes the following fourteen (14) days (some ½ days apply) as paid (public and Town designated) holidays for employees; plus, any other day proclaimed hereafter by the provincial government as a recognized additional paid holiday:

- New Year's Day (January 1)
- Family Day (3rd Monday of February)
- Good Friday (varies)
- Easter Monday (varies)
- Victoria Day (third Monday in May)
- Canada Day (July 1)
- Civic Day (first Monday in August)
- Labour Day (first Monday in September)
- Thanksgiving Day (second Monday in October)
- Remembrance Day (November 11, or the business day before or after that)
- Christmas Eve ½ day (Dec 24,)
- Christmas Day (December 25)
- Boxing Day (December 26)
- New Years Eve ½ day (Dec 31)

When a public holiday falls upon a working day for an employee, an employer may, with the agreement of the employee, substitute another working day for the holiday, which day shall not be later than the next annual vacation of the employee, and the day so substituted shall be deemed to be the public holiday.

If the holiday falls on a non-working day, a substitute day off in-lieu for the employee will be provided. This will be taken either the regular working day before or after the holiday or at a mutually agreeable time within the next three months.

If an employee works on a designated holiday, the employee will be paid in accordance with the Employment Standards Act a rate of time-and-one-half the regular rate for those hours worked, in addition to the employees pay (hours worked in last 20 working days /20) for that designated holiday.

Emergency/Essential Services

For employees who are required to provide Emergency or Essential services, the holiday is recognized on the date of the actual holiday, not the Town designated paid holiday.

Administrative Office Shutdown

Annually, the Deseronto Town Hall will be closed between Christmas Eve and New Year's Day. This closure is supported by a motion of Council each calendar year with the notice of closure being advertised on the Town's website, social media pages and on the door of Deseronto Town Hall.

Reimbursement of Job Specific Needs

Reviewed Date	November 22, 2023	Policy Number	Corp. Hr #
Revised Date		Approved Date	

Policy Statement

The Town of Deseronto, as an employer, is committed to ensuring that employees who are exposed to job-specific working conditions or position requirements are provided with the necessary attire, personal protective equipment, certifications and clothing to perform their duties while protecting health and safety and minimizing out-of-pocket expenses to the employee.

Application

This policy has been designed on a department by department basis to ensure job/department specific requirements are met. This policy applies to the positions/employees within the Town of Deseronto departments as identified throughout this policy.

Definitions

Public Works Staff- Employees who are employed with their primary function as an employee of the Public Works Department of the Town of Deseronto

Community Centre/Parks Staff- Employees who are employed with their primary function as an employee of the Community Centre/Parks of the Town of Deseronto.

Deseronto Transit Staff- Employees who are employed with their primary function as an employee of the Deseronto Transit with the Town of Deseronto.

Deseronto Volunteer Firefighters – Employees who are identified as a Volunteer Firefighter as their primary function as an employee to the Town of Deseronto.

Deseronto Crossing Guards- Employees who are employed with the Town of Deseronto as crossing guards as their primary function as an employee of the Town of Deseronto.

Procedures By Department

Public Works Staff

Protective Footwear - All Public Works Full time and/or Full time seasonal/contract employees are required to wear protective footwear to perform their position responsibilities and will be entitled to an annual Protective Boot Allowance in the following amounts:

- Full-time employees will be provided \$250.00 per year for reimbursement for protective footwear upon providing proof of purchase.
- Contract/Seasonal employees will be provided \$150.00 per year for reimbursement for protective footwear upon providing proof of purchase.

Uniform/Safety Clothing- All Public Works employees are required to wear protective high visibility clothing during traffic control or while working in close proximity to high traffic areas. Employees will be provided the following attire at the identified intervals:

- Five (5) - High visibility t-shirts – Annually
- Two (2)- Hooded High Visibility Sweatshirts - Annually
- One (1)- High Visibility Insulated jacket – As required.

Pants/Coveralls – In-lieu of the Town providing pants/coveralls, the Public Works employees will be permitted to receive reimbursement for up to 5 pairs of pants/coveralls to a maximum of \$200 per calendar year. This reimbursement will be provided upon providing proof of purchase.

Community Centre/Parks Staff

Protective Footwear - All Community Centre/Parks part time employees are required to wear protective footwear to perform their position responsibilities and will be entitled to an annual Protective Boot Allowance in the following amounts:

- Part time/Contract/Seasonal employees will be provided \$150.00 per year for reimbursement for protective footwear upon providing proof of purchase

Deseronto Transit Staff

Protective Footwear - All Deseronto Transit part time employees are required to wear protective footwear to perform their position responsibilities and will be entitled to an annual Protective Boot Allowance in the following amounts:

POLICY AND PROCEDURE MANUAL

- Transit Part-time employees will be provided \$150.00 per year for reimbursement for protective footwear upon providing proof of purchase

Deseronto Fire Department

Medical Examination Reimbursement – All Deseronto Volunteer Firefighters are required to complete a medical examination to obtain/renew their Class DZ Licence and will be reimbursed by the Town of Deseronto upon providing proof of payment with the following upset limit:

- Deseronto Volunteer firefighters will be provided up to \$150 every 5 years for reimbursement of medical examinations.

DZ Licence Fee- All Deseronto Volunteer Firefighters who are required to obtain a DZ Class licence by the Deseronto Fire Department will be reimbursed upon successfully obtaining their Class DZ Licence. The costs associated with the technical/written testing by the Ministry of Transportation will be reimbursed by the Town of Deseronto upon providing proof of payment with the following upset limit:

- Deseronto Volunteer Firefighters will be provided up to \$225.00 as a one-time reimbursement of expenses for obtaining their Class DZ Licence. This is the equivalent of the Ministry of Transportation testing fee of \$125.00 (2023) and one (1) re-write fee of \$100.00.

Crossing Guards

Uniform/Safety Clothing- Crossing Guards are required to wear protective high visibility clothing during traffic control due to working in high traffic areas. Employees will be provided the following attire at the identified intervals:

- One (1)- High Visibility Insulated jacket – As required.

Review Cycle

This policy will be reviewed at least once per term of Council or as required due to legislative change.

Vacation Policy

Reviewed Date	November 22, 2023	Policy Number	Corp. Hr #
Revised Date		Approved Date	

Purpose

The Town of Deseronto recognizes the value of time away from the position to maintain work/life balance. The Town of Deseronto complies with and on occasion exceeds the Employment Standards Act as it pertains to employee vacation entitlement.

Application

This policy applies to all staff of the Town of Deseronto who are entitled to time off in lieu of accumulated vacation based on years of service.

Definitions

Permanent Full Time Employee- An employee who is hired to work at least 35 hours per week without a predetermined end date.

Permanent Part Time Employee- An employee who is hired to work on a part-time basis (less than 28 hours per week) with no pre-determined end date.

Contract/Seasonal Employee – An employee hired for a specific season/term i.e. grass cutting, Community Recreation Centre season, construction project etc. Upon the predetermined end date of the season, the employee's employment is terminated.

Temporary Full Time Employee – An Employee who is hired to work at least 35 hours per week and is intended to be terminated at a predetermined end date or project completion.

Procedures

Employees with the Town of Deseronto are entitled to vacation based on their terms of employment status and employment contract details.

Full Time Permanent – Annual entitlement of Paid days off based on their years of service

POLICY AND PROCEDURE MANUAL

Temporary or Seasonal Full Time and Part Time– Vacation entitlement in accordance with the ESA or the employee’s employment contract is to be paid out in each bi-weekly time period*.

*Employees may request this amount to be banked and paid out upon written request with their submitted timesheet. Any outstanding vacation pay owed to an employee will be paid out in the last payroll run of the calendar year.

Policy Entitlement

The following are the entitlements and how that compensation/time off is approved.

For full time employees, vacation is granted to the employee at the greater rate of benefit between the employee contract and this policy based on the following chart:

Less than one (1) year of service	Per Employment Standards or employee contract.
One (1) year of service but less than three (3) years by qualifying date	Ten (10) Working Days
Three (3) years of service but less than five (5) years by qualifying date	Fifteen (15) Working Days
Five (5) years of service but less than Fifteen (15) year by qualifying date	Twenty (20) Working Days
Fifteen (15) years of service but less than Twenty (20) by qualifying date	Twenty-five (25) Working Days
Twenty(20) years or greater of service by qualifying date	Thirty (30) Working Days

- a) The Town of Deseronto Vacation Calendar year is January 1 – December 31 each year.
- b) When an employee commences their employment, vacation is prorated according to the employees start date and the portion of the calendar year which remains.

POLICY AND PROCEDURE MANUAL

- c) Vacation entitlement for employees who transition from Part time, Contract/Seasonal/Project/Temporary to full time permanent, for the purposes of vacation entitlement, will be calculated from the Employee's original date of hire to a full-time position.
- d) Vacation is accrued by the employee on a bi-weekly basis. Employees who leave their employment with the Town and have a surplus or deficit in their vacation accrual will have the balance reconciled as of the last date worked.
- e) For employees hired into supervisory or manager roles, additional vacation entitlement may be contracted other than what is included in this policy. If an employee is granted more than the minimum, the employee will be granted an exemption for the corresponding number of years of service. i.e. if an employee starts with 4 weeks' vacation, their years of service will begin at 5 years requiring 10 more years worked before graduating to an additional year's vacation.
- f) No employee is permitted to take more than 2 consecutive weeks of vacation off at one time without their Department head and/or the Town Manager's written authorization.
- g) Employees should refrain from confirming vacation plans until authorization is received in writing from their respective supervisor.
- h) No more than 2 weeks' vacation may be carried over in a calendar year.
(Conditional upon terms and approval under subsection I)
- I) Requests for carry over vacation must be submitted in writing to the department head by November 1 of the calendar year. This request requires both the department head and Town Managers' approval.
- j) The Town reserves the right to mandate an employee to utilize their vacation prior to the end of the year. This may be done by scheduling vacation days on the part of the employee if these dates are not booked by November 1 each calendar year.
- h) Employees must submit their request for vacation to their Department head for written approval. Approval will be granted based on departmental needs and ability to accommodate the request.
- i) A request for vacation with at least 30 days' notice is to be approved by the Department Manager unless there are operational reasons why the request cannot be accommodated.
- j) If the death of a family member occurs during an employee's vacation, the employee will be granted bereavement leave with pay and the Vacation will be restored.

Vacation for Part time, Seasonal, Contract, Temporary/Casual and Student Employees

1. Employees will receive four percent (4%) vacation pay, increasing to six percent (6%) vacation pay after working five consecutive (5) years for the Town (without a break in employment i.e issuance of a Record of Employment), as a part of his or her regular direct deposit every two weeks.

Review Cycle

This policy will be reviewed at minimum once per term of Council and as required for legislative changes.



TOWN OF DESERONTO STAFF REPORT

Report Date: **November 22, 2023**
Entitled: **Water and Sewer – Green Street – North Street Connection**
Recipient: **Council**
Submitted by: **Bryan Brooks, Town Manager**

STAFF RECOMMENDATION

THAT Council receive the report entitled "Water and Sewer- Green Street to North Street connection.

FURTHER THAT Council authorise the connection of Green Street water main to the North Street water main as part of the extension of services as outlined in the MOU with the Mohawks of the Bay of Quinte

FURTHER THAT this approval be completed on the basis that there is no financial impact to the municipality or additional approvals granted to the MOU with the Mohawks of the Bay of Quinte.

BACKGROUND

At the October 25, 2023 Council meeting, Town Council approved the execution of the Memorandum of Understanding (MOU) with the Mohawks of the Bay of Quinte to permit connection to the Town of Deseronto Infrastructure for future development servicing.

Included in the executed MOU, the Town and MBQ approved Schedule "A" which included the installation of watermain connecting Mill Street to Brant St via North Street. The layout included a "stub" connection to be installed on Green Street to facilitate future ability to connect the services.

At the time of project design, there was no watermain infrastructure on Green Street from Cross St. to North St. From the time of design, the construction of a 10-plex on Green Street has had infrastructure extended north on Green St passed the development to a flushing hydrant on the north side of the development. The installed flushing hydrant is equipped with an automatic flushing valve which is designed to automatically flush the line due to potential of stagnant water collecting on a "dead end" main.

OVERVIEW/ANALYSIS

Town staff have been contacted by the Engineers overseeing the design and construction of the expansion of service mains seeking permission to complete additional work that was not included in the MOU. This request includes the offer to tie in the North Street Service main to the (now) extended Green Street Main at no cost to the Municipality.

Given the proximity of the end of the Green Street extension and the proposed North Street main, there is gap of 10' that would be required to connect these service mains.

The "tying in" of these service lines would also reduce the need for the automatic flushing device on the hydrant while reducing the risk of pooling of stagnant water in the Green Street service lines.

This would not change the scope of the MOU or grant additional opportunity or expectations for additional connection points in the future. This is being proposed as the area is under construction and make practical sense for the system to be tied together while being in very close proximity to the (now) extended service mains.

FINANCIAL IMPACT

There is no financial impact to the Town of Deseronto

IN CONSULTATION WITH

Joe Carter, Public Works Manager

ATTACHMENTS

Schedule A- Town of Deseronto & MBQ MOU

DESERONTO INFRASTRUCTURE

DRAFT – WITHOUT PREJUDICE



custom bent material is being fabricated and will also be installed shortly. Final completion is expected in 1 week.

1.5 The exit door at the north-west corner of the arena and the exit door entering the bottom of the north east stairwell were discussed. These items were added to the original scope of work by the municipality. The north-west exit door was found to be very difficult to open. The door and frame were repaired on site and are now operational. The exit door entering the north-east stairwell from the corridor at the east end of the ice surface was equipped with an illegal dead bolt. This dead bolt has been removed for safety reasons. If access from the stairwell to the arena is to be restricted, a panic bar will need to be installed on this door.

1.6 The installation of steel cladding along the north side of the building was discussed. This work is nearly complete. Custom bent flashing along the top edge of the wall cladding has been fabricated and will be installed soon. The eaves troughs and down spouts on the Storage building will also be installed soon. Final completion is expected within 1 week.

1.7 The roof rehabilitation was discussed. The work was completed by Canadian Sealants Inc. and a final inspection completed by Tremco. Minor deficiencies were notes which have been repaired by the contractor. Ron Andress reported in the meeting that a small leak was still occurring at the north-east corner of the ice surface. Mark Kellar will contact Canadian Sealants Inc. to make the required repairs. Chris Morden will provided the Tremco Inspection Reports and the Canadian Sealant Inc. warranties with the project closeout documents. These will outline the municipalities' obligations during the warranty period.

1.8 The exterior site work was discussed. All work is complete with the exception of the court painting to be completed by Online Pavement Markings & Maintenance in the spring of 2024. An email from this company explaining this decision was sent to the municipality on October 16, 2023. The purchase of pickle ball nets was never finalized and so this item will also need to be addressed in the spring.

1.9 Morden Engineering will review the current construction budget as soon as possible to determine where the project costs currently stand in relation to the budget. This information will be forwarded to Bryan Brooks in the next day or two.

1.10 Roof leaks above the Senior A hockey dressing room were discussed. This roof area was never part of the project scope. Mark Kellar will provide contact information for Adams Weather Proofing to Ron Andress. This is a small commercial roofing contractor who we frequently use. Ron can discuss what repairs are required directly with Alex Adams.

1.11 An alternative method of providing controlled access to the second floor Gymnasium was discussed. Bryan Brooks has requested that Morden Engineering determine how this can be completed in compliance with the Ontario Building Code and at what cost. The municipalities' requested scope of work is as follows;

- Install controlled access at the main entrance doors using a fob provided to Gym members so that they can access the arena lobby area 24/7. The entry and lobby area will be equipped with security cameras.
- Install sliding steel gates across the corridor north of the Canteen to prevent access to the main arena by afterhours Gym users from the controlled access lobby area. Provide motion detectors on the arena side to detect any intruders past the gate.
- When the existing gate at the base of the stairs and the new gate are closed, Gym users will be able to access only the main lobby and then go up the stairs to the second floor Gym.
- Install security cameras in the stairwell to the second floor and an in the Gym area to monitor the activity. Ensure that the existing magnetic door lock at the north end of the Gym is working correctly to provide only emergency access to the north-east stairwell. Add a panic bar to the exit door identified in Item 1.5 to prevent re-entry into the arena at the bottom of the stairwell.
- Ensure that the arena security alarm is modified and properly zoned to ensure that the lobby area is available for afterhours use but that the remainder of the building is fully secured. Ensure that the exterior door to the new Storage area is alarmed and that the interior space is protected by motion detectors.
- The existing security alarms are reported to be monitored by AlarmForce. The existing security camera system is reported to be non-functional and the main control box is broken.
- Morden Engineering has been requested to investigate the feasibility of installing the new security gate, modifying the front entry door as required and finding a security contractor who would be available to complete this work and ideally have the entire system operational by January 1, 2024. The findings will be reviewed by the municipality.

Next Meeting: to be determined

Distribution: Bryan Brooks email
Mark Kellar email

File: Site Meeting 222601R1



TOWN OF DESERONTO STAFF REPORT

Report Date: **November 22, 2023**
Entitled: **CEPG Funding Application**
Recipient: **Council**
Submitted by: **Kris Brunton, CEMC**

STAFF RECOMMENDATION

THAT Council receive the report entitled "CEPG Funding Application"

FURTHER THAT Council direct staff to complete the application process for the funding and report back to council if the application is successful.

BACKGROUND

The Ontario Government has opened an application process for a Community Emergency Preparedness Grant (CEPG) in an effort to build capacity and enhance reliability of local governments. The grant will help communities fund emergency equipment, supplies and services.

The merit-based grant of \$5,000 to \$50,000 is targeted at small and medium communities. It is an application-based program with successful applicants demonstrating need (emergency and occurrence), capacity (ability to fulfill and manage resources gained through grant funding) and alignment with program objectives.

