1. Notices
   a) Estimated Time of Adjournment - 3:30 p.m.
      • Council will recess for a 1 hour lunch and reconvene for Closed Session.

2. Called to Order

3. Approval of the Agenda
   a) Agenda dated June 20, 2018

   "Now Therefore Be It Resolved That the County Council Agenda for Wednesday, June 20, 2018, be approved."

   Carried________ Defeated________

4. Declaration of Direct or Indirect Pecuniary Interest

5. Presentations/Delegations

   17 - 36 a) Northumberland Indigenous Early Years and Family Support Our Journey Together Update PRESENTATION Tanya Jones, Teresa Nahwegahbow
Moved By  
Seconded By  

"Now Therefore Be It Resolved That the presentation regarding Northumberland Indigenous Early Years and Family Support presentation be received for information."

Carried________    Defeated________

6. Adoption of Minutes

37 - 75  
a) County Council Minutes of May 16, 2018

Moved By  
Seconded By  

"Now Therefore Be It Resolved That the Minutes of the County Council Session of May 16, 2018 be approved as distributed and the determinations contained therein be deemed those of Council."

Carried________    Defeated________

7. Business arising from the Minutes

8. Business arising from Correspondence

76  
a) Ministry of Health and Long Term Care - Funding Increase for Boards of Health

77 - 78  
b) The City of Kawartha Lakes - 2018 Annual Service Plan / 2018 Budget for the Haliburton Kawartha Pine Ridge District Health Unit

79 - 80  
c) Town of Oakville - Renewed Commitment to the Greenbelt

81  
d) City of Quinte West - Cannabis Grace Period Request
e) York Region - Growth Plan Infrastructure Demands and Financial Sustainability

Moved By
Seconded By

"Now Therefore Be It Resolved That correspondence items 8 a) through e) attached to the June 20, 2018 agenda be received for information."

Carried________            Defeated________

9. Staff Reports

L. Patterson

Moved By
Seconded By

"Whereas Council of the County of Northumberland received Report No. 2018-41 Early Years update on The Journey Together: Ontario’s Commitment to Reconciliation with Indigenous Peoples, two year pilot project;

Now Therefore Be It Resolved That this report is received for information."

Carried________            Defeated________


Moved By
Seconded By

"Now Therefore Be It Resolved That the 2017 Housing and Homelessness Annual Report be received for information."
c) Council Report 2018-43 Community & Social Services - GreenON Social Housing Program Allocation
Rebecca Carman

Moved By
Seconded By

"Whereas Council received Report 2018-43 – Northumberland County’s GreenON Social Housing Program Allocation; and

Whereas this report contains the funding details and the initial plan to allocate this funding;

Now Therefore Be It Resolved That the Council of the Corporation of the County of Northumberland approve the proposed GreenON Social Housing Program plan and authorize the County, as the Service Manager, to enter into a Transfer Payment Agreement with the Housing Services Corporation and submit a Program Delivery and Fiscal Plan."

G. Dees

Moved By
Seconded By

Now Therefore Be It Resolved That the Long Term Financial Planning Framework (“LTFPF”) / 2019 Budget Process, Schedule & Levy Considerations Report be received for information; and

Further Be it Resolved That Council approve a target base levy increase for the 2019 budget year and the 2020-2028 long term forecast proposed by Staff at 2.5%; and

Further Be it Resolved That Council approve a target dedicated infrastructure levy for the 2019 budget year proposed by Staff to be calculated based on 2.5% of the 2018 capital budget with a 0.5% escalation factor in each year of the 2020-2028 long term forecast based on the prior year capital budget.”

Carried________            Defeated_______

124 - 196

T. Paulic

Moved By
Seconded By

“Whereas Council of the County of Northumberland received Report 2018-45 - IT Policy Framework; and

Whereas the IT Department has reviewed the existing technology-related policies in the County; and

Whereas the IT Department has reviewed industry best practices and current trends, and identified gaps that need to be addressed; and

Whereas the IT Department has reviewed the results of the recent IT General Controls audit and addressed all recommendations; and

Whereas the IT Department has revised 2 existing and developed 5 new IT-based policies (and supporting standards and documents):

• Acceptable Use
Now Therefore Be It Resolved That County Council approve the new IT Policy Framework; and

Further Be It Resolved That County Council direct the Director of IT to proceed with implementing the changes necessary to comply with new policies.”

Carried_______ Defeated_______

197 - 201 f) Council Report 2018-46 Corporate Services, Forest - Fall Forestry Event and Staff Field Office T. Farrell

Moved By
Seconded By

“Whereas Forest Service staff need to find office space by 2019; and

Whereas the Forest Service would like to promote forest management and the user groups of the forest in a Fall event;

Now Therefore Be It Resolved That the Forest Manager be permitted to withdraw $11,210 from the Forest Reserves.”

Carried_______ Defeated_______


Moved By
Seconded By

“Whereas the County’s Long Term Waste Management Master Plan (LTWMMP) recommends that the County transition its roadside recycling collection program from a single-stream set-out to a dual-stream set-out;

And Whereas the County’s LTWMMP also recommends that the County implement a roadside organic waste collection program;

And Whereas the County’s Waste Management By-Law No 2015-19 governs the way in which users of the County’s roadside waste and recycling collection programs are to set out their waste materials, and also defines what materials are acceptable for collection in its roadside collection programs;

And Whereas implementing an organic waste collection program, and transition from a single stream to a dual stream recycling collection program will require the Waste Management By-Law 2015-19 to be amended;

And Whereas the County will be required to issue a long-term roadside waste collection tender that will need to come into effect in September of 2019;

Now Therefore Be It Resolved That County Council adopt the proposed amendments to Waste Management By-Law 2015-19, and that the proposed amendments will come into effect on September 1, 2019;

And Further Be It Resolved That County Council instructs staff to issue a tender for the long-term roadside collection of residential waste, recycling, organic waste and leaf and yard waste.”

Carried_________ Defeated_________

PRESENTATION
A. McCue, D. Orr

Moved By
Seconded By
“Whereas the 2018 Mayors’ Keep the County Clean Challenge was deemed a success, with 2,027 registered volunteers collecting over 15,670 kilograms of litter throughout the County during the week of April 23rd, 2018;

Now Therefore Be It Resolved That County Council continue to support the Mayors’ Keep the County Clean Challenge into 2019.”

Carried________ Defeated________

291 - 316  

i) Council Report 2018-49 Economic Development & Tourism - Newcomer Settlement Program Services Funding Agreement  
D. Borowec

Moved By  
Seconded By

“Whereas the Government of Ontario has created the Newcomer Settlement Program to support the successful integration of newcomers and immigrants and refugees;

And Whereas the County of Northumberland’s application to Newcomer Settlement Program has been approved;

And Whereas this project is eligible and is qualified to receive $97,500.00 for a period of three years beginning April 1, 2018;

Now Therefore Be It Resolved That the Council of the Corporation of the County of Northumberland approve the three year funding agreement with the Province’s Ministry of Citizenship and Immigration.”

Carried________ Defeated________

317 - 321  

D. Campbell
“Whereas the Council of the County of Northumberland is the decision making authority for plan of subdivision applications in the Township of Hamilton;

And Whereas plan of subdivision application 14T-91011 in the Township of Hamilton was draft approved by the Ministry of Municipal Affairs and Housing in 1996;

And Whereas the draft approval was amended by the County of Northumberland on May 27, 2015 to reflect the County of Northumberland as the approval authority;

And Whereas the draft approval has now lapsed prior to registration of the plan;

And Whereas the applicant is actively pursuing the subdivision development;

Now Therefore Be It Resolved That plan of subdivision application 14T-91011, to permit 6 residential lots in the Township of Hamilton be re-approved;

And That staff be authorized to prepare and re-issue a Notice of Decision to draft approve plan of subdivision 14T-91011 and to all those persons who commented and/or requested notice be advised of this decision.”

Carried_______ Defeated________

S. Brown

Moved By
Seconded By

“Whereas Council of the County of Northumberland received Report No. 2018-51 Pre-budget approval to purchase one (1) Emergency Response vehicle; and

Whereas our 2012 ERV is due for replacement; and
Whereas an RFP will be posted July, 2018 for an SUV complete with conversion to an Emergency Support Unit; and

Whereas appropriate funds are available under the 2019 Capital Plan - Paramedic Services Budget to award the RFP to the successful vendor;

Now Therefore Be It Resolved That the County Council authorize pre-budget approval to commit to purchase one (1) 2019 SUV complete with conversion to an Emergency Response Vehicle in the 2019 proposed budgeted amount of $85,000.00."

Carried________  Defeated________

325 - 327  l) Council Report 2018-52 Paramedics - Pre-Budget Approval to Purchase Three Ambulances
S. Brown

Moved By
Seconded By

“Whereas Council of the County of Northumberland received Report No. 2018-52 Pre-budget approval to purchase three (3) ambulances; and

Whereas the manufacturer of our ambulances, Crestline, has continued to offer the opportunity to receive 2018 pricing for model year 2019 vehicles if ordered prior to October 31, 2018; and

Whereas the ambulances will be ordered by July 1, 2018 in order to receive early in January 2019; and

Whereas the County Council has appreciated these savings in prior years when made available from the vendor;

Now Therefore Be It Resolved That the County Council authorize pre-budget approval to commit to purchase three (3) 2019 ambulances at 2018 price of $454,009.43 which is an estimated cost savings of approximately $13,456.31.”

