

# TOWN OF HALTON HILLS – GENERAL INFORMATION PACKAGE

## COUNCIL MEETING – July 8, 2024

### ADVISORY/SPECIAL COMMITTEES AND BOARD MEETING MINUTES

<b>PAGE</b>	<b>COMMITTEE/BOARD</b>	<b>MEETING DATE</b>
3	Acton BIA	June 19, 2024
7	Heritage	June 19, 2024
13	Active Transportation	May 28, 2024
17	Committee of Adjustment	May 1, 2024

### GENERAL CORRESPONDENCE

<b>PAGE</b>	<b>INFORMATION</b>
20	AMO – WatchFile (June 13, 2024)
23	AMO – WatchFile (June 20, 2024)

### PASSED RESOLUTIONS

<b>PAGE</b>	<b>INFORMATION</b>
25	HALTON REGION – Resolution passed at its Council meeting held on June 19, 2024 regarding a Proposed MOU with the Ministry of Municipal Affairs and Housing.
38	HALTON REGION – Resolution passed at its Council meeting held on June 19, 2024 regarding Blue Box Transition Period (April 1 to December 31, 2025)
50	HALTON REGION – Resolution passed at its Council meeting held on June 19, 2024 regarding Solid Waste Collection Future Levels of Service.
69	HALTON REGION – Resolution passed at its Council meeting held on June 19, 2024 regarding Automated Collection Demonstration Project Update.
79	TOWN OF COBALT – Resolution passed at its Council meeting held on June 25, 2024 regarding Support for Asset Retirement Obligation.
80	MUNICIPALITY OF TWEED – Resolution passed at its Council meeting held on May 7, 2024 regarding support for World Animal Protection Organization to restrict exotic animals.
82	NORTHUMBERLAND COUNTY – Resolution passed at its Council meeting held on June 19, 2024 regarding support for Catch and Release Justice.
89	NORTHUMBERLAND COUNTY – Resolution passed at its Council meeting held on June 19, 2024 regarding Support for Social and Economic Prosperity Review.

- 94 NORTHUMBERLAND COUNTY – Resolution passed at its Council meeting held on June 19, 2024 regarding Support for Sustainable Infrastructure Funding for Small Rural Municipalities.
- 100 TOWNSHIP OF BRUDENELL, LYNDOK AND RAGLAN – Resolution passed at its Council meeting held on June 5, 2024 regarding Support for Household Food Insecurity.
- 104 TOWNSHIP OF BRUDENELL, LYNDOK AND RAGLAN – Resolution passed at its Council meeting held on June 5, 2024 regarding Support for Jurisdiction of Ontario’s Ombudsman.
- 107 TOWNSHIP OF LARDER LAKE – Resolution passed at its Council meeting held on June 11, 2024 regarding Sustainable Infrastructure funding for small rural municipalities.
- 109 ST. CATHARINES – Resolution passed at its Council meeting held on June 24, 2024 regarding use of Bioresin on City roads.

## DOWNTOWN ACTON BIA

### BOARD OF MANAGEMENT MINUTES

Wednesday June 19th, 2024 – 7:00pm

Location: Acton Agricultural Society Building – 30 Park Avenue, Acton

Attendance: Monica Galway – Chairperson, Mike Albano – Councillor Ward 1, Nicole Walker – Acton Optical, Norman Paulsen – Acton Motors, Patricia Daleman – Grant Thornton LLP, Regrets: Chris Cambouris – Vice Chairperson.

#### **Truth and Reconciliation Land Acknowledgement – Reading – Norm Paulsen**

*We would like to begin by acknowledging that the land on which we gather is part of the Treaty lands and Territory of the Mississaugas of the Credit.*

1. Chair's Welcome
2. Call to Order 7:03 pm 1<sup>st</sup>: Mike Albano, 2<sup>nd</sup>: Monica Galway, All in favor: Yes
3. Declaration of Pecuniary / Personal Conflict of Interest(s) None
4. Adoption of May 2024 Minutes 1<sup>st</sup>: Norm Paulsen, 2<sup>nd</sup>: Mike Albano, All in favor: Yes
5. Motion to Approve June 2024 Agenda 1<sup>st</sup>: Nicole Walker, 2<sup>nd</sup>: Monica Galway
6. Coordinator's Report – Matthew Galliford [see attached report and notes next page](#)
  - **A:** Administrative update
  - **B:** Beautification update – Artificial Flowers Follow up
  - **C:** Events and Festivals update
  - **D:** Community Police Information Night – Crime & Drug Prevention for the Public Update
  - **E:** Complaints [continuing to follow up with Town Engineering Dept. re: upcoming Road Resurfacing Project](#)
7. Financial Report [presented by Patricia Daleman](#)
8. New Business

**A:** Developing a 2025 plan for Flowers and Maintenance. Do we switch to artificial baskets and purchase a watering vehicle? Do we stay the course with Flower Shed? Do we purchase and plant the flowers ourselves and self-provide or hire maintenance? [Continuing](#)

**B:** Advertising: Two ads in the Heritage Acton Calendar? \$135.00 or \$85.00 each

Leathertown Festival Poster as a full page in the Acton Monthly? \$70.00

**C:** Trick or Treat Event – Do we want a back up plan or cancel if the road resurfacing project is going to potentially cause problems? I do not have clear info about the road project yet.

**D:** New Bookkeeper

9. Motion to Adjourn 8:02pm 1<sup>st</sup>: Mike Albano, 2<sup>nd</sup>: Norm Paulsen, All in favor: Yes

NEXT MEETING: Wednesday July 24th, 2024 – 7:00pm

Location: Acton Agricultural Society Building – 30 Park Avenue, Acton

*Shop, Eat & Play Local – It's Worth the Drive!*

Agenda Items for Discussion:

Item 6.B – Contact Steve Papillon re: purchasing artificial flower hanging baskets prices / specs. In the meantime order 2 units off of Amazon with one bottle of UV protectant spray. Treat one monthly, compare both at the end of the season.

Item 6.C – Patricia moves that in the event of the Mill Street East road resurfacing project affects the Trick or Treat event scheduled for Saturday October 26<sup>th</sup> 2024 on Mill Street East, that we relocate the event to Prospect Park, pending no conflicting permits, and invite the DABIA business owners to participate at the new location with handouts.

1<sup>st</sup>: Norm Paulsen, 2<sup>nd</sup>: Nicole Walker, All in favor: Yes

Item 6.D: - Community Police Info evening: I have contacted Community Officer Cst. Torrence Wentzell to offer the dates of Monday July 15<sup>th</sup> or 22<sup>nd</sup> as potential dates to host the event at The Roxy Centre. I am waiting on confirmation from Halton Regional Police as of June 25<sup>th</sup>, 2024.

Item 8.B: Advertising – Two ad spaces in the 2025 Heritage Acton Calendar – NO

¾ Page in the July Acton Monthly to advertise Leathertown Festival – YES

Item 8.D: Book a meeting at Scotiabank to inquire under their SPARKS Program a bank representative join our Board of Directors as a voluntary full member in the role of Treasurer. Meeting scheduled for June 25, 11:30 am. Result: Scotiabank to respond and advise.

Attached: Coordinator's Report

## DOWNTOWN ACTON BIA

### Coordinator's Report

Wednesday June 19th, 2024 – 7:00pm

Coordinator's Report – Matthew Galliford

- Administrative update

Our larger print road signs are in place. The lettering is just over 3x the size of the previous signs. The sign is also physically larger at 36" x 48".

We did not receive the 2024 RED Grant Funding.

#### Approvals requested:

Heritage Acton Calendar: 2 Ad spaces: \$135.00 1 AD space: \$85.00 **No**

The Acton Monthly: 1 Full page AD for Leathertown Festival: \$70.00  $\frac{3}{4}$  Page: \$60.00  $\frac{3}{4}$  **YES**

When does the DABIA Board want to take vacation dates? **August proposed.**

- Beautification / Graffiti update

The graffiti clean-up continues. **Mark Stanley (70Below), Monica Parker have offered to volunteer. Date TBD near future.**

Brody Nyitria has offered his window cleaning services for a pre-Leathertown clean-up. He charged \$600.00 last year. Do we want to engage his services again? **Yes, arrange for this the week before the festival.**

Artificial Flowers – Mike sent me pictures of artificial flower baskets in Calgary. I have shared those pictures with you all by Messages.

I have requested information and quotes from Silk Plants Décor & More, Hoflands, Décor Veronneau and Silk Plant Warehouse in Edmonton. **Continuing to look at options**

Plan for 2025 Streetscaping? Stay with Flower Shed? Switch to artificial baskets and hire Flower Shed for the planters and maintenance? Go with artificial baskets and plant the rest and maintain them ourselves? Do we look at purchasing an Argo, Polaris or Gator utility type electric vehicle with and mount our watering tank? I have reached out to a few used dealers including Coyote Carts in Acton for consultation and advice for the needs we would have. **Continuing to look for options for consideration by the DABIA Board**

- Events and Festivals update

The Acton Outdoor Market is up and running very well. There are 18 vendors on average each week. The Market is set to bring in \$3200.00 revenue as of now.

Leathertown Festival is still booking vendors and some street buskers. I met with Peter Duncanson and provided handbills for him to promote the car show. I am waiting to confirm the sponsor for this. I am also waiting to confirm COGECO, No Frills and Sarah Brophy-Platts / Coldwell Banker as event sponsors. **As of June 25, 2024 – COGECO: Declined, No Frills, Coldwell Banker / Sarah**

[Brophy-Platts have requested meetings. Superior Glove is making a donation of a booth fee.](#)

Due to the upcoming roadwork on Mill Street East in September, do we cancel our Trick or Treat event? Is it too soon to decide?

The DABIA are supporting Vintage Acton to give a historical lecture at the Rotary Bandshell in Prospect Park. The lecture will take place on Sunday June 23<sup>rd</sup> from 7p to 9pm. [30 people attended](#)

June 27<sup>th</sup> is the official re-introduction of the Heart of Acton Art piece at the Mill & Main Street Parkette. I will be trimming the hedges and manicuring the upper garden bed, Flower Shed will be weeding and planting the lower garden bed and near to the metal work sculpture before next Thursday. The grass maintenance continues as set with our community service hours student volunteer.

CANADA DAY Monday July 1<sup>st</sup> – Any volunteers to help hand out stickers, tattoos and swag? We will be at the Fire truck supporting the Firefighters. 6:30pm for about 2 hours. [Mike Albano and Lorie Cunningham have volunteered to join me.](#)

- Complaints

I am following up with the Town of Halton Hills Engineering Department regarding the road resurfacing project that is scheduled for Mill Street East and Main Street. I do not yet have a date from them for the BIA Business Q&A session or any information about the roadwork schedule.

[Continuing](#)

-End of report-



**HERITAGE HALTON HILLS COMMITTEE  
MINUTES**

Minutes of the Heritage Halton Hills Committee meeting held on Wednesday, June 19, 2024 in the Esquesing Room at Town Hall, 1 Halton Hills Drive, Halton Hills, ON.

**Members Present:** Councillor C. Somerville, Chair, Councillor J. Racinsky, L. Quinlan, M. Rowe, R. Denny, A. Walker, T. Brown

**Regrets:** C. Donaldson

**Staff Present:** L. Loney, Manager of Heritage Planning, B. Parker, Director of Planning Policy, C. MacPherson, Heritage and Development Review Planner, A. Foster, Cultural Heritage Assistant, L. Bateson, Senior Administrative and Heritage Planning Coordinator, R. Brown, Deputy Clerk - Administration

---

**1. CALL TO ORDER**

Councillor C. Somerville, Chair called the meeting to order at 4:30 p.m.

**2. DISCLOSURE OF PECUNIARY/CONFLICT OF INTEREST**

M. Rowe declared a conflict of interest with respect to the Item No. 4.h The Heritage Property Grant Program – 402 Draper Street, Norval due to his involvement in the Lucy Maud Montgomery Museum and Literary Center. He did not participate in any discussions or voting on this matter.

R. Denny declared a conflict of interest with respect to Item No. 4.h The Heritage Property Grant Program – 12418 Sixth Line, Limehouse (Limehouse Presbyterian Church due to his being a member of the Limehouse Presbyterian Church. He did not participate in any discussions or voting on this matter.

T. Brown declared a conflict of interest with respect to Item No. 4.h The Heritage Property Grant Program – 12418 Sixth Line, Limehouse (Limehouse Presbyterian Church due to his being a member of the Limehouse Presbyterian Church. He did not participate in any discussions or voting on this matter.

**3. RECEIPT OF PREVIOUS MINUTES**

**3.a Minutes of the Heritage Halton Hills Committee Meeting held on May 15, 2024.**

Recommendation No. HHH-2024-0030

THAT the Minutes of the Heritage Halton Hills Committee Meeting held on May 15, 2024, be received.

**CARRIED**

**4. SCHEDULED ITEMS FOR DISCUSSION**

**4.a Bill 200 Update and Impacts to our Heritage Strategy**

L. Loney advised the committee that with the passage of Bill 200 the Town of Halton Hills and the Heritage Halton Hills Advisory Committee now have 2 more years to evaluate listed properties for possible designation.

**4.b Research and Evaluation Report - 8 Noble Street (Norval)**

C. MacPherson provided an overview of the research and evaluation report. C. MacPherson noted that staff have not heard from the owners. The property located at 8 Noble Street (Norval) meets 4 out of the 9 criteria for designation. It is a representative example of a vernacular bungalow, with Craftsman influence. The property is associated with the Laird family, as well as Lucy Maud Montgomery. This building serves to define and maintain the early twentieth century character of the streetscape within the community of Norval.

Recommendation No. HHH-2024-0031

THAT Heritage Halton Hills recommend Council issue a Notice of Intention to Designate for the property at 8 Noble Street for designation under the *Ontario Heritage Act*.

**CARRIED**



#### **4.c Research and Evaluation Report - 10 Noble Street (Norval)**

C. MacPherson provided an overview of the research and evaluation report. C. MacPherson noted the owners support designation. The property located at 10 Noble Street (Norval) meets 4 out of the 9 criteria for designation. It is a representative example of a 19<sup>th</sup> century Ontario Cottage in the Gothic Revival style. The property is associated with the Noble Family, Laird family, as well as Lucy Maud Montgomery. This building serves to define and maintain the late 19<sup>th</sup> century character of the community of Norval, in its original location. For these reasons staff recommend designation.

Recommendation No. HHH-2024-0032

THAT Heritage Halton Hills recommend Council issue a Notice of Intention to Designate for the property at 10 Noble Street for designation under the *Ontario Heritage Act*.

**CARRIED**

#### **4.d Research and Evaluation Report - 29 Bower Street (Acton)**

L. Loney provided an overview of the research and evaluation report. The property located at 29 Bower Street (Acton) meets 4 out of the 9 criteria for designation. It is a representative example of Edwardian with Arts and Crafts influence. The property is associated with the Henderson Family, United Church of Acton, local J.B. Mackenzie. This property is contextually significant. For these reasons staff recommend designation.

Recommendation No. HHH-2024-0033

THAT Heritage Halton Hills recommend Council issue a Notice of Intention to Designate for the property at 29 Bower Street for designation under the *Ontario Heritage Act*.

**CARRIED**

**4.e Research and Evaluation Report - 35 Bower Street (Acton)**

L. Loney provided an overview of the research and evaluation report. L. Loney noted the current owners are supportive of designation. The property located at 35 Bower Street (Acton) meets 4 out of the 9 criteria for designation. It is a representative example of an Edwardian with an unusual two-storey projecting bay with pyramidal roof dormer. The property is associated with the Henderson family, Clark family and Gould family. This building has significant contextual value. For these reasons staff recommend designation.

Recommendation No. HHH-2024-0034

THAT Heritage Halton Hills recommend Council issue a Notice of Intention to Designate for the property at 35 Bower Street for designation under the *Ontario Heritage Act*.

**CARRIED**

**4.f Research and Evaluation Report - 41 Bower Street (Acton)**

L. Loney provided an overview of the research and evaluation report. L. Loney on noted the owners support designation. The property located at 41 Bower Street (Acton) meets 5 out of the 9 criteria for designation. It is a representative example of a Victorian with Queen Anne influences. The property is associated with the Henderson family, Jeremiah Bell, Amos Mason and Robert Algie. This building has significant contextual value. For these reasons staff recommend designation.

Recommendation No. HHH-2024-0035

THAT Heritage Halton Hills recommend Council issue a Notice of Intention to Designate for the property at 41 Bower Street for designation under the *Ontario Heritage Act*

**CARRIED**

#### **4.g Research and Evaluation Report - 39 Willow Street North (Acton)**

L. Loney provided an overview of the research and evaluation report. L. Loney noted the owners are not supportive of designation. The property located at 39 Willow Street, North (Norval) meets 4 out of the 9 criteria for designation. It is a representative example of a Queen Anne Revival building. The property has been a Presbyterian Manse for over 100 years. This building has significant contextual value. For these reasons staff recommend designation.

##### Recommendation No. HHH-2024-0036

THAT Heritage Halton Hills recommend Council issue a Notice of Intention to Designate for the property at 39 Willow Street North for designation under the *Ontario Heritage Act*.

**CARRIED**

#### **4.h Heritage Property Grant Program Applications**

L. Loney provided an overview of each of the properties, the work being undertaken and the cost for each project. The committee voted separately on 402 Draper Street, Norval and 12418 Sixth Line, Limehouse due to the declarations of conflict of interest on these items. The declarants did not participate in any discussions or voting on the item(s).

The amount requested exceeds the funding available, however staff are looking at other funding sources within the departmental budget to meet the shortfall.

##### Recommendation No. HHH-2024-0037

THAT Heritage Halton Hills approve the following applications for the 2024 Heritage Property Grant Program subject to available funding:

1. 4 Stewarttown Road, Stewarttown
2. 17 McNabb Street, Georgetown
3. 68 Bower Street, Acton
4. 69 Bower Street, Acton
5. 76 Bower Street, Acton (in principal subject to staff approval of final details)
6. 98 Confederation Street, Glen Williams
7. 402 Draper Street, Norval (in principal subject to staff approval of final details)

8. 548 Main Street, Glen Williams
9. 586 Main Street, Glen Williams
10. 10996 Trafalgar Road, Stewarttown
11. 12418 Sixth Line, Limehouse

**CARRIED**

**4.i Properties for Additional Consideration:**

**1. 18 Guelph Street (Georgetown)**

Staff will bring this property back to the committee for review when the other homes in the area are being reviewed.

**2. 62 Bower Street (Acton)**

L. Loney advised that the property owners have requested designation. Staff noted that the property is not a strong candidate for designation as it barely meets 2 of the 9 criteria for designation, has been highly modified and does not have physical value. The properties significance is due to its notable owners and residents and for those reasons staff recommend providing the owners with the history of the property and a sign in line with the signage program.

Recommendation No. HHH-2024-0038

THAT Heritage Halton Hills does not recommend that Staff finalize the Research and Evaluation Report for 62 Bower Street for designation under the *Ontario Heritage Act*;

AND FURTHER THAT a sign be produced in line with the signage program at no cost to the homeowner.

**CARRIED**

**5. ITEMS TO BE SCHEDULED FOR NEXT MEETING**

**6. ADJOURNMENT**

The meeting adjourned at 5:28 p.m.

**MINUTES OF THE  
ACTIVE TRANSPORTATION COMMITTEE**

**May 28, 2024**

Minutes of the Active Transportation Committee meeting held on  
Tuesday May 28, 2024 in the Esqueuing Room, 1 Halton Hills Drive and via Zoom

Members Present: Councillor J. Fogal, Chair, Councillor A. Hilson (EP), A. Sommer,  
(EP – Electronic C. Lenz (EP), R. Hendry, C. Patten (EP), J. Dougherty (EP), G.  
Participation) Price-Jones

Regrets: N. Barros, B. Mandarino

Staff Present: I. Drewnitski, Transportation Planning Technologist (E), M.  
(E – Electronically Taylor, Senior Landscape Architect (E), M. Lawr, Deputy Clerk -  
Present) Legislation

**1. CALL TO ORDER**

Councillor J. Fogal, Chair called the meeting to order at 7:03 p.m.

**2. DISCLOSURE OF PECUNIARY/CONFLICT OF INTEREST**

There were no disclosures of pecuniary or conflict of interest.

**3. RECEIPT OF PREVIOUS MINUTES**

Recommendation No. ACT-2024-002

THAT the Minutes of the Active Transportation Committee Meeting held on  
January 30, 2024 be received.