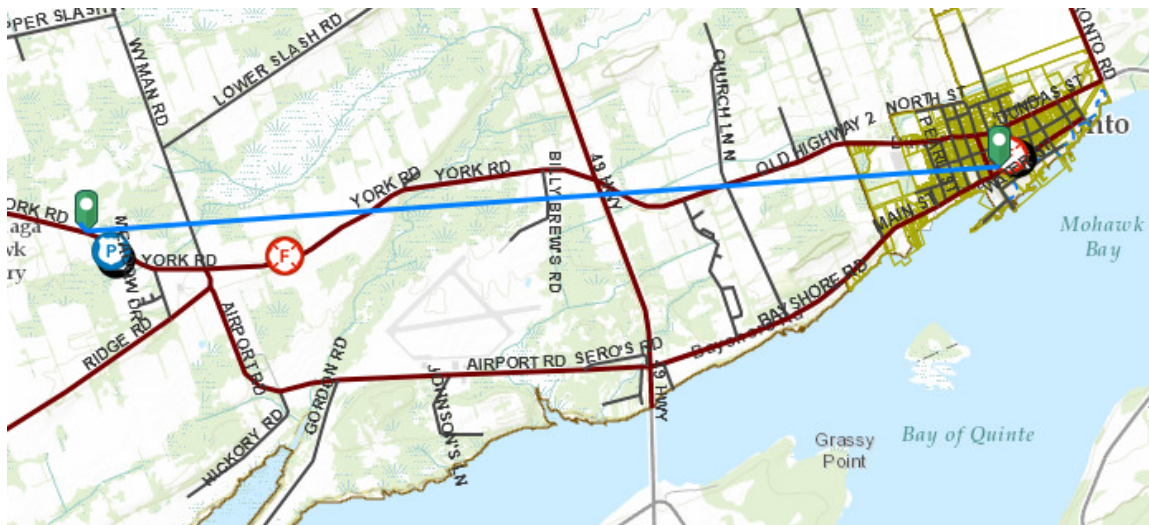
The grant was announced on October 27th, 2023 and the application process closes on November 30, 2023.

Staff has reviewed the application guidelines and would like to apply to fund a communications upgrade project that will improve two-way radio communications in the community for First Responders and Emergency Operations.

Staff discussed other projects and opportunities that could be considered but a communications upgrade project offered more operational value.

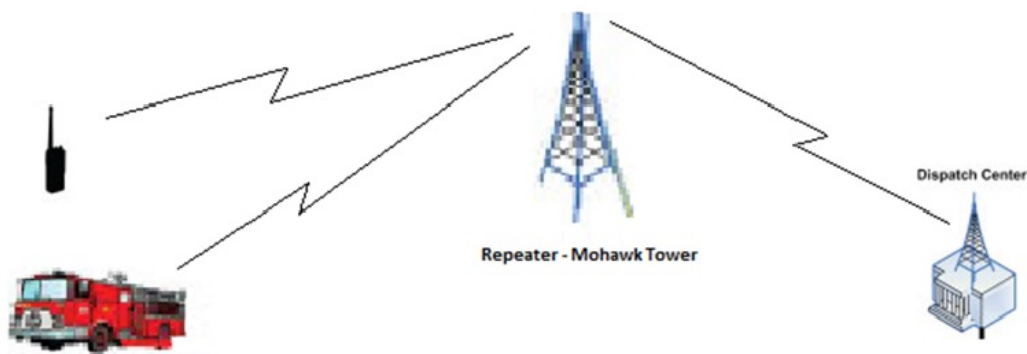
OVERVIEW/ANALYSIS

The Deseronto Fire Department operates a two-way VHF radio system (call sign XLQ855) that allows the department to communicate with the dispatch center in St. Catharines. The system operates off a repeater tower that is located on the Tyendinaga Mohawk Territory along York Road. The repeater tower is approximately 7.6Km from Town line of sight.



DISTANCE FROM TOWN TO REPEATER TOWER IS 7.6 KILOMETERS

To communicate with the dispatch centre the radio transmissions are received by the repeater tower on York Rd and sent to St. Catharines via a fibre link.



CURRENT COMMUNICATION ARCHITECTURE

The department also operates a simplex frequency that allows communication radio to radio without using the repeater tower. This channel is limited to in town radio transmissions and does not communicate with our mutual aid partners.

The base station at the Fire Hall is capable of performing dispatch functions and can send tones to pagers in the event of a dispatching failure.

Current communications equipment consists of the following:

Type	Qty	Power/Range	Age
Mobile Radios/Truck Mounted	3	25Watts/20km	20-30 Years
Handheld 2 Way Radios	6	5Watts/4-5km	12-20 Years
Base Station Radio at Fire Hall	1	25Watts/20km	5-10 Years
Pagers (various models)	25 +/-	NA	5-25 Years

The current VHF system is limited to use with the Fire Department. There is no interoperability with Public Works, Emergency Management or Water/Wastewater personnel.

PROJECT PRIORITIES

A communications upgrade project has been developed to address some communication issues that exist with our current equipment as well as add resources for our emergency response and management capabilities. Some of the issues this project will address are listed below.

1. **SAFETY** - It is often difficult to receive clear and audible transmissions with the existing two way radio's. This poses a real risk to firefighter health and safety as it impacts communication between firefighters operating on the scene and incident command. Firefighters could find themselves in a dangerous situation where they are unable to transmit an emergency message or mayday.
2. **OPERATIONAL CAPACITY** - It was identified during our annual Emergency Management exercise in 2022 that a communication link between the Emergency Operations Center and response staff was limited. Although the Fire Department operated on a two-way radio network the only communication link between the EOC and any of the other response staff was cellular. If cellular communications was lost this would make response to an event difficult. Two-way communication is faster and allows all staff to monitor an emergency real-time.
3. **IMPROVED COMMUNICATION SYSTEM**- The two-way radios have a problem transmitting and receiving clear signals given the distance (7+ kms) between the Town and the Repeater site. This poses a risk to the safety and efficiency of

emergency operations as it makes it difficult for the two-way radios to communicate with dispatch.

PROJECT DETAILS

This project will replace the majority of the radio equipment currently in use. Some newer radios will be retained & redistributed for use by other municipal departments in the event of an emergency or inter-department response. Familiarization training as well as radio communication protocol training will be completed with department employees prior to commissioning. Further details on each stage of the project can be found below:

Two-way Radios

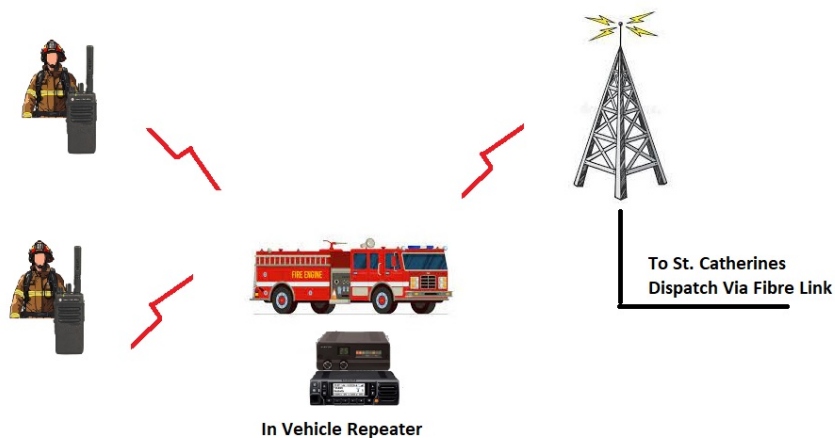
Also referred to as portable radios, it is planned to purchase ten new two-way radios. The new radio's have better coverage, battery life and durability. Primary use will be with the Fire Department to support emergency operations. The new radios are more robust and offer more features than the current radios that are approximately 20 years old. Newer two-way radios include an emergency function, that when depressed will advise the dispatcher centre that an emergency notification has been initiated. The dispatcher will then be able to identify the radio issuing the emergency notification and advise the Incident Commander.

Interoperability

To increase the interoperability between departments four new basic VHF two-way radios will be included in the project. These will be distributed to Public Works and Water/Wastewater Departments for their use during an emergency response. This will greatly improve our capacity to deal with an emergency as we will be able to communicate real time to direct resources or personnel.

Vehicle Repeater System

To increase safety and communications a vehicle repeater system will be installed on a first due apparatus. A vehicle repeater system works by receiving the transmissions from the portable radios and transmitting that signal using the mobile radio. This will boost the signal strength and range of the portable two-way radios when communicating to the repeater tower on York Road. A vehicle repeater system will not be affected by power outages or relying on generator back up source to boost signals between radio's which improves the reliability of communications.



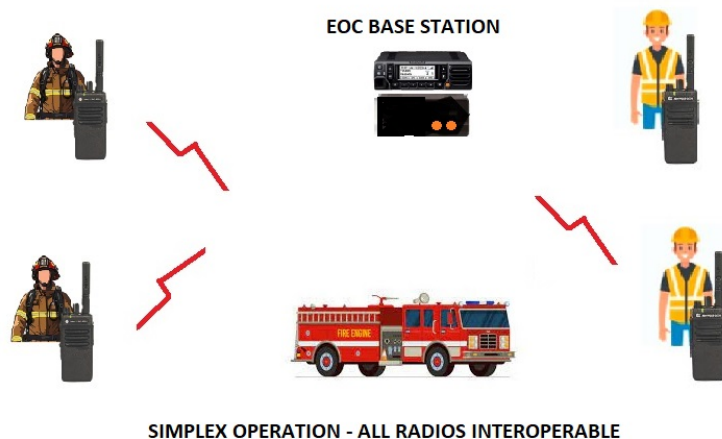
Two-way portable radio's operate on 5 Watts of power. Using a vehicle repeater system will boost the two-way radio signals by using the mobile radios to relay the transmissions to the repeater tower on York Rd. The mobile radios operate at 25 Watts of power.

Mobile Radios

Four new mobile radios will be purchased to replace three in-vehicle radios and the base station at the Fire Hall. The new mobile radios will be compatible for use with the vehicle repeater system. Newer mobile radios feature enhanced circuitry and signaling features that will improve communication quality over our current radios. The base station radio at the hall will be programmed to retain dispatching functions that already exist.

EOC Base Station

A base station radio will be installed at the primary EOC site (Town Hall). Installation will include an antenna on the roof for proper operation. A radio in the EOC will allow real time updates for the Municipal Control Group in the event of an emergency. It will also allow the EOC to maintain communications with Incident Commander and first responders in the event of a power outage or cellular network failure. The base station radio installation will be complete with power supply and cabinet.



The simplex frequency does not communicate with the repeater system. This channel allows communication radio to radio and will allow all departments to work together.

Training

Training will be required by the communications contractor in the use and operation of the vehicle repeater system as well as the new radios. The Fire Department will be responsible for scheduling this training and ensuring the maximum amount of staff can attend. The Fire Department will also be responsible for updating the existing radio training course to include the new theory of operation and procedures.

All staff new to radio operations will be required to be familiar with the proper radio etiquette and operations. The Fire Department will be responsible for training municipal staff in radio operations and will continue to offer this course on a yearly/as needed basis.

BUDGET

Expense Category	Items	Assumptions	Planned Spending
Capital	Mobile Repeater System for First Due Apparatus (Supply & Installation)	Based on quote from Motorola Authorized dealer in November 2023.	\$6,623.00
Capital	Base Station Radio for Emergency Operations Centre (Supply & Installation)	Based on quote from Motorola Authorized dealer in November 2023.	\$3,530.00
Operational	Mobile Radio's for Apparatus & Fire Hall Base Station (Supply & Installation)	Based on quote from Motorola Authorized dealer in November 2023.	\$4,658.00
Operational	Two-Way Radios (Supply)	Based on quote from Motorola Authorized dealer in November 2023.	\$9,135.00
Operational	Training for Staff on new equipment operation.	Based on quote from Motorola Authorized dealer in November 2023.	\$379.50
Operational	Radio Accessories (Veh. Chargers, Cases, Earpieces, etc)	Based on quotes and various online vendors in November 2023	\$2,145.46
Operational	Taxes	HST on equipment & installation costs	\$3,441.22
Total Project Budget			\$29,912.18

PROJECT TIMELINES

Date	Project Phase	Metric
November 30, 2023	Application Submitted for Grant	Ensure Application Complete
January 2024	Prepare RFP Documents.	Comply with Town Purchasing Policies.
February 2024	Grant Awarded	Complete Grant Acceptance Requirements
March 2024	Release RFP's for Project	Compliance with Purchasing Policies
April 2024	Submit Contractor Recommendation to Council	Staff Review RFP and Recommendations to Council
April 2024	Award Project to Contractor	Re-Confirm project timelines
May to June 2024	Installation and Commissioning of Equipment	Ensure Equipment Installation, Commissioning and Training is complete.
June 2024	Review Equipment Operation and Maintenance with Staff	Train Staff on Operation
June 2024	Report to Council	Advise Council of Project Completion
June 2024	Finalize Grant Reporting Requirements	Complete Report Back Requirements.

FINANCIAL IMPACT

The yearly increase to the operating budget for radio licensing will increase from \$714.58 to approximately \$950.00. This is due to increasing quantity of radio licenses from 10 to 15. This small increase will be reflected in the 2024 operational budget and carried forward for future years.

Motorola radios carry a 5-year warranty so the only ongoing costs to maintain the equipment is in the form of consumables and minor repairs/accessories for the first 5 years. The Fire Department is already maintaining the radio equipment within their existing budget. Staff feel that there would be little to no impact to the budget to for the ongoing repair and maintenance of the equipment.

There will be a cost associated with having the Emergency Vehicle Technician (EVT) to work with the radio contractor to prepare the apparatus for the repeater installation. This small cost would be covered under the vehicle maintenance budget.

IN CONSULTATION WITH

Darrell Brinklow, Fire Chief
Duncan McIlvaney, Deputy Fire Chief

ATTACHMENTS

CEPG Funding Guidelines



Emergency Management Ontario

Community Emergency Preparedness Grant (CEPG) Application Guidelines 2023-24

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Program overview

The Community Emergency Preparedness Grant (CEPG) will support Ontario's goal to help ensure Ontarians are safe, practiced and prepared before, during and after emergencies. It will help build capacity and enhance the resiliency of local governments, First Nations and community groups in preparing for and responding to emergencies. The grant will provide funding to help community organizations purchase emergency supplies, equipment and services.

An “emergency” is a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise. (Definition as per the [Emergency Management and Civil Protection Act, R.S.O. 1990, c. E.9 \(ontario.ca\)](#)).

The merit-based grant of \$5,000 to \$50,000 is targeted at small and medium communities. It is an application-based program with successful applicants demonstrating need (emergency and occurrence), capacity (ability to fulfill and manage resources gained through grant funding) and alignment with program objectives.

Eligible applicants

The grant is focused on those communities – typically small and medium – in need of building capacity in emergency management. Organizations must have an emergency management mandate. Eligible applicants include:

- Municipalities with a population under 100,000 (based on Statistics Canada data from 2021)
 - Note: The combined funding for an upper tier municipality and all of its lower tier municipalities may be limited
 - See Appendix C for a list of eligible municipalities
- Local services boards
- First Nations communities, Indigenous organizations, including Tribal Councils, and other Indigenous service organizations that support emergency management programming in First Nation communities
- Non-government organizations (NGOs) with an emergency preparedness mandate
 - For the purposes of this grant, NGOs must:
 - Be a registered charity or a not-for-profit corporation without share capital
 - Demonstrate that they host, as a primary activity, regular gatherings of religious, spiritual, community or cultural significance, as well as demonstrate that they have a clear emergency preparedness and response component to their mandate.
 - Registered charities must be registered with the Canada Revenue Agency as a charity by December 31, 2022

- Not-for-profit corporations that are not registered charities must be incorporated by December 31, 2022
- Be operational in Ontario before January 1, 2022
- These are defined as follows:
 - Primary activity: A primary activity is a distinctive and indispensable component of how an organization achieves its mandate
 - Regular: A gathering is regular if it takes place at least once a month.
 - A gathering has “religious, spiritual or cultural significance” if its central purpose is:
 - Related to a specific and comprehensive system of belief that governs one’s conduct and practices and addresses ultimate questions of human existence, such as ideas about life, purpose, death, and the existence or non-existence of a creator and/or a higher or different order of existence, including the spiritual beliefs and practices of Indigenous cultures; and/or
 - Related to the affirmation or celebration of cultural elements that are meaningful to the identity of a community or group of individuals (e.g., language, country of origin, race, ethnic or national customs and traditions, Indigenous beliefs and practices, gender or sexual identity).
 - Emergency preparedness and response mandate: your organization has a mandate to be prepared and respond to emergencies as defined above in the program overview.

Ineligible applicants

- Organizations and NGOs without an emergency preparedness mandate
- Individuals
- Crown corporations
 - Federal/provincial/municipal agencies
 - Universities, colleges, schools, and hospitals
- Municipalities with a population over 100,000 (Statistics Canada data from 2021)

Eligibility requirements

- Each organization can only submit one application.
- Organizations must be a legal entity, have governance structures and accountability processes to administer and manage public funds, have an Ontario bank account and use the funds for activities taking place in Ontario and that benefit Ontarians.
- Funded projects must align to the Potential provincial emergency events listing (see Appendix A)
- Grants awarded under the Community Emergency Preparedness Grant Program are governed by an agreement between applicants and the province. General terms and

conditions are provided in section I of the application form. Please read section I carefully as you must agree to all terms and conditions to be awarded a grant.

- The application must be complete and include the following attachment:
 - Organization's approval authority framework – document identifying the organization's governance structure or decision-making body or person with the required authority to approve and commit to a contract.
- Submission must be approved and signed by the organization's authority to commit to a contract with the Government of Ontario.
- Submission of an application will serve as a commitment from the organization to complete the project if a grant is awarded.

Application review and assessment criteria

Among others, the following criteria will be used to review applications:

- All applications will be reviewed; only complete and eligible applications will be considered. Additional/follow up questions may be asked to complete the application.
- Community collaborations are encouraged e.g., where municipalities may work with other municipalities to share their equipment.
- Applicants must demonstrate how the activity or purchase they propose will increase emergency preparedness and resiliency for their organization and community.
 - For example: a community organization applies for funding to purchase generators, develop protocols, and conduct training on the equipment. The purchase of generators will allow refrigeration during a power outage. This will impact the community by allowing a reliable source of food, or communications during prolonged power outages for community members who may not have access to refrigeration.
- Applicants must demonstrate they can:
 - Sustain programs post-grant timeframe without additional government funding.
 - Maintain and operate equipment after purchase.
 - For the above example of the request to purchase generators, the applicant must demonstrate that they have a sufficient operating budget to purchase fuel and pay for regular maintenance of the equipment.
- Applicants must demonstrate they can complete the activity (i.e., procurement, training, plan development) by the program end date of July 31, 2024. Any funds not spent must be returned to the province.

- To ensure transparency and accountability in the expenditure of public funds, all other contributions for eligible portions of the project must be declared and, depending on the total value, may decrease the value of the funding.
- Applicants must provide a report back two weeks after the project completion date.