Carried________  Defeated________
Moved By
Seconded By

"Whereas Council of the County of Northumberland received Report No. 2018-53 (Donation of Surplus Ambulances); and

Whereas Northumberland Paramedics has one surplus ambulance vehicle for 2018; and

Whereas Northumberland County by-law 07-12 permits the donation of surplus assets including retired ambulances;

Now Therefore Be It Resolved That Northumberland Paramedics donate one decommissioned ambulance to the Ontario Community Emergency Assistance Program (OCEAP) for use in volunteer activities throughout the County of Northumberland."

Carried__________ Defeated________

10. Enactment By-laws

Moved By
Seconded By

"That By-law 2018-22 being a by-law to amend By-law 2015-19, being a by-law to provide a solid waste management system for the collection of household and commercial waste and recyclable material within the County of Northumberland, and coming into force on September 1, 2019, be introduced, deemed to be read a first, second and third time, passed, signed and sealed this 20th day of June, 2018."
367 - 382 b) A By-law for the imposition of an area-specific development charge on the Cobourg East Community (report adopted at May 16, 2018 Council meeting)

Moved By
Seconded By

"That By-law 2018-23 being a by-law to impose an area-specific development charge on the Cobourg East Community be introduced, deemed to be read a first, second and third time, passed, signed and sealed this 20th day of June, 2018."

Carried________            Defeated________

11. New Business/Other Business

383 - 389 a) Haliburton Kawartha Pine Ridge District Health Unit Board Minutes

Moved By
Seconded By

"Now Therefore Be It Resolved That the HKPR District Health Board Minutes of April 19, 2018 be received for information."

Carried________            Defeated________

12. Press Question Period (10 Minutes)

13. Closed Session

a) Approval of the Closed Session Minutes from May 16, 2018

Moved By
"Now Therefore Be It Resolved That this Council proceed with the next portion of the meeting being closed to the public at ______ a.m. as permitted under the Municipal Act Sections 239.(2b) and 239.(2c) and 239.(3.1) in order to address matters pertaining to approval of the Closed Session Minutes of May 16, 2018, and that J. Moore, N. MacDonald, and M. Ellis remain present."

Carried_________ Defeated_________

b) Motion to Rise and Results from Closed Session

Moved By
Seconded By

"That this Council rise from Closed Session at _____ a.m./p.m. and That the Closed Session Minutes of May 16, 2018 be approved as presented."

Carried_________ Defeated_________

c) Motion to Move into Closed Session - Labour Relations

Moved By
Seconded By

"Now Therefore Be It Resolved That this Council proceed with the next portion of the meeting being closed to the public at ______ a.m./p.m. as permitted under the Municipal Act Section 239.(2d) in order to address matters relating to labour relations, and that J. Moore, W. Detlor, L. Ainsworth, N. MacDonald and M. Ellis remain present."

Carried_________ Defeated_________

d) Motion to Rise and Results from Closed Session

Moved By
Seconded By
"That this Council rise from Closed Session at _______ a.m./p.m.; and

That County staff are authorized to proceed as per the directions of Council."

Carried_________        Defeated_________

e) Motion to Move Into Closed Session - Proposed or Pending Acquisition or Disposition of Land by the Municipality

Moved By
Seconded By

"Now Therefore Be It Resolved That this Council proceed with the next portion of the meeting being closed to the public at _______ a.m./p.m. as permitted under the Municipal Act Section 239.(2c) in order to address matters pertaining to a proposed or pending acquisition or disposition of land by the municipality, and that J. Moore, D. Borowec, G. Dees, N. MacDonald and M. Ellis remain present."

Carried_________        Defeated_________

f) Motion to Rise and Results from Closed Session

Moved By
Seconded By

"That this Council rise from Closed Session at _______ a.m./p.m.; and

That Council received the information provided by County staff."

Carried_________        Defeated_________

g) Motion to Move Into Closed Session - Proposed or Pending Acquisition or Disposition of Land by the Municipality

Moved By
Seconded By
"Now Therefore Be It Resolved That this Council proceed with the next portion of the meeting being closed to the public at _______ a.m. as permitted under the Municipal Act Section 239.(2c) in order to address matters pertaining to a proposed or pending acquisition or disposition of land by the municipality, and that J. Moore, D. Borowec, G. Dees, N. MacDonald and M. Ellis remain present."

Carried_________  Defeated_________

h) Motion to Rise and Results from Closed Session

Moved By
Seconded By

"That this Council rise from Closed Session at _____ a.m./p.m.; and

That Council received the information update from County staff; and

That staff are authorized to proceed as per the directions of Council."

Carried_________  Defeated_________

i) Motion to Move into Closed Session - Education & Training with Integrity Commissioner Jeff Abrams

Moved By
Seconded By

"Now Therefore Be It Resolved That this Council proceed with the next portion of the meeting being closed to the public at _______ p.m. as permitted under the Municipal Act Section 239.(3.1) in order to address matters pertaining to educating and training Council members and that Integrity Commissioner J. Abrams, staff J. Moore, K. Campbell, N. MacDonald, and M. Ellis remain present."

Carried_________  Defeated_________

j) Motion to Rise and Results from Closed Session
Moved By
Seconded By

"That this Council rise from Closed Session at ____ p.m., and;

That Council receive the information from the Education and Training Workshop facilitated by the County's Integrity Commissioner Jeff Abrams, of Principles Integrity."

Carried_________ Defeated_________  

14. Confirming By-law

390

a) A By-law to confirm the proceedings of a meeting of County Council held on June 20, 2018

Moved By
Seconded By

"That By-law 2018-24 being a By-law to confirm the proceedings of a meeting of County Council held on June 20, 2018 be introduced, be deemed to be read a first, second and third time, be passed, signed and sealed."

Carried_________ Defeated_________  

15. Adjournment

a) Adjournment of the Meeting

Moved By
Seconded By

"That Council adjourn at ____________ a.m./p.m."

Carried_________ Defeated_________
Our Journey Together

Applied for OJT Funding in 2017 to do a needs assessment around off-reserve Indigenous early years supports

- Based on findings from needs assessment:

  Applied for funding in partnership with Nogojiwanong Friendship Centre and $342,808 was approved for two year pilot program
Our Journey Together
Funding Received

- Indigenous Early Years Team (off reserve supports)
  - 2 positions to provide culturally relevant early years and family support services across Northumberland county
  - Support licensed child care, EarlyON Centres and early years partner agencies
  - Partner with Friendship Centre to supervise staff
  - Staff housed at Five Counties Children’s Centre

- Continued Cultural Competency Training Series for Early Years Community
  - The Friendship Centre and Alderville will continue to partner delivering Cultural Competency Training
Our Journey Together

- Staff were hired in March
- Have worked with the early years team to develop our workplan
Indigenous Early Years Team

- Early Years Coordinator
  Tanya Jones

- Community Resource Coordinator
  Teresa Nahwegahbow
Roles and Responsibilities:

- Introduce Indigenous culture and awareness into playrooms
- Assist staff in understanding the teachings so that they can relay and use the curriculum themselves
- Work directly with site leads, families and children together
- Visit programs on a regular basis with new ideas and new teachings.
- Assist with cultural bulletin boards including ideas around How Does Learning Happen.
- Provide cultural books, puzzles and templates to leave in each centre.
- Introduce crafts, games, activities, snacks and musical instruments to centres to enrich programs
Early Years Coordinator - Duties

- Duties include:
- Facilitating gatherings that will include:
  - Special ceremonies and celebrations
  - Traditions and culture
  - 7 Grandfather teachings - love, respect, humility, honesty, truth, wisdom, bravery
  - Language through music/drumming, songs, storytelling, art, activities
  - Medicine Wheel teachings - Food/hunting/housing/seasons, medicines
Roles and Responsibilities

- Fostering healthy relationships for urban Indigenous children and their families
- Creating a connectedness to Indigenous culture and traditions
- Coordinating and supporting the integration of Indigenous cultural through the transfer of knowledge into the EarlyON and Child care Centres and their programs in Northumberland County
Educating in the area of cultural competency and cultural awareness

Working with Elders, Traditional Knowledge Keepers to teach and promote culture awareness, educate on Indigenous protocols

Creating a Resource Directory of Elders, Traditional Knowledge Keepers and Indigenous Resource people
What we have been up to:

- Understanding existing early years programming and resources in Northumberland County
- Meeting staff and visiting EarlyON sites
- Planning and implementing designated Indigenous area in each EarlyON
- Developing portable Teaching Kits
- Developing our workplan
Where do we want to be in 5 years?

- To develop our workplan we have been thinking of what we want to accomplish and where we want to be.
- We have developed some broad goals
Where do we want to be in 5 years?

- Educators have access to adequate and appropriate resources for teaching
- Educators have an awareness and understanding of how to engage and support the needs of Indigenous families
- Greater understanding of cultural and traditional differences between First Nation, Inuit, and Metis
Where do we want to be in 5 years?

- Make connections with Urban Indigenous Families
- Families and Educators have knowledge of the cultural programming which is taking place, through promotion and communication
- Build relationships with Early Years and Child Care Staff, Child and Family Services and other support services and community resources
- Ongoing needs assessment with Educators to understand needs and progress
Where do we want to be in 5 years?

- Host Marquee events
- Provide access to Knowledge Keepers, Elders and Resource People for non-Indigenous organizations
- Indigenous Early Years Centre or Friendship Centre in Northumberland County
EarlyON Centre Cultural Kickoff

- In Honour of National Aboriginal History Month hosting a celebration of the Indigenous Culture for the whole family
- Launch of our EarlyON Child and Family Centres featuring Indigenous teachings and activities
- Offered in partnership with the Nogojiwanong Friendship Centre
EarlyON Cultural Kickoff

Cultural Kickoff
Friday, June 8
9am to 12pm
Hastings Field House – 98 Elgin Street Hastings

- Experience ceremonial drumming, music and dancing
- Enjoy light refreshments
- Meet new staff and learn about new programming
Some of our upcoming events

- Celebrating Yearly Solstices - Spring, Summer, Fall and Winter
- Late Summer Pow-Wow
- Orange Shirt Day
- Indigenous Peoples Day
- Louis Riel Day
- Blessing Ceremony for Babies

Families can learn more:
- Northumberland County Website
- at EarlyON and Child Care Centres
- EarlyON Facebook Pages
- Nogojiwanong Friendship Centre & Newsletter
- Alderville First Nation
The first Cultural Competency Training took place in 2017 and was delivered in partnership with the Friendship Centre and Alderville First Nation.