**CARRIED**

**4. SCHEDULED ITEMS FOR DISCUSSION**

**a. Current Trails project updates**

M. Taylor provided updates on the following projects:

- Cedarvale Park Trail Upgrades – Delrex Boulevard connection of Cedarvale Park has been completed

- Hungry Hollow Mountainview Road Trail access – Evaluation of access on southwest side has been completed and that connection will be retained. The creation of a new access point on the northeast side is to be completed for Fall 2024.
- Hungry Hollow Management Plan (20-year update) – Target completion for Fall 2025, with an update to the Management Plan to determine the scope, direction and requirements.
- Silver Creek Trail Feasibility Study – Target completion for the end of 2024 with a review of the feasibility of Trail through Silver Creek valley
- Glen Lawson Lands Masterplan – Target completion for end of 2025. Scope of this project will be brought to Council to endorse before proceeding. Will include ecological studies and public consultation.
- Trail Development: Glen South – This will include construction of a Bruce Trail style footpath connecting to the Credit Valley Footpath and Meadows in Glen Subdivision with a Fall 2024 construction timeline based on work plan priorities.

**b. 2025 Trails budget discussion**

M. Taylor advised that the 2025 Trails revitalization will include repairs to Hungry Hollow selected trail sections and the formalization from Rosefield to Fagan. A capital project for the design and permit phase of the trail development at Upper Canada College is being proposed.

M. Taylor advised that 2026 budget forecast will include trails development for Fairy Lake (Birchway to Mill Street West) and Glen West trail in Glen Williams (timing to be aligned with the 102 Confederation St. subdivision development)

**c. Bike Month Discussion**

I. Drewnitski provided the following information regarding Bike Month:

- Bike Month is June 1<sup>st</sup> to June 30<sup>th</sup>
- The Town will be working with the City of Burlington and Town of Oakville for promotion of Bike Month.
- The town will be hosting the scavenger hunt event again this year as well as webinars for bike safety and bike maintenance.
- Bike to School week has begun and more information on which schools participated will be brought forward at the next meeting.
- The Town’s Communications team will be doing bike safety and bike to school week related social media posts for promotion.

**d. Maple Avenue Cycle Track**

I. Drewnitski advised that a concern has been brought forward regarding the Maple Avenue cycling track where the bike path transitions. Staff have

reviewed internally and have noted that the current signage is up to required standards. The Committee discussed the possibility of putting additional green paint in that area to show the divide between the bike lane and sidewalk to be visible to both cyclists and pedestrians. I. Drewnitski will take this suggestion back to internal staff for consideration and discussion.

## **5. WORKING GROUPS**

### **a. Bike It**

#### **1. 2024 Event Program**

Councillor J. Fogal reviewed the 2024 Event Program with the Committee noting that the Bike Swap event has already occurred and raised \$2200 for the local foodbanks.

#### Recommendation No. ACT-2024-003

THAT the Active Transportation Advisory Committee endorse the 2024 Bike It event program.

**CARRIED**

#### **2. Community Cycling Forum**

Councillor J. Fogal reviewed the Community Cycling Forum event with the Committee and requested that the report from the event be posted to the Town's website. I. Drewnitski noted that it will be included in the Bike Month promotion.

Mayor A. Lawlor attended the event and was impressed with the amount of participation.

## **6. ITEMS TO BE SCHEDULED FOR NEXT MEETING**

Bike Month – Summary

Mobility Master Plan – information/update to come to a future meeting

Dead end of multi-use path at 10 Side Road and Tenth Line – ways to connect to other cycling lanes (Requested by G. Price-Jones)

Main Street North, Acton at train tracks – Can a buffer or separation between the sidewalk and highway be considered (Request by J. Dougherty)

**7. ADJOURNMENT**

The meeting adjourned at 8:08 p.m.





## COMMITTEE OF ADJUSTMENT MINUTES

Minutes of the Committee of Adjustment hearing held on **May 1, 2024**, at 6 p.m. via Zoom.

Members Present: Todd Jenney (Chair), Jane Watson, Lloyd Hillier, Keith Medenblik, Jason Smith

Staff Present: Ruth Conard, Planner  
Josh Salisbury, Planner  
Niloo Hodjati, Secretary-Treasurer, Committee of Adjustment & Consent Official

### 1. CALL TO ORDER

### 2. DISCLOSURE OF PECUNIARY/CONFLICT OF INTEREST

None.

### 3. APPLICATIONS HEARD

The Chair's comments about the procedure were as follows:

- Town staff would speak.
- Owner or agent would be given an opportunity to speak.
- Any members of the public would be given an opportunity to speak (owner or agent would have an opportunity to respond, if needed).
- The Committee would then deliberate, ask any questions, and make a decision.
- A decision would be subject to a 20-day appeal period.

#### a) **Consent D10CON24.002H – 33 Normandy Boulevard & Minor Variance D13VAR24.009H – 33 Normandy Boulevard**

**Location:** 33 Normandy Boulevard, Town of Halton Hills (Georgetown), Regional Municipality of Halton

**Consent Purpose:** Proposed new lot (Parcel B, ± 437 sq m). The parcel is shown on the sketch of the subject lands prepared by Fiddes Clipsham Inc., date stamped as received by the Committee of Adjustment on March 21, 2024.

**Minor Variance Purpose:** Requesting relief from Zoning By-law 2010-0050, as amended,

1. To permit a half storey to have a floor area of 60% of the floor area of the floor below, whereas the By-law requires the half storey not exceed 50% of the floor area of the floor below (proposed dwelling).
2. To reduce the minimum lot frontage from the required 15 m to permit a lot frontage of 12.3 m (retained lot).

**To accommodate a proposed new lot and a new single detached dwelling.**

**Legal Description:** LT 17, PL 383; HALTON HILLS

**Owner(s):** Matthew & Jennifer Edwards, **Agent:** Urban in Mind, Dorothy Yeung

The Town Planner referenced a received objection from 25 Normandy Boulevard regarding matters including traffic and parking; responded that Transportation (and other) staff have no concerns; addressed a correction to the Planning report (any instances referencing 12.5 m should have stated 12.3 m); and noted no staff objections to approval, subject to conditions.

The owners and agent were present to speak to the applications. The agent gave a brief presentation.

It was MOVED by Todd Jenney, SECONDED, and CARRIED

THAT the applications be approved, subject to conditions.

For the Minor Variance, the Committee considered the requested variance(s) to:

1. Meet the intent and purpose of the Official Plan.
2. Meet the intent and purpose of the Zoning By-law.
3. Be desirable for the appropriate use of the land, building or structure.
4. Be minor in nature.

For the Consent, the Committee considered:

- The matters set out under Section 51 (24) of the Planning Act, 1990, as amended.
- The proposal to conform to the Regional Official Plan.
- The proposal to conform to the Local Official Plan.

**b) Minor Variance D13VAR24.010H – 46 Meadowlark Drive**

**Location:** 46 Meadowlark Drive, Town of Halton Hills (Georgetown), Regional Municipality of Halton

**Minor Variance Purpose:** Requesting relief from Zoning By-law 2010-0050, as amended,

1. To reduce the required minimum front yard landscaping from 40% (23.54 sq m) of the front yard area to permit 37.7% (22.23 sq m) of the front yard area.

**To accommodate additional parking for a proposed accessory dwelling unit.**

**Owner(s):** Amit Nagpal, **Agent:** Shivang Tarika

The Town Planner referenced received objections from 43, 45 and 48 Meadowlark Drive regarding matters including landscaping reduction, street parking, accessory dwelling units, property values and impact to views; and responded that the landscaping reduction is minor, street parking will be alleviated by this application, provincial legislation permits accessory dwelling units, and property values and impact to views are not considered by staff or the Committee. The Town Planner noted no staff objections to approval, subject to conditions.

The owner and agent were present to speak to the application.

It was MOVED by Todd Jenney, SECONDED, and CARRIED

THAT the application be approved, subject to conditions.

The Committee considered the requested variance(s) to:

1. Meet the intent and purpose of the Official Plan.
2. Meet the intent and purpose of the Zoning By-law.
3. Be desirable for the appropriate use of the land, building or structure.
4. Be minor in nature.

#### **4. ADJOURNMENT**

Adjourned at approximately 6:30 p.m.



June 13, 2024

### In This Issue

- AMO Board nominations open.
- Free AMO/Conservation Ontario webinar - Register today!
- EnAbling Change Program funding.
- Advertisements for Justice of the Peace vacancies.
- Municipal Codes of Conduct: Do not miss our in person workshop August 17.
- AMO Conference - Be aware of scams!
- Managing Communications During a Time of Crisis - June workshop.
- Navigating Conflict Relationships: Transforming conflict into collaboration.
- Understanding Competing Human Rights - September 26 workshop.
- AMO's Healthy Democracy Forum - September 28-29.
- Indigenous Community Awareness training.
- Hunt for efficiency in water and wastewater plants.
- Blog: Risk Financing.
- Careers.

### AMO Matters

Have you considered serving on AMO's Board? Participate in setting strategic objectives, policy and program initiatives, and the budget. Deadline to submit nomination form: Monday, June 24, 2024 at 12:00 p.m. (ET). [Click here](#) for more information.

[Registration open](#) to municipal elected officials and senior municipal staff for a webinar on June 14 with Conservation Ontario and AMO. The webinar explores recent updates to Conservation Authorities' roles in the land use planning and development process, and important considerations for municipal elected officials.

### Provincial Matters

The [EnAbling Change Program](#) provides grants of between \$5,000 and \$150,000 to municipalities and not-for-profit organizations, industry organizations and professional associations, to educate stakeholders about accessibility, help support compliance with accessibility requirements and promote cultural awareness about the value and benefits of accessibility. Deadline: June 27, 2024

At the request of the Attorney General and in accordance with the *Justices of the Peace Act*, the Justices of the Peace Appointments Advisory Committee (JPAAC) invites applications for vacant justice of the peace positions in the province of Ontario. This is a full-time appointment that requires travel within the province. Applications must be received by 11:59 P.M. EST on July 31, 2024. [EN](#) | [FR](#).

### Education Opportunities

The [Municipal Codes of Conduct pre-conference workshop](#) on Saturday, August 17 is for those municipal leaders who are looking to guide and strengthen their council and corporation's conduct, behaviour, and practices. Register today - space is limited.

It is important to know that AMO will never solicit its members participation in our annual conference through other parties. A number of members have reported receiving emails from third parties to book your hotel rooms for the conference. This is a scam/phishing exercise. Be diligent, hackers are becoming more and more sophisticated. If it seems odd, or doesn't feel right, trust your instinct. Feel free to reach out to us at [events@amo.on.ca](mailto:events@amo.on.ca).

During times of crisis such as natural disasters or public disruption, municipally elected officials find themselves at the front line and facing the expectations of providing up to date and useful information to

[Subscribe](#) to our email list.

develop and enhance your approach to managing all aspects of crisis communications during and emergency. Join your colleagues to learn techniques for effective and proactive communications with community and media.

Having conflict-free and collaborative relationships can play a significant role in helping locally elected officials carry out your collective responsibilities as decision-makers of their communities. Learn how to accomplish this at the [June 26-27 Navigating Conflict Relationships workshop](#).

AMO and Hicks Morley have developed training to support municipal elected officials and council in understanding their obligations related to human rights and understanding how to manage seemingly competing human rights. Register for this important [Competing Rights September 26 workshop](#).

Since 2022 AMO has been working on building a healthy and sustainable local democracy in Ontario. The [2024 Healthy Democracy Forum](#) is a 2 day working session on a number of initiatives and strategies for municipalities to undertake. Join government officials, academics, community leaders and colleagues. Read more about AMO's [Healthy Democracy Project](#). The Forum is in partnership with Toronto Metropolitan University.

OFIFC and AMO are offering training to build indigenous cultural competency in municipal government. Through a self-paced learning module and live virtual component, this training will provide knowledge and tools to utilize in moving improved and stronger Indigenous-municipal relations forward in Ontario. [Register today](#) for the October 8 workshop.

## LAS

Do you want more efficient Water and Wastewater facilities? LAS offers professional [on-site energy workshops and treasure hunts](#) to help reduce energy consumption and lower your hydro bills in your plants. Training is eligible for IESO incentives. [Contact Christian](#) for more details.

Ontario municipalities' broad scope of responsibilities exposes them to a wider range of risks, making comprehensive risk management strategies and sufficient insurance coverage a key part of their strategic plans. Read about the options available for risk financing outside of traditional insurance procurement.

## Careers

[Manager of Parking and Transit - City of Orillia](#). Closing Date: June 21

[General Manager/Secretary Treasurer - Saugeen Valley Conservation Authority](#). Closing Date: July 10.

[Economic Development Officer - County of Simcoe](#). Closing Date: June 28.

---

## About AMO

AMO is a non-profit organization representing almost all of Ontario's 444 municipal governments. AMO supports strong and effective municipal government in Ontario and promotes the value of municipal government as a vital and essential component of Ontario's and Canada's political system. Follow [@AMOPolicy](#) on Twitter!

---

## AMO Contacts

[AMO Watchfile](#) Tel: 416.971.9856

[Conferences/Events](#)

[Policy and Funding Programs](#)

[LAS Local Authority Services](#)

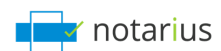
[MEPCO Municipal Employer Pension Centre of Ontario](#)

[ONE Investment](#)

[Media Inquiries](#)

[Municipal Wire, Career/Employment and Council Resolution Distributions](#)

---



[Subscribe](#) to our email list.

---

\*Disclaimer: The Association of Municipalities of Ontario (AMO) is unable to provide any warranty regarding the accuracy or completeness of third-party submissions. Distribution of these items does not imply an endorsement of the views, information or services mentioned.

Association of Municipalities of Ontario

To unsubscribe, please [Opt Out](#)

155 University Ave Suite 800 | Toronto, ON M5H 3B7 CA

This email was sent to .

*To continue receiving our emails, add us to your address book.*

---

[Subscribe](#) to our email list.



June 20, 2024

### In This Issue

- AMO Board nominations - Deadline to submit: June 24.
- Webinar recording: Conservation Authorities & Municipalities Working Together.
- New *Senior Active Living Centres Act* regulation.
- Enabling Accessibility Fund - Small Projects Component.
- Municipal Codes of Conduct: Do not miss our in person workshop August 17.
- AMO Conference - Be aware of scams!
- Navigating Conflict Relationships: Transforming conflict into collaboration.
- Indigenous Community Awareness training.
- Blog: Risk Financing.
- Hunt for efficiency in water and wastewater plants.
- Registration opens for Western Ontario Municipal Conference.
- Careers.

### AMO Matters

Have you considered serving on AMO's Board? Participate in setting strategic objectives, policy and program initiatives, and the budget. Deadline to submit nomination form: Monday, June 24, 2024 at 12:00 p.m. (ET). [Click here](#) for more information.

Last week, Conservation Ontario and AMO recorded [a webinar](#) on updates to the *Conservation Authorities Act* that highlighted opportunities for collaboration between Conservation Authorities and municipalities.

### Provincial Matters

The new *Senior Active Living Centres Act* [regulation](#) improves access to the SALC program by allowing additional entities that can make the required 20% funding contribution. For more information contact [seniorspolicyunit@ontario.ca](mailto:seniorspolicyunit@ontario.ca).

### Federal Matters

The [Enabling Accessibility Fund](#) aims to make communities and workplaces across Canada more accessible for persons with disabilities. Up to \$125,000 for a project that is up to 2 years in duration. Not-for-profit organizations, for-profit organizations, indigenous organizations, municipal and territorial governments are eligible to apply. Deadline: July 23, 2024.

### Education Opportunities

The [Municipal Codes of Conduct pre-conference workshop](#) on Saturday, August 17 is for those municipal leaders who are looking to guide and strengthen their council and corporation's conduct, behaviour, and practices. Register today - space is limited.

It is important to know that AMO will never solicit its members participation in our annual conference through other parties. A number of members have reported receiving emails from third parties to book your hotel rooms for the conference. This is a scam/phishing exercise. Be diligent, hackers are becoming more and more sophisticated. If it seems odd, or doesn't feel right, trust your instinct. Feel free to reach out to us at [events@amo.on.ca](mailto:events@amo.on.ca).

Having conflict-free and collaborative relationships can play a significant role in helping locally elected officials carry out your collective responsibilities as decision-makers of their communities. Learn how to accomplish this at the [June 26-27 Navigating Conflict Relationships workshop](#).

OFIFC and AMO are offering training to build indigenous cultural competency in municipal government. Through a self-paced learning module and live virtual component, this training will provide knowledge and

[Subscribe](#) to our email list.

[today](#) for the October 8 workshop.

## LAS

Ontario municipalities' broad scope of responsibilities exposes them to a wider range of risks, making comprehensive risk management strategies and sufficient insurance coverage a key part of their strategic plans. [Read about the options available for risk financing](#) outside of traditional insurance procurement.

Do you want more efficient Water and Wastewater facilities? LAS offers professional [on-site energy workshops and treasure hunts](#) to help reduce energy consumption and lower your hydro bills in your plants. Training is eligible for IESO incentives. [Contact Christian](#) for more details.

## Municipal Wire\*

WOWC is holding its annual [Western Ontario Municipal Conference](#) in Chatham-Kent on October 25, 2024. Explore and collaborate on a wide range of topics affecting our municipalities.

## Careers

[Manager, Parks and Recreation - City of Kawartha Lakes](#). Closing Date: June 28.

[Director, Stakeholder and Partnerships - Ministry of Intergovernmental Affairs](#). Closing Date: July 3.

[Intergovernmental Affairs Specialist - City of Barrie](#). Closing Date: July 4.

## About AMO

AMO is a non-profit organization representing almost all of Ontario's 444 municipal governments. AMO supports strong and effective municipal government in Ontario and promotes the value of municipal government as a vital and essential component of Ontario's and Canada's political system. Follow [@AMOPolicy](#) on Twitter!

## AMO Contacts

[AMO Watchfile](#) Tel: 416.971.9856

[Conferences/Events](#)

[Policy and Funding Programs](#)

[LAS Local Authority Services](#)

[MEPCO Municipal Employer Pension Centre of Ontario](#)

[ONE Investment](#)

[Media Inquiries](#)

[Municipal Wire, Career/Employment and Council Resolution Distributions](#)



\*Disclaimer: The Association of Municipalities of Ontario (AMO) is unable to provide any warranty regarding the accuracy or completeness of third-party submissions. Distribution of these items does not imply an endorsement of the views, information or services mentioned.

Association of Municipalities of Ontario

To unsubscribe, please [Opt Out](#)

155 University Ave Suite 800 | Toronto, ON M5H 3B7 CA

This email was sent to .

To continue receiving our emails, add us to your address book.

[Subscribe](#) to our email list.



**VIA EMAIL**

June 27, 2024

Corporate Services Department  
Legal Services  
Office of the Regional Clerk  
1151 Bronte Road  
Oakville ON L6M 3L1

Michael Klimuntowski, Chief of Staff, Ministry of Municipal Affairs and Housing  
Samantha Yew, Clerk, City of Burlington  
Valerie Petryniak, Town Clerk, Town of Halton Hills  
Meaghen Reid, Town Clerk, Town of Milton  
Vicki Tytaneck, Town Clerk, Town of Oakville

---

Please be advised that at its meeting held Wednesday, June 19, 2024, the Council of The Regional Municipality of Halton adopted the following resolution:

**RESOLUTION: CA-21-24 - A Proposed Memorandum of Understanding with the Ministry of Municipal Affairs and Housing**

1. THAT the Region's Chief Administrative Officer be authorized to execute the Memorandum of Understanding provided as Attachment #2 to CA-21-24, subject to any refinements required to ensure it is scoped to address the Region's specific interests in providing infrastructure and Regional services.
2. THAT the Regional Clerk forward a copy of Report No. CA-21-24 to the City of Burlington, the Town of Halton Hills, the Town of Milton, the Town of Oakville, and the Ministry of Municipal Affairs and Housing, for their information.

Please find attached a copy of Report No. CA-21-24 for your information. If you have any questions, please contact me at the email address below.

Sincerely,



Graham Milne  
Regional Clerk  
[graham.milne@halton.ca](mailto:graham.milne@halton.ca)

---

Report To:	Regional Chair and Members of Regional Council
From:	Jane MacCaskill, Chief Administrative Officer
Date:	June 19, 2024
Report No.:	CA-21-24
Re:	A Proposed Memorandum of Understanding with the Ministry of Municipal Affairs and Housing

## Recommendation

1. THAT the Region's Chief Administrative Officer be authorized to execute the Memorandum of Understanding provided as Attachment #2 to CA-21-24, subject to any refinements required to ensure it is scoped to address the Region's specific interests in providing infrastructure and Regional services.
2. THAT the Regional Clerk forward a copy of Report No. CA-21-24 to the City of Burlington, the Town of Halton Hills, the Town of Milton, the Town of Oakville, and the Ministry of Municipal Affairs and Housing, for their information.