Application criteria	Evaluation
Organization	The applicant can deliver and has a mandate to support emergency management.
Project description	The project description has a clear alignment with the identified emergency type and there is a likelihood for it to occur in the specified community.
Provincial emergency type	Likelihood and impact of provincial emergency event identified.
Sustainability	The application indicates a clear sustainability plan.
Collaboration	The applicant has identified if the project collaborates with other organizations such as other municipalities, First Nations, and/or Local services boards.
Project timelines	The applicant has attested to deliver the project within program timeframe. Project completion must be before July 31, 2024.
Expected Outcomes/ Performance Measures	Performance measures in building capacity and capabilities have been identified as part of the application. A target and baseline value has been provided for applicable measure(s).
Project budget	The project budget is itemized and supporting assumptions have been provided for the estimates. See Project Budget section for more information.
No duplication of expenses	Funds disbursed can support another emergency management related government program but cannot be duplicated, i.e., invoices cannot be repurposed or submitted for reimbursement under multiple programs.

Project budget

- Funds awarded must be used from within the project timeframe.
- Applicants are required to provide a detailed budget for their proposed initiative, with an itemized list of expenses. Each itemized cost must include a description of how the cost was estimated (e.g., from previous invoice, or quote received). Not all submitted expenses may be approved. See example below.
- Applicants must follow the OPS Travel, Meals and Expenses Directive for any travel, meals, and hospitality expenses. Refer to the link here for details [Travel, Meal and Hospitality Expenses Directive | ontario.ca](#).
- All expenses must be reasonable, well supported and justified and must directly relate to the project. Include only eligible expenses in the project budget.
- Expenses detailed within the budget cannot be reallocated or moved to a different category without prior written approval from the ministry.
- There is a potential for a funding hold back that may be released upon submission of report back.
- The lists of eligible and ineligible expense categories provided below are not exhaustive. Other expenses could be considered.

Example of itemized expenses

Expense category	Items	Assumptions	Planned spending
<i>Identify the Expense Category: Capital Equipment/ Operating Equipment/ Supplies/ Training/ Services/ Administration</i>	<i>List out the items (e.g., chainsaws)</i>	<i>Provide how the cost was estimated.</i>	<i>Provide the cost estimate</i>
Operating Equipment	5 smoke detectors, 20 hard hats, 20 flashlights	5 smoke detectors prices based on previous invoices from January 2023. Hard hats and flashlights based on estimates from Home Depot’s retail site as of August 2, 2023	\$2,500

Eligible expenses

Identify expense requirements within the budget of the application. Definition for capital and operating expenses is available in Appendix B Program definitions/glossary.

The CEPG is organized into five cost categories:

Equipment – Capital and operating

Equipment expenses must be separated between capital and operating.

Capital (Minor capital)	Operating
Generators Water pump and purification systems Mobile communication tower Sandbagger machine Flatbed trailers Excavators	Water pump parts Chain saws Air scrubbers Two-way radio Weather radios GPS phones Drones Other: hard hats, shovels, cots, smoke detectors/fire extinguishers, personal protective equipment, flashlights, and high visibility safety vests.

For other equipment, refer to the useful life table below, as the basis to determine whether the item to be purchased qualifies as a capital expense:

Items	Useful life
Machinery & equipment	5+ years
Information technology (IT hardware) – including leases	3+ years
IT software	10+ years

Alternatively, consider the equipment’s manufacturer’s guide or make a determination based upon your organization’s best estimate as to whether the item qualifies as a capital expense.

All other cost categories are operating:

Supplies

- Sandbags, first aid kits, batteries, and emergency preparedness promotional material (e.g., printed brochures, fridge magnet, signage etc.)

Training

- Exercises, incident management system training/licencing, emergency management training, first aid, specialized equipment training, mental health crisis management and response; donation management, emergency evacuation procedures

Services

- Emergency plan development; exercise planning and coordination, risk assessment, emergency preparedness promotional strategy, emergency preparedness website, installation services

Administration costs

- Up to 10% of overall budget for administration costs to complete the project
- May include other costs that are difficult to estimate (e.g., telecommunication charges, printing, office supplies, travel, etc.)

Taxes

Taxes are eligible expenses if they are directly related to the project. However, any tax rebates, credits or refunds received by the organization must be identified and removed from the project cost.

Procurement

Organizations receiving funding are expected to adhere to their organization's procurement practices, as applicable.

NGOs that received \$10 million in Ontario government funding in fiscal year 2022-23 must follow the Broader Public Sector (BPS) Procurement Directive. This excludes municipalities, Local services boards, and First Nations.

Review the [BPS Procurement Directive](#)

Ineligible costs

- Funds expensed outside of the term of the agreement

- Vehicles of any type including boats and all-terrain vehicles (ATVs)
- Vehicle upgrades
- New construction or upgrades to facilities (other than emergency power)
- Equipment not used directly in response to an emergency
- Major capital expenditures. For example, buildings, vehicles, public works or forestry/parks functionality upkeep or maintenance are not eligible under the program.

Letter of approval

- A letter of approval will be issued to applicants who will be awarded a grant.
- Recipients will be required to acknowledge receipt of the approval letter, and submit the following:
 - Certificate of insurance with a commercial general liability limit of not less than \$2 million (\$2,000,000) in the organization's name, which confirms the insurance coverage and indemnity as required by the Terms and Conditions of the grant program, including any additional insurance requirements as per section 12.0 of the Terms and Conditions, signed by an authorized insurance representative. The certificate of insurance must:
 - Identify a duration of coverage for the organization up to the contract end date.
 - Identify the Treasury Board Secretariat as an additional insured, represented in the following language, "His Majesty the King in right of Ontario, his ministers, agents, appointees and employees".
 - List the Treasury Board Secretariat as the Certificate Holder and include the ministry's mailing address in the policy:

Treasury Board Secretariat
Emergency Management Ontario
25 Morton Shulman Avenue
Toronto ON M3M 0B1
 - Include a statement that the Certificate Holder (the Ministry) will be notified of any cancellation or material change within 30 days.
- Email or memo to the elected official or head (i.e., Chief, Regional Chair, Mayor, Warden, Head of Council, President) of your organization notifying them of approved project funding
- If not set up, register for direct deposit at [Doing business with the Government of Ontario | ontario.ca](https://www.ontario.ca/doing-business)

Report back requirements

All recipients of grant funding will be required to report back to the Province in accordance with the terms and conditions provided within the application form.

Report back requirements include, but are not limited to, providing documentation on the following:

1. Attestation of outcomes – confirm outcomes are met as described in submitted application.
2. Expense summary – actual expense against proposed budget from submitted application. Identify any over or underspending.
3. Performance measure results. – provide actual results
4. Emergency preparedness project summary - demonstrate how the project has increased emergency preparedness for your organization and/or community.
5. Any testimonial (optional).
6. Survey (optional).

Failure to meet any reporting requirements may impact an organization's ability to receive holdback funding and future funding in any future iterations of the Program.

Successful applicant obligations

- Recipients of grant funding must comply with all relevant terms and conditions. Please see the application form for further information.
- In accordance with the terms and conditions:
 - Applicants should be aware that Government of Ontario institutions are bound by the [Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.F.31](#), as amended from time to time, and that any information provided to them in connection with their 2023-24 Community Emergency Preparedness Grant Program application may be subject to disclosure in accordance with that Act.
 - Applicants are advised that the names and addresses of organizations receiving grants, the amount of the grant awards and the purpose for which grants are awarded is information that could be made available to the public.
 - Applicants permit the province to verify/audit information submitted (at the discretion of the province) to ensure that it is complete and accurate and that funds were used for the purpose(s) intended.
 - Applicants agree that if the funds were not used or will not be used for the intended purpose(s), or if specified services were not delivered, or if the intended outcomes were not achieved, the province has the right at a future date to recover parts or all the funds transferred.

- Applicants must obtain prior written consent from the ministry for any change to the project scope once funding is approved.
- Applicants must acknowledge Ontario's support in electronic and print media as part of any project-related publications, and in a form and manner directed by the province.
- Applicants posting publicly (includes all website, publications, speaking engagements, etc.) will require approval from Treasury Board Secretariat - Emergency Management Ontario, prior to publication.
 - Approval may take 30 days, please plan communications accordingly and in advance.
- Your organization/municipality/location may be asked to participate in an announcement with government officials.
- The ministry expects all grant applicants to comply with all federal, provincial and municipal laws and regulations (e.g., health and safety, environmental approvals, zoning by-laws, human rights, animal welfare, accessibility).

Post program quality assurance and potential audits

A post-program quality assurance process may be conducted on approved projects

The quality assurance process will confirm that funds were utilized as approved and performance metrics were met as indicated.

Successful recipients are required to keep all documents related to the approved project and supporting expenses for seven years to support any audit requests.

Timelines

Milestone	Timeline
Deadline to submit applications	November 30, 2023, at 5:00 pm EST
Applicants notified of funding decisions	February 2024
Project reporting due	Two weeks from project completion date

How to apply

- All applications must be submitted electronically through Transfer Payment Ontario (TPON)
- Visit <https://www.ontario.ca/GetFunding> to learn how to create a My Ontario Account, register for TPON, and get a TPON account
- Registration may take up to **five (5) business days** so give yourself plenty of time to register before starting the application process

Links to Quick reference guides and video tutorial

[Quick Reference Guide](#)

Video Tutorial How to Submit for Funding: [TPON - How to Submit for Funding Video](#)

In the video, applicants will find a step-by-step process on how to submit funding requests on TPON. It covers important aspects from logging in to navigating the See Funding Opportunities menu card and accessing helpful resources.

For assistance, please contact **TPON Client Care** at 416-325-6691 or 1-855-216-3090 or TPONCC@Ontario.ca

Monday to Friday from 8:30 a.m. to 5:00 p.m. Eastern Standard Time.

TTY/Teletypewriter (for the hearing impaired): 416-325-3408 / Toll-free: 1-800-268-7095.

Application Technical Requirements

- Install Google Chrome internet browser
- Install the latest Adobe Acrobat Reader <https://get.adobe.com/reader/>
- Create a TPON Account <https://www.ontario.ca/GetFunding>

Where to get more information

For questions regarding program requirements or eligibility, please contact:

ServiceOntario

Monday to Friday, 8:30 a.m. to 5:00 p.m. Eastern time, excluding holidays.

Toll-free: 1-855-216-3090

TTY: 416-325-3408

Toll-free TTY: 1-800-268-7095

emocommunitygrants@ontario.ca

Appendices

Appendix A: Potential provincial emergency hazards/events

Source: Office of the Fire Marshal and Emergency Management Hazard Identification Report 2019

Hazard	Description
Agriculture and Food	
<p>Farm animal disease</p>	<p>Animal Diseases: Any deviation of the farm animal body from its normal or healthy state. Infectious diseases can spread from animals to animals and from animals to humans (zoonotic).</p> <p>Foreign Animal Diseases (FAD): Animal diseases that are foreign to Canada. Some diseases are eradicated within Canada. There are also diseases that have never been diagnosed within the country but exist internationally. These outside sources of disease present a threat to the Canadian livestock population (e.g., Notifiable Avian Influenza, Foot and Mouth).</p> <p>Animal Hazards: Condition that affect domestic livestock and wild species and may in turn have an impact on human health and safety (i.e., radiation sickness due to nuclear incidents, lead poisoning).</p>
<p>Food contamination</p>	<p>Food contamination: Broadly defined as any situation that involves or could involve food which might pose a high risk to humans. The contamination or adulteration of food by physical, chemical or biological agents is invariably the cause of such emergencies.</p> <p>Food-borne hazard: A biological, chemical, or physical agent in, or a condition of, food that has the potential to cause an adverse health effect.</p> <p>Food-borne illness: Human illness with evidence indicating a food was the source of exposure to the contaminant causing illness. Food-borne illness occurs when a person consumes food contaminated with bacteria, viruses, parasites, or toxins</p>
<p>Plant disease or infestation</p>	<p>Plant Disease: Generally defined as any series of harmful physiological processes caused by irritation of the plant by some invading agent. These invading agents are typically referred to as plant pathogens, and include viruses, bacteria, fungi and algae.</p> <p>Pest Infestation: An invasion by plant pests classified by the feeding habits of the pest: either foliage feeding or root feeding.</p>
Environmental	
<p>Avalanche</p>	<p>A snow avalanche ensues when a pent-up snow mass loses its hold and is discharged from a slope.</p>

Hazard	Description
Drought or low water	<p>Drought (also referred to as a period of low water) is an extended period, with one or more of the following:</p> <ul style="list-style-type: none"> • Three months or greater with below average precipitation which may be combined with high rates of evaporation. • Conditions in which the water levels in streams are at the minimum required for the survival of aquatic life. Water must be rationed only for high priority uses since many wells are becoming dry. • Conditions that have socioeconomic impacts that are felt over a much larger area than the individual properties that the drought/low water conditions have been reported at.
Earthquake	<p>An earthquake occurs when rocks break and slip along a fault in the earth. Energy is released during an earthquake in several forms, including as movement along the fault, as heat, and as seismic waves that radiate out from the "source" in all directions and cause the ground to shake, sometimes hundreds of kilometers away.</p>
Erosion	<p>The gradual wearing away and removal of soil or rock particles by water, ice, snow, air, plants, animals, or humans. Eroded sediment or dissolved material may be transported just a few millimetres, or thousands of kilometres.</p>
Extreme cold	<p>Extreme cold events occur when winter temperatures drop significantly below average for that time of the year.</p>
Extreme heat	<p>Extreme heat is when:</p> <ol style="list-style-type: none"> a) the temperature for a region is significantly above the average high for an extended period b) the average daytime high and nighttime minimums are expected to be above a certain temperature; or c) there is a high humidex.
Flood	<p>An overflow or inundation of water from a river or other body of water, or over land, which causes or threatens damage</p>
Fog	<p>A cloud at the earth's surface, consisting of tiny water droplets, or under very cold conditions, ice crystals or ice fog. It is generally found in calm or low wind conditions. Under foggy conditions, visibility is reduced to less than 1 kilometre.</p>
Hurricane	<p>Hurricanes are tropical cyclones that occur in the Atlantic Ocean and northeastern Pacific Ocean, with maximum sustained surface winds of at least 118 km/h. Tropical cyclone is a generic term for the family of tropical low-pressure systems, including tropical depressions, tropical storms, and hurricanes.</p>

Hazard	Description
	Hurricanes are known as typhoons in the western Pacific, very severe cyclonic storms in the North Indian Ocean, and severe tropical cyclones in Australia.
Landslide	A landslide is any type of slope failure or downward movement of rock and/or sediment. The flow of soil (earth or debris) or rock down a slope can range from a few cubic meters to more than 10 km.
Land subsidence	Land subsidence is a gradual settling or sudden sinking of the Earth's surface owing to subsurface movement of earth materials.
Lightning	Lightning is an electrical discharge caused by a build-up of static electricity between thunderclouds, or between thunderclouds and the ground. It can deliver as much as 100 million volts of electricity and strike a target up to 16 kilometres away, making it an extremely dangerous form of severe weather.
Thunderstorm	Thunderstorms are local storms, usually produced by a cumulonimbus cloud and accompanied by thunder and lightning. They can bring lightning, heavy rain, hail, strong winds and tornadoes.
Storm surge	An abnormal, sudden rise of sea or lake level associated with a storm event.
Tornado	A violently rotating column of air that results in the formation of a funnel cloud that extends fully or partially from the cumuliform cloud to the surface.
Wildland fire	Any fire in forests, shrub lands and grasslands. Some are uncontrolled wildfires are started by lightning or humans. A small number are prescribed fires set by authorized forest managers to mimic natural fire processes that renew and maintain healthy forests.
High wind	High wind events can be defined as strong, non-tornadic winds that have the potential to cause damage in Ontario.
Winter weather	Winter weather is a severe weather event with varieties of precipitation that can form only at low temperatures, such as a snow, freezing rain and ice.
Extraterrestrial	
Space object crash (any)	A space object crash is any event in which a natural or human-made object falls to the earth. It may either impact the surface or produce an air burst in which the object explodes while travelling through the atmosphere.
Space weather	A collection of physical processes, beginning at the Sun and ultimately affecting human activities on Earth and in space.
Hazardous Materials	
Chemical	A chemical release is defined as the uncontrolled release of a hazardous chemical, either as a solid, liquid or a gas.

Hazard	Description
Nuclear (facility)	<p>The source of a 'Nuclear Emergency' is a reactor facility, unlike radiological emergencies.</p> <p>A Nuclear Emergency is an emergency that has led to or could lead to the release of radioactive material, or exposures to uncontrolled sources of radiation, which pose, or could pose, a threat to health and safety, property, and the environment.</p>
Oil or natural gas	<p>The uncontrolled release of oil, natural gas, or both.</p> <p>The release could be from a pipeline or distribution system, vehicles, a well, a storage facility, or a combination of these.</p>
Radiological	<p>An emergency caused by ionizing radiation, released by a source other than a reactor facility.</p>
Health	
Water quality	<p>A widespread or severe incident of contamination that presents a danger to or otherwise endangers the general health and well-being of the public.</p>
Infectious disease	<p>An infectious disease outbreak is defined generally as a widespread incident of disease or other situation that presents a danger to the general health and well-being of the human population.</p> <p>Infectious diseases can become an epidemic or pandemic:</p> <ul style="list-style-type: none"> • Epidemic: An outbreak of infection that spreads rapidly and affects many individuals in a given area or population at the same time. • Pandemic: An epidemic occurring worldwide, crossing international boundaries and usually affecting a large number of people.
Substance use and overdose	<p>A public health emergency resulting from problematic or harmful use of prescription drugs or other controlled substances.</p>
Public Safety	
Active threat	<p>An active threat is a situation where an individual is actively engaged in killing or attempting to kill people in a populated area.</p>
Civil disorder	<p>A group or groups of people engaged in act of civil disobedience (such as a demonstration, riot, or strike) that disrupts a business, organization or community and requires intervention to maintain public safety.</p>
Crowd disaster	<p>Incidents resulting from crowd forces or behaviour that reach levels that difficult to resist or control.</p>

Hazard	Description
Cyber attack	An attack via cyberspace, for the purpose of disrupting, disabling, destroying, or maliciously controlling a computing environment/infrastructure; or destroying the integrity of the data or stealing controlled information.
Electromagnetic pulse	An EMP is a burst of electromagnetic energy produced by weapons designed and deployed with the intent to produce EMP. An EMP can occur as a radiated, electric, or magnetic field or a conducted electric current, depending on the source.
Geopolitical pressures	The influence of foreign and national geopolitical pressures originating beyond Ontario provincial political boundaries, leading to an imminent or real threat to the province.
Sabotage	Any acts of coercion, collusion, tampering, destruction, corruption or subversive actions, intended to cause disruption or damage and a threat to public safety In acts of sabotage, physical human injury is not the intent of the action.
Chemical, Biological, Radiological, Nuclear, Explosive (CBRNE)	CBRNE materials that are intentionally released with malicious intent to cause harm to humans, property, business, or the environment. These materials can be weaponized or non-weaponized.
Structural	
Dam failure	The uncontrolled release of stored water due to the breaching or destruction of a dam or barrier intended to hold back water or other fluids.
Fire explosion	Fire: A rapid oxidation process, which is a chemical reaction resulting in the evolution of light and heat in varying intensities. Any instance of destructive and uncontrolled burning, including explosions. Explosion: The sudden conversion of potential energy (chemical, mechanical, or nuclear) into kinetic energy that produces and violently releases gas.
Mine	An unplanned event that jeopardizes the structural integrity, ground stability, or normal conditions of a mine site or mining plant that presents a risk to the safety of workers, people near the mine, the property of the mine, the environment or the economy. This hazard can be divided into two parts; •operational mine emergencies, and •abandoned mine emergencies.
Structural failure	The loss of structural integrity in a building or structure that results in the structure losing shape, caving in, or being flattened or reduced to debris.