Second wave is taking place in June:
- June 11 – Best Start Network and EarlyON Supervisors and Executive Directors
- June 16 – EarlyON and child care educators

Participants will understand how Indigenous cultural knowledge has continued to shape and define the Indigenous People today; through learning about ceremonies, cultural practices, teachings and holistic perspectives.
Next Steps

Working collaboratively with EarlyON and child care centres to increase participation of urban Indigenous children and their families in EarlyON programming.

Support the cultural needs of Indigenous children, their families and their communities
County Council Meeting
Wednesday, May 16, 2018
County Council Chambers
555 Courthouse Road, Cobourg, Ontario

Present: Warden M. Lovshin, Councillors G. Brocanier, R. Crate, J. Logel, R. Sanderson, M. Walas

Regrets: Councillor M. Coombs

1. Called to Order at 9:31 a.m.

2. Approval of the Agenda
   a) Agenda dated May 16, 2018

   2018-05-16-104   Moved by J. Logel
                   Seconded by M. Walas

   "Now Therefore Be It Resolved That the County Council Agenda for
   Wednesday, May 16, 2018, be approved, as amended to consider one item from
   the Transportation, Waste, & Facilities department, regarding a Micro-Surfacing
   Tender Award."

   Carried

3. Declaration of Direct or Indirect Pecuniary Interest

4. Presentations/Delegations
   a) Public Meeting of Northumberland County Council Under the Development
      Charges Act
      Area Specific Development Charges Background Study
      for Cobourg East  PRESENTATION
      Watson & Associates
"Now Therefore Be It Resolved That" Northumberland County Council approve the capital project listing set out in Chapter 5 of the D.C.'s Background Study dated April 18, 2018 subject to further annual review during the capital budget process; and

Further Be It Resolved That Council approve the D.C. Background Study dated April 18, 2018; and

Further Be It Resolved That Council determines that no further public meeting is required; and

Further Be It Resolved That Council approve the D.C. By-law, as set out in Appendix C of the Background Study, at its June 20, 2018 Council meeting."

Carried

b) Public Meeting Under the Development Charges Act

"Now Therefore Be It Resolved That" Northumberland County Council confirm that it held a public meeting under the Development Charges Act to consider the Area Specific Development Charges Background Study for Cobourg East."

Carried

c) 2017 Annual Financial Results  PRESENTATION

"That" the staff presentation regarding the 2017 Annual Financial Results be received for information."

Carried

d) Collins Barrow - 2017 Draft Audited Financial Statements  PRESENTATION
2018-05-16-108  Moved by G. Brocanier  
Seconded by M. Walas  

"That the presentation from Collins Barrow regarding the 2017 Draft Audited 
Financial Statements be received for information."  

Carried

5. Adoption of Minutes

a) County Council Minutes of April 18, 2018

2018-05-16-109  Moved by G. Brocainer  
Seconded by M. Walas  

"Now Therefore Be It Resolved That the Minutes of the County Council 
Session of April 18, 2018 be approved as distributed and the determinations 
contained therein be deemed those of Council."

Carried

6. Business arising from the Minutes

a) United Shoreline Ontario

2018-05-16-110  Moved by M. Walas  
Seconded by G. Brocanier  

"Whereas representatives from United Shoreline Ontario made a presentation to 
Northumberland County Council at its April 18, 2018 meeting; and

Whereas six of Northumberland County’s 7 member municipalities, including the 
Township of Alnwick/Haldimand, Municipality of Brighton, Town of Cobourg, 
Township of Cramahe, Township of Hamilton and the Municipality of Port Hope, 
boarder Lake Ontario; and

Whereas residents and businesses of Northumberland County were impacted by 
very high water levels from Lake Ontario in the spring of 2017; and

Whereas flooding can have very serious economic and safety impacts and 
cause significant property damage; and
Whereas Northumberland County is concerned about the potential for future flooding events, and the detrimental effects from flood damage; and

Whereas Northumberland County has comprehensive Health, Safety and Emergency Risk Management programs in place; and

Whereas the Provincial and Federal governments have joint interests in and management of Lake Ontario, along with the United States governments;

Now Therefore Be It Resolved That Northumberland County request that the Provincial and Federal governments be requested to strike a committee to review mitigation and safety plans for the communities that front the Great Lakes and St. Lawrence Seaway; and

Further Be It Resolved That the municipality of Northumberland County be invited to participate on the committee to allow for input in the review of the plans; and

Further Be It Resolved That a copy of this Resolution be sent to the federal Ministry of Public Safety and Emergency Preparedness, MP Kim Rudd, the provincial Ministry of the Environment and Climate Change, MPP Lou Rinaldi, the Eastern Ontario Wardens' Caucus, the Association of Municipalities of Ontario, the Federation of Canadian Municipalities, the Ganaraska Region Conservation Authority, the Lower Trent Conservation Authority, and the member municipalities of Northumberland."

Carried

7. Business arising from Correspondence

a) Ministry of Transportation - Community Transportation Grant Program

2018-05-16-111 Moved by M. Walas
Seconded by G. Brocanier

"Now Therefore Be It Resolved That the correspondence attached to the May 18, 2018 agenda be received as information."

Carried

8. Staff Reports

Moved by G. Brocanier
Seconded by W. Walas

"Whereas Council of the County of Northumberland received Report No. 2018-34 Representation Letter & Audit Engagement Letter;

Now Therefore Be It Resolved That the report be received for information."

Carried

b) Report 2018-35 Finance - Fees & Charges By-law Revision
   G. Dees

Moved by G. Brocanier
Seconded by M. Walas

"Whereas the Council of the County of Northumberland received Report No. 2018-35, 2018 Fees & Charges By-Law Revision;

Now Therefore Be It Resolved That a by-law be prepared to amend By-law No. 2017-23 and approve the Consolidated Fees & Charges By-Law Schedule A to reflect the revised fees & charges for 2018."

Carried

c) Report 2018-36, CAO - Growing Eastern Ontario & Improving Public Safety Through Mobile Broadband
   J. Moore

Moved by G. Brocanier
Seconded by R. Crate

"Whereas the Eastern Ontario Regional Network intends to proceed with a project to improve mobile broadband through increased coverage and capacity;

And Whereas the Eastern Ontario Wardens’ Caucus has supported this important project to improve mobile broadband for residents and businesses across Eastern Ontario;

And Whereas Northumberland County was a full participant in the previous project and experienced significant benefit with improved broadband services;
Now Therefore Be It Resolved That the Corporation of the County of Northumberland approve a financial commitment to the EORN mobile broadband project at a minimum cost of $658,053 and a maximum cost of $955,109;

And Further Be It Resolved That Northumberland County approve a $40,000 contribution to the 50/10 Mbps+ study;

And Further Be It Resolved That funds in the Technological Development Reserve be used for this project and that the funds be advanced to EORN upon their request, with interest to be received on those funds."

Carried


2018-05-16-115 Moved by G. Brocanier
Seconded by R. Crate

"Whereas the nature of the waste being relocated, and the unseasonably wet weather encountered throughout much of 2017, and into 2018, resulted in additional time being required by the Contractor to complete the Stage 1 waste relocation and cell construction tasks of their assignment;

And Whereas this additional time required the County’s Contract Administrator to spend significant additional time on-site conducting construction inspection and contract administration;

And Whereas to account for this additional time and expense, the Contract Administrator (Golder Associates Ltd.), has requested an increase to their contract, in the amount of $145,220.68 (inclusive of the non-recoverable portion of the HST);

And Whereas staff anticipate, given savings resulting from less waste having to be relocated than was estimated during the tendering process, that, even with this requested increase to the contract administration and construction inspection assignment, the overall cost of the entire project will come in slightly under the budgeted amount of $8,079,337.51 (inclusive of the non-recoverable portion of the HST;

Now Therefore Be It Resolved That County Council approves Golder Associates Ltd.’s requested increase for contract administration and construction inspection services in the amount of $142,709 plus HST."
Carried

e) Report 2018-37 Community & Social Services - RFP 18-02 Development of an Affordable Housing Strategy
R. Carmen

2018-05-16-116 Moved by R. Crate
Seconded by G. Brocanier

“Whereas the 2018 County Council budget included a transfer from reserves for the development of an Affordable Housing Strategy;

And Whereas County staff initiated and completed a competitive Request for Proposal process to select the most appropriate proponent and SHS Consulting Inc. was the successful proponent;

Now Therefore Be It Resolved That the Council of the Corporation of the County of Northumberland receive this report for information.”

Carried

f) Report 2018-38 Corporate Services - 2018 Organization Chart
L. Ainsworth

2018-05-16-117 Moved by R. Crate
Seconded by G. Brocanier

“Whereas it is recommended that each year County Council consider the proposed Organization Chart for approval;

And Whereas the Management Operating Committee has reviewed the proposed 2018 Organization Chart for the Corporation of the County of Northumberland;

Now Therefore Be It Resolved That the Council of the County of Northumberland approve the Corporation’s 2018 Organization Chart as presented.”