## Report

### **Executive Summary**

- On June 13, 2024, a letter was received from the Ministry of Municipal Affairs and Housing requesting Halton Region to sign a Memorandum of Understanding (MOU). The intent of the MOU is to support a collaborative approach to the transition of the Region's land use planning responsibilities. The letter and draft MOU are provided as Attachments #1 and #2, respectively, to this report.
- The letter and the draft MOU recognize that following the removal of the Region's land use planning responsibilities on July 1, 2024, the Region will continue to participate in land use planning processes, but only to the extent that it relates to the delivery of Regional infrastructure and services.
- Regional staff have reviewed the draft MOU and find that it is consistent with the approach and intent of the MOU For An Integrated Halton Area Planning System as endorsed by Regional Council in May 2024 through Report No. CA-14-24.

- On this basis, Regional staff recommend signing the MOU, subject to working with the Ministry to address certain refinements to clarify the specific nature of the Region’s role in providing Regional infrastructure and services.

## **Background**

In November 2022, the Province announced changes to the *Planning Act* that would identify certain upper-tier municipalities, including Halton Region, as “upper-tier municipalities without planning responsibilities”. This change will come into effect on July 1, 2024. Following this date, the Region will no longer be a land use planning approval authority, will no longer be responsible for the Regional Official Plan, and will no longer have an ability to file appeals of planning decisions or participate as a party at the Ontario Land Tribunal, among other things.

The Region, Local Municipalities, and Conservation Authorities have worked to prepare for this change, including through a Transition Plan in May 2023 and a new MOU For An Integrated Halton Area Planning System endorsed by Regional Council in May 2024.

Following July 1, 2024, the Ministry will be the approval authority for certain changes to the official plans of the Local Municipalities in Halton. This responsibility was previously held by the Region. As a result, there is an opportunity to clarify the responsibilities of the Region and Ministry as they pertain to planning and the Ministry’s role as approval authority for official plans in Halton.

In a letter dated June 13, 2024, the Ministry provided Halton Region with a draft MOU intended to clarify the roles and responsibilities of the Ministry and the Region related to land use planning following July 1, 2024. A copy of the letter and the draft MOU are provided as Attachments #1 and #2, respectively, to this report.

## **Discussion**

A summary of the key content in the draft MOU sent by the Ministry is provided below:

- Purpose – The purpose of the MOU is to clarify the roles and responsibilities of the Ministry, to identify the specific matters where the Region has an ongoing interest related to land use planning, to establish processes for information sharing and supporting the Ministry’s role as an approval authority, and to eliminate duplication.
- Goals – The MOU identifies a number of goals, including expediting development approvals, establishing clear timelines and procedures for the Ministry’s consultation with the Region, ensuring that infrastructure and land use planning decision-making

is coordinated, and minimizing disruption in the transition of planning roles and responsibilities.

- **Roles & Responsibilities** – The MOU sets out the following roles and responsibilities:
  - **Ministry** – The Ministry will be the approval authority for official plans and official plan amendments (OPAs) adopted by the Local Municipalities (except for those exempt by regulation), will provide the Region opportunity to comment on an official plan or OPAs for which the Ministry is the approval authority (including new official plans, comprehensive official plan updates, and plans for protected major transit station areas), may seek input from the Region on other official plans and OPAs, and may seek the Region’s support at the Ontario Land Tribunal (recognizing the Region will have no ability to appeal or be included as a party).
  - **Halton Region** – The Region will work collaboratively with the Ministry and the Local Municipalities to ensure an efficient transition, will provide information and support to the Ministry on matters that relate to land use planning, will work with the Ministry to transfer relevant planning records to the Ministry or applicable Local Municipality, and will participate in consultations with the Ministry on local official plan policies and processes and contribute to the Provincial decision-making process, particularly regarding infrastructure planning to support growth.
  - **Shared** – The Ministry and Region will maintain open communication and collaboration channels to facilitate information exchange, address emerging issues, and ensure a coordinated approach to transition.

Overall, the draft MOU is consistent with and complementary to the work undertaken by Halton Region, the Local Municipalities, and the Conservation Authorities in preparation for the transition of the Region’s planning responsibilities as set out in the MOU For An Integrated Halton Area Planning System. Overall, it recognizes the Region’s role in supporting the transition of planning responsibilities and the potential to continue as a participant in these processes, specifically as they relate to delivering Regional infrastructure and services.

The Ministry has requested comments on the MOU by June 21, 2024, in order to facilitate its signing prior to July 1, 2024. Regional staff have identified a few areas where changes would improve the clarity of the MOU. For example, the current title of the MOU should be revised as the Region will have no planning responsibilities as of July 1, 2024. Also, more direct references should be added to clarify that the Region’s role in land use planning is limited to supporting the delivery of infrastructure and Regional services (e.g., a reference to “the Region’s long-term planning objectives” should be revised to reference

the Region's specific role related to delivering infrastructure and Regional services). It should also be clarified that the Region's CAO will sign the MOU on behalf of the Region. In addition to the review undertaken by Regional staff, the draft MOU has also been circulated to Local Municipal planning staff. Regional staff will continue to coordinate to ensure any comments or concerns they identify are addressed.

As the intent of the MOU is consistent with the Region's approach to transition, Regional staff recommend signing the MOU, subject to addressing the recommended changes described above as well as any feedback provided by the Local Municipalities.

### *Next Steps*

Regional staff will continue to work with the Ministry, the Local Municipalities, and the Conservation Authorities to support a smooth and efficient transition of land use planning responsibilities following July 1, 2024. Updates to Regional Council on these efforts will continue to be provided as appropriate.

## Financial/Program Implications

There are no financial or program implications associated with the recommendations of this report.

Respectfully submitted by,

Curt Benson  
Director, Strategic Initiatives & Government  
Relations and Chief Planning Official

Approved by,

Jane MacCaskill  
Chief Administrative Officer

If you have any questions about the content of this report, please contact:  
Curt Benson, Director, Strategic Initiatives & Government Relations and Chief Planning Official

Attachments:

Attachment #1: Ministry of Municipal Affairs and Housing Letter dated June 13, 2024

Attachment #2: Draft MOU Between the Ministry of Municipal Affairs and Housing and Halton Region

Additional Information:

None

**Ministry of Municipal  
Affairs and Housing**

Office of the Deputy Minister

777 Bay Street, 17<sup>th</sup> Floor  
Toronto ON M7A 2J3  
Tel.: 416 585-7100**Ministère des Affaires  
Municipales et du Logement**

Bureau du sous-ministre

777, rue Bay, 17<sup>e</sup> étage  
Toronto (Ontario) M7A 2J3  
Tél. : 416 585-7100

242-2024-5

June 13, 2024

Jane MacCaskill  
Chief Administrative Officer  
Regional Municipality of Halton  
[jane.maccaskill@halton.ca](mailto:jane.maccaskill@halton.ca)**Subject: Proposed Memorandum of Understanding Regarding Planning Roles and Responsibilities of The Regional Municipality of Halton under the *Planning Act* after Bill 23: More Homes Built Faster Act, 2022**

Dear Jane MacCaskill,

Ontario's success is built on strong partnerships with municipalities. The Ministry of Municipal Affairs and Housing (the Ministry) looks forward to continuing this partnership with the Regional Municipality of Halton (the Region) as the Region becomes an upper-tier municipality without planning responsibilities as contemplated by the *More Homes Built Faster Act, 2022* (Bill 23).

As you are aware, the *Cutting Red Tape to Build More Homes Act, 2024* received Royal Assent on June 6, 2024. The legislation establishes July 1, 2024 as the date for removal of the land use planning responsibilities from the Region and two other upper-tier municipalities.

In recognition of the Region's ongoing role in providing services and infrastructure which is needed to support land use planning decisions, the Ministry is proposing to formalize bi-lateral information sharing through a Memorandum of Understanding (MOU) that would outline our joint efforts in the transition and following removal of the Region's land use planning responsibilities.

In accordance with the contemplated removal of planning responsibilities on July 1, 2024, the Ministry of Municipal Affairs and Housing acknowledges the Region's past efforts in relation to providing land use planning services to communities. In this regard, the Ministry remains committed to fostering a collaborative relationship and values the Region's continued insights as we navigate this transition.

/...2

**Request for Feedback**

The Ministry is currently seeking feedback on the proposed MOU between the Ministry and the Region to be discussed and signed ahead of, or by July 1, 2024.

The Ministry seeks to confirm the Region's comfort with the roles and responsibilities contemplated in the attached draft MOU and to understand if there are any other matters beyond those already identified in the draft MOU that require further consideration.

As you may be aware, Ministry staff are meeting with Regional staff during the coming days and weeks to discuss a variety of matters related to removal of the Region's statutory land use planning responsibilities. This meeting provides an opportunity to discuss and answer questions about the draft MOU, if helpful, and we look forward to discussing this further.

However, the Ministry is also seeking your formal written feedback/comments on the draft MOU and ask that you send these via email preferably by the 21<sup>st</sup> of June 2024.

Ministry staff are committed to working collaboratively with the Region to ensure a smooth transition and minimize disruption during this process.

Should you require any clarification or assistance regarding the contents of the draft MOU, please do not hesitate to contact Laurie Miller, Regional Director of Planning at [Laurie.Miller@ontario.ca](mailto:Laurie.Miller@ontario.ca).

I look forward to receiving your feedback on this proposal.

Sincerely,



Martha Greenberg  
Deputy Minister of Ministry of Municipal Affairs and Housing

cc. Hannah Evans, ADM – Municipal Services Division  
Laurie Miller, Regional Director of Planning – Municipal Services Division



Dated **June X, 2024**

**DRAFT - Memorandum of Understanding**

**Regarding Planning Roles and Responsibilities of The Regional Municipality of Halton under the Planning Act after the More Homes Built Faster Act, 2022**

This Memorandum of Understanding ("MOU") is made and entered into as of July 1, 2024, by and between:

- **His Majesty the King in right of the Province of Ontario as represented by the Minister of Municipal Affairs and Housing** (hereinafter referred to as "the Ministry" or "MMAH")
- **The Regional Municipality of Halton** (hereinafter referred to as the "Region")

WHEREAS, MMAH is committed to streamlining development approvals and strengthening municipal autonomy; and

WHEREAS, the More Homes Built Faster Act, 2022 will, once in force, make changes to municipal land use planning processes under the Planning Act; and

WHEREAS, MMAH and the Region desire to establish a clear understanding of the roles and responsibilities of "upper-tier municipalities without planning responsibilities" once the relevant changes in the More Homes Built Faster Act, 2022 come into force;

NOW, THEREFORE, in consideration of the foregoing premises and the mutual covenants hereinafter set forth, the parties agree as follows:

**1. Purpose:**

The purpose of this Memorandum of Understanding is to:

- a) clarify roles and responsibilities for the Ministry and the Region once the Region becomes an upper-tier municipality without planning responsibilities;
- b) establish processes and expectations for sharing of information to help inform decisions by the Ministry on lower-tier land use planning matters;
- c) identify and eliminate unnecessary duplication in the plan review process;

- d) identify the specific matters where the Region will have an ongoing interest and a need to share information with the Ministry; and
- e) outline processes and procedures that will help the Ministry deal with lower-tier land use planning matters and ensure provincial land-use policy interests are safeguarded throughout the planning review process.

## 2. Goals:

The Ministry and the Region share the following goals:

- Implement mechanisms to expedite development approvals while ensuring adherence to provincial land use policy and legislation. This could involve:
  - The Region supporting the Ministry as it assumes the role in reviewing certain planning matters currently handled by the Region.
  - Establishing clear timelines and procedures for Ministry consultation with the Region during the provincial review of land use planning matters.
- Ensure that provincial land use policy interests are protected during plan review.
- Ensure that infrastructure and land use planning are jointly informed and coordinated through decision-making processes.
- Minimize disruption for applicants and municipalities during the transition period as planning responsibilities shift. This could involve:
  - Clear communication and collaboration between MMAH and the Region regarding changes in review processes.
  - Providing ongoing support to lower-tier municipalities.

## 3. Roles and Responsibilities:

The Ministry and the Region will use their best efforts to perform the roles and responsibilities set out in this Memorandum of Understanding.

### i) The Ministry of Municipal Affairs and Housing

- MMAH shall assume approval authority for all lower-tier official plans and amendments (OP/As) on July 1, 2024, upon the removal of relevant municipal planning responsibilities from the Region; however, MMAH's approval would not be required for matters exempted through regulation (O. Reg. 525/97).
  - For all lower-tier official plans and amendments (OP/As) where MMAH approval will be required, MMAH will circulate matters and provide the Region with the opportunity to comment concurrent with the Environmental Registry of Ontario (ERO) posting period.

- Lower-tier official plan matters may be exempted from the need for MMAH approval through regulation; however, in all circumstances, the matters listed below will require MMAH approval. Even where an OPA is exempt, the Minister retains the authority to intervene in the matter through authorities provided in the Planning Act. The matters where MMAH approval would always continue to be required are:
    - New official plans
    - Official plan updates advanced under section 26 of the Planning Act
    - Protected major transit station area (PMTSA) delineation and key policies (e.g., uses/densities)
  - In considering matters under the Planning Act, lower-tier municipalities are responsible for ensuring consistency or conformity, as the case may be, with provincial policies. Where the lower-tier municipalities are exempt from MMAH approval, the Ministry may monitor lower-tier OPAs to ensure consistency/conformity with provincial policy and legislation.
  - As the approval authority, the MMAH will still receive notification of complete applications and public meetings in respect of proposed lower-tier OPAs, even if exempt from approval. MMAH may review and provide comments on exempted OPAs and other OPA matters and may seek input from the Region.
  - The Ministry understands there may be Ontario Land Tribunal (OLT) hearings which were initiated prior to the removal of planning responsibilities from the Region and where the Region is currently a party. Where the Region is actively involved in an ongoing OLT hearing, it is expected they will continue to participate until the matter, as it relates to the interest that had necessitated the Region's involvement, is resolved. For future OLT appeals and hearings, the Region will generally no longer be able to appeal or be included as a party; however, the Region may be asked to support the Ministry on matters that relate to the Region's responsibilities depending on the specific circumstances.
  - MMAH recognizes that competing priorities between lower-tier municipalities within the Region's jurisdiction may arise during the planning and decision-making processes. To address this, the Ministry will work with the parties towards achieving a resolution to the extent possible.
- ii) The Regional Municipality of Halton
- The Region is committed to working collaboratively with the MMAH and lower-tier municipalities to ensure a smooth and efficient transition.
  - The Region agrees to provide information and support to the Ministry for matters that relate to land use planning.
  - The Region will work with the MMAH to establish a clear process for transferring

relevant planning records to the appropriate lower-tier municipalities or the Ministry. Effective July 1, 2024, ongoing files, including matters that may end up at the OLT, will be transferred to the Minister or relevant lower-tier municipalities. This will ensure a smooth handover of resources and minimize disruption for ongoing planning processes. All historical files, records, and data currently residing within the Region will be preserved in accordance with applicable legal requirements and made available to the Ministry upon request.

- MMAH will seek input from the Region in areas such as infrastructure planning to support growth.
- MMAH may circulate, for review and comment, specific planning matters to the Region where, in MMAH's opinion, the Region's expertise can meaningfully contribute to the provincial decision-making process, particularly regarding infrastructure planning to support growth. The Region will utilize its expertise to provide comprehensive comments to MMAH to inform provincial decision-making.
- The Region and the Ministry will establish a communication protocol to ensure timely notification of and/or response to all official plan matters that may have regional implications.
- The Region will actively participate in consultations with the MMAH on lower-tier official planning policies and processes, particularly those impacting the Region's long-term planning objectives.
- The Region will continue to be a resource for residents on planning matters during the transition. This may involve directing residents to MMAH for information or updates on particular matters, facilitating community meetings to disseminate information on ongoing planning processes, or collaborating with lower-tier municipalities on public engagement initiatives.

iii) Both parties commit to:

- Maintain open communication and collaboration channels between MMAH and the Region to facilitate the exchange of information, address emerging issues, and ensure a coordinated approach to implementing Bill 23 within the Region.

#### **4. CANCELLATION OR REVIEW OF THE MOU**

This MOU can be cancelled with 90 days written notice by either of the signing parties to the other. In the event that services provided and assets held by the region change over time, the Ministry and Region should review the MOU to ensure alignment with the respective roles and responsibilities. In any event, this document should be reviewed at least once every two years to assess its effectiveness, its relevance and its appropriateness in the context the needs of the affected parties.

I hereby agree to support the provisions contained in this Memorandum of Understanding as an appropriate statement of the roles and responsibilities of The Ministry of Municipal Affairs and Housing and the Regional Municipality of Halton in the implementation of Bill 23, More Homes Built Faster Act, 2022.

the PROVINCE

The PROVINCE OF ONTARIO

Minister of Municipal Affairs and Housing

the Region

THE REGIONAL MUNICIPALITY OF HALTON  
Per:

Regional Chair

Per:

Regional Clerk

**VIA EMAIL**

June 27, 2024

Samantha Yew, Clerk, City of Burlington  
Valerie Petryniak, Town Clerk, Town of Halton Hills  
Meaghen Reid, Town Clerk, Town of Milton  
Vicki Tytaneck, Town Clerk, Town of Oakville

---

Corporate Services Department  
Legal Services  
Office of the Regional Clerk  
1151 Bronte Road  
Oakville ON L6M 3L1

Please be advised that at its meeting held Wednesday, June 19, 2024, the Council of The Regional Municipality of Halton adopted the following resolution:

**RESOLUTION: PW-08-24 - Blue Box Transition Period (April 1 to December 31, 2025)**

1. THAT Report No. PW-08-24 re: "Blue Box Transition Period (April 1 to December 31, 2025)" be received for information.
2. THAT the Regional Clerk forward a copy of Report No. PW-08-24 to the City of Burlington, the Town of Halton Hills, the Town of Milton and the Town of Oakville for their information.

Please find attached a copy of Report No. PW-08-24 for your information. If you have any questions, please contact me at the email address below.

Sincerely,



Graham Milne  
Regional Clerk  
[graham.milne@halton.ca](mailto:graham.milne@halton.ca)

Report To:	Regional Chair and Members of Regional Council
From:	Andrew Farr, Commissioner, Public Works
Date:	June 19, 2024
Report No.:	PW-08-24
Re:	Blue Box Transition Period (April 1 to December 31, 2025)

## Recommendation

1. THAT Report No. PW-08-24 re: “Blue Box Transition Period (April 1 to December 31, 2025)” be received for information.
2. THAT the Regional Clerk forward a copy of Report No. PW-08-24 to the City of Burlington, the Town of Halton Hills, the Town of Milton and the Town of Oakville for their information.

## Report

### **Executive Summary**

- Circular Materials, doing business as “Circular Materials Ontario” is a leading Producer Responsibility Organization under the Blue Box regulation, O. Reg 391/21, and is responsible for the administration of the new Blue Box collection program.
- As per O. Reg 391/21, all municipalities will transition out of residential Blue Box collection as of December 31, 2025. As part of O. Reg 391/21, the Province of Ontario has included a transition period (July 1, 2023 to December 31, 2025).
- During the transition period, municipalities can continue to provide residential Blue Box collection services on behalf of producers (“opt-in”) by entering into agreements with Circular Materials Ontario or transfer the responsibility of the program to producers (“opt-out”). The transition period for Halton Region is from April 1 to December 31, 2025.
- Executing the agreements with Circular Materials Ontario was previously endorsed by Regional Council through Report No. PW-06-22 re: “Blue Box Transition and Negotiation with Producer Responsibility Organizations”. It was expected at that time that negotiations would have occurred much sooner, however due to delays with municipalities transitioning before Halton Region, negotiations commenced in February 2024. This delegated authority will be exercised after all necessary

amendments with Halton Region's waste collection service providers are successfully executed to incorporate the impacts of the legislative changes.

- In order to ensure a seamless transition for residents, staff are negotiating with Circular Materials Ontario with the intent to opt-in to the continued provision of curbside Blue Box collection services. These services will include curbside for residence, facility and public space; public promotion and education; and depot operations.
- Circular Materials Ontario is currently operating under a strict timeline to have services in place for Halton Region's April 1, 2025 provincially mandated transition date. Given this timeline, amending agreements between Halton Region and waste collection service providers will require expedited execution to align with the requirements of the Circular Materials Ontario agreements.