Hazard	Description
Supply and Distribution	
Communications failure	Events where loss of standard radio, mobile or landline telecommunications, Internet, or satellite-based networks or devices results in communications failure.
Electrical energy failure	A disruption of electrical power generation, transmission or distribution, leading to severe concerns.
Food shortage	Food Shortages result from events adversely affecting the food supply through changes in food security, food quality, or food safety, which threaten the wellbeing of the public.
Medical drug, blood product, or supply shortage	A medical drug, blood product or supplies shortage emergency refers to a disruption in the manufacture, supply and/or distribution of blood products, drugs and/or medical supplies, including many that are needed for life-threatening conditions.
Petroleum product shortage	A Petroleum Product Shortage emergency refers to a disruption in the supply, refinement or transmission of petroleum products such as diesel, heating fuels, and propane, gasoline, oil or natural gas.
Water or wastewater disruption	The disruption of infrastructure that manages potable water, used wastewater or sewage, causing emergency conditions. This includes any combination of domestic, industrial, or commercial activities, surface runoff or storm water, and any sewer inflow or sewer infiltration.
Transportation	
Aviation	Transportation emergencies involving aircraft.
Marine	Transportation emergencies involving marine vehicles and/or incidents in waterways, including in water below ice.
Public transit systems	Result when disruptions of public transit systems are significant enough to cause serious financial, reputational, economic, social or other consequences to the community.
Rail, light rail, or subway	An emergency involving railway vehicles travelling on a railway track or railway line with a set of two parallel rows of long pieces of steel and is intended to be kept separate from road ways and other vehicular traffic although it may occasionally intersect it. Funicular vehicles are not included.
Road and highway	Transportation emergencies involving road vehicles on roadways or highways.

Appendix B: Program definitions/glossary

Baseline: the before measurement that is taken before the project begins or any actions were applied. The baseline value should be below the target value

Capacity: the amount that something can produce (e.g., the organization aims to increase training capacity).

Capital expenses: expenditures to acquire, construct or upgrade physical assets.

Emergency: a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise.

Equipment: equipment is a tangible asset that benefits an organization over several years of use.

Operating expenses: the cost an organization spends on an ongoing, day to day basis and for the purpose of this funding, must be directly tied to project execution and completion.

Preparedness: Actions taken prior to an emergency or disaster to ensure an effective response. These actions include the formulation of emergency response plans, business continuity/continuity of operations plans, training, exercises, and public awareness and education.

Supplies: supplies are used to support operations, and are often exhaustible and have a limited lifespan after they've served their purpose

Target: the quantifiable benchmarks you want to reach to meet your project goals

Appendix C: List eligible municipalities, population under 100,000 (Statistics Canada data from 2021)

Addington Highlands (Township)	Assiginack (Township)	Brant (County)
Adelaide Metcalfe (Township)	Athens (Township)	Brethour (Township)
Adjala-Tosorontio (Township)	Atikokan (Town of)	Brighton (Municipality of)
Admaston-Bromley (Township)	Augusta (Township)	Brock (Township)
Alberton (Township)	Aurora (Town of)	Brockton (Municipality of)
Alfred and Plantagenet (Township)	Aylmer (Town of)	Brockville (City of)
Algonquin Highlands (Township)	Baldwin (Township)	Brooke-Alvinston (Municipality of)
Alnwick-Haldimand (Township)	Bancroft (Town of)	Bruce (County)
Amaranth (Township)	Bayham (Municipality of)	Bruce Mines (Town of)
Amherstburg (Town of)	Beckwith (Township)	Brudenell, Lyndoch and Raglan (Township)
Armour (Township)	Belleville (City of)	Burk's Falls (Village of)
Armstrong (Township)	Billings (Township)	Burpee and Mills (Township)
Arnrior (Town of)	Black River-Matheson (Township)	Caledon (Town of)
Arran-Elderslie (Municipality of)	Blandford-Blenheim (Township)	Callander (Municipality of)
Ashfield-Colborne- Wawanosh (Township)	Blind River (Town of)	Calvin (Municipality of)
Asphodel-Norwood (Township)	Bluewater (Municipality of)	Carleton Place (Town of)
	Bonfield (Township)	Carling (Township)
	Bonnechere Valley (Township)	Carlow-Mayo (Township)
	Bracebridge (Town of)	
	Bradford West	
	Gwillimbury (Town of)	

Casey (Township)	Cobourg (Town of)	East Ferris (Municipality of)
Casselman (Municipality of)	Cochrane (Town of)	East Garafraxa (Township)
Cavan Monaghan (Township)	Cockburn Island (Township)	East Gwillimbury (Town of)
Central Elgin (Municipality of)	Coleman (Township)	East Hawkesbury (Township)
Central Frontenac (Township)	Collingwood (Town of)	East Zorra-Tavistock (Township)
Central Huron (Municipality of)	Conmee (Township)	Edwardsburgh-Cardinal (Township)
Central Manitoulin (Municipality of)	Cornwall (City of)	Elgin (County)
Centre Hastings (Municipality of)	Cramahe (Township)	Elizabethtown-Kitley (Township)
Centre Wellington (Township)	Dawn-Euphemia (Township)	Elliot Lake (City of)
Chamberlain (Township)	Dawson (Township)	Emo (Township)
Champlain (Township)	Deep River (Town of)	Englehart (Town of)
Chapleau (Township)	Deseronto (Town of)	Enniskillen (Township)
Chapple (Township)	Dorion (Township)	Erin (Town of)
Charlton and Dack (Municipality of)	Douro-Dummer (Township)	Espanola (Town of)
Chatsworth (Township)	Drummond-North Elmsley (Township)	Essa (Township)
Chisholm (Township)	Dryden (City of)	Essex (Town of)
Clarence-Rockland (City of)	Dubreuilville (Township)	Evanturel (Township)
Clearview (Township)	Dufferin (County)	Faraday (Township)
Cobalt (Town of)	Dutton-Dunwich (Municipality of)	Fauquier-Strickland (Township)
	Dysart et al (Municipality of)	Fort Erie (Town of)
	Ear Falls (Township)	

Fort Frances (Town of)	Grey Highlands (Municipality of)	Horton (Township)
French River (Municipality of)	Grimsby (Town of)	Howick (Township)
Front of Yonge (Township)	Guelph-Eramosa (Township)	Hudson (Township)
Frontenac (County)	Haldimand (County)	Huntsville (Town of)
Frontenac Islands (Township)	Haliburton (County)	Huron (County)
Gananoque (Town of)	Halton Hills (Town of)	Huron East (Municipality of)
Gauthier (Township)	Hamilton (Township)	Huron Shores (Municipality of)
Georgian Bay (Township)	Hanover (Town of)	Huron-Kinloss (Township)
Georgian Bluffs (Township)	Harley (Township)	Ignace (Township)
Georgina (Town of)	Harris (Township)	Ingersoll (Town of)
Gillies (Township)	Hastings (County)	Innisfil (Town of)
Goderich (Town of)	Hastings Highlands (Municipality of)	Iroquois Falls (Town of)
Gordon-Barrie Island (Municipality of)	Havelock-Belmont- Methuen (Township)	James (Township)
Gore Bay (Town of)	Hawkesbury (Town of)	Jocelyn (Township)
Grand Valley (Town of)	Head, Clara and Maria (Township)	Johnson (Township)
Gravenhurst (Town of)	Hearst (Town of)	Joly (Township)
Greater Madawaska (Township)	Highlands East (Municipality of)	Kapuskasing (Town of)
Greater Napanee (Town of)	Hilliard (Township)	Kawartha Lakes (City of)
Greenstone (Municipality of)	Hilton Beach (Village of)	Kearney (Town of)
	Hilton (Township)	Kenora (City of)
	Hornepayne (Township)	Kerns (Township)
		Killaloe, Hagarty and Richards (Township)

Killarney (Municipality of)	Leeds and Grenville (United Counties of)	Marmora and Lake (Municipality of)
Kincardine (Municipality of)	Leeds and the Thousand Islands (Township)	Matachewan (Township)
King (Township)	Lennox and Addington Co	Mattawa (Town of)
Kingsville (Town of)	Limerick (Township)	Mattawan (Municipality of)
Kirkland Lake (Town of)	Lincoln (Town of)	Mattice-Val Côté (Township)
La Vallee (Township)	Loyalist (Township)	McDougall (Municipality of)
Laird (Township)	Lucan Biddulph (Township)	McGarry (Township)
Lake of Bays (Township)	Macdonald, Meredith and Aberdeen Additional Tp	McKellar (Township)
Lake of the Woods (Township)	Machar (Township)	McMurrich-Monteith (Township)
Lakeshore (Municipality of)	Machin (Municipality of)	Mcnab-Braeside (Township)
Lambton Shores (Municipality of)	Madawaska Valley (Township)	Meaford (Municipality of)
Lanark (County)	Madoc (Township)	Melancthon (Township)
Lanark Highlands (Township)	Magnetawan (Municipality of)	Merrickville-Wolford (Village of)
Larder Lake (Township)	Malahide (Township)	Middlesex Centre (Municipality of)
LaSalle (Town of)	Manitouwadge (Township)	Middlesex (County)
Latchford (Town of)	Mapleton (Township)	Midland (Town of)
Laurentian Hills (Town of)	Marathon (Town of)	Minden Hills (Township)
Laurentian Valley (Township)	Markstay-Warren (Municipality of)	Minto (Town of)
Leamington (Municipality of)		Mississippi Mills (Municipality of)

Mono (Town of)	North Dumfries (Township)	Oliver Paipoonge (Municipality of)
Montague (Township)	North Dundas (Township)	Opasatika (Township)
Moonbeam (Township)	North Frontenac (Township)	Orangeville (Town of)
Moosonee (Town of)	North Glengarry (Township)	Orillia (City of)
Morley (Township)	North Grenville (Municipality of)	Oro-Medonte (Township)
Morris-Turnberry (Municipality of)	North Huron (Township)	Otonabee-South Monaghan (Township)
Mulmur (Township)	North Kawartha (Township)	Owen Sound (City of)
Muskoka (District Municipality)	North Middlesex (Municipality of)	Papineau-Cameron (Township)
Muskoka Lakes (Township)	North Perth (Municipality of)	Parry Sound (Town of)
Nairn and Hyman (Township)	North Stormont (Township)	Pelee (Township)
Neebing (Municipality of)	Northeastern Manitoulin and The Islands (Municipality of)	Pelham (Town of)
New Tecumseth (Town of)	Northern Bruce Peninsula (Municipality of)	Pembroke (City of)
Newbury (Village of)	Northumberland (County)	Penetanguishene (Town of)
Newmarket (Town of)	Norwich (Township)	Perry (Township)
Niagara Falls (City of)	O'Connor (Township)	Perth (County)
Niagara-on-the-Lake (Town of)	Oil Springs (Village of)	Perth East (Township)
Nipigon (Township)		Perth South (Township)
Nipissing (Township)		Perth (Town of)
Norfolk (County)		Petawawa (Town of)
North Algona Wilberforce (Township)		Peterborough (City of)
North Bay (City of)		Peterborough (County)
		Petrolia (Town of)

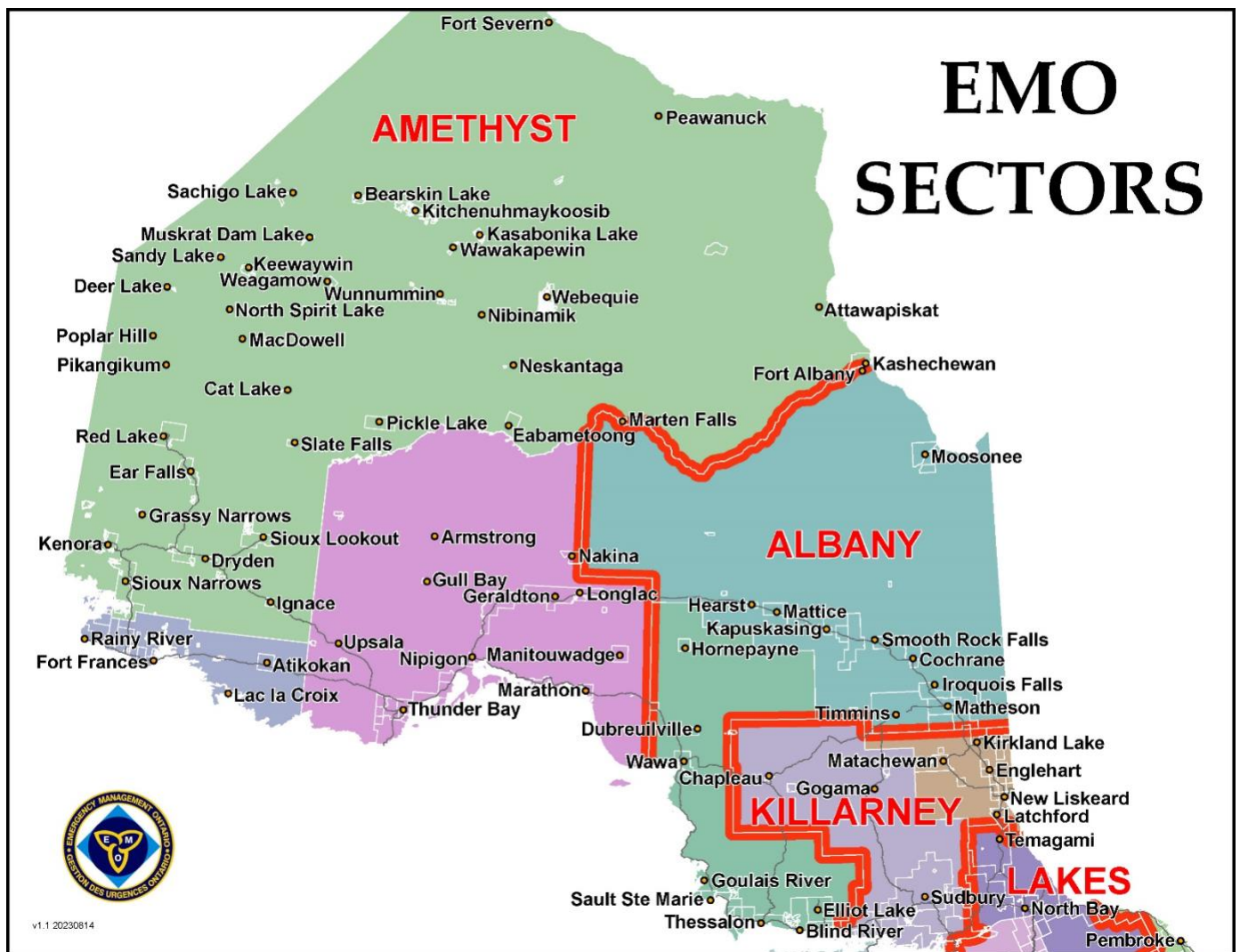
Pickering (City of)	Russell (Township)	South Dundas (Municipality of)
Pickle Lake (Township)	Ryerson (Township)	South Frontenac (Township)
Plummer Additional (Township)	Sables-Spanish Rivers (Township)	South Glengarry (Township)
Plympton-Wyoming (Town of)	Sarnia (City of)	South Huron (Municipality of)
Point Edward (Village of)	Saugeen Shores (Town of)	South River (Village of)
Port Colborne (City of)	Sault Ste. Marie (City of)	South Stormont (Township)
Port Hope (Municipality of)	Schreiber (Township)	Southgate (Township)
Powassan (Municipality of)	Scugog (Township)	Southwest Middlesex (Municipality of)
Prescott and Russell (United Counties of)	Seguin (Township)	South-West Oxford (Township)
Prescott (Town of)	Selwyn (Township)	Southwold (Township)
Prince Edward Co	Severn (Township)	Spanish (Town of)
Prince (Township)	Shelburne (Town of)	Springwater (Township)
Puslinch (Township)	Shuniah (Municipality of)	St. Charles (Municipality of)
Quinte West (City of)	Sioux Lookout (Municipality of)	St. Clair (Township)
Rainy River (Town of)	Sioux Narrows-Nestor Falls (Township)	St. Joseph (Township)
Ramara (Township)	Smiths Falls (Town of)	St. Marys (Town of)
Red Lake (Municipality of)	Smooth Rock Falls (Town of)	St. Thomas (City of)
Red Rock (Township)	South Algonquin (Township)	Stirling-Rawdon (Township)
Renfrew (County)	South Bruce (Municipality of)	Stone Mills (Township)
Renfrew (Town of)	South Bruce Peninsula (Town)	
Rideau Lakes (Township)		