Carried
g) Report 2018-40 TW&F - Tender No.18-19: 2018 Micro-Surfacing Tender

D. Marshall

2018-05-16-118 Moved by J. Logel
Seconded by R. Sanderson

“Whereas two (2) bids were received for the Micro-Surfacing Tender No. 18-19;

And Whereas the bid from Miller Paving Limited is the lowest bid meeting all specifications;

And Whereas funds in the amount of $500,000.00 are available under the 2018 Pavement Preservation capital budget;

And Whereas savings were realized in the 2018 Paving Tender Budget to be used for additional paving projects in 2018 and remaining to be transferred to transportation reserves;

Now Therefore Be It Resolved That the bid from Miller Paving Ltd. for tender 18-19 be accepted at their bid price of $495,450.00 (excluding Provisionals) plus HST;

And Further Be It Resolved That $5,000 of the savings realized from the 2018 Paving Tender be allocated to the Pavement Preservation Budget.”

Carried

9. Enactment By-laws

a) By-law to Amend Schedule “A” of By-law 2017-23 Being a By-law to Consolidate and Regulate Payment of Various Fees and Charges within the Corporation of Northumberland

2018-05-16-119 Moved by G. Brocanier
Seconded by R. Crate

"That By-law 2018-20 being a by-law to amend Schedule A of By-Law 2017-23 being a by-law to consolidate and regulate payment of various fees and charges within the Corporation of Northumberland be introduced, deemed to be read a first, second and third time, passed, signed and sealed this 16th day of May, 2018."

Carried
10. New Business/Other Business

a) Proclamation - National Access Awareness Week 2018  
   Janet Warren, Northumberland Accessibility Advisory Committee, K. Brown

   2018-05-16-120  Moved by R. Crate  
   Seconded by G. Brocanier

   "Whereas one week each year is recognized across Canada as National Access Awareness Week and is an opportunity to highlight accessibility awareness;

   And Whereas the County of Northumberland is committed to accessibility;

   Now Therefore Be It Resolved That Northumberland County Council proclaim the week of May 27 to June 2, 2018 to be National Access Awareness Week in Northumberland County."

   Carried

b) Eastern Ontario Wardens’ Caucus Update  
   Warden M. Lovshin, J. Moore

   2018-05-16-121  Moved by R. Crate  
   Seconded by G. Brocanier

   "Now Therefore Be It Resolved That the Eastern Ontario Wardens’ Caucus Update be received for information."

   Carried

c) Eastern Ontario Leadership Council - Communications Update April-May, 2018

   2018-05-16-122  Moved by R. Crate  
   Seconded by G. Brocanier

   "That the Eastern Ontario Leadership Council Communications Update be received for information."

   Carried

d) Northumberland County Agriculture Advisory Group - verbal update
"Now Therefore Be It Resolved That the Northumberland County Agriculture Advisory Group Update be received for information."

Carried

e) Haliburton Kawartha Pine Ridge District Health Unit Board Minutes

"Be It Resolved That the HKPR District Health Board Minutes of March 15, 2018 be received for information."

Carried

f) Proclamation - National Health and Fitness Day

"Whereas the Parliament of Canada wishes to increase awareness among Canadians of the significant benefits of physical activity and to encourage Canadians to increase their level of physical activity and their participation in recreational sports and fitness activities; and

Whereas it is in the interest of Northumberland County residents to improve their health and reduce illnesses; and

Whereas many local governments in Canada have public facilities to promote the health and fitness of their citizens; and

Whereas the Government of Canada wishes to encourage local governments to facilitate Canadians’ participation in healthy physical activities; and

Whereas the Government of Canada wishes to encourage the country’s local governments, non-governmental organizations, the private sector, and all Canadians to recognize the first Saturday in June as National Health and Fitness Day; and
Whereas Canadian Environment Week is observed throughout the country in early June, and walking and cycling are great ways to reduce vehicle pollution and improve physical fitness; and

Whereas declaring the first Saturday in June to be National Health and Fitness Day will further encourage Northumberland County residents to participate in physical activities and contribute to their own health and well-being;

Now Therefore Be It Resolved That I, Warden Mark Lovshin, on behalf of the County of Northumberland, do hereby proclaim that Saturday, June 2, 2018 be National Health and Fitness Day in Northumberland County, and encourage all citizens to celebrate this day by partaking in recreational and fitness activities, including hiking, walking, and biking in the County Forest; and

Further Be It Resolved That a copy of this Resolution be sent to MP Kim Rudd, and the Haliburton, Kawartha, Pine Ridge District Health Unit."

Carried

11. Press Question Period (10 Minutes)

12. Closed Session

a) Motion to Move into Closed Session - CAO 2017 Review and 2018 Objectives - Personnel Matter, and Adoption of Closed Session Minutes of April 18, 2018.

2018-05-16-126 Moved by M. Walas Seconded by G. Brocanier

"Now Therefore Be It Resolved that this Council proceed with the next portion of the meeting being closed to the public at 11:07 a.m. as permitted under the Municipal Act Section 239(3)(b) in order to address matters pertaining to personal matters about an identifiable individual, including municipal employees and approval of the minutes of the April 18, 2018 Closed Sessions; and that N. MacDonald and M. Ellis remain present."

Carried

b) Motion to Rise and Report Results from Closed Session

2018-05-16-127 Moved by G. Brocanier
"That this Council rise from Closed Session at 11:26 a.m.; and

**Therefore Be It Resolved That** Council receive the information regarding the Chief Administrative Officer provided in the verbal update; and

**Further Be It Resolved That** the Closed Session Minutes of April 18, 2018 be approved as presented."

**Carried**

c) Motion to Move into Closed Session - Land Acquisition or Disposition Matter

2018-05-16-128  Moved by M. Walas
Seconded by G. Brocanier

"**Now Therefore Be It Resolved That** this Council proceed with the next portion of the meeting being closed to the public at 11:27 a.m. as permitted under the Municipal Act Section 239(3)(c) in order to address matters pertaining to a proposed or pending acquisition or disposition of land by the municipality; and that J. Moore, D. Borowec, G. Dees, N. MacDonald, and M. Ellis remain present."

**Carried**

d) Motion to Rise and Report Results from Closed Session

2018-05-16-129  Moved by G. Brocanier
Seconded by M. Walas

"**That** this Council rise from Closed Session at 11:35 a.m.;

"**Now Therefore Be It Resolved That** Council receive the update provided by staff regarding the property matter."

**Carried**

e) Motion to Move into Closed Session - Land Acquisition or Disposition Matter

2018-05-16-130  Moved by M. Walas
Seconded by G. Brocanier
"Now Therefore Be It Resolved That this Council proceed with the next portion of the meeting being closed to the public at 11:36 a.m. as permitted under the Municipal Act Section 239(3)(c) in order to address matters pertaining to a proposed or pending acquisition or disposition of land by the municipality; and that J. Moore, D. Borowec, G. Dees, N. MacDonald, T.J. Flynn, and M. Ellis remain present."

Carried

f) Motion to Rise and Report Results from Closed Session

2018-05-16-131 Moved by G. Brocanier
Seconded by M. Walas

"That this Council rise from Closed Session at 12:20 p.m.;

That Council direct staff to proceed as per the discussion, regarding the property matter."

Carried

g) [Councillor G. Brocanier left the meeting at 12:35 p.m.]

Motion to Move into Closed Session - Branding Workshop facilitated by Letter M Marketing, Education or Training Sessions

2018-05-16-132 Moved by M. Walas
Seconded by J. Logel

"Now Therefore Be It Resolved That this Council proceed with the next portion of the meeting being closed to the public at 1:00 p.m. as permitted under the Municipal Act Section 239(3.1) in order to address matters pertaining to education or training sessions; and that N. MacDonald, and M. Ellis remain present."

Carried

h) Motion to Rise and Report Results from Closed Session

2018-05-16-133 Moved by R. Sanderson
Seconded by M. Walas
"That this Council rise from Closed Session at 1:46 p.m.; and

And That Council receive the information presented during the Branding Workshop, facilitated by Letter M Marketing, and staff proceed with the project."

Carried

13. Confirms By-law

a) A By-law to confirm the proceedings of a meeting of County Council held on May 16, 2018

2018-05-16-134 Moved by M. Walas
Seconded by J. Logel

"That By-law 2018-21 being a By-law to confirm the proceedings of a meeting of County Council held on May 16, 2018 be introduced, be deemed to be read a first, second and third time, be passed, signed and sealed."

Carried

14. Adjournment

a) Adjournment of the Meeting

2018-05-16-135 Moved by M. Walas
Seconded by R. Sanderson

"That Council adjourn at 1:47 p.m."