## Background

Over the past five years, staff have informed Regional Council on the status of the transition of the Blue Box program to full producer responsibility in the following reports:

- PW-39-19 - Blue Box Transition to Full Producer Responsibility
- PW-07-20 - Blue Box Transition Update
- PW-30-20 - Proposed Regulations for Producer Responsible Blue Box Programs
- PW-26-21 - Ontario Blue Box Regulation 391/21
- PW-06-22 - Blue Box Transition and Negotiation with Producer Responsibility
- PW-23-23 - Update on Blue Box Transition

In June 2021, the Province of Ontario introduced Ontario Regulation 391/21, commonly known as the "Blue Box regulation," under the *Resource Recovery and Circular Economy Act, 2016*. This regulation shifts the accountability for residential Blue Box recycling programs from municipalities to the producers of Blue Box materials. Producers now hold direct responsibility for managing their products and packaging once consumers dispose of them.

From July 1, 2023, to December 31, 2025, all existing residential Blue Box programs in Ontario will transition to a unified provincial collection system, financed, governed, and operated by the producers. Halton Region's transition is scheduled for April 1, 2025.

The Blue Box regulation allows producers to form agreements with Producer Responsibility Organizations to conduct and administer their obligations under the Regulation. One such Producer Responsibility Organizations is Circular Materials Ontario, representing a majority of the producers subject to the Regulation. Appointed as the Common Collection System administrator, Circular Materials Ontario has established guidelines and criteria for implementing the new Blue Box collection system, including



decisions regarding municipal involvement, handling of recyclable materials, and designated drop-off points before being sent to end markets.

As the primary Producer Responsibility Organization, Circular Materials Ontario initiated discussions with municipalities to solicit their support in providing collection services on Circular Materials Ontario's behalf during the transition period, which extends until December 31, 2025.

Municipalities have the option to either opt-in or opt-out of providing collection services during the transition period on behalf of Circular Materials Ontario. Those choosing to opt-in, will enter into agreements with terms set by Circular Materials Ontario and thereby become contractors to Circular Materials Ontario. In many instances, municipalities opting-in need to amend their contracts with current service providers to comply with Circular Materials Ontario's requirements.

From July 1, 2023 to December 31, 2024, 201 eligible communities (i.e. municipalities and First Nations) have transitioned or will transition to full producer responsibility.

Circular Materials Ontario has indicated that, for curbside collection of residences and facilities (ex. multi-residential), 60 per cent of these households opted in and 40 per cent of these households have opted out.

There are an additional 186 eligible communities transitioning in 2025, including Halton Region. For municipalities transitioning in 2025, in instances where the municipality decides not to offer collection services on behalf of Circular Materials Ontario, Circular Materials Ontario will seek new service provider(s) through a competitive procurement process, which it plans to award by the end of Q2 2024. This will leave less than nine months to ensure a seamless transition of Blue Box collection in Halton.

Currently, the industry best practice is to allow two years from time of award to contract start up. For Halton Region, while opting-out relieves a municipality of any responsibility or involvement in the Blue Box program, there are concerns about whether the Producer Responsibility Organizations can gather the necessary resources for a smooth transition.

At the end of the transition period, commencing on January 1, 2026, producers will assume full responsibility for operating and funding the entire Blue Box program in all Ontario municipalities. Producers will also take on communication responsibilities, replace Blue Boxes/bins/carts, and address resident complaints or concerns regarding the program.

As approved through Report No. PW-06-22, Regional Council provided delegated authority for staff to negotiate with Circular Materials Ontario on the curbside collection, depot collection, promotion and education services for recycling. Staff are working with Circular Materials Ontario to negotiate an agreement, whereby Halton Region will opt-in and continue to provide the recycling services on behalf of Circular Materials Ontario from April 1, 2025, to December 31, 2025.

For this period there will be no change to the method of collection, or the types of materials being collected.

As of January 1, 2026, Circular Materials Ontario will contract separately for these services and Halton Region will no longer be responsible for collecting recycling material from residences.

## **Discussion**

### ***Transition Phases***

Between the Transition Period of April 1 to December 31, 2025, Circular Materials Ontario has provided Halton Region an opportunity to decide whether to:

- **Option 1:** opt-in and operate the Blue Box program as a contractor for Circular Materials Ontario, whereby Halton Region will receive compensation for this work; or,
- **Option 2:** opt-out and hand-over full operational and financial responsibility for the Blue Box program to Circular Materials Ontario.

During the transition period, approximately one-third of Ontario municipalities and First Nations communities will transition in each of the three transition years. As noted above, Halton Region's transition date is April 1, 2025.

The full financial and operational responsibility for the end-of-life management of obligated paper, packaging, and packaging-like materials transfers to producers post-transition or January 1, 2026 onward for eligible sources only.

Curbside collection of garbage, organics, bulk and large metal items, yard waste and Christmas trees will continue status quo as part of Halton Region's existing curbside collection contract during and post transition.

### ***Transition Period: Negotiation Status with Circular Materials Ontario to Continue Collection of Recyclable Materials***

As the administrator of the new Blue Box collection system, Circular Materials Ontario holds exclusive responsibility for negotiating Blue Box collection services throughout the transition period.

Pursuant to Report No. PW-06-22, staff commenced negotiations with Circular Materials Ontario in February 2024 to establish a Master Services Agreement, pending finalization, which governs the commercial relationship between Circular Materials Ontario and Halton Region from April 1 to December 31, 2025. The guiding principles and focus of the negotiations can be found in Attachment #1.

The Master Services Agreement encompasses numerous services, including Blue Box collection for curbside households, multi-residential units, schools, long-term care and retirement homes, and eligible public spaces, along with the continued use of the Halton Waste Management Site for Blue Box material drop-offs and Blue Box promotion and education services, as well as Blue Box distribution.

Based on staff's review of the agreement, the benefits of entering into an agreement with Circular Materials Ontario for services during the transition period, or opting-in, include:

- maintaining the integrated nature of Halton Region's waste management system;
- ensuring residents can still contact Halton Region for collection issues and inquiries; and,
- allowing for the approval of new development recyclables collection throughout the transition period.

The implications of not reaching an agreement with Circular Materials Ontario are:

- Halton Region will opt-out of the collection of recyclable material on April 1, 2025, with Circular Materials Ontario responsible for securing its own service provider(s);
- Circular Materials Ontario will hand containers, promotion, education, and customer service for the Blue Box program during the transition period; and,
- Circular Materials Ontario might face challenges in securing alternative services, potentially leading to service disruption for residents.

Based on the analysis and the considerations resulting in the most positive outcome and seamless transition for Halton Region residents and businesses, staff continue to negotiate with Circular Materials Ontario in order to enter into agreements to opt-in to provide the following services during the transition period:

- Provision of recycling collection services;
- Delivery of promotion and education during the transition period;
- Provision of public space recycling services during transition period; and,
- Provision of depot recycling collection services during transition period.

In light of these considerations, staff will continue efforts to finalize an agreement with Circular Materials Ontario under previously delegated authority. Amendments to current collection contracts are necessary to enable Halton Region to continue offering recyclables collection services with Circular Materials Ontario until December 31, 2025. Amendments to the current contracts will ensure alignment with the Circular Materials agreements for the nine-month term, specifically around insurance and indemnity clauses, as well as minor operational changes, included the designation of one Receiving Facility for offloading eligible Blue Box material.

### ***Receipt, Transfer and Processing of Eligible Blue Box Material***

Effective April 1, 2025, the receipt, transfer and processing of eligible Blue Box material shifts to the producers.

For Halton Region, the Norjohn Transfer Station is the Receiving Facility identified by Circular Materials Ontario. Halton Region currently sends approximately 80 per cent of its Blue Box material to this facility. The 20 per cent of Blue Box material that currently goes to the Leferink Transfer Facility in the Town of Halton Hills (Georgetown) and the Halton Waste Management Site Transfer Station in the Town of Milton will be redirected to the Norjohn Transfer Station effective April 1, 2025. This change will be managed by route optimization and will not have any impacts on the current residential collection schedule.

### ***Amendments to Waste Collection Contracts***

Halton Region's current curbside waste collection contracts with Miller Waste Systems Inc. and Advantage Waste Systems expire on April 3, 2026, and March 31, 2026 respectively.

Due to the legislative changes with the Blue Box transition in O. Reg 391/21, all of the contracts that are impacted and perform work outlined in the Circular Materials Ontario agreements are currently being amended for the transition period of April 1, 2025 to December 31, 2025 to align with the Statements of Work and Master Service Agreement issued by Circular Materials Ontario. Further amendments for the term post-transition, January 1, 2026 to the end of the contract dates will also be executed, to ensure all work associated with eligible blue box material is removed.

Additionally, there are various transfer station, hauling, processing and container procurement contracts will have to be amended to reflect the effective date of the relative changes due to the Blue Box transition. These amendments are outside of the Circular Materials Ontario agreements for the transition period and as such, staff will be working through all of these amendments during the remainder of 2024.

All of the aforementioned contracts will be executed in accordance with Halton Region's Procurement By-Law No. 63-23.

### ***Post-Transition: Future Changes to Serviced Properties for Recycling***

The Blue Box Regulation mandates producers to provide recycling collection services for residential locations, schools, and non-profit long-term care homes/seniors residences; however, the producer is not accountable for collecting recycling material from industrial, commercial, and institutional properties (ICI), also referred to as non-eligible properties.

During the transition in 2025, as an opt-in community, Halton Region will arrange with Circular Materials Ontario that recycling will continue to be collected from existing ICI properties that currently receive Regional collection and Halton Region will continue to be responsible for collection costs from these units and be required to reimburse Circular Materials Ontario for the transfer and processing of these materials. During the transition period, no new ICI locations may be added to the collection route; however, these properties can drop off recycling material at the Halton Waste Management Site for a fee.

As of January 1, 2026, when Circular Materials Ontario fully assumes responsibility over recycling collection, it will no longer accept the ICI material in the same truck as the residential material. As a result, staff will be requesting provisional costing for the collection of garbage and recycling from designated ICI locations as part of the next solid waste collection RFPs (Report No. PW-14-24) and will bring forth recommendations to Regional Council in 2025 whether to continue to offer curbside collection for the currently serviced ICI properties as of January 1, 2026.

Staff will continue to engage with the Province of Ontario alongside various organizations, such as the Association of Municipalities of Ontario, the Regional Public Works Commissioners of Ontario, and the Municipal Waste Association. Staff will continue to emphasize that municipal governments are deeply invested in supporting actions that align with the Province of Ontario's commitments. Delays in improving Blue Box recycling in Ontario result in costs that fall on municipal taxpayers, affecting landfill management, composting facilities, and public space litter. Any changes to the legislation and regulations under consideration by the Province of Ontario should undergo a public and transparent consultation process and be posted on the Environmental Registry to allow all interested parties the opportunity to participate and provide feedback.

## **Next Steps**

Over the past year, staff have invested significant effort in navigating the evolving frameworks established by Circular Materials Ontario (pertaining to the Blue Box Transition). The focus has been on determining the optimal timing for Halton Region to transition out of recyclables collection. Staff continue to negotiate favourable terms with Circular Materials Ontario as well as with Halton Region's current vendors to complete adjustments to its collection contracts.

Assuming terms can be achieved with Halton Region's collection contractors and Circular Materials Ontario, Halton Region will provide an update to Regional Council by Q2 2025 with a focus on the communication strategy to facilitate the shift of the Blue Box program to full producer responsibility effective January 1, 2026.

Should satisfactory terms not be achieved with Halton Region's collection contractors or Circular Materials Ontario, Halton Region will proceed with opting-out of recyclables collection effective April 1, 2025, and will report back to Regional Council with the update and communication strategy by Q4 2024.

## Financial/Program Implications

During the transition of the Blue Box program to Producer Responsibility, it is anticipated that there will be program savings in 2025, however as staff are still in ongoing negotiations, the full financial implications are not known at this time. While program savings are anticipated in 2025, due to the integrated nature of the waste management system, there are impacts expected on the contracts related to the other waste streams following the transition period. The actual impact of moving to full Producer Responsibility will be determined through the transition process when the agreements are secured. Any ongoing financial implications arising from the transition to full Producer Responsibility will be communicated to Regional Council through the transition process and will be reviewed as part of the annual budget process.

Respectfully submitted by,

Andrew Farr  
Commissioner, Public Works

Approved by,

Jane MacCaskill  
Chief Administrative Officer

If you have any questions about the content of this report, please contact:  
Andrew Farr, Commissioner, Public Works

Attachments:

Attachment #1 – Blue Box Transition Decision Points and Considerations

Additional Information:

The sources listed below are for supplemental information and reference only. Halton Region is not responsible for the currency, accuracy, or legality of the content from any external links.

Additional Information

None.

### Decision Points and Considerations

As part of the negotiations with Circular Materials Ontario that commenced in February 2024, staff are working towards aligning the Circular Materials Ontario agreements as closely as possible to the levels of service currently delivered by Halton Region, using the following guiding principles:

- Levels of Service;
- Customer Service and Support;
- Service Providers;
- Financial Considerations; and,
- System Integration and Risk Management.

The below table highlights the opportunities of opting-in compared to opting-out with respect to the guiding principles.

Guiding Principle	Opt-in	Opt-out
Level of Service	<ul style="list-style-type: none"> <li>• Halton Region retains control over operational decisions, which will minimize disruptions to residents and ensure positive environmental outcomes.</li> <li>• Status quo throughout transition period for all of Halton Region’s curbside Blue Box collection service contracts.</li> <li>• Eligible and non-eligible properties can continue to be co-collected, maintaining same fleet in current contracts.</li> <li>• Frequency and materials collected remains the same.</li> <li>• Receiving facility location changes from three transfer stations to one transfer station (Norjohn Transfer Station) for all eligible Blue Box material.</li> </ul>	<ul style="list-style-type: none"> <li>• Separate trucks under a separate contract will collect eligible Blue Box material only, no co-collected material, and no oversight from Halton Region.</li> <li>• Though frequency of collection will not change, the integrated system and schedule that residents are familiar with will be impacted, resulting in an increase of customer service issues.</li> <li>• Non-eligible properties would be serviced by Halton Region, at an increased cost due to inefficiencies.</li> <li>• Receiving facility location changes from three transfer stations to one transfer station (Norjohn Transfer Station) for all eligible Blue Box material.</li> </ul>

	<ul style="list-style-type: none"> <li>• Hauling and Processing contracts will be discontinued effective April 1, 2025.</li> </ul>	<ul style="list-style-type: none"> <li>• Hauling and Processing contracts will be discontinued effective April 1, 2025.</li> </ul>
Customer Service and Support	<ul style="list-style-type: none"> <li>• Blue Box container distribution and replacement remains status quo.</li> <li>• Customer service will continue to be provided by Halton staff through 311 and the integrated curbside monitoring program.</li> <li>• Halton Region will continue to monitor and enforce set-outs and placement of acceptable material.</li> <li>• Halton Region retains control and oversight with promotion and education, incorporating Circular Materials Ontario's Blue Box material.</li> </ul>	<ul style="list-style-type: none"> <li>• Circular Materials Ontario's contractor would be responsible for Blue Box container distribution, replacement – Halton Region would have no involvement or oversight.</li> <li>• Customer service provided by Circular Materials Ontario's contractor, resulting in increased response time if residents have concerns with more than one material stream (i.e. Halton Region for garbage but Circular Materials Ontario's contractor for Blue Box concern).</li> <li>• Circular Materials Ontario's contractor issues their own promotion and education material, no collaboration with Halton Region.</li> </ul>
Service Providers	<ul style="list-style-type: none"> <li>• Existing curbside collection agreements remain in place.</li> <li>• Established, integrated waste collection system is not impacted.</li> <li>• Receiving facility location changes in effect April 1, 2025.</li> <li>• Hauling and Processing agreement changes in effect April 1, 2025.</li> </ul>	<ul style="list-style-type: none"> <li>• All existing curbside collection agreements to be amended to remove eligible Blue Box material effective April 1, 2025.</li> <li>• Circular Materials Ontario's contractor collects eligible Blue Box material only, resulting in increased truck traffic on all collection routes, confusion to residents.</li> <li>• Receiving facility location changes in effect April 1, 2025.</li> <li>• Hauling and Processing agreement changes in effect April 1, 2025.</li> </ul>
Financial Considerations	<ul style="list-style-type: none"> <li>• Compensation funding provided by Circular Materials Ontario is projected to offset costs related to the</li> </ul>	<ul style="list-style-type: none"> <li>• Costs will be higher due to the dismantling of the integrated waste management system,</li> </ul>



	administration and collection of eligible materials.	primarily the collection of eligible and non-eligible properties.
System Integration and Risk Management	<ul style="list-style-type: none"> <li>Continued maximum efficiency of system integration.</li> <li>Contract amendments will ensure legal and other risks are minimized or mitigated through negotiations.</li> </ul>	<ul style="list-style-type: none"> <li>Halton Region loses full control of operations, customer service, support, oversight and has no legislative authority to support the Blue Box program in Halton.</li> <li>Increased risk to customer service delivery to Halton as Region is out of the program in its entirety.</li> </ul>

**VIA EMAIL**

June 27, 2024

Samantha Yew, Clerk, City of Burlington  
Valerie Petryniak, Town Clerk, Town of Halton Hills  
Meaghen Reid, Town Clerk, Town of Milton  
Vicki Tytaneck, Town Clerk, Town of Oakville

---

Corporate Services Department  
Legal Services  
Office of the Regional Clerk  
1151 Bronte Road  
Oakville ON L6M 3L1

Please be advised that at its meeting held Wednesday, June 19, 2024, the Council of The Regional Municipality of Halton adopted the following resolution:

**RESOLUTION: PW-14-24 - Solid Waste Collection Future Levels of Service**

1. THAT Regional Council approve the levels of service for the collection of solid waste material as outlined in Report No. PW-14-24 re: "Solid Waste Collection Future Levels of Service";
  - a) THAT staff be directed to include provisional pricing for the collection of yard waste and Christmas trees in Hamlets and Clusters in the City of Burlington, Town of Halton Hills and Town of Milton, at the same frequency throughout the year as in the urban areas.
2. THAT the Regional Clerk forward a copy of Report No. PW-14-24 to the City of Burlington, the Town of Halton Hills, the Town of Milton, and the Town of Oakville for their information.

Please find attached a copy of Report No. PW-14-24 for your information. Please note that the resolution adopted by Council differs from the staff recommendation in the report. If you have any questions, please contact me at the email address below.

Sincerely,



Graham Milne  
Regional Clerk  
[graham.milne@halton.ca](mailto:graham.milne@halton.ca)

---

Report To:	Regional Chair and Members of Regional Council
From:	Andrew Farr, Commissioner, Public Works
Date:	June 19, 2024
Report No.:	PW-14-24
Re:	Solid Waste Collection Future Levels of Service

## Recommendation

1. THAT Regional Council approve the levels of service for the collection of solid waste material as outlined in Report No. PW-14-24 re: "Solid Waste Collection Future Levels of Service".
2. THAT the Regional Clerk forward a copy of Report No. PW-14-24 to the City of Burlington, the Town of Halton Hills, the Town of Milton, and the Town of Oakville for their information.

## Report

### **Executive Summary**

- Agreements with Miller Waste Systems Inc. (Residential Solid Waste Collection Contract (P-061-01-14) and Automated Solid Waste Collection (P-071-15)) and Advantage Waste Systems Ltd. (Front-End Solid Waste Collection (P1-159-15) for the collection of solid waste from residential properties, multi-residential complexes and designated industrial, commercial and institutional (ICI) locations commenced on April 4, 2016, for an eight-year term with two one-year extensions, ending April 3, 2026.
- As outlined in Report No. PW-13-24 re: "Miller Waste Systems Inc. Contract Extension for the Collection of Solid Waste in Halton Region", staff recommend that the agreements with Miller Waste Systems Inc. for solid waste collection services be extended to April 2, 2027.
- As of January 1, 2026, Halton Region will no longer be mandated to perform collection of Blue Box material from eligible sources. It will be the responsibility of Producer Responsibility Organizations to award and administer agreements for the

collection of Blue Box material from eligible sources in accordance with the Ontario Blue Box Regulation (O.Reg. 391/21).

- Halton Region will need to issue three Requests for Proposals (RFPs) in Fall 2024 for solid waste collection services and the purpose of this report to obtain Regional Council's approval for the recommended changes to solid waste collection from the current contracts as outlined in this report.
- The recommended changes are how solid waste collection services are provided in order to meet the needs of the community and accommodate growth in Halton including enhancements of the collection method, collection frequency and incorporation of environmentally sustainable fuel source.
- The recommended changes include a change from manual to an automated collection system; requirements for alternative fuel sources for collection vehicles to reduce greenhouse gas emissions; and removal of eligible blue box properties that fall under the Blue Box Regulation (O. Reg. 391/21).
- Provisional items will be included in the RFP to allow Halton Region to assess the cost and benefits of these services and they include a change from a five-day to four-day collection schedule; garbage and recycling from non-eligible properties, including designated ICI locations, Business Improvement Areas, and regional/municipal facilities; collection frequency changes for public space garbage containers; and call-in services (metal and appliance, bulk waste and Oakville bulk brush) from residential locations.
- This approach supports key initiatives outlined in Report No. PW-10-22 re: "Halton Region Solid Waste Management Strategy 2023-2030".