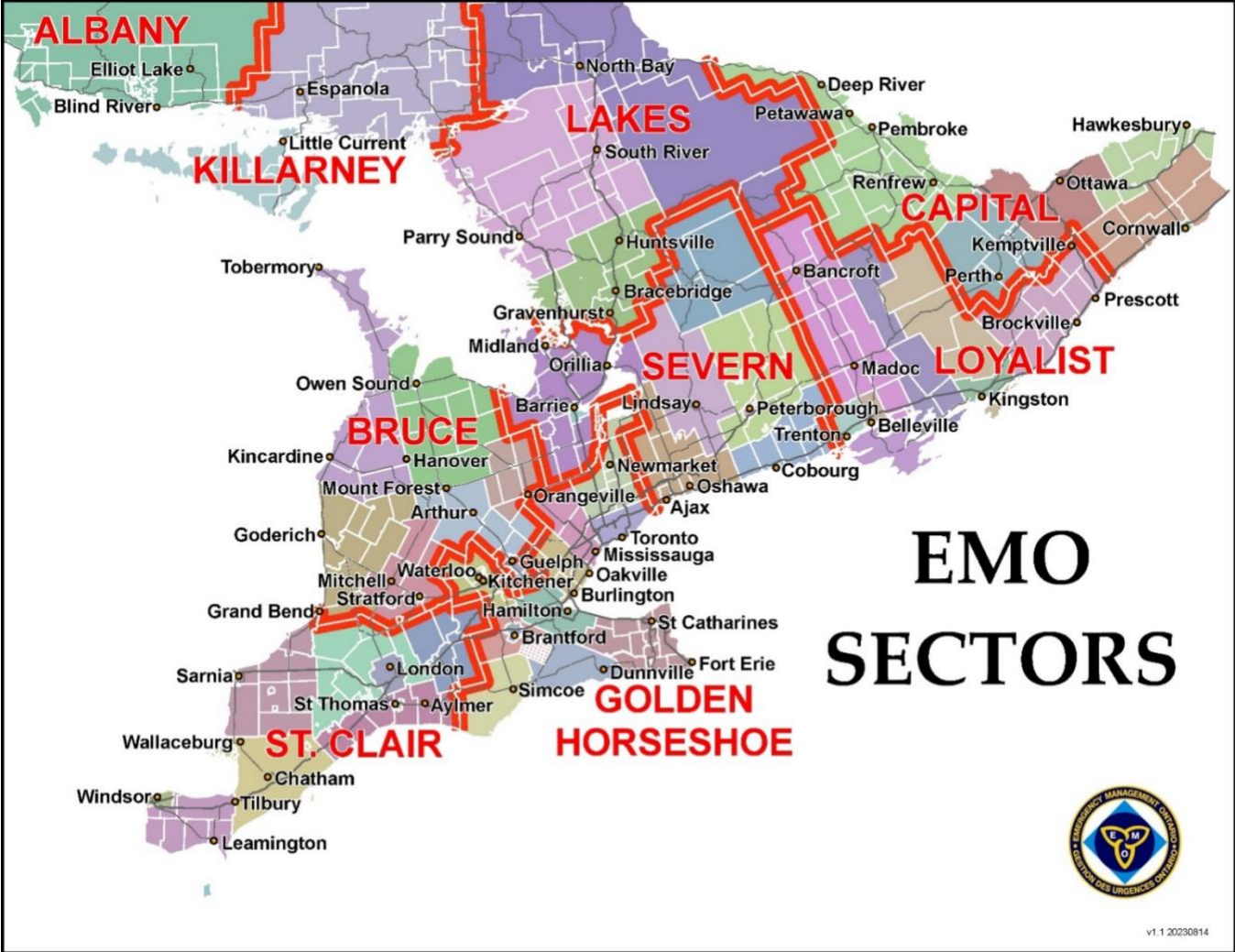
Stormont, Dundas and Glengarry (United Counties of)	The North Shore (Township)	Wellesley (Township)
Stratford (City of)	Thessalon (Town of)	Wellington (County)
Strathroy-Caradoc (Municipality of)	Thornloe (Village of)	Wellington North (Township)
Strong (Township)	Thorold (City of)	West Elgin (Municipality of)
Sundridge (Village of)	Tillsonburg (Town of)	West Grey (Municipality of)
Tarbutt (Township)	Timmins (City of)	West Lincoln (Township)
Tay (Township)	Tiny (Township)	West Nipissing (Municipality of)
Tay Valley (Township)	Trent Hills (Municipality of)	West Perth (Municipality of)
Tecumseh (Town of)	Trent Lakes (Municipality of)	Westport (Village of)
Tehkummah (Township)	Tudor and Cashel (Township)	Whitchurch-Stouffville (Town of)
Temagami (Municipality of)	Tweed (Municipality of)	White River (Township)
Temiskaming Shores (City of)	Tyendinaga (Township)	Whitestone (Municipality of)
Terrace Bay (Township)	Uxbridge (Township)	Whitewater Region (Township)
Thames Centre (Municipality of)	Val Rita-Harty (Township)	Wilmot (Township)
The Archipelago (Township)	Wainfleet (Township)	Wollaston (Township)
The Blue Mountains (Town of)	Warwick (Township)	Woodstock (City of)
The Nation (Municipality of)	Wasaga Beach (Town of)	Woolwich (Township)
	Wawa (Municipality of)	Zorra (Township)
	Welland (City of)	

Appendix D: Emergency Management Ontario sector list and maps

Refer to maps for sector boundaries

- Albany
- Amethyst
- Bruce
- Capital
- Golden Horseshoe
- Killarney
- Lakes
- Loyalist
- St. Clair
- Severn





# of Permits Issued In October 2023		
	#	
Deseronto	2	
Madoc	3	
Marmora and Lake	3	
Stirling-Rawdon	11	
Tweed	11	
Tyendinaga	4	
Total	34	

2023 NEW HOMES

DESERONTO	2	
MADOC	6	
MARMORA & LAKE	18	
STIRLING-RAWDON	14	
TWEED	13	& 1 apartment dwelling
TYENDINAGA	17	
TOTAL	70	As of October 31st, 2023

YEAR TO DATE 2023 - # OF PERMITS

	<u>Deseronto YTD</u>	<u>Madoc YTD</u>	<u>Marmora & Lake YTD</u>	<u>Stirling YTD</u>	<u>Tweed YTD</u>	<u>Tvandinapa YTD</u>	
JANUARY	2	1	11	2	4	2	22
FEBRUARY	1	0	4	1	4	6	16
MARCH	1	1	7	4	2	4	19
APRIL	0	3	5	12	8	8	36
MAY	3	5	11	21	15	16	71
JUNE	0	6	16	10	18	15	65
JULY	1	8	11	13	9	10	52
AUGUST	0	7	19	10	13	12	61
SEPTEMBER	1	3	11	15	11	9	50
OCTOBER	2	3	3	11	11	4	34
NOVEMBER	0	0	0	0	0	0	0
DECEMBER	0	0	0	0	0	0	0
TOTAL	11	37	98	99	95	86	426

Building Inspection Services Board Report 2023

Permit Report



Building Permits Issued OCTOBER 2023 Report		Residential Permit	Commercial Permit	Construction Value	Revenue
Deseronto					
New Construction	2	0	\$256,000.00	\$3,257.00	
Renovations	3	0	\$56,000.00	\$1,617.00	
Demolition	0	0	\$329,855.00	\$5,290.00	
Totals	5	0	\$1,060,698.00	\$16,475.00	
Marmora and Lake					
New Construction	10	1	\$8,834,000.00	\$29,503.00	
Renovations	11	0	\$555,000.00	\$9,685.00	
Demolition	4	0	\$11,091,553.00	\$65,827.00	
Totals	25	1	\$10,480,553.00	\$105,015.00	
Marmora and Lake					
New Construction	19	1	\$3,520,561.00	\$45,650.65	
Renovations	16	1	\$524,800.00	\$11,480.50	
Demolition	0	0	\$0.00	\$0.00	
Totals	35	2	\$4,045,361.00	\$57,131.15	
Marmora and Lake					
New Construction	53	1	\$8,128,755.00	\$117,731.16	
Renovations	39	2	\$2,012,855.00	\$31,616.26	
Demolition	3	0	\$4,000.00	\$600.00	
Totals	95	3	\$10,145,610.00	\$149,947.42	
Stirling-Rawdon					
New Construction	46	2	\$10,066,550.00	\$113,416.66	
Renovations	40	5	\$3,702,439.00	\$39,840.44	
Demolition	4	2	\$51,200.00	\$800.00	
Totals	90	9	\$13,820,189.00	\$154,057.10	
Twined					
New Construction	39	0	\$10,532,100.00	\$76,692.30	
Renovations	45	6	\$8,520,370.00	\$87,636.85	
Demolition	5	0	\$394,500.00	\$1,000.00	
Totals	89	6	\$19,846,970.00	\$165,329.15	
Twined					
New Construction	51	1	\$10,127,995.25	\$166,919.25	
Renovations	29	2	\$1,180,975.00	\$22,965.50	
Demolition	3	0	\$18,000.00	\$600.00	
Totals	83	3	\$11,326,970.25	\$190,484.75	
Year-to-Date Totals					
New Construction 2023	157	4	\$42,930,961.25	\$527,841.52	
Renovations 2023	138	15	\$16,985,089.00	\$201,234.55	
Demolition 2023	12	2	\$467,700.00	\$3,000.00	
Totals 2023	287	21	\$60,383,750.25	\$732,076.07	



Building Inspection Services Board Report 2023

Month By Month Permit Report

DESERONTO	September		October		November		December	
	Permits	Construction	Revenue	Permits	Construction	Revenue	Permits	Construction
1	5,000	\$310.00	\$310.00	2	\$256,000	\$3,257.00		

STIRLING-RAWDON	September		October		November		December	
	Permits	Construction	Revenue	Permits	Construction	Revenue	Permits	Construction
15	\$3,242,600	\$24,540.00	\$24,540.00	11	\$1,060,698	\$16,475.00		

TWEED	September		October		November		December	
	Permits	Construction	Revenue	Permits	Construction	Revenue	Permits	Construction
11	\$1,771,000	\$21,187.00	\$21,187.00	11	\$8,834,000	\$29,503.00		

TYENDINAGA	September		October		November		December	
	Permits	Construction	Revenue	Permits	Construction	Revenue	Permits	Construction
9	\$670,500	\$15,342.50	\$15,342.50	4	\$555,000	\$9,685.00		

MADOC	September		October		November		December	
	Permits	Construction	Revenue	Permits	Construction	Revenue	Permits	Construction
3	\$80,000	\$2,812.50	\$2,812.50	3	\$56,000	\$1,617.00		

MARMORA & LAKE	September		October		November		December	
	Permits	Construction	Revenue	Permits	Construction	Revenue	Permits	Construction
11	\$2,323,200	\$24,548.50	\$24,548.50	3	\$329,855	\$5,290.00		

BY-Law Enforcement Services Board Report 2023

October 2023 CALL REPORT	DES	MADOC	S/R	TWEED	TYN	TOTAL
Property Standards	4	1	1	4	1	11
Zoning	1	2	1	5	2	11
Noise	0	0	2	0	1	3
Parking Complaints	0	0	3	0	0	3
Parking Patrol (In Vehicle)	12	0	11	9	0	32
Parking Patrol (On Foot)	2	0	1	1	0	4
Animal	1	0	2	1	1	5
Miscellaneous	1	2	1	1	1	6
Frivolous	1	0	1	1	0	3
Inter-Departmental Assistance	0	0	0	0	0	0
Cannabis	0	0	0	0	0	0
Court	0	0	0	0	0	0
Totals	22	5	23	22	6	78

YEAR-TO-DATE CALL TOTALS	DES	MADOC	S/R	TW	TYN	TOTAL
Property Standards	25	10	35	38	11	119
Zoning	6	7	20	27	8	68
Noise	1	3	9	4	5	22
Parking Complaints	3	1	8	2	0	14
Parking Patrol (In Vehicle)	48	0	47	41	3	139
Parking Patrol (On Foot)	8	0	9	4	0	21
Animal	5	3	5	11	13	37
Miscellaneous	8	6	11	14	13	52
Frivolous	3	1	2	7	0	13
Inter-Departmental Assistance	1	1	3	1	0	6
Cannabis	0	0	0	0	0	0
Court	0	0	0	0	0	0
Totals	108	32	149	149	53	491

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	28	32	60	64	44	228.00
JULY	34.75	38.75	88	92	34.5	288.00
AUGUST	50	52.75	96.5	122	45.25	366.50
SEPTEMBER	43.75	44.75	76.5	117	39.75	321.75
OCTOBER	47.25	49.75	108.25	96.25	42.25	343.75
NOVEMBER	0	0	0	0	0	0.00
DECEMBER	0	0	0	0	0	0.00
	292.75	303	672.25	727.75	353.75	2349.50

YEAR-TO-DATE ACTUAL	DES	MADOC	S/R	TW	TYN
\$167,630.87	\$20,886.97	\$21,618.28	\$47,963.33	\$51,923.12	\$25,239.17

By-Law Enforcement Services Board

Oct-23	STIRLING-RAWDON						TWEED	TYENDINGAGA
	DESERONTO	MADOC	STIRLING-RAWDON		TWEED	TYENDINGAGA		
Property Standards	4	1	1	1	4	1		
Zoning	1	2	1	1	5	2		
Noise	0	0	2	0	0	1		
Parking Complaints	0	0	3	0	0	0		
Parking Patrol (In Vehicle)	12	0	11	9	0	0		
Parking Patrol (On Foot)	2	0	1	1	1	0		
Animal	1	0	2	1	1	1		
Miscellaneous	1	2	1	1	1	1		
Frivolous	1	0	1	1	1	0		
Inter-Departmental Assistance	0	0	0	0	0	0		
Cannabis	0	0	0	0	0	0		
Court	0	0	0	0	0	0		
TOTAL	22	5	23	22	6	6		



Planning Report

To: Mayor and Council, Town of Deseronto

Subject: Council Report – Zoning By-law Amendment
Park Street Plan of Subdivision
Statutory Public Meeting

**Municipal
File No.:** N/A

**EcoVue
File No.:** 22-2114-04

Date: November 15, 2023

1.0 Recommendation

It is recommended that:

- Council receive the revised report from EcoVue Consulting Services, dated November 15, 2023, regarding the Park Street Subdivision Zoning By-law Amendment Application; and
- That the enclosed By-law, which rezones the subject property from the Residential Type Three-holding (R3-h) to the Residential Type Three-Exception One (R3-1) Zone, be approved.
- That Council forward the suggested conditions in Section 7.4 of the report for inclusion with the County's conditions of draft plan approval.

2.0 Subject Lands:

The subject property is located in between Dundas Street and Park Street and is described as Part of Block P, Registered Plan 162, Town of Deseronto, County of Hastings or Part of Lot 37, Concession A, geographic Township of Tyendinaga, Town of Deseronto, County of Hastings.

The subject lands are approximately 4.09 hectares (10.11 acres) in area with approximately 19.6 metres of frontage on Park Street and approximately 19.6 metres frontage on Pearl Street.

The property is currently vacant and consists of mostly open meadows, with mature stands of trees concentrated to the north and west. There are wetlands located on periphery of the western boundary and woodlands located

on the northwestern and southern portions. These features extend to the neighbouring property located to the west of the subject lands.

A cordage manufacturing establishment is located to the north-west of the property while vacant tracts of land exist to the west. Unevaluated wetlands, unevaluated woodlands and ponds exist on these vacant lands located to the west. Low-density residential uses in the form of single detached dwellings are located to the south and east of the subject property along Park Street and Pearl Street respectively. There are several commercial establishments including a motel and restaurant located to the north of the subject property along Dundas Street. The Bay of Quinte is located approximately 280 metres south of the subject property.

3.0 Proposed Development:

The proponent intends to develop a residential plan of subdivision consisting of single detached dwellings, semi-detached dwellings, and townhomes. The total number of units proposed is 66. The applicant is proposing to subdivide the subject property as follows:

- a) 24 single detached dwelling units – approximately 1.3 hectares;
- b) 9 semi-detached dwelling lots including 18 units – approximately 0.8 hectares;
- c) 6 townhouse blocks including 24 units – approximately 0.6 hectares;
- d) 1 road block – approximately 1.08 hectares; and
- e) 1 storm water management block – approximately 0.25 hectares.

4.0 Purpose of the Application:

The applicant, RFA Planning Consultants, on behalf of 1966780 Ontario Inc., has submitted applications for Plan of Subdivision and Zoning By-law Amendment (ZBA) to the County of Hastings and the Town of Deseronto to permit the 66-unit plan of subdivision.

The subject lands are designated Urban Residential in Part B of the Hastings County Official Plan/Urban Communities Secondary Plan and zoned Residential Type Three 'R3-h' Zone in Holding in the Town of Deseronto Zoning By-Law (TDZBL) Number 27-2023. Both the designation and the Zone, permit residential development. However, a Zoning By-law Amendment (ZBA) will be required to rezone the lands from R3-h zone to Residential Type Three-Exception (R3-1) Zone in order to recognize the site-specific zoning deficiencies that include adjustments to lot coverage, minimum lot area, minimum lot frontage, and minimum setback from centreline of a Town street.

The County of Hastings is the approval authority for the Plan of Subdivision application, while the Town of Deseronto is the approval authority for the ZBA. It is our understanding that the plan of subdivision review is complete and is nearing draft approval with the County. As such, staff is in a position to recommend approval of the ZBA based on analysis of the materials submitted to the County/Town.

5.0 Materials Provided in the Second Submission:

The ZBA application was deemed complete by the Town of Deseronto on October 4, 2022. However, due to comments from internal agencies and technical peer reviewers, the applicant made a second submission in order to address technical comments. Furthermore, given that the new Town of Deseronto Zoning By-Law (TDZBL) Number 27-2023 came into force on April 26, 2023, the applicant has revised the Site Plan to reflect the changes in the new Zoning By-law. As such, the second submission included the following supporting materials:

- Response to Agency comments and technical peer review, prepared by RFA Planning Consultants (**Appendix A**);
- Revised Site Plan (Development Plan), prepared by RFA Planning Consultants;
- Stormwater Catchment and Design Plans, prepared by Jewell Engineering.;
- Response to the peer review of Noise Feasibility Study, prepared by HGC Engineering;
- Preliminary Grading and Servicing Plans, prepared by Jewell Engineering; and
- Revised Preliminary Stormwater Management Report, prepared by Jewell Engineering;

6.0 Planning Analysis

6.1 Provincial Policy Statement (2020)

The PPS directs growth to settlement areas (Section 1.1.3) where there is the existing municipal infrastructure and public service facilities to support development. Development within settlement areas should be at a density that does not require the uneconomical expansion of such municipal infrastructure and public service facilities.