Carried

Mark Lovshin, Warden

Nancy MacDonald, Clerk
Presentation Outline

• Financial Trends
• Accumulated Surplus Summary
• Revenue & Expenses
• Debt
• Reserves
• Summary
• Supplemental Information
## Financial Trends

<table>
<thead>
<tr>
<th></th>
<th>2010</th>
<th>2016</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Assets</td>
<td>17,388,000</td>
<td>56,927,286</td>
<td>58,599,612</td>
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<tr>
<td>Liabilities</td>
<td>46,625,687</td>
<td>48,603,844</td>
<td>44,162,563</td>
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<tr>
<td>Net Financial Assets/(Liabilities)</td>
<td>(29,237,687)</td>
<td>8,323,442</td>
<td>14,437,049</td>
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<tr>
<td>Non-Financial Assets</td>
<td>149,097,001</td>
<td>156,835,524</td>
<td>162,714,263</td>
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<tr>
<td>Accumulated Surplus</td>
<td>119,859,314</td>
<td>165,158,966</td>
<td>177,151,312</td>
</tr>
</tbody>
</table>

- Net financial assets improved by 74%
  - Continued improvement to liquidity & financial sustainability
- Non-financial assets slight increase (3.8% change)
  - Capital acquisitions showing some improvement relative to amortization
- Continued positive trend of increased accumulated surplus
  - Increased reserves, debt under control
Financial Assets ($M)

- Cash & investments increased $3.7M
  - Increase in reserves allowing for enhanced financing capacity and resilience
- Receivables decreased $2.0M
  - Receivable Colborne Shared Emergency Base
AP decreased $1.0M
- Timing of trade accounts payable, accrued payroll and expenditures. Timing provincial funding social services program delivery

Long term debt decreased $3.2M
- Paying down debt including payout of maturing loan for County headquarters building; issued new debt Brighton Landfill and Cramahe Shared Emergency Base

Landfill closure/post-closure liability decreased $199k
- Brighton landfill increased capacity offset by increased liability for leachate treatment/monitoring based on actual cost trends

Employee future benefit liability decreased $23k (per actuary)
Net book value of assets increased $5.9M
- Acquisition cost $15.2M
- Amortization ($8.7M)
- Disposals (NBV) ($0.6M)

$1.2M in 2017 projects deferred to 2018

Total asset NBV is $162M
## Accumulated Surplus (note 9)

<table>
<thead>
<tr>
<th></th>
<th></th>
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<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Surplus/(Deficit)</strong></td>
<td></td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>Unfunded landfill closure &amp; post-closure liability</td>
<td>(23,400,799)</td>
<td>(24,902,072)</td>
<td>(22,959,117)</td>
<td>(22,759,988)</td>
<td>199,129</td>
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<tr>
<td>Unfunded employee future benefits liability</td>
<td>(1,896,797)</td>
<td>(1,867,779)</td>
<td>(1,841,725)</td>
<td>(1,818,995)</td>
<td>22,730</td>
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<tr>
<td></td>
<td>(25,297,596)</td>
<td>(26,769,851)</td>
<td>(24,800,842)</td>
<td>(24,578,983)</td>
<td>221,859</td>
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<td><strong>Invested in Capital Assets</strong></td>
<td></td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td>Tangible capital assets – NBV</td>
<td>150,789,035</td>
<td>153,007,460</td>
<td>156,550,506</td>
<td>162,459,630</td>
<td>5,909,124</td>
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<tr>
<td>Long term debt</td>
<td>(13,992,307)</td>
<td>(12,730,523)</td>
<td>(11,445,393)</td>
<td>(8,241,415)</td>
<td>3,203,978</td>
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<tr>
<td>Unfunded capital</td>
<td>0</td>
<td>0</td>
<td>(3,685,434)</td>
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<tr>
<td></td>
<td>136,796,728</td>
<td>140,276,937</td>
<td>141,419,679</td>
<td>154,218,215</td>
<td>12,796,536</td>
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<td><strong>Reserves</strong></td>
<td>36,417,954</td>
<td>41,513,338</td>
<td>48,540,129</td>
<td>47,512,080</td>
<td>-1,028,049</td>
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<tr>
<td></td>
<td>147,917,086</td>
<td>155,020,424</td>
<td>165,158,966</td>
<td>177,151,312</td>
<td>11,992,346</td>
</tr>
</tbody>
</table>
Components of the Accumulated Surplus
2017 Highlights - Revenue

Total revenue $5.8M over 2016:
- General levy increase
- MRF revenue
- POA revenue
- OW subsidy
- Childcare program funding
- Affordable Housing Program
- OCIF funding

Offset by:
- OW subsidy
- OAFVC revenue

Total revenue $1.6M over budget:
- MRF revenue
- POA revenue
- Investment interest
- Supplementary taxes
- Plumbing/Septic permit revenue
- Childcare program funding
- OCIF funding

Offset by:
- OW subsidy
- Affordable Housing Program
- OAFVC revenue

<table>
<thead>
<tr>
<th>2017 Actual</th>
<th>2017 Budget</th>
<th>2016 Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>$107.1M</td>
<td>$105.5M</td>
<td>$101.3M</td>
</tr>
</tbody>
</table>
2017 Highlights - Expenses

<table>
<thead>
<tr>
<th></th>
<th>2017 Actual</th>
<th>2017 Budget</th>
<th>2016 Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expenses were $4.0M more than 2016 due to:</td>
<td>$95.1M</td>
<td>$98.9M</td>
<td>$91.1M</td>
</tr>
<tr>
<td>Change in post closure liability</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Childcare program delivery</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social housing programs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Affordable Housing Program</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carryover projects (non TCA)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Utilities and fuel</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Offset by:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Amortization</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leachate treatment/haulage</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Childcare programs</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Offset by:
- Eagleson remediation

Expenses were $3.8M under budget due to:
- Wages/benefits savings gapping and winter control
- Ontario Works
- Affordable Housing Program
- Carryover projects (non TCA)
- Utilities and fuel
- Offset by:
  - Amortization
  - Leachate treatment/haulage
  - Childcare programs

- Offset by:
  - Eagleson remediation
2017 Highlights - Expenses

**Operations**

Operating expenses $86.1M

**Non-cash Items**

TCA Amortization, Disposals/write-downs 9.2M

Landfill closure/post-closure liability $(0.2M)

Total $95.1M
Expenses by Type ($M)

- Salaries & Benefits: $38.0
- External Transfers: $21.0
- Materials: $17.1
- Contracted Services: $9.5
- Amortization: $8.7
- Interest: $0.5
- Loss on TCA disposal: $0.4
- Rents & Financial: $0.2
- Salaries & Benefits: $38.0
- External Transfers: $21.0
- Materials: $17.1
- Contracted Services: $9.5
- Amortization: $8.7
- Interest: $0.5
- Loss on TCA disposal: $0.4
- Rents & Financial: $0.2
Expenses by Service

- Social & Family Services (incl. Long Term Care): 34%
- Transportation: 16%
- Health Services: 14%
- Environmental Services: 13%
- Social Housing: 12%
- Ec Dev/Tourism/Forest: 4%
- General Govt: 3%
- Protection Services: 4%
- Ec Dev/Tourism/Forest: 4%
- Social & Family Services (incl. Long Term Care): 34%
- Transportation: 16%
- Health Services: 14%
- Environmental Services: 13%
- Social Housing: 12%
Long Term Debt

- Total long term debt decreased $3.2M

- Paid off maturing loan Headquarters Building

- New debentures issued in 2017; Colborne Shared Emergency Base and Brighton Landfill expansion (2016)

- Debentures 2018; Roseneath Emergency Services Base, Brighton Landfill expansion (2018) and Paramedics power lift stretchers

- Total debt is $8.2M

- Debt continues to remain well below the annual repayment limit

- Flexibility for future needs
Reserves decreased $1.0M
- $5.8M reserve financing utilized to payout Headquarter Building debt
- $3.5M reserve financing utilized for Brighton landfill expansion
- $1.2M 2017 TCA funding carryover to 2018
- $1.8M 2017 non-TCA funding carryover to 2018
- $5.3M overall net reserve contributions

Total Reserves are $47.5M

Growth over recent years aligned with strategies under the County Long Term Financial Planning Framework

Improved flexibility for financing future projects and initiatives

Flexibility for future years savings such as paying down higher interest debt on Headquarters Building and self insuring for WSIB
Reserves cont’d

Total reserves represent only 48% of annual operating budget.
Reserves by Type

- Corporate
- Housing
- Transportation
- WSJB
- Long Term Care
- Waste
- Paramedics
- Social Services
- Facilities
- Technological Development
- Emergency Planning
- Ec Dev. Tourism & Forest

- 2017
- 2016
- 2015
- 2014
Continued positive trend in the overall financial position of the County

Continue to face challenges with asset renewal needs

Pressures from growth

Need to continue strategies under the Long Term Financial Planning Framework focusing on sustainability and fiscal responsibility