## **Background**

Since 1995, Halton Region has provided solid waste collection, through contracted services, to the area municipalities of the City of Burlington, the Town of Halton Hills, the Town of Milton and the Town of Oakville. A new collection agreement provides opportunities to enhance, streamline and harmonize existing waste collection programs as well as incorporate new initiatives and industry best practices that affect efficiency, improve health and safety, enhance waste diversion, and minimize environmental impacts.

Current agreements provide curbside (P-061-01-14), wheeled cart (P-071-15) and/or front-end containerized (P1-159-15) solid waste collection to residential curbside households, multi-residential complexes, designated industrial, commercial and institutional (ICI) locations, Business Improvement Areas, municipal/regional facilities and

municipal public space containers as shown in Table 1. The contracts commenced on April 4, 2016, for an eight-year term with two one-year options to extend as outlined in Report No. PW-05-15 re: “Award of Residential Solid Waste Collection Contract” and Report No. PW-37-15 re: “Contract Award for Front-End Solid Waste Collection Services”.

Table 1 also includes the proposed contract structure when issuing new collection contracts.

**Table 1: Current Collection Contract Structure and Proposed New Contracts**

Current Contract	Lines of Business	Current Contractor	Proposed RFP
P-061-01-14 Residential Solid Waste Collection	Residential curbside collection (all streams), and public space garbage containers	Miller Waste Systems	1. Automated Solid Waste Collection 2. Public Space Garbage Container Collection (new for 2027)
P-071-15 Automated Solid Waste Collection	Wheeled cart collection from multi-residential and ICI properties, including BIA	Miller Waste Systems	
PW-159-15 Front End Solid Waste Collection	Front end collection from multi-residential properties, commercial locations, Regional and Municipal facilities, and publicly funded schools	Advantage Waste Systems	3. Front End Solid Waste Collection

As per the terms and conditions of the current agreements, the contract term for services performed by Miller Waste Systems Inc. and Advantage Waste Systems Ltd., will expire on April 3, 2026.

Halton Region is one of the fastest growing municipalities in Ontario with the population forecasted to be 1,098,070 by 2051, as outlined in the Regional Official Plan Amendment No. 49. To accommodate growth, a shift to higher density housing, infill developments and less traditional housing developments (such as mixed-use properties, stacked townhouses and multi-plexes) have become more common. The shift in housing type and accumulated growth has put additional strain on current manual collection methods.

As part of a key initiative in the Solid Waste Management Strategy, Halton Region undertook an Automated Cart Demonstration Project with collection beginning in October 2023 and continuing until at least September 2024. Report No. PW-15-24 re: “Automated Collection Demonstration Project Update”, cited overall successful findings from the demonstration project that included enhanced operational efficiency, reduced roadside litter, and positive resident sentiment towards wheeled cart collection.

The purpose of this report is to recommend future levels of service and the specifications to be included in the RFPs for the new solid waste collection contracts to be issued in Fall 2024 and that will commence in 2026 (front end containerized collection) and 2027 (curbside and wheeled cart automated collection, and public space garbage containers).

Prior to award, staff will report back to Regional Council with recommendations for award and will include recommended provisional levels of service.

## **Discussion**

### ***Request for Proposals - Timing***

Request for Proposals for solid waste collection are designed to align collection services, maximize fleet and contractor/Region resources, improve health and safety, maximize efficiency, reduce environmental impact, and maintain customer service excellence.

Halton Region will include the same minimum eight-year base contract term from the current contracts but may consider longer extension options as part of the procurement process. The term length is an industry best practice and aligns with the life expectancy of the collection fleet to maximize cost efficiencies.

Waste collection contractors have informed municipalities that based on the size of the municipality, they require at least two years between the time when new agreements for large collection contracts are awarded, for the manufacture and eventual delivery of new waste collection vehicles required to service the new contracts.

To ensure Halton Region's future residential collection contractor is afforded two years to properly prepare to deliver service for residential waste collection staff recommend that the agreements with Miller Waste Systems Inc. for solid waste collection services be extended to April 2, 2027 (as outlined in Report No. PW-13-24 re: "Miller Contract Extension"). The RFP for curbside and wheeled cart automated collection and public space garbage containers will be issued in Fall 2024 and be awarded in early 2025.

While it is recommended the agreements with Miller Waste Systems Inc. be extended, a Request for Proposal for front-end containerized collection services (currently performed by Advantage Waste Systems Ltd.) will be prepared and released later this year and awarded in early 2025, as previously contemplated, for services to commence on April 4, 2026. Two years advance timing is not required for this contract due to the size of the contract (i.e. less collection vehicles required).

### ***Recommended Levels of Service***

It is recommended that the RFPs be based on the same service levels as currently provided to the community with the exception of the following:

- Removal of residential Blue Box collection as this service will be transferred to the producers under Blue Box Regulation O. Reg. 391/21;
- Removal of garbage and recycling collection to designated ICI locations and within Business Improvement areas in the base service levels but be included as a provisional item;
- Removal of scrap metal and appliance collection but be included as a provisional item; and
- Removal of Oakville bulk brush in the base service level but be included as a provisional item.

A review of the waste industry and the best practices used in other jurisdictions supports the change in collection method from manual to wheeled cart automated collection. In other jurisdictions, automated collection has been shown to increase collection efficiency, reduce worker injury, decrease labour force challenges, reduce litter, and decrease operational costs over the contract term.

A summary of the current levels of service and the recommended future service levels can be found in Attachment #1.

Other recommended changes related to how service is provided include:

- Collection method (change from manual to an automated collection system); and,
- Fuel source (include requirements for alternative fuel sources for collection vehicles to reduce greenhouse gas emissions is incorporated into collection contract);

It is also recommended that the following provisional items be included in the RFP to allow Halton Region to assess the cost and benefits:

- Collection week changes from five-day to four-day collection schedule;
- Garbage and recycling from non-eligible properties, including designated ICI locations, Business Improvement Areas, and regional/municipal facilities (current service);
- Collection frequency changes public space garbage containers; and,
- Call-in services (metal and appliance, bulk waste and Oakville bulk brush) from residential locations.

Halton Region will continue to perform solid waste collection of organic waste, garbage, bulk waste, seasonal yard waste from residential locations and public space garbage containers.

The following section provides the rationale for the recommended approach to the RFPs for the next solid waste collection contracts for Halton Region.

### ***Base Levels of Service***

#### Residential Curbside Solid Waste Collection

Residential curbside waste collection is provided to single-family homes, multi-plex locations and townhouse complexes that receive unit-to-unit collection. Residential curbside collection services will continue to include weekly organic waste (Green Cart), bi-weekly garbage and bulk waste, seasonal yard waste (in urban areas), and call-in metal and appliance collection.

1. Proposed Change: Collection method changed from manual to automated collection.

Staff recommend that Halton Region implement an automated wheeled cart service for the collection of organic waste (Green Cart) and garbage. The main drivers for the change from manual to automated collection include:

- Operational efficiencies as automated collection streamlines operations and ensures more consistent and reliable service delivery, which is important for fast growing communities like Halton Region;
- Enhanced worker safety and retention as automated collection reduces the physical strain on collection workers, decreasing the incidence of injuries and associated costs. This leads to a safer working environment, more broad and diverse labour force and higher job satisfaction among staff;
- Environmental sustainability as automated collection systems offer rigid closed top containers that reduce wind-blown litter; and,
- User-friendly for residents as wheeled carts used in automated collection provide a more user-friendly solution for residents, encouraging proper waste segregation and participation in recycling programs, which can lead to higher compliance rates and better waste management outcomes. Additionally, weight limits can be increased and reduce the risk of hazard exposure to children and animals.

Please refer to Report No. PW-15-2024 for the key findings on the automated collection demonstration project which has been ongoing since September 2023.

Automated collection would replace manually collected loose bag and container garbage as well as manually collected Green Carts with wheeled carts that could be collected with an automated collection system. As outlined Report No. PW-15-2024, organics was not included in the demonstration project as organics continued to be collected in the existing green carts (50 L) and the while the size (but not footprint) of the green cart will change



(80-120 L) as part of a Region-wide program in order to offer more capacity to residents, the resident's experience (i.e. storage and wheeling to the curb) will not change.

Based on lessons learned in other jurisdictions, as part of the RFP process, staff will review the benefits of rolling out automated collection in phases. A phased approach would see Halton Region implementing automated waste collection area by area over a period of up to three years.

In 2020, according to the United States Department of Labor's Bureau of Labor Statistics, the waste management industry was ranked the seventh most dangerous industry in United States; and, based on 2020 WSIB data, waste collection workers incurred 87 per cent of lost time injuries of all waste sector workers, resulting in increasingly high health and safety coverage costs and claims.

Waste to Resource Ontario, the industry trade association representing the waste, recycling and resource recovery sector across Ontario (formerly Ontario Waste Management Association) has formally expressed support to Halton Region's recommendation to transition from manual collection to automated wheeled cart collection citing that it "is a proven approach to enhance operational efficiency, reduce worker injuries, and improve overall service quality" (Attachment #2).

#### Multi-Residential, Care Homes and School Solid Waste Collection

Waste collection is provided to locations where solid waste material is placed in a shared common area, including multi-residential locations (i.e. apartments, condominiums, and high-density townhouse complexes), publicly funded schools, and some retirement and long-term care homes.

There are no changes to the current method of collection for these locations (automated wheeled cart and front-end containerized collection). Collection frequency and the amount of material eligible for collection will continue to be determined by the number of residential units.

The only change will be the removal of Blue Box collection from Halton Region's responsibility for these properties. The new collection contracts will provide new opportunities to streamline and harmonize services with the curbside automated collection and to find additional collection efficiencies of the remaining materials as outlined in Table 1.

2. Proposed Change: Ensuring sustainable fuels for waste collection vehicles is incorporated into all solid waste collection Request for Proposals.

The requirement for more sustainable technologies and alternatives to traditional petroleum-based fuels for the waste collection fleet will be incorporated into the Request for Proposals for waste collection services. The Request for Proposals will allow the proponents to propose a fuel source or combination of fuel sources that is aligned with Halton Region’s commitment to lower greenhouse gas (GHG) emissions as well as industry best practices.

This recommendation supports both the “Alternatives to Petroleum-Based Fuels for Waste Management Vehicles” key initiative within the Halton Region Solid Waste Management Strategy 2023-2030.

### Blue Box Transition and Removal of Eligible Blue Box Locations

The transition of the Ontario municipal Blue Box program to producer responsibility began July 1, 2023, as detailed in the Ontario Blue Box Regulation (O.Reg. 391/21) and will be completed by December 31, 2025. On January 1, 2026, Producers will take full responsibility of the Blue Box program across Ontario and Halton Region will no longer provide Blue Box collection to eligible sources, which means it will be the responsibility of Producer Responsibility Organizations to award and administer agreements for the collection of Blue Box material from eligible sources, including:

- single-family homes;
- multi-residential homes;
- retirement homes (not-for-profit and municipal);
- long-term care homes (not-for-profit and municipal);
- public and private schools; and,
- public space recycling along a public roadway.

Due to this regulatory change, eligible Blue Box locations will not be included in future Halton Region collection contracts.

### ***Provisional Levels of Service***

3. Provisional Change: Collection week change from a five-day to four-day collection week.

Halton Region will be requesting provisional costing for a four-day per week (Monday to Thursday) curbside waste collection curbside waste collection schedule change from the current five-day schedule (Monday to Friday). The move to a four-day collection schedule will eliminate a shift of waste collection services to the Saturday following a designated or declared holiday.

A four-day collection schedule will also allow Halton Region to respond more effectively and for resources to be available to provide unscheduled collection services in the event of an extreme weather occurrence that may postpone the collection of residential waste or create additional waste (such as the ice storm in 2013 and flooding that occurred in the City of Burlington in 2014).

Additionally, a four-day collection schedule will provide the collection contractor with sufficient time to perform routine maintenance on equipment and address repair requirements as needed without disrupting collection services.

This change will impact the current waste collection day for some residents. However, with growth within the Region and the removal of the Blue Box from Regional collection, it is an opportunity for Halton Region to review collection area boundaries with vendors and to look for additional collection efficiencies that can be found with area changes.

It will be the responsibility of the awarded solid waste collection contractor to propose a four-day collection schedule based on their knowledge and experience performing the work. If endorsed by Regional Council when the collection contracts are awarded, the recommended four-day collection schedule (including any collection boundary or collection day changes) would be presented to Regional Council in 2026.

### Designated ICI Locations

Halton Region currently collects garbage and recycling from designated ICI locations including:

- Regional/Municipal facilities (e.g. libraries, arenas, community centres);
- Designated Business Improvement Areas;
- Designated Commercial locations (small commercial businesses); and,
- Faith-Based locations.

Designated ICI locations outside of the Business Improvement Areas receive once-per-week collection Monday to Thursday and locations inside the Business Improvement Areas receive collection twice-per-week (Tuesday and Friday). The provision of this service is within Business Improvement Areas and along designated ICI collection routes that is discretionary as many ICI locations arrange for and pay directly for waste collection through private companies.

4. Provisional Change: Collection of solid waste from designated ICI locations and collection day change.

Staff will be requesting provisional costing for the collection of garbage and recycling from designated ICI locations. Provisional service to most locations includes wheeled cart collection of garbage and recyclable material. Some designated ICI locations also receive front-end collection of garbage, and recyclable material.

While Halton Region is not mandated to do so, it currently collects garbage and recycling material from designated ICI as it is an established level of service. However, due to O. Reg 391/21 not including the above designated ICI locations as part of the producer responsibility program, many municipalities are currently or will be evaluating whether to continue to provide this service.

Designated ICI locations currently receive once-per-week collection Monday to Thursday. As part of the above provisional pricing, collection will change to a Tuesday to Friday collection schedule and avoid Monday collection. Many businesses are closed on Sundays when waste is normally placed at the curbside for Monday collection, and to accommodate this Halton Region does not start collection in those areas until later in the morning. By shifting the collection day, Halton Region's contractor will be able to start operations at the normal collection start time of 7 a.m. which may improve overall efficiency of the collection resources.

### Public Space Garbage Containers

Halton Region collects public space containers that the local municipalities purchase, maintain and place around the region. Halton Region currently collects public space containers three times a week in the designated Business Improvement Areas and twice a week where they have been placed by the local municipalities along major arterial roads and access points to public pathways (not including those placed within parks).

5. Provisional Change: Public Space Garbage container collection frequency move from a twice-per-week to three times-per-week collection week for all locations.

Staff will evaluate the feasibility that all public space garbage containers collected by Halton Region on behalf of the local municipalities be collected three times a week in the Business Improvement Areas and high use containers. The change in collection schedule will streamline the service, better manage the volume of waste generated each week and reduce roadside litter.

### Residential Call-in Collection Services

6. Provisional Change: Call-in metal/appliance, bulk waste and Oakville bulk brush collection services.

Halton Region provides call-in metal and appliance collection services to residential curbside waste eligible properties. Over the life of the current contract, Halton Region has seen a downward trend in the usage of this service, as well as an increase in the material being scavenged prior to the scheduled collection day. As a result, it is recommended that this service be added to the Request for Proposal as a provisional service and evaluated through that process.

Bulk waste is currently collected with garbage every other week, with a three-item limit. It is recommended that Halton Region continue with a bulk waste collection service. However, with the proposed change from manual to automated collection, opportunities exist to further evaluate how this program is delivered. Staff recommend requesting pricing for the current approach as well as provisional pricing for a call-in bulk waste collection program, like the current call-in metal collection program, to evaluate if there are additional cost savings and customer service enhancements that could be realized.

Halton Region provides a call-in service to residents of Oakville for large/oversized unbundled brush material. This service is available from June to September. Staff will request provisional pricing for the continuation of this service for the next collection contract.

For the provisional items three through six outlined above, once bids are received, staff will complete a comprehensive analysis of the cost and feasibility of adding any of the provisional services into the new solid waste collection contracts and present the findings and recommendations to Regional Council in early 2025 prior to awarding the contracts.

### ***Next Steps***

Following Regional Council approval of the recommended levels of service for the collection of solid waste material, staff will prepare, release, evaluate and award Request for Proposals in early 2025 for services to commence on April 4, 2026 (Front-end solid waste collection to multi-residential complexes, commercial locations, Regional and Municipal facilities, and publicly funded schools) and April 3, 2027 (Residential solid waste collection and public space garbage containers) respectively, for a minimum eight-year term.

Prior to award staff will report to Regional Council on the adoption of any of the proposed provisional levels of service.

A comprehensive communication strategy will be developed and shared with Regional Council that will outline the phased in plan to communicate to those residents and

locations affected by changes to Halton Region’s solid waste collection program, including details on the transition of the Blue Box program to producer responsibility and how services will be delivered by the producers (Part 1) as well as the introduction of Region-wide automated wheeled cart collection for curbside services (Part 2).

The expected timelines for the procurement and award of the new solid waste collection contracts are outlined in Table 2.

**Table 2: Solid Waste Contract Procurement Timelines**

<b>Project Timeline and Milestones</b>	
Q2/Q3 2024	Develop solid waste collection request for proposals
Q3/Q4 2024	Issue solid waste collection request for proposals: 1. Front-end solid waste collection (Q3) 2. Public space container collection (Q4) 3. Residential solid waste collection (Q4)
Q1/Q2 2025	Report to Regional Council on provisional levels of service and award of the solid waste collection contracts, and multi-year communication and education strategy
Q2 2025	Blue Box transition communication strategy (Part 1)
Q2 2026	Front-end solid waste collection contract commences. (April 4, 2026)
Q2/Q3 2026	Council Toolkit and roll-out communication strategy for new collection contracts (Part 2)
Q2 2027	Public space container collection contract commences. (April 3, 2027)
	Residential solid waste automated collection contract commences. (April 3, 2027)

**Summary of Recommendations**

To best align with the Solid Waste Management Strategy, and to ensure fiscal and environmental sustainability, operational and customer service excellence, for the next solid waste collection contracts, staff recommend the following changes be included in the next RFP:

- Removal of residential Blue Box collection as this service will be transferred to the producers under Blue Box Regulation O. Reg. 391/21;
- Removal of garbage and recycling collection to designated ICI locations and within Business Improvement areas in the base service levels but be included as a provisional item;
- Removal of scrap metal and appliance collection but be included as a provisional item;

- Removal of Oakville bulk brush in the base service level but be included as a provisional item;
- Collection method change (from manual to an automated collection system); and,
- Requirements for alternative fuel sources for collection vehicles to reduce greenhouse gas emissions is incorporated into collection contract.

It is also recommended that the following provisional items be included in the RFP to allow the Region to assess the cost and benefits:

- Collection week changes from five-day to four-day collection schedule;
- Garbage and recycling from non-eligible properties, including designated ICI locations, Business Improvement Areas, and regional/municipal facilities (current service);
- Collection frequency changes public space garbage containers; and,
- Call-in services (metal and appliance, bulk waste and Oakville bulk brush) from residential locations.

Accordingly, staff recommend Regional Council to endorse incorporating these levels of service changes in the new solid waste collection Request for Proposals.

## Financial/Program Implications

There are no financial implications with this report. Staff will report back to Regional Council with the results of the procurement process and the projected financial impact of the new waste collection contracts to seek approval to award and will review if there are any opportunities to mitigate the impact in the budget. The change to automated collection will require all households to receive new carts which is estimated to have a capital cost of \$35M. All impacts related to the new collection contracts will be incorporated through the annual budget process for Regional Council's consideration.

Respectfully submitted by,

Andrew Farr  
Commissioner, Public Works

Approved by,

Jane MacCaskill  
Chief Administrative Officer

If you have any questions about the content of this report, please contact:  
Andrew Farr, Commissioner, Public Works

### Attachments:

Attachment #1 – Solid Waste Collection Levels of Service Proposed Changes

Attachment #2 - Letter from Waste to Resource Ontario - re: Halton's Transition to Automated Waste Collection

### Additional Information:

The sources listed below are for supplemental information and reference only. Halton Region is not responsible for the currency, accuracy, or legality of the content from any external links.