The proposed development will be located within a settlement area (urban settlement area of Deseronto) and will utilize municipal service facilities. Both the Functional Servicing Report and the Stormwater Management Report confirm appropriate serviceability and appropriate management of stormwater and have been updated to address comments from technical agencies.

It is noted in Section 1.4 of the PPS (Housing) that an appropriate mix of housing unit types are encouraged within municipalities. The applicant has proposed a mix of housing types inclusive of single detached, semi-detached and townhomes which will contribute to the range of housing within Deseronto.

There are wetlands and woodlands on and adjacent to the property. A few small waterbodies (ponds) are located to the west of the property. Development and site alteration shall not take place within natural heritage features or natural hazards in accordance with Section 2.1 and 2.2 of the 2020 PPS. As confirmed in the peer reviewed Environmental Impact Study prepared by Cambium, the proposed development will not result in negative impacts to natural features present on and adjacent to the property.

Therefore, it is our opinion that the proposed development is consistent with the PPS.

6.2 Hastings County Official Plan/Urban Communities Secondary Plan

The subject property is designated Urban Residential in Part B of the Hastings County Official Plan/Urban Communities Secondary Plan.

The intent of the Urban Residential designation (Section 2.2) is to identify existing and future residential areas within the urban boundary of Deseronto. The policies of the Urban Residential designation protect the integrity of existing residential neighbourhoods within the urban boundary and identify and facilitate the location of future residential development. These policies – specifically Section 2.2.2 - also provide a list of land uses that are permitted and encouraged within this land use designation.

The designation permits a range of residential development supported by supportive uses such as parks (including private parks), places of worship, and small-scale neighbourhood commercial development.

The policies of the Urban Residential land use designation permit the development of low density and medium density development within the settlement area boundaries. Furthermore, the policies of Section 2.2.4 (Pattern of Development) encourage or require new development to maintain consistency with surrounding existing development, and to be located in close proximity to the supportive uses listed above. It is our opinion that the applicant is proposing an appropriate range of housing that will be compatible with the surrounding area.

The Official Plan promotes responsible development by requiring new development within the urban area to be developed on municipal sanitary and water services (Section 2.2.4.8, Part B Hastings County Official Plan). The proposed development will utilize full municipal services and is supported by the Functional Servicing and Stormwater Management reports.

As such, the proposed ZBA to permit the plan of subdivision conforms to the permitted uses of the Urban Residential land use designation.

6.3 Town of Deseronto Zoning By-Law (TDZBL):

The subject property is zoned Residential Type Three 'R3-h' Zone in Holding, according to Schedule A to the Town of Deseronto Zoning By-Law (TDZBL) No. 27-2023. The R3-h zone permits the development of low and medium density residential uses such as single detached, semi-detached dwellings and rowhouses (townhomes). As such, the proposed development is considered a permitted use under the existing zoning. However, a Zoning By-law Amendment (ZBA) will be required to rezone the lands from R3-h zone to Residential Type Three Exception One (R3-1) Zone in order to recognize the site-specific provisions.

Below are tables outlining the proposed single-detached, semi-detached and row dwelling houses in the context of R3 Zone (deficient dimensions are in ***bold and italics***):

Table 1: R3 Zone Analysis – Single-Detached Dwelling Houses

Lot Regulations	R3 Zone	R3-1 Zone
Lot Area (min)	550 m ²	400 m²
Lot Frontage (min)	15 m	12.0 m
Front Yard (min)	6.0 m	7.5 m
Interior Side Yard (min)	1.5 m	2.0 m
Exterior Side Yard (min)	3.0 m	4.5 m
Rear Yard (min)	7.5 m	7.5 m
Setback From Street Centreline (Town Street) (min)	17.7 m	14.5 m
Building Height (max)	11 m	11 m
Lot Coverage (max)	30%	40%
Landscaped Open Space (min)	30%	56%

Table 2: R3 Zone Analysis – Semi-Detached Dwelling Houses

Lot Regulations	R3 Zone	R3-1 Zone
Lot Area (min) per unit	325 m ²	339.6 m ²
Lot Frontage (min) per unit	9 m	10.1 m
Front Yard (min)	6.0 m	7.5 m
Interior Side Yard (min)	1.5 m	2.0 m
Exterior Side Yard (min)	3.0 m	4.5 m
Rear Yard (min)	7.5 m	7.5 m
Setback From Street Centreline (Town Street) (min)	17.7 m	14.5 m
Building Height (max)	11 m	11 m
Lot Coverage (max)	35%	45%
Landscaped Open Space (min)	30%	53%

Table 3: R3 Zone Analysis – Row Dwelling Houses

Lot Regulations		R3 Zone	R3-1 Zone
Lot Area (min) per unit		200 m ²	225.8 m ²
Lot Frontage (min)	Interior	6 m	6.7 m

	Exterior	10 m	8.0 m
Front Yard (min)		7.5 m	7.5 m
Interior Side Yard (min)		2.0 m	2.0 m
Exterior Side Yard (min)		4.5 m	N/A
Rear Yard (min)		7.5 m	7.5 m
Setback From Street Centreline (Town Street) (min)		17.7 m	14.5 m
Building Height (max)		11 m	11 m
Lot Coverage (max) per block		40%	50 %
Landscaped Open Space (min)		30%	54.6%

As seen above, there are numerous site-specific regulations required for this development, particularly related to setbacks. Generally, the lot coverage, lot area and setback exceptions are required due to the increased density of the development in comparison to traditional development of single and semi-detached dwellings and townhomes. As described in Provincial policy and in the County Official Plan, intensification and higher densities in settlement areas are encouraged. Therefore, lot regulations such as lot area, lot coverage, lot frontage and setbacks are proposed to be altered in order to accommodate higher densities than originally contemplated within the R3 Zones. Furthermore, the proposed lot dimensions and regulations are similar to the lots in the surrounding area.

Given the above, it is our opinion that the proposed Zoning By-law amendment meets the intent of the Town of Deseronto Zoning By-law, and is consistent with, and conforms to the Provincial and local planning policies.

7.0 Circulation of Application

Public Notices for the Zoning By-law Amendment applications are issued by the Township. Notice of Complete Application and Public Meeting was circulated to neighbouring properties within 120 metres of the subject lands, as well as the applicable agencies.

No public comments have been received.

No concerns have been raised by agencies or departments.

7.1 Comments from the Mohawks of the Bay of Quinte

In accordance with the policies of the PPS, 2020, and as part of the Town's duty to consult, the Notice of Complete Application and Public Meeting was circulated to the Mohawks of the Bay of Quinte (MBQ) for comment.

A letter from MBQ, dated March 21, 2023, states that the subject lands are a part of the Mohawk Tract and that their Council objects to any development on lands located within the Mohawk Tract. They also note that due to this, the subject lands may be subject to a future claim.

7.2 Response to Technical Comments

The first submission for the Draft Plan of Subdivision was circulated among internal agencies/technical peer reviewers and received several comments. The applicant has provided appropriate response to the technical comments and has made numerous revisions to the submission materials in order to address the recommendations and concerns from the agencies (submitted to the County in September of 2023). The summary of the technical comments along with the applicant's response has been included in **Appendix A**. The County peer reviewers have provided sign-off on this technical review.

The materials provided also include a revised draft plan, which is also included as **Appendix B**.

7.3 Concerns Raised at Statutory Public Meeting

A public meeting related to the proposed ZBA was held on April 12, 2023. Members of Council expressed the following concerns regarding the ZBA and draft plan of subdivision:

- **Site Alteration** – Council was concerned with apparent site alteration that had taken place on the property proper to any approvals taking place. At that time, the Town did not have any control over site alteration that takes place on private property. As Council is aware, a Site Alteration By-law under the *Municipal Act* was recently passed by Council. This By-law gives the Town the ability to require permits for site alterations at a certain scale. While this measure does not change the alteration that has occurred, future site alteration will be controlled through both the By-law and conditions of draft plan approval.
- **Wetlands/Natural Features** – there was also concern related to a wetland located on the property. This wetland is identified in the Environmental Impact Study (EIS) as a mineral meadow marsh and is approximately 0.18 hectares. The proposed development will result in the removal of this wetland feature as the EIS states that the wetland does not meet the criteria for protection under the *Conservation Authorities Act*. Quinte Conservation noted in their review that they did not agree with this interpretation and that they would not issue a permit for the filling of the wetland. In response, the applicant's planner provided the following response:

The development will include rear yard swales that equal or exceed 0.18 ha. It is recommended that the rear yard swales be seeded with native wetland plants to maintain an equivalent or greater area of wetland than is proposed for removal. The Water's Edge Seed Mix by St. Williams Nursery and Ecology Center should be used or equivalent as determined by the project ecologist from Cambium Inc. The rear yard swales should be designed to be steeper than 3:1 and constructed in a rough and loose manner while maintaining positive drainage. Uneven ground and steep grades will discourage equipment access and mowing of the swales. The proposed development can be constructed without loss of wetland area. Following these recommendations, the swales will retain the ecological and hydrological function of wetlands to an equal or greater area than the wetlands proposed for removal.

In short, the applicants are proposing compensation for the removal of the wetland through vegetative plantings within the rear yard drainage swales. In correspondence from November 15, 2023 (**Appendix C**), QCA noted that, based on the previous correspondence, they agree with the assessment from the applicant's consultant that the wetland does not meet the criteria for protection under the *Conservation Authorities Act*.

Notwithstanding, we recommend that the compensation recommendations from the applicant be implemented during design and construction of the subdivision. As such, we are including a suggested condition that refers to the proposed compensation through rear yard swale design.

7.4 Suggested Conditions

As noted in previous reports, we are recommending the following conditions of draft plan approval for consideration with the conditions provided by the County:

1. The applicant shall rezone the subject lands by way of a Zoning By-law Amendment to site-specific R3-1 exception zone in order to permit the proposed development;
2. The applicant shall provide a detailed landscaping plan and streetscape design; and
3. The applicant shall include rear yard swales as compensation for wetland removal that will be designed and maintained in accordance with the recommendations of the Environmental Impact Study.

If Council approves the Zoning By-law amendment at this Council meeting, the above condition will have been fulfilled.

8.0 Next Steps:


The proposed Township conditions of draft plan approval will be forwarded to the County for consideration and inclusion with the other agency conditions. It is expected that County staff will be providing conditions of draft plan approval for the County's consideration at a County Council meeting in December.

As before, we respectfully recommend that Council approve the proposed Zoning By-law amendment to rezone the subject lands to the R3-1 Zone.

Should the proposed Zoning By-law Amendment be approved, there will be a 20-day appeal period from the date the Notice of Passing is circulated. If no appeals are heard, the amendment will be considered to be in full force and effect.


Respectfully Submitted,

ECOVUE CONSULTING SERVICES INC.



J. Kent Randall B.E.S. MCIP RPP
Principal Planner





Aditya Srinivas B.Sc.
Planner



Appendix A

Technical Comments and Response (Summary) RFA Planning Consultants





September 14, 2023

Jason Budd
Senior Planner, Planning and Approval
Hastings County
Planning & Development
235 Pinnacle Street, Postal Bag 4400
Belleville, ON K8N 3A9

Dear Jason:

Re: Draft Plan of Subdivision File No. 12T-22-002 – 2nd Submission Park Street Subdivision, Town of Deseronto (1966780 Ontario Inc.)

We are writing to you on behalf of 1966780 Ontario Inc. regarding the subject Draft Plan of Subdivision (File 12T-22-002) in the Town of Deseronto. Further to the technical peer review summary and comments received from Valcoustics Canada Ltd. on December 13, 2022, Engage Engineering on December 15, 2022, EcoVue Consulting Services Inc. on January 20, 2023, Quinte Conservation on February 10, 2023 and Ecological Services on February 13, 2023, we wish to summarize and formally respond to these comments.

Table 1, below, is a summary of the Development Review Team comments and our response. This letter, as well as the below mentioned reports and drawings, form our 2nd Submission for Draft Plan of Subdivision approval.

211 Dundas Street East, Suite 202, Belleville, Ontario K8N 1E2

 613.966.9070  www.rfaplanningconsultant.ca

TABLE 1: TECHNICAL COMMENTS RESPONSE SUMMARY

Agency/Staff/Date	Comment	Response
Peer Review – Noise Feasibility Study		
Valcoustics Canada Ltd. Kathryn Katsiroumpas B.Sc.E., P.Eng., December 13, 2022	1.0 Comments	
	<ul style="list-style-type: none"> <i>We are in agreement with the assessment and conclusions relating to transportation noise. While it is preferred that the feasibility study include actual traffic counts for area roadways that show low volumes, it is understood that this information is not readily available from the municipality. As such, the assumptions are reasonable and the development is expected to comply with the applicable transportation noise guidelines contained in MECP NPC-300.</i> 	Noted.
	<ul style="list-style-type: none"> <i>In Section 2, there is no mention of the existing cell phone tower paddock on Dundas Street adjacent to the Bayview Inn Motel and Restaurant. The feasibility study should include comment on the potential noise impact of this facility on the proposed development.</i> 	A site visit by HGC personnel was conducted on May 5, 2023, to investigate the cell phone tower paddock. The sound emissions of the existing cell phone tower paddock, which is located approximately 65 m away from the proposed site, is negligible on the site area. No mitigation is required. See response letter by HGC Engineering, dated May 24, 2023 for detail.

Agency/Staff/Date	Comment	Response
<p>Valcoustics Canada Ltd.</p> <p>Kathryn Katsiroumpas B.Sc.E., P.Eng.,</p> <p>December 13, 2022</p>	<ul style="list-style-type: none"> Relative to the land use compatibility guidelines contained in the MECP Guideline D-6, we are in agreement with the recommended distance setback to Canada Cordage as stated in Section 3.1.1. However, the feasibility study has not adequately shown that noise mitigation is not required. Notwithstanding the D-6 guidelines, stationary noise sources, such as industrial facilities, must also comply with the sound level limits contained in NPC-300, regardless of setback. In Appendix A, Canada Cordage has confirmed that the transformer along the easterly side of the building is functional, even though the storage silos are not. See Figure 1 below. Thus, the statement in Section 3.2 that there are no activities at the east side of the Canada Cordage building is not supported. Given that the proposed development is significantly closer to the transformer than existing residential uses to the north, there is the potential for creating an adverse noise impact. The feasibility study should include an assessment of the transformer, including sound measurements, analysis 	<p>Noted. A site visit was conducted to measure sound emissions of Canada Cordage. Acoustical modelling show that the sound emissions of Canada Cordage, including the transformer, are within the MECP guideline criteria at the proposed development.</p> <p>See response letter by HGC Engineering, dated May 24, 2023 for details of the assessment.</p>

Agency/Staff/Date	Comment	Response
<p>Valcoustics Canada Ltd.</p> <p>Kathryn Katsiroumpas B.Sc.E., P.Eng.,</p> <p>December 13, 2022</p>	<p><i>and any recommendations for noise mitigation in order to comply with the sound level limits in NPC-300.</i></p> <p style="text-align: center;">2.0 Conclusions</p> <p><i>Review of the noise feasibility study confirms that the proposed development is considered feasible with respect to noise and that the proposed development has the potential to be compliant with the requirements of MECP Publication NPC-300. However, as indicated above, further assessment is necessary to show compliance with the sound level limits of NPC-300 and to determine additional noise mitigation requirements, if any.</i></p>	<p>The unmitigated sound levels due the operation of the adjacent industry on the proposed development are up to 40 dBA during daytime/evening hours and 36 dBA during nighttime hours at the northwest corner of the proposed site property, which is the closest to Canada Cordage. The resulting levels are within the MECP limits during a worst-case operational scenario. No mitigation is required.</p> <p>See response letter by HGC Engineering, dated May 24, 2023 for detail.</p>
Peer Review – Preliminary Stormwater Management Report		
<p>Engage Engineering</p> <p>Luke Parsons P.Eng. Project Manager</p> <p>December 15, 2022</p>	<p>1. <i>The drainage area for catchment 101 in Table 2-1 does not match the area in the Pre-Development Catchment Areas drawing.</i></p> <p>2. <i>The summary of water quality treatment areas provided in Appendix C show Catchment areas 101, 104, and 105 are treated with CB shields, contradicting sections 3.1.1 and 3.1.2 of the report.</i></p>	<p>1. Revised. See Appendix A.</p> <p>2. See revised Sections 3.1 and Appendix C.</p>

Agency/Staff/Date	Comment	Response
<p>Engage Engineering</p> <p>Luke Parsons P.Eng. Project Manager</p> <p>December 15, 2022</p>	<p>3. <i>Consistent with other current agency review practices, the ETV particle size distribution should be utilized within the OGS sizing sheet. With the use of the ETV particle size distribution, the discount of TSS removal from 80% to 60% utilizing the fine distribution is not required.</i></p>	<p>3. Commentary added on P. 7 of report.</p>
	<p>4. <i>In Section 3.1.2, criteria was presented to justify use of an OGS unit for an area larger than 2 ha, which notes providing sediment storage capacity that yields reasonable cleanout frequency. Please comment on the expected cleanout frequency of the OGS and CB shields. Based on the water quality sediment loading calculations provided, and the storage provided in the OGS and CB's, it is anticipated that frequent cleanouts may be required.</i></p>	<p>4. See revised Table 3-2. Catchment 103 included.</p>
	<p>5. <i>There appears to be an error in the total TSS loading with Table 3-2. Catchment 103 should also be considered in the analysis. Please provide additional quality control to meet the required 80% TSS removal, if required.</i></p>	<p>5. See revised Table 3-2. Catchment 103 included.</p>

Agency/Staff/Date	Comment	Response
<p>Engage Engineering</p> <p>Luke Parsons P.Eng. Project Manager</p> <p>December 15, 2022</p>	<p>6. <i>It is acknowledged that the grassed detention basin could provide supplemental quality treatment. If the TSS removal from the detention basin is used to help achieve the 80% TSS removal requirements, provide additional calculations ensuring the pond will meet the require design parameters (ie. drawdown time) per MOE Design Criteria.</i></p>	<p>6. Dry pond is now used for quality treatment due to new municipal documentation for linear infrastructure. See Section 3.1.2 of report.</p>
	<p>7. <i>A detailed topographic survey of the site is required to illustrate and review the existing drainage patterns, including the drainage outlet direction.</i></p>	<p>7. Topographic information included in Appendix A. Contour lables added for further clarification. Topographic survey can be included separately in Draft Plan Application.</p>
	<p>8. <i>A preliminary grading and servicing plan is required to illustrate and review the drainage patterns of the site, clarify the grading constraints, and confirm the major and minor storm events are directed according to the report. The plan should clearly illustrate all rear yard swale locations and storm sewer infrastructure, including any easements in conjunction with the Draft Plan. The preliminary grading and servicing plan should also illustrate the preliminary design and grading of the proposed stormwater management facility, including the pond outlet</i></p>	<p>8. Preliminary grading and servicing plans have been completed and are enclosed with this submission. The Development Site Plan has also been revised to confirm all required drainage easements.</p>