Debt under control
### Long Term Debt Summary

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Maturity</th>
<th>2013</th>
<th>2014</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>GPL Beds</td>
<td>Mar 2014</td>
<td>25,732</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<tr>
<td>GPL Bath Tub Replacement</td>
<td>May 2015</td>
<td>41,240</td>
<td>13,965</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>2004 Bridge Program</td>
<td>Jan 2017</td>
<td>909,695</td>
<td>663,857</td>
<td>407,006</td>
<td>138,652</td>
<td>-</td>
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<tr>
<td>Housing – Front St Campbellford</td>
<td>Jul 2017</td>
<td>155,354</td>
<td>113,255</td>
<td>70,196</td>
<td>26,154</td>
<td>-</td>
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<tr>
<td>County Headquarters</td>
<td>Sep 2017</td>
<td>7,296,375</td>
<td>6,907,235</td>
<td>6,518,095</td>
<td>6,128,955</td>
<td>-</td>
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<tr>
<td>MRF Equipment</td>
<td>Mar 2019</td>
<td>1,230,327</td>
<td>1,027,826</td>
<td>816,379</td>
<td>595,591</td>
<td>365,049</td>
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<tr>
<td>POA Court Renovation</td>
<td>Sep 2019</td>
<td>371,236</td>
<td>315,324</td>
<td>257,153</td>
<td>196,632</td>
<td>133,666</td>
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<tr>
<td>Brighton Cell Western Half</td>
<td>May 2020</td>
<td>859,305</td>
<td>741,567</td>
<td>618,893</td>
<td>491,072</td>
<td>357,894</td>
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<td>Brighton Landfill Expansion 2017</td>
<td>Sep 2022</td>
<td>-</td>
<td>-</td>
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<td>2,509,351</td>
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<td>Cramahe Shared Emergency Base</td>
<td>Sep 2027</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<td>1,189,957</td>
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<td>Brighton Landfill Expansion 2008</td>
<td>Mar 2028</td>
<td>1,171,357</td>
<td>1,083,054</td>
<td>1,024,888</td>
<td>963,825</td>
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<td>Blacklock II Reconstruction</td>
<td>Mar 2028</td>
<td>676,209</td>
<td>674,595</td>
<td>638,366</td>
<td>600,333</td>
<td>560,405</td>
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<td>600 William St.</td>
<td>Sep 2035</td>
<td>2,520,566</td>
<td>2,451,629</td>
<td>2,379,547</td>
<td>2,304,179</td>
<td>2,225,372</td>
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<tr>
<td><strong>Total Debt</strong></td>
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<td>15,257,396</td>
<td>13,992,307</td>
<td>12,730,523</td>
<td>11,445,393</td>
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<td>Reserve Fund</td>
<td>2012</td>
<td>2013</td>
<td>2014</td>
<td>2015</td>
<td>2016</td>
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<td>Social Housing</td>
<td>4,821,379</td>
<td>6,434,309</td>
<td>7,492,389</td>
<td>8,998,025</td>
<td>9,969,709</td>
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<td>Corporate Services</td>
<td>7,490,756</td>
<td>10,419,555</td>
<td>10,443,013</td>
<td>10,931,277</td>
<td>14,643,260</td>
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<td>Transportation</td>
<td>2,975,364</td>
<td>4,496,594</td>
<td>4,076,657</td>
<td>6,472,065</td>
<td>5,226,276</td>
<td>6,348,247</td>
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<td>GPL</td>
<td>1,527,134</td>
<td>2,137,754</td>
<td>2,732,533</td>
<td>3,318,390</td>
<td>4,205,050</td>
<td>5,218,152</td>
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<td>Employee Health &amp; Safety</td>
<td>2,936,907</td>
<td>3,184,303</td>
<td>3,466,688</td>
<td>3,807,586</td>
<td>4,165,827</td>
<td>4,321,436</td>
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<td>Waste</td>
<td>1,442,681</td>
<td>1,823,331</td>
<td>3,622,949</td>
<td>3,371,347</td>
<td>5,219,347</td>
<td>3,548,847</td>
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<tr>
<td>Facilities</td>
<td>594,065</td>
<td>548,065</td>
<td>784,065</td>
<td>1,004,065</td>
<td>1,146,639</td>
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<tr>
<td>Paramedics</td>
<td>855,021</td>
<td>1,105,021</td>
<td>1,210,765</td>
<td>1,033,237</td>
<td>1,113,959</td>
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<td>Technological Development</td>
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<td>Working Funds</td>
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<td>Social Services</td>
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<td>666,000</td>
<td>549,000</td>
<td>612,000</td>
<td>724,000</td>
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<tr>
<td>Ec Dev, Tourism and Forest</td>
<td>347,000</td>
<td>284,894</td>
<td>299,111</td>
<td>327,962</td>
<td>517,678</td>
<td>352,624</td>
</tr>
<tr>
<td>Emergency Planning</td>
<td>404,124</td>
<td>230,050</td>
<td>250,050</td>
<td>260,050</td>
<td>270,050</td>
<td>280,050</td>
</tr>
<tr>
<td>Total</td>
<td>25,265,554</td>
<td>32,577,611</td>
<td>36,417,954</td>
<td>41,513,338</td>
<td>48,540,129</td>
<td>47,512,080</td>
</tr>
</tbody>
</table>
Recommendation

"Whereas two (2) bids were received for the Micro-Surfacing Tender No. 18-19;

And Whereas the bid from Miller Paving Limited is the lowest bid meeting all specifications;

And Whereas funds in the amount of $500,000.00 are available under the 2018 Pavement Preservation capital budget;

And Whereas savings were realized in the 2018 Paving Tender Budget to be used for additional paving projects in 2018 and remaining to be transferred to transportation reserves;

Now Therefore Be It Resolved That the bid from Miller Paving Ltd. for tender 18-19 be accepted at their bid price of $495,450.00 (excluding Provisionals) plus HST.

And Further Be It Resolved That $5,000 of the savings realized from the 2018 Paving Tender be allocated to the Pavement Preservation Budget.

Purpose

The purpose of this report is to award the 2018 Micro-Surfacing Tender No. 18-19 to the lowest compliant bidder.
Background

A tender was issued to retain a construction firm with related experience to enter into a contractual arrangement to provide the work for the 2018 Micro-Surfacing Tender No. 18-19 at various locations within the County. A collaborative purchasing ("piggy-back") clause is included in the tender to allow other member municipalities an opportunity to enter into their own contract with the successful contractor. The micro-surfacing work is scheduled to start immediately upon award.

Under this contract, the Contractor will provide all labour, equipment, materials and supervision necessary to complete micro-surfacing and associated work at the proposed locations. The Contractor will also be performing line painting within the construction limits.

Staff report that the Contractor who submitted the low bid has sufficient staff experience in road rehabilitation work to complete a project of this magnitude.

Consultations

Two (2) bids were received at the proper time and place and were opened in a public forum. The tenders have been checked and verified for accuracy with no discrepancies to report.

Two (2) bids were received as follows:

<table>
<thead>
<tr>
<th>Company</th>
<th>Bid Results Excluding HST</th>
<th>Non-Recoverable Portion of HST</th>
<th>Bid Results (including the non-recoverable portion of the HST)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Miller Paving Limited</td>
<td>$576,900.00</td>
<td>$10,153.44</td>
<td>$587,053.44</td>
</tr>
<tr>
<td>Duncor Enterprises Inc.</td>
<td>$646,420.00</td>
<td>$11,376.99</td>
<td>$657,796.99</td>
</tr>
</tbody>
</table>

Legislative Authority/Risk Considerations

The contractor will be required to follow the Ontario Traffic Manual (Book 7) for working in traffic.

The Contractor will be required to follow the Ontario Health and Safety Act including WHIMS Reg. 860.

Discussion/Options

The 2018 Micro-Surfacing Tender No. 18-19 included provisionals for line painting, rut filling and for one additional 1.0 km section of County Road 45. To minimize the amount of additional funds to be required, staff recommends that the provisionals not be awarded.

By delaying award of the contract to June Council, construction would be delayed by a minimum of two months as a result of the contractor’s schedule. As such, it is beneficial to award at the May Council, which will allow construction to proceed within a couple weeks.
**Financial Impact**

A total of $500,000 was approved by County Council for the 2018 Pavement Preservation Budget. Savings were realized in the 2018 Paving Tender, of which $5,000.00 is proposed to be transferred to fund the 2018 Micro-Surfacing Tender 18-19. The bid amount (excluding Provisionals) is $495,450.00 (excl. HST). A breakdown of the estimated total cost is shown below:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018 Pavement Preservation Budget</td>
<td>$500,000.00</td>
</tr>
<tr>
<td>Transfer of Budget Savings from 2018 Paving Contract</td>
<td>$. 5,000.00</td>
</tr>
<tr>
<td><strong>Total Project Budget</strong></td>
<td><strong>$505,000.00</strong></td>
</tr>
<tr>
<td>Low Bid Tender Amount</td>
<td>$576,900.00</td>
</tr>
<tr>
<td>Less Provisionals</td>
<td>$81,450.00</td>
</tr>
<tr>
<td>Total Low bid for Award</td>
<td>$495,450.00</td>
</tr>
<tr>
<td>Non-recoverable HST</td>
<td>$ 8,719.92</td>
</tr>
<tr>
<td><strong>Estimated Total Project Cost For County</strong></td>
<td><strong>$504,169.92</strong></td>
</tr>
</tbody>
</table>

*(including non-recoverable HST)*

As illustrated above, the total project cost for the County portion of the project is $504,169.92 (excluding Provisionals and including non-recoverable HST), which is below the total of the approved 2018 pavement preservation budget and the budget savings transferred from the 2018 Paving Tender in the amount of $5,000.00.

This report has been reviewed by the Finance Department.

**Member Municipality Impacts**

This tender has previously been issued as part of the shared services initiative between the County and member Municipalities; however, in 2018, none of the member municipalities participated.

A collaborative purchasing (“piggy-back”) clause was also included in the tender to allow member municipalities an opportunity to enter into their own contract with the successful contractor.

**Conclusion/Outcomes**

Staff recommends that County Council award the 2018 Micro-Surfacing Tender No. 18-19 to Miller Paving Limited, all in accordance with their bid dated May 10, 2018 in the amount of $495,450.00 (excluding Provisionals) plus HST.

**Attachments**

N/A
Dear Colleagues,

As a former medical officer of health, I know the vital role public health plays every day in protecting and promoting the health of all Ontarians. The release of the new Ontario Public Health Standards in January of this year outlined a new mandate for public health focused on outcomes, and included a strengthened accountability framework to demonstrate the impact of the work of public health.

Legislated requirements for board of health and LHIN engagement in the Patients First Act ensures public health plays a key role in integrated planning - to include upstream interventions that will improve health, reduce health inequities and assist in re-orienting the health system.

In order to support the integral role of public health as a unique sector within an integrated health system, I am pleased to announce a two percent base funding increase to all boards of health for the provision of public health programs and services. An additional one percent increment will be allocated based on local need as detailed in the board of health Annual Service Plans submitted to the ministry in March.

This totals an additional $15M base funding investment in public health, on top of approximately $16M in one-time funding for a number of initiatives associated with the delivery of public health programs in Ontario.

This investment demonstrates my government’s commitment to ensure Ontarians are able to recognize, value and benefit from the excellent work of public health across the health system and in local communities.