### Additional Information

None



### Solid Waste Collection Levels of Service Proposed Changes

Sector	Line of Business	Current Level of Service	Future Level of Service Changes
<b>Base Levels of Service</b>			
Residential (curbside, low-density)	Collection Frequency	5 days of collection, Monday to Friday	<b>Base Service:</b> No change <b>Provisional Service:</b> 4 days of collection, Monday to Thursday
	Garbage	Every other week, 3 bag/container limit; up to 3 additional bag with garbage tags	<b>Base Service:</b> Every other week, wheeled cart automated collection; up to 3 additional bags with garbage tags
	Recycling	Every Week, unlimited	<b>No Regional collection; full producer responsibility in effect January 1, 2026</b>
	Organics	Every Week, unlimited	<b>Base Service:</b> Every week, wheeled cart for automated collection
	Yard Waste (urban only)	Seasonal, unlimited, every other week (19 weeks)	<b>Base Service:</b> No change
	Bulk Waste	Every other week, 3 item limit	<b>Base Service:</b> No change <b>Provisional:</b> Call-in service, collected on regular Garbage Day
	Christmas Trees	Two weeks in January	<b>Base Service:</b> No change
	Scrap Metal & Appliance	Call-in service, collected on regular Garbage Day	<b>Base Service:</b> No Scrap Metal and Appliance Collection <b>Provisional Service:</b> Call-in service, collected on regular Garbage Day.
Residential and Other Eligible Locations (multi-residential, medium to high density, schools, long-term care facilities, etc.)	Garbage (wheeled carts)	Every week, schedules vary	<b>Base Service:</b> No change <b>Provisional Service:</b> 4 days of collection, Monday to Thursday
	Garbage (front-end bins)	Every week, schedules vary	No change
	Recycling		<b>No Regional collection; full producer responsibility in effect January 1, 2026</b>
	Organics	Every week, schedules vary	<b>Base Service:</b> No change

### Solid Waste Collection Levels of Service Proposed Changes

			<b>Provisional Service: 4 days of collection, Monday to Thursday</b>
	Bulk Waste	Available upon request, up to two times per year	<b>Base Service:</b> No change
ICI (inside BIA)	Garbage	Tuesday and Friday collection	<b>Provisional Service:</b> Tuesday and Friday collection
	Recycling	Tuesday and Friday collection	<b>Provisional Service:</b> Tuesday and Friday collection
ICI (outside BIA)	Garbage	Monday to Thursday collection (once a week)	<b>Provisional Service:</b> Tuesday to Friday collection (once a week)
	Recycling	Monday to Thursday collection (once a week)	<b>Provisional Service:</b> Tuesday to Friday collection (once a week)
Public Space Litter Containers	Garbage	Manual collection, twice a week either Monday/Thursday or Tuesday/Friday	<b>Base Service:</b> Manual collection, twice a week either Monday/Thursday or Tuesday/Friday  <b>Provisional Service: Three times a week for Business Improvement Areas and high use containers</b>
	Recycling	Manual collection, twice a week either Monday/Thursday or Tuesday/Friday	<b>No Regional collection; full producer responsibility in effect January 1, 2026</b>
<b>Enhanced Levels of Service</b>			
Local Area Municipality	Oakville	Bulk Brush	<b>Provisional service to be evaluated in the Request for Proposal</b>

**Note: Provisional Services will be included and evaluated through the Request for Proposal process.**

May 16, 2024

**Andrew Farr, P.Eng.**

Commissioner, Public Works

Public Works

Halton Region

1151 Bronte Road

Oakville, ON L6M 3L1

**RE: Halton's Transition to Automated Waste Collection**

Dear Andrew Farr,

On behalf of Waste to Resource Ontario (W2RO), I am writing to express our support for Halton Region's initiative to transition to automated waste collection. As the industry trade association representing the waste, recycling & resource recovery sector across Ontario, we recognize that this initiative aligns with the broader industry trend towards automation, embraced by both municipal authorities and private operators.

Ontario is experiencing a significant population growth, which is expected to continue in the coming years. This rapid growth necessitates a focus on maintaining effective and efficient waste collection services to meet the needs of an expanding community. Automated collection, supported by wheeled carts, is a proven approach to enhance operational efficiency, reduce worker injuries, and improve overall service quality.

Automated collection systems streamline waste management operations, enabling more consistent and reliable service delivery. Automation significantly reduces the physical strain on collection workers, lowering the incidence of injuries and associated costs. This leads to a safer working environment and higher job satisfaction among staff. Automated systems often incorporate advanced technologies that can enhance waste sorting and recycling efforts, contributing to regional environmental sustainability goals. Wheeled carts provide a more user-friendly solution for residents, encouraging proper waste segregation and participation in recycling programs. This convenience can lead to higher compliance rates and better overall waste management outcomes.

While the initial investment in automated systems may be higher, the long-term benefits include reduced operational costs, improved efficiency, and potential savings from decreased injury claims and enhanced resource recovery. Automated collection helps resolve significant collection issues, leading to more predictable and efficient service.

The industry is increasingly adopting automated collection systems to address common challenges such as labor shortages, rising operational costs, and the need for sustainable practices. Both municipal authorities and private operators are moving towards automation to enhance service delivery and ensure long-term viability. The industry trend towards automation highlights the benefits of reduced physical strain on workers, increased capacity for waste storage, and a more aesthetically pleasing and litter-free environment.

W2RO commends Halton Region for its proactive approach in piloting automated collection and for its commitment to continuous improvement in waste management services. Thank you for considering our perspective and for your dedication to enhancing waste collections services in Halton.

If you require further information or have any questions, please reach out to Ravneet Gill ([rgill@w2ro.org](mailto:rgill@w2ro.org))

Kind Regards,

Ashley De Souza  
Chief Executive Officer

**VIA EMAIL**

June 27, 2024

Samantha Yew, Clerk, City of Burlington  
Valerie Petryniak, Town Clerk, Town of Halton Hills  
Meaghen Reid, Town Clerk, Town of Milton  
Vicki Tytaneck, Town Clerk, Town of Oakville

---

Corporate Services Department  
Legal Services  
Office of the Regional Clerk  
1151 Bronte Road  
Oakville ON L6M 3L1

Please be advised that at its meeting held Wednesday, June 19, 2024, the Council of The Regional Municipality of Halton adopted the following resolution:

**RESOLUTION: PW-15-24 - Automated Collection Demonstration Project Update**

1. THAT Report No. PW-15-24 re: “Automated Collection Demonstration Project Update” be received for information.
2. THAT the Regional Clerk forward a copy of Report No. PW-15-24 to the City of Burlington, the Town of Halton Hills, the Town of Milton and the Town of Oakville for their information.

Please find attached a copy of Report No. PW-15-24 for your information. If you have any questions, please contact me at the email address below.

Sincerely,



Graham Milne  
Regional Clerk  
[graham.milne@halton.ca](mailto:graham.milne@halton.ca)

Report To:	Regional Chair and Members of Regional Council
From:	Andrew Farr, Commissioner, Public Works
Date:	June 19, 2024
Report No.:	PW-15-24
Re:	Automated Collection Demonstration Project Update

## Recommendation

1. THAT Report No. PW-15-24 re: “Automated Collection Demonstration Project Update” be received for information.
2. THAT the Regional Clerk forward a copy of Report No. PW-15-24 to the City of Burlington, the Town of Halton Hills, the Town of Milton and the Town of Oakville for their information.

## Report

### **Executive Summary**

- As identified in the Solid Waste Management Strategy and approved in Report No. PW-07-23, Halton Region is conducting an Automated Collection Demonstration Project to determine the level of support for such services, identify the impact that various cart sizes have on waste generation and waste diversion, and to monitor the effect on reducing litter as a result of high winds, in preparation of levels of service for the next solid waste collection contracts.
- The Automated Collection Demonstration Project includes approximately 1,800 single-family residential households in eight urban and rural areas of Halton, including households with small lots, and households in recently built subdivisions.
- In June 2023, selected households were informed that their area was selected for participation in the Automated Collection Demonstration Project, and asked to complete an on-line survey to determine their initial level of support for an automated collection service as well as to identify any concerns they may have with this proposed service. All residents were also invited to participate at in-person Public Information Centres and received information toolkits about the Project.

- A pre-determined size of two wheeled carts (one for Blue Box material and one for garbage), were delivered in the last week of September 2023, and the first collection commenced the week of October 10, 2023. Participants were able to request a different cart size to best suit the needs of their household in December 2023.
- For project participants, organics continued to be collected in the existing green carts (50 L). While the size (but not footprint) of the green cart will change in the future (80-120 L) to offer more capacity to residents, the resident's experience (i.e. storage and wheeling to the curb) will not change.
- A consultant assisted Halton Region in monitoring the Automated Collection Demonstration Project including audits of set-outs, time and motion studies, composition of waste material and further surveys of residents to determine their level of support for an Automated Collection program and share their experiences.
- A follow-up survey was conducted in February 2024 to compare to the benchmark, 85 per cent of participants supported or were neutral about the wheeled cart program, reporting an increase of 18 per cent compared to prior to the start of the program. Additionally, reported key benefits included the reduction of wind-blown litter, easier to move to and from the curb than the current system, protection from rodents and pests and overall, a more organized way to conduct waste collection. The primary concerns identified with the wheeled carts was storage space, aesthetics, and difficulty cleaning.
- The results of the Automated Collection Demonstration Project, paired with industry best practices, are supportive of Halton Region moving to an automated collection program for garbage and organics for the next solid waste collection contract.
- With the upcoming transition to full producer responsibility for the Blue Box program (Report No. PW-08-24), it is unknown at this time if Circular Materials Ontario will adopt a cart program in Halton Region for recycling or continue with the current Blue Box manual collection system.
- The key findings and lessons learned from the Automated Collection Demonstration Project supported the recommendations contained in Report No. PW-14-24, "Solid Waste Collection Future Levels of Service."

## **Background**

During public engagement on the Solid Waste Management Strategy in the Fall of 2021 as outlined in Report No. PW-10-22: "Halton Region Solid Waste Management Strategy 2023-2030", there was a near even split among households in favour of an Automated Wheeled Collection program and households opposed to such a program.

Residents in favour of a wheeled cart program identified reduction of litter and ease of use as their main reasons. Residents opposed to carts expressed concerns regarding the size and storage requirements for wheeled carts, concerns about handling carts and the amount of sidewalk space they take-up on the scheduled collection day.

As a key initiative identified in the Solid Waste Management Strategy, Halton Region initiated an Automated Cart Waste Demonstration Project to explore the feasibility of transitioning from traditional waste collection methods (Report No. PW-07-23). The Project explored the benefits and challenges for wheeled cart collection (replacing traditional Blue Boxes/bags and garbage bags/bins) and how it could operate Region-wide. Halton Region retained Dillon Consulting Limited to assist with the Project.

Halton Region identified eight demonstration areas comprising approximately 1,800 households. Households were selected by Halton Region based on household type, lot size, location, and year of construction. The selected demonstration areas include a representative sample of single-family households in both the urban and rural areas of the Region, with an emphasis on households with small lots, long driveways, and potential curb space and storage limitations (i.e., townhouse complexes or new builds). Demonstration areas also include neighbourhoods where complaints of windy day litter are more common.

Through the Project, participating households were provided with carts for garbage and recycling to use in place of garbage cans/bags or Blue Boxes. Participating households across different study areas were provided with differing sized carts to observe through the Project if there were any correlations between cart size and to identify any trends. Information regarding the demonstration areas, including their location, number of households, type of area and initially delivered cart size are shown in the table below.

### Demonstration Area, Number of Households and Cart Sizes

Demonstration Area and Municipality	Households	Blue Cart Size (L)	Black Cart Size (L)	Type of Area
1 Milton (Ward 4)	268	240	120	Urban
2 Burlington (Ward 1)	257	360	240	Urban
3 Oakville (Ward 4)	207	240	120	Urban
4 Georgetown (Ward 4)	263	360	240	Urban
5 Burlington (Ward 6)	209	240	120	Urban
6 Milton (Ward 1)	90	360	240	Rural
7 Oakville (Ward 7)	248	240	240	Urban**
8 Oakville (Ward 6)	248	360	240	Urban

\*\* New development with ongoing construction



## **Discussion**

### ***Communication and Public Engagement***

Participating households were first notified of the Project through a letter sent in June 2023 by Halton Region. In September 2023 participating households received an information toolkit regarding the Project. These information toolkits included invitations to Public Information Centres which were held in each of the demonstration areas between September 19, 2023, to September 26, 2023.

Each of the participating households was provided with a black cart for garbage and a blue cart for recycling between September 26, 2023, to September 30, 2023. In January 2024, participating households that requested cart exchanges were provided carts of their preferable size from the sizes that Halton Region offered (240 L and 360 L for garbage, 120 L, 240 L and 360 L for recycling).

For project participants, organics continued to be collected in the existing green carts (50 L). While the size (but not footprint) of the green cart will change in the future (80-120 L) to offer more capacity to residents, the resident's experience (i.e. storage and wheeling to the curb) will not change.

During the Project both cart delivery and exchanges were carried out by a contractor, with staff onsite during cart delivery to answer resident questions and concerns related to the introduction and use of wheeled carts. It is recommended that the same process be used for both if wheeled cart collection is introduced across the Region.

As part of the Project, and to reflect how waste is typically collected using automated collection, the frequency of recycling collection decreased from weekly to bi-weekly. This change in frequency reflects the greater storage capacity of the carts compared to Blue Boxes and is anticipated to reduce the number of collection trucks required to collect across the Region. Through participating household survey results, most respondents indicated that collection every other week for garbage and recycling met their needs, with 82 per cent indicating that this collection frequency met their needs for garbage, and 74 per cent indicating the same for recycling.

### ***Project Findings***

Collection under the Project started in October 2023 and to assess the successes and challenges associated the follow studies were conducted:

1. Time studies;
2. Motion studies;
3. Participating household surveys; and,
4. A waste audit.

Noteworthy findings underscored enhanced operational efficiency, diminished litter, and positive resident sentiment towards wheeled cart collection.

### 1. Time Studies

Introducing wheeled cart collection across the Region will be similar or decrease the total collection time per route compared to manual collection. On average manual collection in Halton Region takes 20 seconds per stop whereas automated collection of carts only takes on average 15-20 seconds per stop depending on if it is an urban or rural setting.

Introducing wheeled cart collection also creates other efficiencies including on labour. Automated wheeled cart collection only requires one operator per route compared to two operators for manual collection. This will reduce the total labour hours required.

### 2. Motion Studies

The key finding from the motion studies were that issues that arose during collection and placement of carts decreased as households and operators became more familiar with wheeled cart collection. Cart exchanges whereby households were able to select a different, more appropriate cart size for their household, were also found to reduce the amount of excess waste being set out beside the carts. This ultimately reduces the number of times that the operator needs to exit the vehicle (and reduces labour hours and collection time).

Slightly more issues were noted during garbage collection using the smaller 120 L carts. This included the carts being knocked over during placement after collection, and excess waste placed beside the carts.

Another key finding was that there were very few instances of wind-blown litter observed throughout the motion studies, supporting the notion that the use of wheeled carts can reduce the prevalence of litter (less than ten instances observed over the course of the study).

### 3. Household Surveys

Surveys were completed by participating households to understand resident opinions and experiences with the implementation of wheeled cart collection. Two surveys were completed during the Project, the first in June 2023, and the second in February 2024.

The first survey was conducted prior to delivery of the carts to understand initial perceptions and opinions on wheeled cart collection.

The second survey was conducted following three months of wheeled cart collection services to determine level of pilot support post-implementation, identify any concerns and note any changes in opinion.

A key finding from the participating household surveys were that in both surveys the majority of respondents supported or were neutral about the wheeled cart collection, with 67 per cent of respondents indicating this in the first survey and 85 per cent indicating the same in the second survey. Additional insights were related to the perceived benefits and challenges of wheeled cart collection.

During both surveys the benefits commonly identified were reduction of wind-blown litter, waste is protected during extreme weather and from pests and rodents, and that carts are easier to move to and from the curb. During both surveys, the challenges commonly identified were that carts take up too much storage space, carts are difficult to clean, carts are not an appropriate size for storing garbage and recycling and carts are difficult to move; however, only 10 to 34 per cent of respondent identified these as challenges, with the highest being carts taking up too much space at 34 per cent.

Through participating household survey results, most respondents indicated that collection every other week for garbage and recycling met their needs, with 82 per cent indicating that this collection frequency met their needs for garbage, and 74 per cent indicating the same for recycling.

#### 4. Waste Audits

A key finding from the waste audits were that households participating in the Project were sorting most of their waste properly into the garbage and recycling carts. When considering the results from waste audits performed between 2019 against what was found as part of the Project, there were no considerable differences, indicating that switching to automated wheeled cart collection for garbage and recycling will not negatively impact Halton Region's diversion rates. There did not appear to be any correlation between the size of carts and residents' diversion behaviours. Between urban and rural areas, it was noted that there was a higher portion of organics in the garbage stream in the rural area.

#### ***Key Opportunities***

Based on the findings above, there were four key opportunities identified to mitigate the concerns that residents had with moving to wheeled carts for the collection of garbage and organics that can be adopted in a strategy to roll-out the cart across the Region pending approval of automated wheeled cart collection for the next collection contract (as per Report No. PW-14-24).

1. **Cart size pre-selection:** allow residents to predetermine their size or accept the default size for garbage for a period of up to three months before delivery. This will mitigate initial storage space concerns.
2. **Phased Roll-out:** The pilot project represented one per cent of all households in Halton and the logistics of cart production and delivery to homes were fairly straight forward. Based on lessons learned in other jurisdictions, it is recommended that to be

successful in rolling out a full scale program, Halton Region should split the program into phases to ensure appropriate level of resourcing and detail. Halton Region would therefore implement automated waste collection area by area over a period of up to three years. This would also serve to spread the estimated \$35M in capital cost to produce and deliver the carts over the same time frame.

3. **Managing Change:** 100 per cent participation was achieved in the pilot by the end of month three. A communications strategy leveraging the success of the pilot project can be developed to encompass procedures and monitoring for the majority of housing types but also for special circumstances (i.e. rentals, new homeowners, new builds, etc.). Continuous monitoring and public surveys are recommended to gauge the effectiveness of the implementation process and address evolving community needs.
4. **Increased Contractor Efficiency:** The most efficient method of collection using carts is fully automated, where all material is contained inside the carts. Consideration for an optional 360L garbage cart should be given for households that consistently produce more waste than the average (i.e. multi-family dwellings) which also maximize routes and collection efficiencies.

### ***Conclusion***

The Automated Wheeled Cart Waste Collection Project underscores the feasibility and benefits of transitioning to wheeled cart collection. The Project's findings pave the way for sustainable waste management practices and inform Halton Region's waste management strategy. By embracing innovative approaches, Halton Region can enhance operational efficiency, mitigate environmental impacts, and promote community well-being through effective waste management practices and automated collection.

The results of this Project, paired with industry best practices have informed the future levels of service for the collection of solid waste material, and support the recommendations contained in Report No. PW-14-24 including Region-wide adoption of wheeled cart automated collection for garbage and organics.

### ***Next Steps***

As indicated in Report No. PW-07-23, staff may recommend continuation of the Project for an extended period of time or recommend more household be added in the Fall of 2024. Upon approval of the solid waste collection future levels of service outlined in Report No. PW-14-24 including Region-wide automated cart collection, the Project will be extended until the end of the existing Residential Solid Waste Collection contract (P-061-1-14) and staff will report back later in 2024 with recommendations on adding additional households to the Project in 2025. Halton Region's current contractor, Miller Waste Systems Inc., is actively exploring the purchase of additional automated collection trucks to expand the current demonstration areas through to the end of the current collection contract.

Households in the demonstration areas will receive a program update in August 2024 via a mail-out, that includes next steps.

It is important to note that with the upcoming transition to full producer responsibility for the Blue Box program (Report No. PW-08-24), it is unknown at this time if Circular Materials Ontario will adopt a cart program in Halton Region for recycling or continue with the current Blue Box manual collection system. Staff have shared the findings of this Project with Circular Materials Ontario staff for their consideration for the producer program. If Circular Material's Ontario's contractor continues with the current Blue Box manual collection system, Halton Region will retrieve the recycling carts from the demonstration areas, prior to the Blue Box transition date of January 1, 2026 and will supply those residents with Blue Boxes.

In 2025, staff will present a multi-year communications and education strategy to be reviewed and approved by Regional Council. The comprehensive plan will also outline how residents will be informed of the transition to automated wheeled cart collection (if implemented), the phases of an implementation plan, as well as how and when services will be performed.

## Financial/Program Implications

The Automated Collection Demonstration Project is being funded through capital project G3435A – Automated Wheeled Cart Project Study.

The actual projected cost and financial impact of transitioning to automated wheeled cart collection will be brought forward with the results of the procurement process for Regional Council's consideration to award the new solid waste collection contracts, anticipated in early 2025.