Agency/Staff/Date	Comment	Response
<p>Engage Engineering</p> <p>Luke Parsons P.Eng. Project Manager</p> <p>December 15, 2022</p>	<p><i>design and storm sewer outlet for the site to ensure the stormwater block is adequately sized.</i></p>	
	<p>9. <i>It is not clear from the information provided if the existing runoff from the site is directed east or west (or both) on Park Street. The existing drainage conditions, and the potential proposed flow split, is to be confirmed through completion of the topographic survey, and the stormwater analysis updated as required. The capacity of the downstream receiver (i.e. roadside ditch or culvert on Park Street) should also be reviewed or commented on.</i></p>	<p>9. A detailed topographic survey has been completed and was referenced in the preparation of the SWM design. The subject property generally drains southward towards Park St. There is an existing highpoint in the roadside ditch just west of the proposed site entrance that would have split the existing flows east and west along Park Street. See Section 4.1 of report.</p>
	<p>10. <i>Include tables with the results of the rational method calculations showing the uncontrolled peak flows for all the drainage areas pre and post development.</i></p>	<p>10. See Table 2-3 for uncontrolled peak flows.</p>
	<p>11. <i>The report notes that external Catchment 200 will continue to drain west of Park Street. The drainage direction / strategy of how this drainage by-passes the site is to be confirmed and illustrated on the preliminary grading and servicing plan.</i></p>	<p>11. External Catchment 200 is directed around the site as shown on the preliminary grading plan. These external lands naturally drain in a southwest direction.</p>

Agency/Staff/Date	Comment	Response
<p>Engage Engineering</p> <p>Luke Parsons P.Eng. Project Manager</p> <p>December 15, 2022</p>	<p>12. <i>The report notes the external Catchment 201 will be conveyed through the site in major events only, with the minor event flows being conveyed by the storm sewer network along Pearl Street. This is to be confirmed through completion of the topographic survey and grading plan. The stormwater management calculations should also be updated to incorporate any external catchment flows if they are directed into the stormwater management facilities.</i></p>	<p>12. A detailed topographic survey has been completed and is incorporated in the Draft Plan of Subdivision. A preliminary Grading Plan has been prepared. Minor flows from catchment 201 will be conveyed through the storm sewer on-site to the SWM facilities. Major events will flow along the rear yard swale system on-site and discharge to Pearl St. The storm water management calculations have been updated.</p>
	<p>13. <i>Additional detail of the proposed stormwater facility outlet and stage storage discharge table should be provided to illustrate the design of the outlet system. Specifically, how the major and minor drainage systems will be evenly distributed to the two outlets and how the by-pass flows were determined.</i></p>	<p>13. Additional detail of the proposed storm water facility outlet and stage storage discharge table has been provided in the revised SWM report and on the Servicing Plan.</p>
	<p>14. <i>According to the Erosion and Sediment Control Guide for Urban Construction, sediment control ponds should be implemented for drainage areas greater than 2ha. A temporary sediment basin should be included within the Erosion and Sediment Control</i></p>	<p>14. A temporary sediment basin will be provided during the detailed design phase. A note has been added in Section 5 of the report.</p>

Agency/Staff/Date	Comment	Response
	<i>Plan during the detailed design phase of the project.</i>	
Peer Review – Functional Servicing Report		
<p>Engage Engineering</p> <p>Luke Parsons P.Eng. Project Manager</p> <p>December 15, 2022</p>	<p>1. <i>It is unclear from the Existing Municipal Services Sketch provided if the sanitary sewer on Park Street extends to the site entrance. This should be confirmed, along with the size of the sanitary sewer on Park Street to the west of Mechanic Street. If it is deemed that the sewer does not extend to the site entrance, or is undersized, external upgrades may be required.</i></p>	<p>1. Refer to the enclosed Preliminary Servicing Plan. The existing sanitary sewer on Park St terminates just east of the site entrance. A ~41m extension will be required to the sanitary sewer on Park St to extend to the site entrance.</p>
	<p>2. <i>The FSR notes that the Town of Deseronto supplied calculations regarding the Uncommitted Reserve Capacity in the WPCP and WTP in June 2020, and includes some assumptions regarding known development since 2020. The Town should be contacted to confirm the current Uncommitted Reserve Capacity and the discussion in the report should be updated accordingly.</i></p>	<p>2. See attached correspondence from the Town confirming that there is an uncommitted reserve capacity of 1035m³/day.</p>
	<p>3. <i>The report states that the resulting sanitary peak design flow represents less than 8% of the capacity of the existing 300mm sanitary main on Park Street, impacts to the downstream system will be</i></p>	<p>3. See attached correspondence from the Town confirming that there are no concerns with directing the proposed development to the Park St sanitary</p>

Agency/Staff/Date	Comment	Response
<p>Engage Engineering</p> <p>Luke Parsons P.Eng. Project Manager</p> <p>December 15, 2022</p>	<p><i>negligible, and that the existing system has the capacity to accommodate the proposed development. This increase is not negligible. The Town should be contacted to confirm they have no capacity concerns with directing this proposed sanitary discharge into the Park Street sewer. It is also not clear from the Services Sketch if the sanitary discharge will be directed east on Park Street, or south on Mechanic Street at the intersection of Mechanic Street and Park Street.</i></p>	<p>sewer. Surveyed inverts at the sanitary manhole at Park/Mechanic Street are provided on the Servicing plan. Flows will primarily drain east down Park St but an overflow exists down Mechanic St once the sewer is flowing at a depth greater than 0.12m. Ultimately, both the Park St sewer and the Mechanic Street sewer flow south to the Main St trunk sewer.</p>
	<p>4. <i>In conjunction with the request for a preliminary grading and servicing plan in the stormwater report comments, this plan should illustrate the preliminary design of the sanitary and watermain system. This is required to demonstrate the layout and design feasibility of the sanitary sewer and watermain system.</i></p>	<p>4. Refer to enclosed servicing plan.</p>
	<p>5. <i>According to the sanitary sewer design sheet the proposed sanitary sewers are designed at a slope of 0.4%. Although the full flow velocities within the sanitary sewer design sheet are above 0.6m/s, there is some concern regarding the minimal actual velocities in relation to a self cleansing velocity. This should be reviewed further at</i></p>	<p>5. Noted. Revised design sheet is enclosed. Actual self-cleansing velocities may not be able to be achieved without compromising the ability to provide gravity drainage from basements. To be reviewed further during detailed design.</p>

Agency/Staff/Date	Comment	Response
<p>Engage Engineering</p> <p>Luke Parsons P.Eng. Project Manager</p> <p>December 15, 2022</p>	<p><i>the detailed design stage, and additional slope within the sanitary sewer should be considered, if feasible. Consistent with other municipalities, it is recommended that the minimum slope of sanitary should be 0.5% and the first leg of the sewer be greater than 1.0% slope.</i></p>	
Peer Review – Environmental Impact Study		
<p>Ecological Services</p> <p>Rob Snetsinger M.Sc., Principal</p> <p>February 13, 2023</p>	Peer Review Summary	
	<p><i>Based on the Cambium EIS, it is apparent that the Orkney site has limited ecological potential due to its location in an urban setting, its disturbance history, and the prevalence of common, non-native, and invasive species.</i></p>	<p>Acknowledged.</p>
	<p><i>In our opinion the Recommended Mitigation, Compensation, and Best Practices supplied on page 23 in the Cambium EIS are appropriate for this site. However, we note several areas within the EIS where greater detail on methodology and justification of conclusions would have been helpful in reviewing the EIS. We defer to Hastings County as to whether they require this information from Cambium Inc.</i></p>	<p>Acknowledged.</p>
	<p><i>1. From page 3 of this peer review, we have recommended that Quinte Conservation be circulated the relevant files</i></p>	<p>Agreed.</p>

Agency/Staff/Date	Comment	Response
<p>Ecological Services</p> <p>Rob Snetsinger M.Sc., Principal</p> <p>February 13, 2023</p>	<p><i>(including this peer review) to review the proposed Orkney development in the context of Regulation 319/09.</i></p>	
	<p>2. <i>From page 6 of this peer review, we have recommended that the developers apply the MECP tree clearing timing restriction window of April 1 to Sept. 30 for potential Species at Risk bats.</i></p>	<p>Agreed.</p>
Agency Review		
<p>Quinte Conservation</p> <p>Paul McCoy, Planning & Regulations Manager</p> <p>February 10, 2023</p>	Rezoning	
	<p><i>The subject lands are designated Urban Residential by the County of Hastings Urban Communities Secondary Plan (Part B – Schedule UCSP A.2) and zoned as Residential Type 3 Holding (R3-h) Zone as per Deseronto Comprehensive Zoning By-law No. 13-93, as amended.</i></p> <p><i>The application proposes to amend the current Residential Type 3 Holding (R3-h) Zone to a site-specific R3-XX Zone to implement current lot design standards and dwelling construction. Site-specific provisions requested are to adjust minimum lot area, minimum lot frontage, maximum lot coverage, maximum semi-detached dwelling density and the minimum town street center line setback.</i></p> <p><i>Staff have no concerns with the proposed rezoning. The proposed</i></p>	<p>No further action required.</p>

Agency/Staff/Date	Comment	Response
<p>Quinte Conservation</p> <p>Paul McCoy, Planning & Regulations Manager</p> <p>February 10, 2023</p>	<p><i>adjustment to zoning regulations would allow for intensification of a vacant lot within a built up, urban serviced area.</i></p>	
	Stormwater Management	
	<p><i>As per O. Reg. 596/22 this office will no longer provide comments on water quality as part of our stormwater management review. Municipalities must continue to follow the Ministry of the Environment Stormwater Management Planning and Design Manual March 2003 for stormwater quality requirements. In this case the municipality must consider the Bay of Quinte RAP guidelines for stormwater quality as well. Staff will continue to provide comments on stormwater quantity.</i></p> <p><i>Quinte Conservation is generally supportive of the stormwater concept outlined in the Stormwater Management Report. There are no obvious issues or engineering design constraints anticipated in the proposed stormwater infrastructure and layout. Adequate stormwater conveyance and quantity control is obtainable with the proposed design.</i></p> <p><i>As there are no detailed engineering drawings available at this time, a detailed review of conveyances and infrastructure performance and connections was not assessed.</i></p>	<p>No further action required.</p>

Agency/Staff/Date	Comment	Response
<p>Quinte Conservation</p> <p>Paul McCoy, Planning & Regulations Manager</p> <p>February 10, 2023</p>	<p>Quinte Source Protection Plan</p> <p><i>The subject property is located within Deseronto's Intake Protection Zone 2 for source water protection. See clearance notice from the Risk Management Official attached.</i></p>	<p>Acknowledged.</p>
	<p>Environmental Impact Study</p> <p><i>As per O. Reg. 596/22 this office no longer provides comments on the natural heritage components of the proposal. However, staff have reviewed the EIS and have the following regulatory comments:</i></p> <p><i>A small mineral meadow marsh is shown on the Natural Heritage Features map. The study states "the 0.18 ha wetland does not meet the criteria for protection under the Conservation Authorities Act" . The definition of a wetland in the Conservation Authorities Act doe not include a minimum size. Therefore, this wetland is regulated by this office. As per QC's Watershed Regulation Policy staff cannot issue permits to fill wetlands and setbacks are applied to wetlands.</i></p>	<p>The development will include rear yard swales that equal or exceed 0.18 ha. It is recommended that the rear yard swales be seeded with native wetland plants to maintain an equivalent or greater area of wetland than is proposed for removal. The Water's Edge Seed Mix by St. Williams Nursery and Ecology Center should be used or equivalent as determined by the project ecologist from Cambium Inc. The rear yard swales should be designed to be steeper than 3:1 and constructed in a rough and loose manner while maintaining positive drainage. Uneven ground and steep grades will discourage equipment access and mowing of the swales. The proposed development can be constructed without loss of wetland area. Following these recommendations, the swales will retain the ecological and hydrological function of wetlands to an equal or greater area than</p>

Agency/Staff/Date	Comment	Response
<p>Quinte Conservation</p> <p>Paul McCoy, Planning & Regulations Manager</p> <p>February 10, 2023</p>		<p>the wetlands proposed for removal.</p>
	Regulation #319/09	
	<p><i>There are wetlands on and adjacent to this site. Therefore, part of the property is located with an area regulated by virtue of Ontario Regulation #319/09 - Regulation of Development, Interference with Wetlands and Alterations to Shorelines and Watercourses). A permit from this office will be required for all development within 45 meters of wetland features.</i></p>	<p>Acknowledged.</p>
Council Report		
<p>EcoVue Consulting Services</p> <p>J. Kent Randall B.E.S. MCIP, RPP, Principal Planner</p> <p>Aditya Srinivas B.Sc., Junior Planner</p> <p>January 20, 2023</p>	10.0 Next Steps	
	<p><i>Based on the above analysis, we respectfully recommend that Council endorse the proposed Draft Plan of Subdivision and forward the following draft plan conditions to the County for inclusion with the County issued Conditions of Draft Plan Approval:</i></p>	<p>Acknowledged.</p>
	<p><i>1. The applicant rezone the subject lands by way of a Zoning By-law Amendment to site-specific R3-** exception zone (or similar zone(s)) in order to permit the proposed development; and</i></p>	<p>Acknowledged. RFA can assist with preparation of the draft amending By-law to reflect the new Town of Deseronto Zoning By-law, which was approved subsequent to filing the original Rezoning application.</p>

Agency/Staff/Date	Comment	Response
<p>EcoVue Consulting Services</p> <p>J. Kent Randall B.E.S. MCIP, RPP, Principal Planner</p> <p>Aditya Srinivas B.Sc., Junior Planner</p> <p>January 20, 2023</p>	<p>2. <i>The applicant provide a detailed landscaping plan and streetscape design.</i></p>	<p>Agreed. The Development Site Plan can be considered a draft landscape / streetscape design, which confirms the planned boulevards, sidewalk locations and street trees. The street tree placement is based on generally accepted setbacks from typical road allowance features such as driveways and sight triangles. A final plan can be a condition of draft plan approval.</p>

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

Respectfully submitted,



Shawn Legere, MCIP, RPP
 Senior Planner / Project Manager
 RFA Planning Consultant Inc.



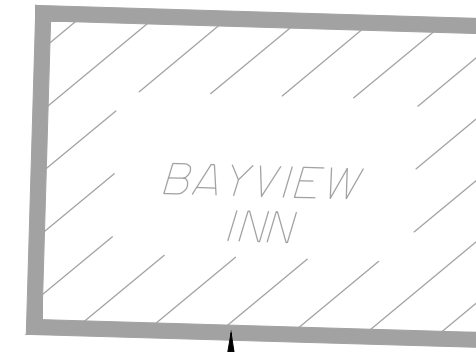
Titus Lee, M.PI.
 Junior Planner
 RFA Planning Consultant Inc.

cc. 1966780 Ontario Inc.