Sincerely,

Dr. Helena Jaczek
Minister

c:
April 18, 2018

Haliburton, Kawartha, Pine Ridge District Health Unit Board of Health
200 Rose Glen Road
Port Hope, ON L1A 3V6

Attention: Mark Lovshin, Chair

Dear Mr. Lovshin:

Re: Resolution Regarding the 2018 Annual Service Plan including the 2018 Budget for the Haliburton Kawartha Pine Ridge District Health Unit

Your correspondence regarding the above referenced matter was on the April 10, 2018 Regular Council Meeting agenda for consideration. Your correspondence was received by Council. The following resolution was adopted at that meeting:

CR2018-205
Moved By: Councillor Stauble
Seconded by: Councillor Junkin

That the March 13, 2018 correspondence from Mark Lovshin, Chair, Board of Health for the Haliburton, Kawartha, Pine Ridge (HKPR) District Health Unit to the Honourable Helena Jaczek, regarding the 2018 Annual Service Plan including the 2018 Budget for the HKPR District Health Unit, be received;

That the City of Kawartha Lake support the HKPR Board of Health's letter to the Minister of Health and Long Term Care; and

That this resolution be circulated to:

- Helena Jaczek, Minister of Health and Long Term Care
- Laurie Scott, MPP, Haliburton-Kawartha Lakes-Brock
- Lou Rinaldi, MPP, Northumberland-Quinte West
- Dr. David Williams, Chief Medical Officer of Health
- Roselle Martino, Assistant Deputy Minister, Population and Public Health Division, MOHLTC
- Haliburton County
- Northumberland County
- Association of Municipalities of Ontario
- Association of Local Public Health Agencies
- Ontario Boards of Health; and
- Eastern Ontario Wardens' Caucus.

CARRIED

Please contact Ron Taylor, CAO at 705-324-9411, ext. 1296, if you have any questions with respect to this matter.

Yours truly,

Ann Rooth
Deputy Clerk

cc: Minister of Health and Long Term Care
    MPP Northumberland-Quinte West
    MPP Haliburton-Kawartha Lakes Brock
    Northumberland County
    Haliburton County
    Chief Medical Officer of Health
    Assistant Deputy Minister of Population and Public Health Division
    Ministry of Health and Long Term Care
    Association of Municipalities Ontario (AMO)
    Association of Local Public Health Agencies
    Ontario Boards of Health
    Eastern Ontario Wardens' Caucus
    Ron Taylor, CAO City of Kawartha Lakes
May 7, 2018

Subject: In Consideration of a Renewed Commitment to the Greenbelt

At its meeting on April 30, 2018, Oakville Town Council approved the following motion:

WHEREAS, the Greenbelt is an integral component of land use planning that complements the Growth Plan to encourage smart planning, the reduction of sprawl, protection of natural and hydrological features and agricultural lands; and

WHEREAS, the Greenbelt has protected 1.8 million acres of farmland, local food supplies, the headwaters of our rivers and important forests and wildlife habitat for over 12 years; and

WHEREAS, a permanent Greenbelt is an important part of the planning for sustainable communities; and

WHEREAS, there is a tremendous amount of land already planned and available in excess of the development needs of the GTA without weakening the protections provided by the Greenbelt; and

WHEREAS, efforts to open the Greenbelt create the opportunity for land speculators to build expansive homes, at immense profits, in remote areas; and

WHEREAS, opening the Greenbelt will move the urban boundary thus creating more sprawl and increased traffic; and

WHEREAS, the costs of sprawl result in increased taxes, because 25% of the costs of sprawl are downloaded to existing property tax payers; and

WHEREAS programs like the proposed inclusionary zoning regulations will assist municipalities in advancing the supply of affordable housing stock without the need to expand the built boundary;

WHEREAS the Town of Oakville was the originator of the Urban River Valley designation;
THEREFORE BE IT RESOLVED,

THAT the Town of Oakville stand with its municipal neighbours to undertake continued action to maintain and grow the current Greenbelt; and

THAT the province be strongly urged to extend Greenbelt protection to include the appropriate whitebelt lands within the inner ring, lands that are the most immediately vulnerable to development in the province; and

THAT this resolution be distributed to the leaders of all parties represented in the Legislature, the Minister of Municipal Affairs, all Greater Golden Horseshoe municipalities, the Association of Municipalities of Ontario, Environmental Defence, Friends of the Greenbelt Foundation and members of Municipal Leaders for the Greenbelt.

Should you have any questions regarding this matter or should you require any additional information, please contact me at 905-845-6601, extension 2003, or email vicki.tytaneck@oakville.ca.

Yours truly,

[Signature]

Vicki Tytaneck
Town Clerk

c:  Andrea Horwath, Leader, New Democratic Party of Ontario
    Doug Ford, Leader, Progressive Conservative Party of Ontario
    Kathleen Wynne, Leader, Ontario Liberal Party
    Mike Schreiner, Leader, Green Party of Ontario
    Bill Mauro, Minister of Municipal Affairs
    Greater Golden Horseshoe Municipalities
    Association of Municipalities of Ontario
    Environmental Defence
    Friends of the Greenbelt Foundation
    Municipal Leaders for the Greenbelt
May 28, 2018

Ms. Lynn Dollin, President
Association of Municipalities of Ontario
200 University Ave, Suite 801
Toronto, ON M5H 3C6

RE: Resolution – Cannabis Grace Period Request

Dear Ms. Lynn Dollin,

This letter will serve to advise that at a meeting of City of Quinte West Council held on May 22, 2018 Council passed the following resolution:

“That the Council of the City of Quinte West requests that once the cannabis legislation is passed that a six month grace period be enacted to ensure that municipal law enforcement officers and the Ontario Provincial Police are adequately trained to enforce the said legislation;

And further that this resolution be circulated to the local MP, MPP, AMO, and other municipalities. Carried”

We trust that you will give favourable consideration to this request.

Sincerely,

CITY OF QUINTE WEST

Jim Harrison
Mayor

cc: MP Neil Ellis, Bay of Quinte
cc: MPP Lou Rinaldi, Northumberland-Quinte West
May 18, 2018

Ms. Nancy MacDonald  
Manager of Legislative Service/Clerk  
County of Northumberland  
555 Courthouse Road  
Cobourg, ON  K9A 5J6

Dear Ms. MacDonald:

Re: Meeting Growth Plan Infrastructure Demands and Financial Sustainability: 2018 Update

Regional Council, at its meeting held on May 17, 2018, adopted the following recommendations of Committee of the Whole regarding “Meeting Growth Plan Infrastructure Demands and Financial Sustainability: 2018 Update”:

1. Council endorse the principle that the infrastructure required to meet Provincial Growth Plan directions requires that the revenue-raising powers currently only available to the City of Toronto be extended to York Region.

2. The Chairman, once again, appeal to the Province regarding the continued need for City of Toronto Act, 2006 revenue-raising powers.

3. The Regional Clerk circulate this report to:

   (a) The local municipalities
   (b) The Association of Municipalities of Ontario (AMO), Mayors and Regional Chairs of Ontario (MARCO), the Large Urban Mayors Caucus of Ontario (LUMCO), and the Municipal Finance Officers’ Association of Ontario (MFOA)
   (c) The Minister of Finance and the Minister of Municipal Affairs
   (d) The local Members of Provincial Parliament
   (e) The Building Industry and Land Development Association (BILD)
   (f) All upper and single tier municipalities covered by the Provincial Growth Plan
A copy of Clause 7 of Committee of the Whole Report No. 9 is enclosed for your information.

Please contact Edward Hankins, Director, Treasury Office, at 1-877-464-9675 ext. 71644 if you have any questions with respect to this matter.

Sincerely,

Christopher Raynor
Regional Clerk

/C.Martin
Attachments
Council Report 2018-41

Title: Early Years Update - The Journey Together: Ontario’s Commitment to Reconciliation with Indigenous Peoples

Prepared by: Lesley Patterson, Early Years Services Manager

Reviewed by: Lisa Horne, Director, Community & Social Services

Approved by: Jennifer Moore, CAO

Strategic Plan: Thriving and Inclusive Communities

Council Date: June 20, 2018

Recommendation

“Whereas Council of the County of Northumberland received Report No. 2018-41 Early Years update on The Journey Together: Ontario’s Commitment to Reconciliation with Indigenous Peoples, two year pilot project;

Now Therefore Be It Resolved That this report is received for information.”

Purpose

To provide an update on the County’s two year pilot project for Journey Together.

Background

Ontario’s Renewed Early Years and Child Care Policy Framework, 2017 vision is for all children and families in Ontario to have access to a range of high-quality, inclusive and affordable early years and child care programs and services that are child- and family-centred and contribute to children’s learning, development and well-being.

Part of this Renewed Framework is the implementation of the Ministry of Education’s early years initiative under The Journey Together: Ontario's Commitment to Reconciliation with Indigenous Peoples. This initiative is intended to enhance access to culturally relevant, Indigenous-led early years programs and services off-reserve, including child care and child and family programs.
In January 2017, the County applied for and was successful in securing The Journey Together Capacity Funding to support meaningful, collaborative discussions and local planning. The information gathered through surveys, focus groups and a community scan informed the County’s joint proposal with Nogojiwanong Friendship Centre for the two year pilot projects through The Journey Together early years initiative.

Northumberland County in partnership with Nogojiwanong Friendship Centre applied for funding for two projects to support off reserve supports:

- Indigenous Early Years Team to support EarlyON Child and Family Centres and licensed child care
- Continued Cultural Competency Training Series for the Early Years Community

Consultations

As the system planner for Early Years, Northumberland County continues to connect and consult with internal and external partners. The County’s primary partner on the two year pilot project is Nogojiwanong Friendship Centre. Through the project, Alderville First Nation including the Alderville First Nation Health Centre will be an ongoing partner assisting with planning and implementing programs. The Best Start Network offers support and guidance as the early years services are closely connected to EarlyON Child and Family Centres and licensed child care.