Respectfully submitted by,

Andrew Farr  
Commissioner, Public Works

Approved by,

Jane MacCaskill  
Chief Administrative Officer

If you have any questions about the content of this report, please contact:  
Andrew Farr, Commissioner, Public Works

Attachments:  
None.

Additional Information:

The sources listed below are for supplemental information and reference only. Halton Region is not responsible for the currency, accuracy, or legality of the content from any external links.

None.



# THE CORPORATION OF THE TOWN OF COBALT

June 26, 2024

The Corporation of the Township of Harley  
903303 Hanbury Rd  
New Liskeard, ON P0J 1P0

Please be advised that at the Regular Meeting of Council on June 25, 2024, the Town of Cobalt adopted the following resolution:

**RESOLUTION No. 2024-125**

**MOVED BY:** Councillor Wilcox  
**SECONDED BY:** Councillor Starchuk

**WHEREAS** the Public Sector Accounting Board (PSAB) establishes accounting standards for the public sector which must be followed by all Ontario municipalities;

**AND WHEREAS** the Municipal Act, 2001, section 294.1 states that a municipality shall, for each fiscal year, prepare annual financial statements for the municipality in accordance with generally accepted accounting principles for local governments as recommended, from time to time, by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada;

**AND WHEREAS** PS3280 is a new accounting standard covering asset retirement obligations (ARO) that was approved by PSAB in March 2018;

**AND WHEREAS** the standard must be applied by all public sector entities who prepare their financial statements under PSAB, including all Canadian municipalities;

**AND WHEREAS** many small municipalities do not have accountants or engineers on staff to complete the ARO obligations and this major accounting changes will force small municipalities to hire consultants to complete this work and cause a significant financial burden to municipalities;

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Corporation of the Town of Cobalt supports the resolutions from the Township of Harley, Coleman Township, Township of Larder Lake, Township of Casey, Township of Hudson & Township of Kerns and hereby calls upon the province of Ontario to provide financial assistance to municipalities to complete the ARO;

**AND FURTHER THAT** a copy of this resolution be forwarded to the Honourable Paul Calandra, Minister of Municipal Affairs and Housing, the Association of Municipal Clerks and Treasurers of Ontario (AMCTO), the Timiskaming Municipal Association (TMA), the Federation of Northern Ontario Municipalities (FONOM) and all municipalities within the District of Timiskaming.

CARRIED

Kind Regards,

Steven Dalley  
Town Manager, Clerk/Treasurer  
Email: [sdalley@cobalt.ca](mailto:sdalley@cobalt.ca)

Municipality of Tweed Council Meeting  
Council Meeting



**Resolution No.** 152  
**Title:** Councillor J. Flieler  
**Date:** Tuesday, May 7, 2024

---

**Moved by** J. Flieler  
**Seconded by** P. Valiquette

WHEREAS the World Animal Protection Organization has circulated the following resolution to all municipalities in Ontario;

WHEREAS Ontario has more private non-native (“exotic”) wild animal keepers, roadside zoos, mobile zoos, wildlife exhibits and other captive wildlife operations than any other province; and,

WHEREAS the Province of Ontario has of yet not developed regulations to prohibit or restrict animal possession, breeding, or use of non-native (“exotic”) wild animals in captivity; and,

WHEREAS non-native (“exotic”) wild animals can pose very serious human health and safety risks, and attacks causing human injury and death have occurred in the province; and,

WHEREAS the keeping of non-native (“exotic”) wild animals can cause poor animal welfare and suffering, and poses risks to local environments and wildlife; and,

WHEREAS owners of non-native (“exotic”) wild animals can move from one community to another even after their operations have been shut down due to animal welfare or public health and safety concerns; and,

WHEREAS municipalities have struggled, often for months or years, to deal with non-native (“exotic”) wild animal issues and have experienced substantive regulatory, administrative, enforcement and financial challenges; and,

AND WHEREAS the Association of Municipalities of Ontario (AMO), the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO) and the Municipal Law Enforcement Officers' Association (MLEOA) have indicated their support for World Animal Protection’s campaign for provincial regulations of non-native (“exotic”) wild animals and roadside zoos in letters to the Ontario Solicitor General and Ontario Minister for Natural Resources and Forestry;

THEREFORE, BE IT RESOLVED THAT given the recent baboon biting incident in Kirkland Lake ON, the Municipality of Tweed hereby petitions the provincial government to implement provincial regulations to restrict the possession, breeding, and use of non-native (“exotic”) wild animals and license zoos in order to guarantee the fair and consistent application of policy throughout Ontario for the safety of Ontario’s citizens and the non-native (“exotic”) wild animal population;

AND BE IT FURTHER RESOLVED that this resolution will be forwarded to all municipalities in Ontario for support and that each endorsement be then forwarded to the Premier of Ontario ([premier@ontario.ca](mailto:premier@ontario.ca)), Ontario Solicitor General ([michael.kerzner@ontario.ca](mailto:michael.kerzner@ontario.ca)), Ontario Minister for Natural Resources and Forestry ([graydon.smith@ontario.ca](mailto:graydon.smith@ontario.ca)) and MPP Ric Bresee, AMO ([amo@amo.on.ca](mailto:amo@amo.on.ca)), AMCTO ([advocacy@amcto.com](mailto:advocacy@amcto.com)), and MLEAO ([mleo@mleoa.ca](mailto:mleo@mleoa.ca)).



**Carried**



# Northumberland County Council Resolution

**SENT VIA EMAIL**

**June 21, 2024**

Hon. Justin Trudeau (Prime Minister of Canada)  
Hon. Arif Virani (Minister of Justice and Attorney General of Canada)  
Hon. Doug Ford (Premier of Ontario)  
Hon. Doug Downey (Attorney General of Ontario)  
Hon. Michael Kerzner (Ontario Solicitor General)  
Hon. Phillip Lawrence (Member of Parliament for Northumberland–Peterborough South)  
Hon. David Piccini (Minister of Labour, Immigration, Training and Skills Development and  
MPP for Northumberland-Peterborough South)  
Association of Municipalities of Ontario (AMO)  
Northumberland County's Member Municipalities  
All Ontario Municipalities

**Re: Correspondence, Municipality of St. Charles 'Catch and Release Justice'**

At a meeting held on June 19, 2024 Northumberland County Council approved Council Resolution # 2024-06-19-438 adopting the below recommendation from the June 4, 2024 Finance and Audit Committee meeting:

**Moved by:** Councillor John Logel  
**Seconded by:** Councillor Mandy Martin

"**That** the Finance and Audit Committee, having considered correspondence from the Municipality of St. Charles regarding 'Catch and Release Justice', recommend that County Council support the correspondence and direct staff to send a copy of this resolution to key stakeholders, including Northumberland County's 7 Member Municipalities."

**Council Resolution # 2024-06-19-438**

**Carried**

If you have any questions regarding this matter, please do not hesitate to contact the undersigned at [matherm@northumberland.ca](mailto:matherm@northumberland.ca) or by telephone at 905-372-3329 ext. 2238.

Sincerely,  
Maddison Mather



Manager of Legislative Services / Clerk  
Northumberland County

# Council Resolution

---

Moved By J. Lloyd  
 Seconded By M. Martin

Agenda Item 10 Resolution Number 2024-06-19- 438


Council Date: June 19, 2024

"That Council adopt all recommendations from the six Standing Committees, as contained within the Committee Minutes (meetings held June 3, 4 and 5, 2024), with the exception of the following items (referenced from the Standing Committee Minutes), that will be held for discussion:

- Public Works Committee, Item 9.a, 'Radio Communications Tower Project' - Verbal Update – **Held by Councilor Jibb**

**And Further That** the items listed above and held for separate discussion each require a separate resolution."

Recorded Vote Requested by \_\_\_\_\_  
 Councillor's Name

  
 Carried \_\_\_\_\_  
 Warden's Signature

Deferred \_\_\_\_\_  
 Warden's Signature

Defeated \_\_\_\_\_  
 Warden's Signature

## Finance & Audit Committee Resolution

---

**Committee Meeting Date:** June 4, 2024

**Agenda Item:** 7.c

**Resolution Number:** 2024-06-04- 383

**Moved by:** Martin

**Seconded by:** Ostrander

**Council Meeting Date:** June 19, 2024

---

"That the Finance and Audit Committee, having considered correspondence from the Municipality of St. Charles regarding 'Catch and Release Justice', recommend that County Council support the correspondence and direct staff to send a copy of this resolution to key stakeholders, including Northumberland County's 7 Member Municipalities."

**Carried** \_\_\_\_\_

  
Committee Chair's Signature

**Defeated** \_\_\_\_\_

Committee Chair's Signature

**Deferred** \_\_\_\_\_

Committee Chair's Signature

The Corporation of the Municipality of St. Charles  
RESOLUTION PAGE



Regular Meeting of Council

**Agenda Number:** 8.6.  
**Resolution Number** 2024-074  
**Title:** Resolution stemming from February 21, 2024 Regular Meeting of Council - Item 10.1 - Correspondence #23  
**Date:** March 20, 2024

---

**Moved by:** Councillor Laframboise  
**Seconded by:** Councillor Pothier

**BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby supports the Resolution passed by the Corporation of the City of Cambridge on February 13, 2024, regarding catch and release justice;**

**AND BE IF FURTHER RESOLVED THAT a copy of this Resolution be sent to Prime Minister, Justin Trudeau; Minister of Justice and Attorney General of Canada, Arif Virani; Attorney General of Ontario, Doug Downey; Ontario Solicitor General, Michael Kerner; Premier Doug Ford; the Association of Municipalities of Ontario (AMO); our local Member of Parliament (MP); our local Member of Provincial Parliament (MPP); and all Ontario Municipalities.**

CARRIED

  
MAYOR

The Corporation of the City of Cambridge  
Corporate Services Department  
Clerk's Division  
Tel: (519) 740-4680 ext. 4585  
[mantond@cambridge.ca](mailto:mantond@cambridge.ca)

February 14, 2024

**Re: Catch and Release**

At its Council Meeting of February 13, 2024, the Council of the Corporation of the City of Cambridge passed the following Motion:

**WHEREAS** this council believes that the safety of our community and its protection from crime in all its forms is of utmost importance.

**WHEREAS** our taxpayer-funded judicial system exists to protect the public, who in return for their tax dollars are entitled to a system that works.

**WHEREAS** the number of charges laid for failure to comply with court orders – primarily failure to comply with the terms of a promise to appear, undertaking, recognizance, probation order, or peace bond – are steadily on the rise in the province of Ontario.

**WHEREAS** there has been a notable increase in the number of violent offences committed in the province of Ontario by individuals who are concurrently subject to release orders.

**WHEREAS** the Ontario justice system is backlogged, court systems under strain, and police and prosecutors overwhelmed by their caseloads.

**WHEREAS** we have seen a dramatic lowering of the threshold for release, resulting in violent, serious, or repeat offenders who should by rights have been reasonably detained in custody, released on supervision plans that are increasingly deficient.

**WHEREAS** the general sense among the criminal population is that breaching bail conditions will not result in much by way of consequence for the offender, as evidenced by a clear pattern province-wide of unjustifiable release, a pattern which is bound to continue given insufficient resources to conduct Crown bail reviews, surety bond estreatment hearings, and ensure the subsequent collection of surety bond funds after judgment.

**WHEREAS** a 'catch and release' system constitutes a failure of government to perform a core function of its existence, that being the protection of public safety and that this failure constitutes a clear and present danger to the public.

**WHEREAS** the current hard drug crisis has contributed to a desperate criminal element that is exacting a significant financial and emotional toll on communities across Canada including Cambridge.

**WHEREAS** our police services are being demoralized by expending precious time and resources having to manage the repeated arrests of these habitual criminal offenders within a system that limits their ability to effectively protect the public.

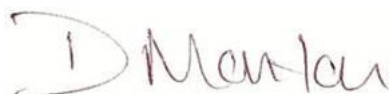
**AND WHEREAS** this ineffective follow-through by our judicial system unfairly erodes the public's trust in our police services, who consequently become the target of frustrated and angry residents who feel they are no longer being protected from crime.

**AND WHEREAS** the increasing erosion of public faith and trust in our judicial system ultimately brings the administration of justice in the province of Ontario into disrepute and leads to a growing feeling amongst residents that they are no longer protected by a system perceived to prioritize the rights and freedoms of the criminal over the rights and safety of themselves and their families.

**NOW THEREFORE BE IT RESOLVED**, that the City Clerk for the City of Cambridge send a letter to the Right Honourable Justin Trudeau, Prime Minister of Canada, the Honourable Arif Virani, Minister of Justice and Attorney General of Canada, Attorney General of Ontario Doug Downey, Ontario Solicitor General Michael Kerzner, the Honourable Doug Ford Premier of Ontario, MP Bryan May, MP Valerie Bradford, MPP Jess Dixon, MPP Bryan Riddell, Police Chief Mark Crowell, Waterloo Regional Police Service, all Ontario Police Associations and Police Departments, Ontario Provincial Police, all Ontario MPPs and MPs, and all municipalities throughout Ontario for their endorsement consideration, requesting additional funding in Ontario's legal system to support a meaningful resistance to the current "catch and release" practice, including hiring sufficient court staff, with a specific focus on additional assistant Crown Attorneys.

Should you have any questions related to the approved resolution, please contact me.

Yours Truly,



Danielle Manton  
City Clerk

Cc: (via email)  
Hon. Prime Minister Trudeau  
Hon. Minister of Justice and Attorney General of Canada  
Attorney General of Ontario  
Ontario Solicitor General  
Hon. Premier Ford  
Ontario Police Associations  
Ontario Police Departments  
Ontario MPPs and MPs  
All Ontario Municipalities





# Northumberland County Council Resolution

**SENT VIA EMAIL**

**June 21, 2024**

Hon. Doug Ford (Premier of Ontario)  
Hon. Peter Bethlenfalvy (Minister of Finance)  
Hon. Paul Calandra (Minister of Municipal Affairs and Housing)  
Hon. David Piccini (Minister of Labour, Immigration, Training and Skills Development  
and MPP for Northumberland-Peterborough South)  
Association of Municipalities of Ontario (AMO)  
All Ontario Municipalities

**Re: Correspondence, Municipality of St. Charles 'Social and Economic Prosperity  
Review'**

At a meeting held on June 19, 2024 Northumberland County Council approved Council Resolution # 2024-06-19-438 adopting the below recommendation from the June 4, 2024 Finance and Audit Committee meeting:

**Moved by:** Councillor John Logel  
**Seconded by:** Councillor Mandy Martin

"That the Finance and Audit Committee, having considered the correspondence from the Municipality of St. Charles regarding 'Social and Economic Prosperity Review', recommend that County Council support the correspondence and direct staff to send a copy of this resolution to key stakeholders."

**Council Resolution # 2024-06-19-438**

**Carried**

If you have any questions regarding this matter, please do not hesitate to contact the undersigned at [matherm@northumberland.ca](mailto:matherm@northumberland.ca) or by telephone at 905-372-3329 ext. 2238.

Sincerely,  
Maddison Mather



Manager of Legislative Services / Clerk  
Northumberland County

# Council Resolution

---

Moved By J. Lloyd  
 Seconded By M. Martin

Agenda Item 10 Resolution Number 2024-06-19- 438


Council Date: June 19, 2024

"That Council adopt all recommendations from the six Standing Committees, as contained within the Committee Minutes (meetings held June 3, 4 and 5, 2024), with the exception of the following items (referenced from the Standing Committee Minutes), that will be held for discussion:

- Public Works Committee, Item 9.a, 'Radio Communications Tower Project' - Verbal Update – **Held by Councillor Jibb**

**And Further That** the items listed above and held for separate discussion each require a separate resolution."

Recorded Vote Requested by \_\_\_\_\_  
 Councillor's Name

  
 Carried \_\_\_\_\_  
 Warden's Signature

Deferred \_\_\_\_\_  
 Warden's Signature

Defeated \_\_\_\_\_  
 Warden's Signature

## Finance & Audit Committee Resolution

---

Committee Meeting Date: June 4, 2024

Agenda Item: 7.d

Resolution Number: 2024-06-04- 384.

Moved by: Ostrander

Seconded by: Marth

Council Meeting Date: June 19, 2024

---

"That the Finance and Audit Committee, having considered the correspondence from the Municipality of St. Charles regarding 'Social and Economic Prosperity Review', recommend that County Council support the correspondence and direct staff to send a copy of this resolution to key stakeholders."

Carried   
Committee Chair's Signature

Defeated \_\_\_\_\_  
Committee Chair's Signature

Deferred \_\_\_\_\_  
Committee Chair's Signature

The Corporation of the Municipality of St. Charles  
RESOLUTION PAGE



Regular Meeting of Council

**Agenda Number:** 8.4.  
**Resolution Number** 2024-072  
**Title:** Resolution stemming from February 21, 2024 Regular Meeting of Council - Item 10.1 - Correspondence #10 and 20  
**Date:** March 20, 2024

---

**Moved by:** Councillor Loftus  
**Seconded by:** Councillor Pothier

WHEREAS current provincial - municipal fiscal arrangements are undermining Ontario's economic prosperity and quality of life;  
AND WHEREAS nearly a third of municipal spending in Ontario is for services in areas of provincial responsibility and expenditures are outpacing provincial contributions by nearly \$4 Billion a year;  
AND WHEREAS municipal revenues, such as property taxes, do not grow with the economy or inflation;  
AND WHEREAS unprecedented population and housing growth will require significant investments in municipal infrastructure;  
AND WHEREAS municipalities are being asked to take on complex health and social challenges – like homelessness, supporting asylum seekers and addressing the mental health and addictions crises;  
AND WHEREAS inflation, rising interest rates, and provincial policy decisions are sharply constraining municipal fiscal capacity;  
AND WHEREAS property taxpayers – including people on fixed incomes and small businesses – can not afford to subsidize income re-distribution programs for those most in need;  
AND WHEREAS the province can, and should, invest more in the prosperity of communities;  
AND WHEREAS municipalities and the provincial government have a strong history of collaboration; BE IT THEREFORE RESOLVED THAT the Corporation of the Municipality of St.-Charles requests that the Province of Ontario commit to undertaking with the Association of Municipalities of Ontario a comprehensive social and economic prosperity review to promote the stability and sustainability of municipal finances across Ontario;  
AND BE IF FURTHER RESOLVED THAT a copy of this Resolution be sent to Premier Doug Ford; Minister of Finance, Peter Bethlenfalvy; Minister of Municipal Affairs and Housing, Paul Calandra; the Association of Municipalities of Ontario (AMO); the Federation of Northern Ontario Municipalities (FONOM); our local Member of Provincial Parliament (MPP); and all Ontario Municipalities.

CARRIED

*Paul Brancaccio*  
MAYOR



# Northumberland County Council Resolution

**SENT VIA EMAIL**

**June 21, 2024**

Hon. Justin Trudeau (Prime Minister of Canada)  
Hon. Sean Fraser (Federal Minister of Housing, Infrastructure and Communities)  
Hon. Doug Ford (Premier of Ontario)  
Hon. Kinga Surma (Ontario Minister of Infrastructure)  
Hon. Paul Calandra (Ontario Minister of Municipal Affairs and Housing)  
Hon. David Piccini (Minister of Labour, Immigration, Training and Skills Development and MPP for Northumberland-Peterborough South)  
Association of Municipalities of Ontario (AMO)  
Rural Ontario Municipal Association (ROMA)  
Federation of Canadian Municipalities (FCM)  
Eastern Ontario Wardens' Caucus (EOWC)  
Michel Tremblay Acting President and CEO, Canada Mortgage and Housing Corporation  
All Ontario Municipalities

**Re: Correspondence, Hastings County 'Sustainable Infrastructure Funding for Small Rural Municipalities'**

---

At a meeting held on June 19, 2024 Northumberland County Council approved the following Council Resolution # 2024-06-19-438 adopting the below recommendation from the June 3, 2024 Public Works Committee meeting:

**Moved by:** Councillor John Logel

**Seconded by:** Councillor Mandy Martin

"**That** the Public Works Committee, having considered the correspondence from Hastings County regarding 'Sustainable Infrastructure Funding for Small Rural Municipalities', recommend that County Council support the correspondence and direct staff to send a copy of this resolution to key stakeholders."

**Council Resolution # 2024-06-19-438**

**Carried**



**The Corporation of the  
County of Northumberland**

555 Courthouse Road  
Cobourg, ON, K9A 5J6

If you have any questions regarding this matter, please do not hesitate to contact the undersigned at [matherm@northumberland.ca](mailto:matherm@northumberland.ca) or by telephone at 905-372-3329 ext. 2238.

Sincerely,  
Maddison Mather

A handwritten signature in blue ink that reads "M. Mather".