Appendix B

Revised Draft Plan

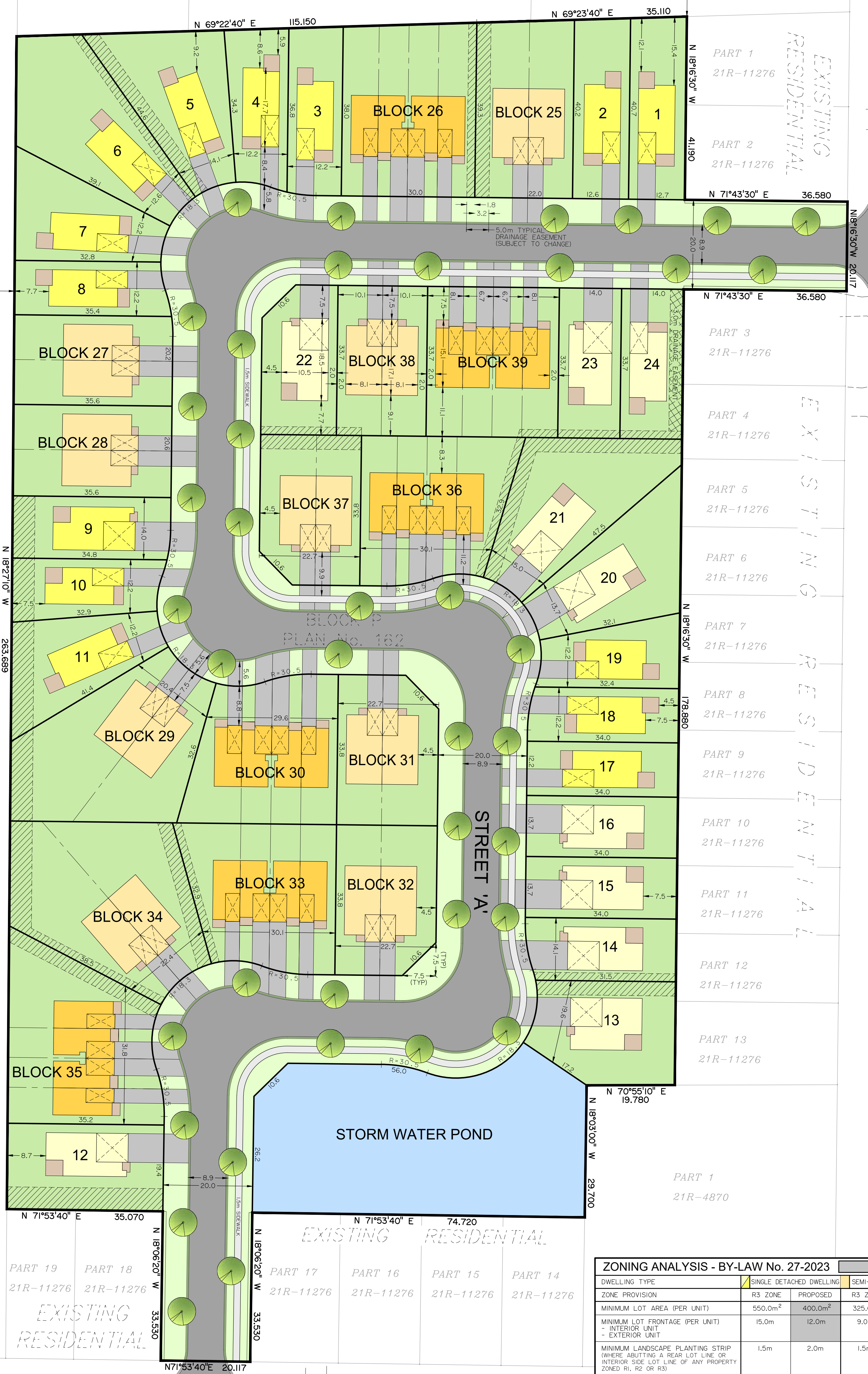




EXISTING RESIDENTIAL EXISTING COMMERCIAL

CANADA CARTAGE

EXISTING INDUSTRIAL
PART 1 21R-8099



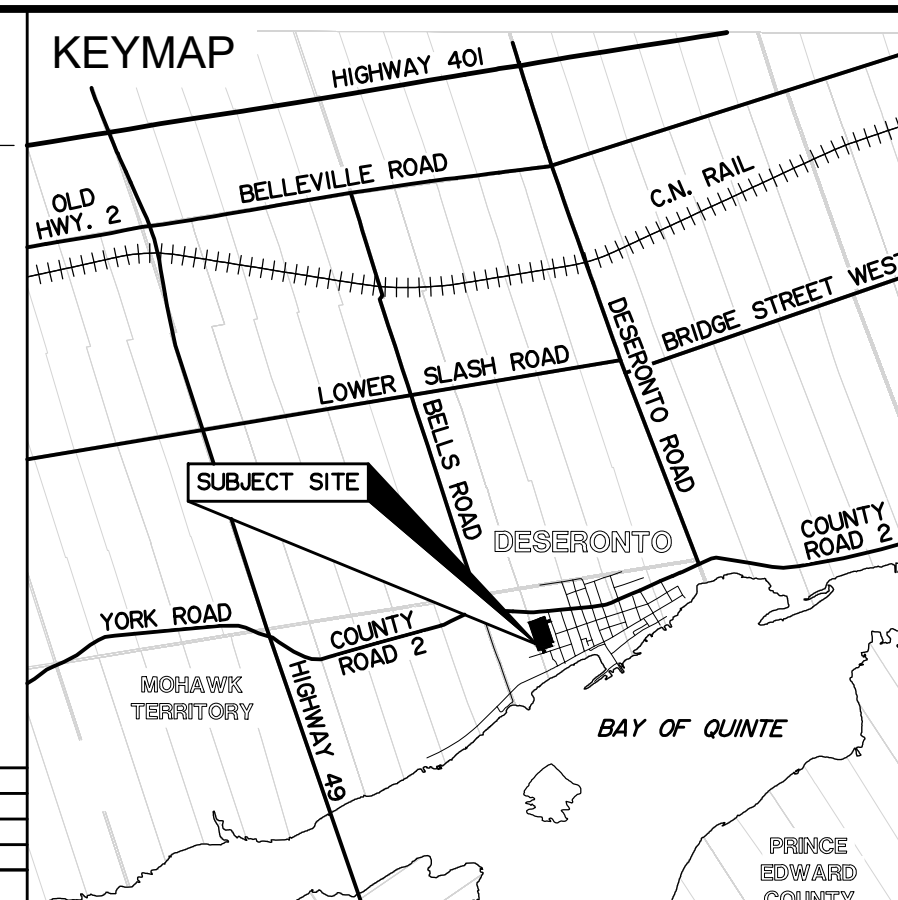
PEARL STREET

THOMAS STREET

PARK STREET

ZONING ANALYSIS - BY-LAW No. 27-2023						PROPOSED SPECIAL PROVISIONS	
DWELLING TYPE	SINGLE DETACHED DWELLING	SEMI-DETACHED DWELLING	TOWNHOUSE	DWELLING			
ZONE PROVISION	R3 ZONE	PROPOSED	R3 ZONE	PROPOSED	R3 ZONE	PROPOSED	
MINIMUM LOT AREA (PER UNIT)	550.0m ²	400.0m ²	325.0m ²	339.6m ²	200.0m ²	225.8m ²	
MINIMUM LOT FRONTAGE (PER UNIT)	15.0m	12.0m	9.0m	10.1m	6.0m	6.7m	
INTERIOR UNIT - EXTERIOR UNIT					10.0m	8.0m	
MINIMUM LANDSCAPE PLANTING STRIP (WHERE ABUTTING A REAR LOT LINE OR INTERIOR SIDE LOT LINE OF ANY PROPERTY ZONED R1, R2 OR R3)	1.5m	2.0m	1.5m	2.0m	1.5m	2.0m	
MAXIMUM LOT COVERAGE (PER UNIT)	30.0%	40.0%	35.0%	45.0%	50.0% (STREET)	50.0% (STREET)	
MINIMUM LANDSCAPED OPEN SPACE	30.0%	56.0%	30.0%	53.0%	30.0% (STREET)	54.6% (STREET)	
MINIMUM FRONT YARD	6.0m	7.5m	6.0m	7.5m	7.5m	7.5m	
MINIMUM REAR YARD	7.5m	7.5m	7.5m	7.5m	7.5m	7.5m	
MINIMUM EXTERIOR SIDE YARD	3.0m	4.5m	3.0m	4.5m	4.5m	N/A	
MINIMUM INTERIOR SIDE YARD	1.5m	2.0m	1.5m	2.0m	2.0m (SEE NOT ATTACHED)	2.0m (SEE NOT ATTACHED)	
MAXIMUM BUILDING HEIGHT	11.0m	11.0m	11.0m	11.0m	11.0m	11.0m	
MINIMUM SETBACK FROM CENTERLINE OF A TOWN STREET	17.7m	14.5m	17.7m	14.5m	17.7m	14.5m	

DEVELOPMENT SITE PLAN
PARK STREET
PART OF BLOCK "P"
REGISTERED PLAN No. 162
TOWN OF DESERONTO
COUNTY OF HASTINGS
SCALE 1:500
METRIC NOTE:
DISTANCES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.
CONTOURS NOTE:
EXISTING TOPOGRAPHY PREPARED BY JEWELL ENGINEERING. CONTOURS DRAWN AT INTERVALS OF 0.50m



LAND USE SUMMARY			
LAND USE	AREA(m ²)	AREA%	UNITS
BLOCKS 1-11 & 17-19 (2.2m (409.8m ²) MIN. SINGLE DETACHED LOTS)	7414.6	18.1	14
BLOCKS 12-16 & 20-24 (3.7m (465.8m ²) MIN. SINGLE DETACHED LOTS)	5911.1	14.5	10
BLOCKS 25, 27-29, 31, 32, 34, 37 & 39 (10.1m (339.6m ²) MIN. SEMI-DETACHED LOTS)	7816.0	19.1	18
BLOCKS 26, 30, 33, 35, 36 & 39 (6.7m (225.8m ²) MIN. FREEHOLD TOWNHOUSES)	6485.5	15.8	24
STORM WATER POND	2474.5	6.0	
20.0m MUNICIPAL ROAD ALLOWANCE AND RESERVE STREET 'A' (LENGTH = 483.0m)	10812.1	26.5	
TOTAL	40913.8m²	100.0%	66

- LEGEND**
- PROPOSED STREET TREE - PLACEMENT SUBJECT TO DETAILED LANDSCAPE DESIGN AND CONFIRMATION OF SEPARATION FROM PROPOSED STREET LIGHTS, TRANSFORMERS, HYDRANTS AND OTHER UTILITIES.
 - MUNICIPAL ROW/PROPERTY LINE
 - MUNICIPAL GRASS BOULEVARD
 - ASPHALT ROAD CURB
 - 1.5m CONCRETE SIDEWALK
 - PROPOSED DRIVEWAY LOCATION
 - CONCEPTUAL DWELLING FOOTPRINT (SUBJECT TO CHANGE)
 - PORCH
 - GARAGE
 - DECK
 - 5.0m SERVICE EASEMENT (SUBJECT TO CHANGE)
 - 3.0m SERVICE EASEMENT (SUBJECT TO CHANGE)

PLAN COPYRIGHT
ALL ORIGINAL DRAWINGS AND RELATED DOCUMENTS ARE THE COPYRIGHT PROPERTY OF RFA PLANNING CONSULTANT INC. REPRODUCTION IN WHOLE OR IN PART IS FORBIDDEN WITHOUT THE PRIOR WRITTEN CONSENT OF RFA PLANNING CONSULTANT INC.
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211 Dundas Street East, Suite 202, Belleville, Ontario, K8N 1E2

DRAWN BY: LB CHECKED BY: S.L. DATE: 08/31/22

Appendix C

Letter from Quinte Conservation Authority
November 15, 2023





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

VIA EMAIL

November 15, 2023

Jason Budd
Senior Planner
County of Hastings
235 Pinnacle St. P.O. Bag 4400
Belleville, ON
K8N 3A9

Dear Mr. Budd:

**Re: Draft Plan of Subdivision
Orkney Residential, Park Street
Park and Pearl Street
Town of Deseronto
Owner: 1966780 Ontario Inc**

The staff of the Conservation Authority has reviewed the response comments from RFA in a letter dated September 14, 2023 and the updated Preliminary Stormwater Management Report by Jewell Engineering dated December 8, 2023 including drawings GS-1, GS-2, CT-1, CT-3, GG-1, GG-2 dated September 2023. Staff have the following comments:

Stormwater Management

As per O. Reg. 596/22 this office will no longer provide comments on water quality as part of our stormwater management review. Municipalities must continue to follow the Ministry of the Environment Stormwater Management Planning and Design Manual March 2003 for stormwater quality requirements. Further, the municipality must consider the Bay of Quinte RAP guidelines for stormwater quality as well. Staff will continue to provide comments on stormwater quantity.

Storm water controls include an internal storm sewer network and grassed swales leading to an OGS in line with a dry retention facility. The design criteria used in the proposal have been correctly interpreted. There are no obvious issues or engineering design constraints anticipated in the proposed stormwater infrastructure and layout. Adequate stormwater quantity control is obtainable with the proposed design. Staff have reviewed the drawings by Jewell and have found no notable deficiencies in the stormwater retention, discharges or conveyances. Quinte Conservation has no outstanding concerns related to stormwater for this project.

Regulation #319/09

The existing wetland (mineral marsh) discussed in the EIS and described in QC's initial comments dated February 10, 2023 has been further reviewed. It was agreed that this very small isolated wetland (0.18 ha.) technically is not wetland as defined in the CA Act. Further, as stated in the EIS there are no wetlands on the adjacent property. Therefore, this project does not require a permit from this office.

If you have any questions please contact me at this office.

Sincerely,

A handwritten signature in black ink, appearing to read "Paul McCoy", written in a cursive style.

Paul McCoy
Planning & Regulations Manager



November 16, 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 October 24 and October 27, 2023, as a part of scheduled fall 2023 semi-annual environmental monitoring event.

We are providing, for your information, the notice supplied to MECP on November 16, 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 January 15, 2024.

Regards,

Noah Wayt
Manager, Richmond Landfill
Waste Management of Canada Corporation

Encl.

MEMORANDUM

DATE: November 16, 2023

PROJECT NO: 230130-03

TO: Cathy Chisholm,
District Manager, (MECP)

CC: Craig Dobiech (MECP)
Chris Prucha, Noah Wayt and
Chad Moose (WM)

FROM: François Richard (BluMetric)

SUBJECT: Notification of Exceedances, WM Richmond Landfill Town of Greater Napanee

This memorandum is provided on behalf of Waste Management of Canada Corporation (WM) as required by Conditions 8.11 and 8.12 of Environmental Compliance Approval (ECA) No. A371203 for the Richmond Landfill, Town of Greater Napanee, Ontario, dated March 19, 2021. Conditions 8.11 and 8.12 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 fall semi-annual monitoring event between October 24 – 27, 2023, following the requirements outlined in the latest EMP for the site.

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 M114-1, M121, M123, M167, M168, M178R-2, M178R-3, M178R-4, M179, M185-1, M185-2, M186, M190 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.

All surface water analytical results at off-site sampling locations were below their respective PWQO.

CLOSING

The results from the latest environmental monitoring event will be reported as part of the spring semi-annual monitoring report by January 15, 2024, 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

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

Parameter	General and Inorganic Parameters							Volatile Organic Compounds (VOCs)	
	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								0.003	
M114-1			4.8	5.5	0.27		640	0.005	
M121	500	640	5.1			510	1590	0.0059	0.0064
M123			5.4					0.0044	
M167	460	300				210	955	0.0041	
M168	490	270	4.6			200	915	0.0084	
M178R-2			4.7	0.85	0.059			0.0037	
M178R-3			4.7	1.1	0.075			0.0047	
M178R-4			4.5		0.034			0.0052	
M179				0.3	0.034				
M185-1		260			0.038	250	765		
M185-2		1100			0.046	730	2270		
M186							640		
M190			4.7						
M192	650	320	4.7	0.19		370	1200	0.0094	

*RUL: Reasonable Use Limit

Edgar Sweet

177 Mill St. p.o. box 442
Deseronto, Ont. Oct. 7,

2023

Mr. Mayor , and Council;

I write to to advise you of an attempted breakin at 177 Mill St. at 12;10 AM *OCT 7,*

Saturday Morning. We were awakened by a loud noise, and i got up to investigate but did not see anything suspicious.

At 8;00 o'clock Marilyn arose from bed and went downstairs and found that the glass in the outside storm door had been broken. I phoned the O.P.P. at 8;30a.m. and the Dispatch lady questioned whether there had been any entry or if anything was missing.

She advised that was a busy morning, but an officer would attend probably within two hours. Shortly after,, I received a call that a sister inlaw had died , I had to tell them I could not visit for support as I was waiting for the O.P.P.

At 12;30p.m. i called the O.P.P. and was assured that an officer would attend later in the day

At 3;30,p.m. Marilyn called and gave all the particulars again as Dispatch claimed to have no record of the event. This time an officer called back within minutes and said they would follow up within 8 hours.

On Wednesday, Oct. 11 we recieved a call from an officer from the Smiths Falls Detachment who again took all the details of the incident and said that since there was no entry and nothing missing, the police would not attend. It took Five (5) days to inform us that they would not attend .

In light of this incident and the outcome, it appears that we have minimal police service or property protection! It has now become a state where People must live behind Locked Doors because of breakins and home invasions .

I write this letter to for your enlightenment and discussion (and action) since we pay for a police service, and would appreciate a reply as to councils deliberations and future action.

Yours:

Edgar Sweet,

177 Mill St. p.o. box 442
PHONE 613 396 3656
Deseronto Ont.



Hastings North Tourism Services
28C Station Street,
Bancroft, Ontario, K0L 1C0,
1 613 332 1884,

October 30, 2023

Re: Hastings North Tourism Services request for 2024 support for funding from Hastings County

To: Mayor Dan Johnston and Deseronto Council.

As chair of The Bancroft North Hastings Heritage Museum Board, I am respectfully asking for your support at County Council when the request for \$30,000 comes before Hastings County council.

The Tourism centre was officially opened in the Bancroft North Hastings Heritage Museum building on July 21, 2023, by Hastings Lennox and Addington MPP Ric Bresee.

The objectives are:

- 1) To establish a permanently staffed Hastings North Tourism Service at the Bancroft North Hastings Heritage Museum,
- 2) To focus on creating a regional destination marketing organization,
- 3) To provide tourism related services and resources,
- 4) To ensure an exceptional visitor's experience,
- 5) To promote sustainable tourism in the area.

Brief History

Destination Marketing Organization (DMO)

It is understood that the term DMO does not really apply to Hastings County because it chose not to participate in that provincial initiative. None the less that term was used.

- 1) Until 2018, there were two DMO designations in the County of Hastings. There was one in the South, and one in the North - Bancroft.
- 2) Bancroft's DMO designation was assigned to the Bancroft and Area Chamber of Commerce.
- 3) In 2018 County decided that there would be one DMO designation for Hastings County, and it was assigned to the south. The county budget was adjusted at that time, and Bancroft lost its DMO designation and most importantly the funding for focused tourism marketing in the north.
- 4) The amount that the Chamber of Commerce had received annually was approximately \$30,000. Those funds have not been available to North Hastings for more than 5 years.

2023 July to October

- 1) July and August open 7 days a week 10 to 4
- 2) 2973 visitors from all over the world and Canada signed the guest book – logical to assume that there were close to 3500 visitors in that short time span.

Present Organizational Structure:

Hastings North Tourism Services is now the responsibility of the Bancroft North Hastings Heritage Museum (BNHHM) board of directors. All financial support is from the BNNHM board. **The BNHHM board separated financially from the Town of Bancroft, effective January 1, 2023.**

The Museum board, made up of ten citizens, leases the building and has a Memo of Understanding with the Town of Bancroft for maintenance of the building and property.

Most members of the board have been serving for over eight years. Two have been on the board for twenty plus years. The board members range in age from 26 to 92 years and reside throughout North Hastings.

The museum board members function as stewards of the museum.

The museum was established in the Town of Bancroft in 1967, as a Canada Centennial Project. It has been in continuous operation for 56 years.

Brief Description of Hastings North Tourism Services Project:

The primary long-term objective is to establish a permanent, accessible, North Hastings Regional Visitors/Tourism Centre and a destination-based marketing presence.

The centre is known as Hastings North Tourism Services, and has established a presence on social, radio and print media.

This Centre will ensure the sustainability of a solid platform on which tourism can have target marketing for Bancroft and North Hastings. A permanent physical Visitors Tourism Centre, as well as traditional media, social media, digital media, and print marketing will offer visitors and locals a comprehensive information packages in their search for activities and requested directions in the northern half of Hastings County.

Locating the tourism centre in the Town of Bancroft is important because of its central North Hastings geographic location at the intersection of two major highways.

It is imperative to establish a solid financial foundation for Hastings North Tourism Services.

Please accept this letter as a formal request for support for funding from Hastings County for Hastings North Tourism Services.

If you need further clarification, please don't hesitate to call.

Sincerely

Alan Woodcox

Alan Woodcox
Board Chair
Bancroft North Hastings Heritage Museum
613 332 1884

THE CORPORATION OF THE TOWN OF DESERONTO

BY-LAW NUMBER XX-2023

BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE REGULAR COUNCIL MEETING HELD ON THE 22ND DAY OF NOVEMBER 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 22nd day of November, 2023.

MAYOR

CLERK