Manager of Legislative Services / Clerk  
Northumberland County

# Council Resolution

---

Moved By J. Lloyd  
 Seconded By M. Martin

Agenda Item 10 Resolution Number 2024-06-19- 438


Council Date: June 19, 2024

"That Council adopt all recommendations from the six Standing Committees, as contained within the Committee Minutes (meetings held June 3, 4 and 5, 2024), with the exception of the following items (referenced from the Standing Committee Minutes), that will be held for discussion:

- Public Works Committee, Item 9.a, 'Radio Communications Tower Project' - Verbal Update – **Held by Councillor Jibb**

**And Further That** the items listed above and held for separate discussion each require a separate resolution."

Recorded Vote Requested by \_\_\_\_\_  
 Councillor's Name

  
 Carried \_\_\_\_\_  
 Warden's Signature

Deferred \_\_\_\_\_  
 Warden's Signature

Defeated \_\_\_\_\_  
 Warden's Signature





**Public Work Committee Resolution**

**Committee Meeting Date: June 3, 2024**

**Agenda Item: 7.b**

**Resolution Number: 2024-06-03- 365**

**Moved by: B. Ostrander**

**Seconded by: J. Logel**

**Council Meeting date: June 19, 2024**

---

"**That** the Public Works Committee, having considered the correspondence from Hastings County regarding 'Sustainable Infrastructure Funding for Small Rural Municipalities', recommend that County Council support the correspondence and direct staff to send a copy of this resolution to key stakeholders."

**Carried** \_\_\_\_\_  
Committee Chair's Signature

**Defeated** \_\_\_\_\_  
Committee Chair's Signature

**Deferred** \_\_\_\_\_  
Committee Chair's Signature

April 17, 2024

Honourable Doug Ford, Premier of Ontario  
Premier of Ontario  
Legislative Building  
Queen's Park  
Toronto ON M7A 1A1

**Delivered via email**

[doug.fordco@pc.ola.org](mailto:doug.fordco@pc.ola.org)  
[premier@ontario.ca](mailto:premier@ontario.ca)

RE: Hastings County Motion regarding sustainable infrastructure funding for small rural municipalities

Please be advised that Hastings County Council, at its meeting held on March 28, 2024, passed the following resolution:

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

**WHEREAS** in 2018, the Ontario government mandated all Ontario municipalities to develop capital asset management plans with the stipulation that they be considered in the development of the annual budget;

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

**WHEREAS** the only application approved through the recently awarded Housing Accelerator Fund to a small rural municipality was to Marathon Ontario, who received an allocation of \$1.9 million dollars while over \$1.369 billion going to Ontario's large urban centres, resulting in a 0.2% investment in rural Ontario;

**WHEREAS** the Ontario Government has committed \$9.1 billion to Toronto alone to assist with operating deficits and the repatriation of the Don Valley and Gardner Expressway;

**WHEREAS** small rural Ontario cannot keep pace with the capital investments required over the next 20 years unless both the Provincial and Federal Governments come forward with new sustainable infrastructure funding;

**WHEREAS** it is apparent that both the Federal and Ontario Governments have neglected to recognize the needs of small rural Ontario;

**NOW THEREFORE BE IT RESOLVED THAT** Hastings County call on the Ontario and Federal Government to implement sustainable infrastructure funding for small rural municipalities;

**AND THAT** small rural municipalities are not overlooked and disregarded on future applications for funding;

**AND THAT** both the Federal and Ontario Governments begin by acknowledging that there is an insurmountable debt facing small rural municipalities;

**AND THAT** both the Federal and Ontario Governments immediately commission a Working Group that includes a member of the Eastern Ontario Wardens Caucus, to develop a plan on how to deal with the impending debt dilemma;

**AND FINALLY THAT** this resolution be forwarded to The Honourable Justin Trudeau, Prime Minister of Canada, The Honourable Sean Fraser, Minister of Housing, Infrastructure and Communities of Canada; Michel Tremblay Acting President and CEO, Canada Mortgage and Housing Corporation; The Honourable Doug Ford, Premier of Ontario; The Honourable Kinga Surma, Ontario Minister of Infrastructure; The Honourable Paul Calandra, Ontario Minister of Municipal Affairs and Housing; MP Shelby Kramp-Neuman, Hastings-Lennox Addington; MPP Ric Bresee Hastings-Lennox Addington, AMO, ROMA, FCM, Eastern Ontario Wardens' Caucus and all Municipalities in Ontario.

If you have any questions regarding the above motion, please do not hesitate to contact me directly.

Sincerely,



Cathy Bradley  
Director of Legislative Services



**TOWNSHIP OF  
BRUDENELL, LYNDOCH AND RAGLAN**

42 Burnt Bridge Road, PO Box 40  
Palmer Rapids, Ontario K0J 2E0  
TEL: (613) 758-2061 · FAX: (613) 758-2235

June 6, 2024

The Honourable Doug Ford, Premier of Ontario  
Premier's Office  
Room 281, Legislative Building, Queen's Park  
Toronto, ON M7A 1A1

Dear Premier Ford,

**Re: Household Food Insecurity.**

Please be advised that at their last Regular Meeting of Council on Wednesday June 5<sup>th</sup>, 2024, the Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan supported the following resolution:

Resolution # 2024-06-05-09  
Moved By: Councillor Quade  
Seconded by: Councillor Banks

**"Be it resolved that the Council of the Corporation of the Township of Brudenell, Lyndoch and Raglan hereby supports the resolution passed by Public Health Sudbury & Districts on January 18, 2024, regarding household food insecurity.**

**And further that Council directs staff to provide a copy of this resolution Premier Doug Ford; Minister of Children, Community and Social Services, Michael Parsaco; Minister of Finance, Peter Bethlenfalvy; Minister of Municipal Affairs and Housing, Paul Calandra; Deputy Premier and Minister of Health, Sylvia Jones; Honourable John Yakabuski, Member of Provincial Parliament for Renfrew Nipissing Pembroke; the Association of Ontario (AMO); and all Ontario Municipalities."**

**CARRIED.**

Sincerely,

Tammy Thompson  
Deputy Clerk



**Public Health  
Santé publique**  
SUDBURY & DISTRICTS

January 24, 2024

VIA ELECTRONIC MAIL

The Honourable Doug Ford  
Premier of Ontario  
Legislative Building, Queen's Park  
Toronto, ON M7A 1A1

Dear Recipient:

**Re: Household Food Insecurity**

At its meeting on January 18, 2024, the Board of Health carried the following resolution #06-24:

*WHEREAS food security is a chronic and worsening health issue as documented by annual local data on food affordability and as recognized by multiple Association of Local Public Health Agencies (alPHA) resolutions: A05-18 (Adequate Nutrition for Ontario Works and Ontario Disability Support Program), A18-02 (Minimum Wage that is a Living Wage), A15-04 (Basic Income Guarantee), and A23-05 (Monitoring Food Affordability in Ontario and the Inadequacy of Social Assistance Rates)*

*THEREFORE BE IT RESOLVED THAT the Board of Health for Public Health Sudbury & Districts call on the provincial government to incorporate local food affordability findings in determining adequacy of social assistance rates to reflect the current costs of living and to index Ontario Works rates to inflation going forward; and*

*THAT in the context of the Public Health Strengthening roles and responsibilities deliberations, the Board of Health urge all health system partners to remain committed to population health assessment and surveillance as it relates to monitoring food environments and, specifically, to monitoring food affordability; and share this motion broadly with local and provincial stakeholders.*

**Sudbury**

1300 rue Paris Street  
Sudbury ON P3E 3A3  
t: 705.522.9200  
f: 705.522.5182

**Elm Place**

10 rue Elm Street  
Unit / Unité 130  
Sudbury ON P3C 5N3  
t: 705.522.9200  
f: 705.677.9611

**Sudbury East / Sudbury-Est**

1 rue King Street  
Box / Boîte 58  
St.-Charles ON POM 2W0  
t: 705.222.9201  
f: 705.867.0474

**Espanola**

800 rue Centre Street  
Unit / Unité 100 C  
Espanola ON P5E 1J3  
t: 705.222.9202  
f: 705.869.5583

**Île Manitoulin Island**

6163 Highway / Route 542  
Box / Boîte 87  
Mindemoya ON POP 1S0  
t: 705.370.9200  
f: 705.377.5580

**Chapleau**

34 rue Birch Street  
Box / Boîte 485  
Chapleau ON POM 1K0  
t: 705.860.9200  
f: 705.864.0820

**toll-free / sans frais**

1.866.522.9200

phad.ca



Letter  
Re: Household Food Insecurity  
January 24, 2024  
Page 2

Household food insecurity is one of the strongest predictors of poor health, making it a serious public health issue (PROOF, 2023). Individuals who are food insecure are at higher risk of diet-related diseases like diabetes and are at higher risk for a wide range of chronic conditions such as depression and anxiety disorders, arthritis, and chronic pain. Household food insecurity leaves an indelible mark on children's health and well-being (PROOF, 2023). The experience of food insecurity in childhood is associated with mental health concerns throughout childhood and into early adulthood (PROOF, 2023). In Ontario, the healthcare costs of individuals who are the most food insecure can be more than double that of individuals who are food secure (PROOF, 2023, Tarasuk et al., 2015).

Thank you for your attention to this important issue – the solutions for which will not only help many Ontarians in need but also protect the sustainability of our critical health and social services resources.

Sincerely,



Penny Sutcliffe, MD, MHSc, FRCPC  
Medical Officer of Health and Chief Executive Officer

cc: Honourable Michael Parsa, Minister of Children, Community and Social Services  
Honourable Peter Bthlenfalvy, Ministry of Finance  
Honourable Paul Calandra, Minister of Municipal Affairs and Housing  
Honourable Sylvia Jones, Deputy Premier and Minister of Health  
France Gélinas, Member of Provincial Parliament, Nickel Belt  
Jamie West, Member of Provincial Parliament, Sudbury  
Michael Mantha, Member of Provincial Parliament, Algoma-Manitoulin  
Dr. Kieran Moore, Chief Medical Officer of Health  
Jacqueline Edwards and Jennifer Babin-Fenske, Co-chairs, Greater Sudbury Food Policy Council  
Richard Lathwell, Local Food Manitoulin  
Colleen Hill, Executive Director, Manitoulin Family Resources  
All Ontario Boards of Health  
Association of Local Public Health Agencies

**Letter**

**Re: Household Food Insecurity**

**January 24, 2024**

**Page 2**

**PROOF (2023). What are the implications of food insecurity for health and health care? Identifying Policy Options to Reduce Household Food Insecurity in Canada. Retrieved from: <https://proof.utoronto.ca/food-insecurity/what-are-the-implications-of-food-insecurity-for-health-andhealth-care/>.**

**Tarasuk, V., Cheng, J., de Oliveira, C., Dachner, N., Gundersen, C., Kurdyak, P. (2015. Association between household food insecurity and annual healthcare costs. Canadian Medical Association Journal. 1 87 (14) E429-E436. DOI: <https://doi.org/10.1503/cmaj.150234>**



**TOWNSHIP OF  
BRUDENELL, LYNDOCH AND RAGLAN**

42 Burnt Bridge Road, PO Box 40  
Palmer Rapids, Ontario K0J 2E0  
TEL: (613) 758-2061 · FAX: (613) 758-2235

June 6, 2024

The Honourable Paul Calandra,  
Minister of Municipal Affairs and Housing

Dear Hon. Calandra,

**Re: Jurisdiction of Ontario's Ombudsman**

Please be advised that at their last Regular Meeting of Council on Wednesday June 5<sup>th</sup>, 2024, the Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan supported the following resolution:

Resolution # 2024-06-05-08  
Moved By: Councillor Kauffeldt  
Seconded by: Councillor Banks

**"Be it resolved that the Council of the Corporation of the Township of Brudenell, Lyndoch and Raglan hereby supports the request from the City of Peterborough that the Honourable Paul Calandra, Minister of Municipal Affairs and Housing be requested to introduce a Bill to amend the Ombudsmen Act.**

**And further that Council directs staff to provide a copy of this resolution to the Honourable Paul Calandra, Minister of Municipal Affairs and Housing; the Honourable John Yakabuski, Member of Provincial Parliament for Renfrew Nipissing Pembroke; the Association of Municipalities of Ontario; and all Ontario Municipalities."**

**CARRIED.**

Sincerely,

Tammy Thompson  
Deputy Clerk





April 11, 2024

Hon. Paul Calandra  
Minister of Municipal Affairs and Housing  
via Email:  
minister.mah@ontario.ca

**Re: Jurisdiction of Ontario's Ombudsman**

The following resolution, adopted by City Council at their meeting on April 8, 2024, is forwarded for your information and necessary action.

That Council approve the recommendations outlined in Report LSOCS24-005, dated April 2, 2024 of the Commissioner, Legislative Services, as follows:

- a) That the Honourable Paul Calandra, Minister of Municipal Affairs and Housing, be requested to introduce a Bill to amend the Ombudsman Act to require the Ontario Ombudsman to provide to each municipality, if requested by the municipality, sufficient particulars of each investigation, matter or case respecting the municipality that is referred to in each of the Ombudsman's Annual Reports to permit the municipality to fully understand and address the subject matter of each such investigation, matter or case including:
  - i) a copy of each complaint, as applicable, redacted only to the extent of individuals' personal information contained therein;
  - ii) the identities of the municipality's employees, officers and members of Council with whom the Ombudsman was consulting in respect of the investigation, matter or case; and
  - iii) particulars of the outcome of the investigation, matter or case including the Ombudsman's findings, conclusions and recommendations, if any.
- b) That the City Clerk forward Council's resolutions resulting from Council's approval of these recommendations to Minister Calandra, MPP David Smith, the Association of Municipalities of Ontario and to the municipal Clerks of Ontario's municipalities.

Sincerely,

*J. Kennedy*

John Kennedy, City Clerk

cc: David Smith, MPP  
Association of Municipalities of Ontario (AMO)  
All Ontario Municipalities

**THE CORPORATION OF THE TOWNSHIP OF LARDER LAKE**

**69 Fourth Avenue, Larder Lake, ON**

Phone: 705-643-2158 Fax: 705-643-2311



MOVED BY:

- Thomas Armstrong
- Patricia Hull
- Paul Kelly
- Lynne Paquette

SECONDED BY:

- Thomas Armstrong
- Patricia Hull
- Paul Kelly
- Lynne Paquette

Motion #: 10

Resolution #:

Date: June 11, 2024

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

WHEREAS, in 2018, the Ontario government mandated all Ontario municipalities to develop capital asset management plans with the stipulation that they be considered in the development of the annual budget;

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

WHEREAS, the only application approved through the recently awarded Housing Accelerator Fund to a small rural municipality was to Marathon Ontario, who received an allocation of \$1.9 million dollars while over \$1.369 billion going to Ontario’s large urban centres, resulting in a 0.2% investment in rural Ontario;

WHEREAS, the Ontario Government has committed \$9.1 billion to Toronto alone to assist with operating deficits and the repatriation of the Don Valley and Gardner Expressway;

WHEREAS, small rural Ontario cannot keep pace with the capital investments required over the next 20 years unless both the Provincial and Federal Governments come forward with new sustainable infrastructure funding;

WHEREAS, it is apparent that both the Federal and Ontario Governments have neglected to recognize the needs of small rural Ontario;

Recorded vote requested:

	For	Against
Tom Armstrong		
Patricia Hull		
Paul Kelly		
Lynne Paquette		
Patty Quinn		

I declare this motion

<input type="checkbox"/> Carried
<input type="checkbox"/> Lost / Defeated
<input type="checkbox"/> Deferred to: _____ (enter date)
Because:
<input type="checkbox"/> Referred to: _____ (enter body)
Expected response: _____ (enter date)

<b>Disclosure of Pecuniary Interest*</b>

Chair: \_\_\_\_\_

**\*Disclosed his/her (their) interest(s), abstained from discussion and did not vote on this question.**

**THE CORPORATION OF THE TOWNSHIP OF LARDER LAKE**

**69 Fourth Avenue, Larder Lake, ON**

Phone: 705-643-2158 Fax: 705-643-2311



MOVED BY:

- Thomas Armstrong
- Patricia Hull
- Paul Kelly
- Lynne Paquette

SECONDED BY:

- Thomas Armstrong
- Patricia Hull
- Paul Kelly
- Lynne Paquette

Motion #: 11

Resolution #:

Date: June 11, 2024

NOW THEREFORE BE IT RESOLVED THAT the Township of Larder Lake call on the Ontario and Federal Government to implement sustainable infrastructure funding for small rural municipalities; And

THAT small rural municipalities are not overlooked and disregarded on future applications for funding; And

THAT both the Federal and Ontario Governments begin by acknowledging that there is an insurmountable debt facing small rural municipalities; And

THAT both the Federal and Ontario Governments immediately commission a Working Group that includes a member of the Eastern Ontario Wardens Caucus, to develop a plan on how to deal with the impending debt dilemma; And

FINALLY THAT this resolution be forwarded to The Honourable Justin Trudeau, Prime Minister of Canada, The Honourable Sean Fraser, Minister of Housing, Infrastructure and Communities of Canada; Michel Tremblay Acting President and CEO, Canada Mortgage and Housing Corporation; The Honourable Doug Ford, Premier of Ontario; The Honourable Kinga Surma, Ontario Minister of Infrastructure; The Honourable Paul Calandra, Ontario Minister of Municipal Affairs and Housing; Timiskaming-Cochrane MPP, AMO, ROMA, FCM, Eastern Ontario Wardens' Caucus and all Municipalities in Ontario.

Recorded vote requested:

	For	Against
Tom Armstrong		
Patricia Hull	✓	
Paul Kelly	✓	
Lynne Paquette	✓	
Patty Quinn	✓	

I declare this motion

<input checked="" type="checkbox"/> Carried
<input type="checkbox"/> Lost / Defeated
<input type="checkbox"/> Deferred to: _____ (enter date)
Because:
<input type="checkbox"/> Referred to: _____ (enter body)
Expected response: _____ (enter date)

<b>Disclosure of Pecuniary Interest*</b>

Chair: 

\*Disclosed his/her (their) interest(s), abstained from discussion and did not vote on this question.

June 27, 2024

Association of Municipalities of Ontario  
155 University Ave | Suite 800  
Toronto, ON M5H 3B7

Sent via email: [resolutions@amo.on.ca](mailto:resolutions@amo.on.ca)

**Re: Green Roads Pilot Project  
Our File 35.72.3**

To Whom it May Concern,

At its meeting held on June 24, 2024, St. Catharines City Council approved the following motion:

WHEREAS St. Catharines has declared a climate emergency, recognizing the urgent need to address and mitigate the impacts of climate change on our community and environment; and

WHEREAS alternatives to traditional road surfacing materials exist, including green roads technologies that are more sustainable and environmentally friendly; and

WHEREAS bioresin is a natural alternative that can be used to support road surfacing, providing a more sustainable option that reduces our reliance on petrochemical-based products; and

WHEREAS many secondary roads in St. Catharines require resurfacing, presenting an opportunity to explore and implement innovative and sustainable road surfacing solutions; and

WHEREAS Good Roads, the Association of Municipalities of Ontario (AMO), and the Federation of Canadian Municipalities (FCM) have presented alternatives for municipal road restoration that include sustainable and environmentally friendly materials and methods; and

WHEREAS other municipalities, such as Centre Wellington, have entered into a similar pilot project using bioresin and other sustainable materials, demonstrating a commitment to innovation and environmental stewardship; and

WHEREAS implementing pilot projects using bioresin on city roads can provide valuable data and insights into the feasibility, performance, and environmental benefits of this alternative material; and

WHEREAS the Federation of Canadian Municipalities (FCM) has established the Green Municipal Fund which includes new funding for pilot projects to test innovative and ambitious technologies to improve environmental outcomes;

THEREFORE BE IT RESOLVED that St. Catharines City Council directs staff to investigate the feasibility and potential benefits of using bioresin on City road works; and

BE IT FURTHER RESOLVED that staff investigate other alternative construction materials and methods for road works that minimizes the City's carbon footprint and are more environmentally sustainable; and

BE IT FURTHER RESOLVED that staff prepare a report on the findings, no later than Q3 2024, including potential costs, benefits, and environmental impacts of using bioresin or other sustainable construction materials or methods for road works, and if feasible, a list of City streets where a pilot project may be considered in accordance with the City's procurement policy; and

BE IT FURTHER RESOLVED that this resolution be sent to all Ontario municipalities, the Association of Municipalities of Ontario (AMO), and the FCM to encourage the exploration and adoption of sustainable road surfacing alternatives.

If you have any questions, please contact the Office of the City Clerk at extension 1524.



Donna Delvecchio, Acting City Clerk  
Legal and Clerks Services, Office of the City Clerk  
:sm

cc: all Ontario Municipalities