Legislative Authority/Risk Considerations

The Child Care and Early Years Act (CCEYA), 2014 recognizes the essential role of the CMSM/DSSAB as the local service system manager in ensuring an increasingly integrated, high quality child care and early years system. The ability to strengthen the quality of child care and early years experiences and enhance system integration requires the strategic leadership of CMSMs/DSSABs to initiate sustain and monitor local planning and development to achieve Ontario’s vision for the early years.

Ontario’s Renewed Early Years and Child Care Policy Framework, 2017 outlines seven key areas of action for early years that will influence planning and decision making.

Through Our Journey Together, the County will continue to partner with our Indigenous partners both on and off reserve to offer quality early years child and family programs that are accessible, inclusive and culturally relevant.

Discussion/Options

Through Our Journey Together two year pilot project in partnership with Nogojiwanong Friendship Centre, an Indigenous Early Years team has been created to join the County
Early Years team. The needs assessment indicated that there are currently no off-reserve culturally relevant Indigenous child and family programs and services available. The goal is to build capacity with our Indigenous partners to offer early years programs and services in Northumberland.

The team will be supporting Northumberland EarlyON Child and Family Centres and licensed child care. The team will provide direct programs as well as provide guidance and oversight so early years staff can continue to support culturally relevant programing at all times. A main goal is to connect with families who self-identify as Indigenous to ensure our spaces are welcoming, inclusive and offer supports the families want.

The team consists of an Indigenous Early Years Coordinator and an Indigenous Early Years and Family Support Coordinator. Team oversight is provided by the Friendship Centre with their office space being provided by Five Counties. The Indigenous Early Years team will:

- ensure the provision of Indigenous cultural teachings and knowledge are intertwined into early years and family support programming
- ensure safe and appropriate cultural practices and boundaries
- promote healing and reconciliation for urban Indigenous children, youth and families
- increase access to culturally-relevant early years programs and services
- enhance Indigenous control of service design and delivery
- foster greater opportunities for Indigenous children to learn about their culture and language from an early age
- support improved outcomes for Indigenous children including healthy child development, parent and family supports

Also, as part of the two year pilot a Northumberland Indigenous Cultural Competency Series for early years partners is being designed in partnership with Nogojiwanong Friendship Centre and Alderville First Nation building on the initial training that occurred in September 2017.

**Financial Impact**

The Ministry of Education approved funds for a two year period, 2018 and 2019, for a total amount of $342,808.

**Member Municipality Impacts**

All member municipalities will have at least one EarlyON Child and Family Centre location with mobile outreach programming also being offered. The goal is to ensure high-quality, inclusive and affordable early years and child care programs and services
that are child- and family-centred and contribute to children’s learning, development and well-being are available across the County.

EarlyON Child and Family Centres and licensed child care providers in each municipality will now also benefit from the two new Indigenous staff who will support both staff and families in understanding and connecting with Indigenous ways.

**Conclusion/Outcomes**

Staff recommends that County Council approve this report, for information.

**Attachments**

n/a
A home for everyone in Northumberland is key.
Message from Warden Mark Lovshin

This 2017 Housing and Homelessness Report captures the progress made over the last year by community partners to ensure a coordinated system of housing and homelessness supports for Northumberland residents.

Quality, affordable housing is the foundation for good health, prosperity and quality of life. The County’s 10-year Housing & Homelessness Plan outlines a long-term community vision of ending chronic homelessness through a Housing First approach, which emphasizes preventive measures that stabilize people’s housing. Now at the halfway point in this plan, we continue to gain ground on realizing the 27 stated objectives. That said, our community continues to contend with the realities of the local housing supply: rising housing prices and an extremely low vacancy rate. Coupled with a complex urban/rural environment, it is clear that there is no one answer to resolving housing instability and homelessness.

This is why we are focused on a variety of programs to address needs across the housing continuum. In 2017, the Housing Support Program provided eligible residents with subsidies to access or stabilize rental arrangements, and we broke ground on 31 new affordable housing rental units in Cobourg, which will increase available stock. Through collaboration with Habitat for Humanity Northumberland, we increased opportunities for individuals and families to participate in the Home Ownership program, and we launched the Renovate Northumberland program, which focused on keeping people in their homes by providing financial assistance for much-needed repairs and upgrades. This report summarizes these and other programs and includes statistics and key accomplishments from over the last year, highlighting the community partnerships essential to fulfilling this strategic direction.

Council remains committed to the vision and objectives put forward in the 10-Year Housing and Homelessness Plan. We are extremely proud of our community’s efforts to date, and the year ahead promises further progress. As we focus locally on key initiatives such as the implementation of a best practice emergency shelter system and the development of an Affordable Housing Strategy, we also look forward to better understanding how the federal government’s National Housing Strategy will align with our efforts, and what opportunities exist to strengthen plans for our community through this initiative. A home for everyone is key, and Northumberland County and partner agencies will strive to achieve new milestones together in 2018 towards this end.
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Appendix: Complete list of 10 Year Housing and Homelessness Plan Objectives

Alternative formats are available upon request.
Section 1: The Northumberland Context

Where we’ve come from ...

2017 began on the heels of Northumberland County’s inaugural 20,000 Homes Campaign (November 14 – 18, 2016), where we spoke to 75 individuals and families who were experiencing homelessness. In early 2017, community agencies came together to begin framing a community response to homelessness, forming the Homelessness Coordinated Response Team (HCRT), including a leadership table; a by-name list which prioritizes individuals experiencing homelessness by level of acuity; implementing a common assessment tool; and finding consensus on the need to prioritize individuals by level of need.

As these processes developed, system gaps were identified and were exacerbated by the lack of housing supply and supports available throughout the county. Northumberland County and community partners took this information and sought funding opportunities to bolster the housing and homelessness systems and applied for funding as it became available. Over 2017, the community has seen some success in funding applications. In addition, County Council has supported these goals with an increase to the homelessness budget beginning in 2018 to support family diversion, amongst other initiatives. Northumberland County Community and Social Services (NCCSS) was able to re-allocate program resources to support interim intensive case management and clinical capacity development for HCRT in late 2017.

Throughout 2017, NCCSS has launched new programs using the Social Infrastructure Fund (SIF) funding, to include supports for homeowners and monthly rent subsidies. These programs have been successful in supporting housing stability for well over 100 households throughout the County, including the pilot year of Renovate Northumberland.

With the understanding that housing is critical in supporting our goal to end homelessness and increase housing stability for all residents, NCCSS has committed to seeking local solutions to address the rental shortages across the county through the creation of an Affordable Housing Strategy. NCCSS remains committed to the shared vision of a coordinated entry system for homelessness that focuses on matching individuals with the most appropriate service to meet their level of need.
Over 2017, Northumberland County sought to raise awareness of the housing realities throughout the County. Some key realities include:

- It’s harder to find a place to rent in Northumberland County than it is in the City of Toronto.
- The average resale price of a home has risen more than $100,000 in one year.
- The waitlist for social housing is now approaching 9 years in some communities.
- Only 16 new private rentals have come online since 2015 throughout Northumberland.

### Poverty and Housing Affordability in Northumberland

<table>
<thead>
<tr>
<th>Prevalence of low income individuals in 2015 based on after-tax-low-income measure</th>
<th>% of tenant households spending 30% or more of household total income on shelter costs</th>
<th>% of owner households spending 30% or more of household total income on shelter costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>11.6%</td>
<td>48.7%</td>
<td>16.7%</td>
</tr>
</tbody>
</table>


Access to rental housing in Northumberland is limited, particularly in larger urban areas, where the rental market is characterized by high rents and low vacancy/availability rates. It is notable that in all three municipalities where data is available, rates are on track with, or lower than, the provincial average.

### Rental Market Costs and Vacancies in Northumberland County

<table>
<thead>
<tr>
<th>Location</th>
<th>Average Market Rent for 1-bedroom unit</th>
<th>Vacancy Rate</th>
<th>Availability Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cobourg</td>
<td>$ 868</td>
<td>1.3%</td>
<td>2.1%</td>
</tr>
<tr>
<td>Port Hope</td>
<td>$ 1000</td>
<td>1.6%</td>
<td>2.2%</td>
</tr>
<tr>
<td>Brighton</td>
<td>$ 659</td>
<td>0.5%</td>
<td>1.1%</td>
</tr>
</tbody>
</table>

Section 1: The Northumberland Context (cont’d …)

Section 1: The Northumberland Context (cont’d …)

A HOME FOR EVERYONE IN NORTHUMBERLAND

Too many of our neighbours don’t have enough money to pay basic monthly living costs.

A FAMILY OF FOUR
The basic monthly living cost for a family here is $5,235. Paying an average rental cost of $1,656, other costs of $3,579 (food, clothing, travel, activities, etc.)

AVERAGE INCOME
Average Monthly
Family Income: $8,847
Rent: $1,656
All other costs: $3,579
Balance: +$3,612

MINIMUM WAGE
Average Monthly Income (w/ child tax benefits): $3,265
Rent: $1,656
All other costs: $3,579
Balance: -$1,970

DISABILITY PENSION
Average Monthly Income (w/ child tax benefits): $2,917
Rent: $1,656
All other costs: $3,579
Balance: -$2,318

SOCIAL ASSISTANCE
Average Monthly Income (w/ child tax benefits): $2,289
Rent: $1,656
All other costs: $3,579
Balance: -$2,946

In order for Northumberland to thrive, people need access to affordable housing.

NORTHUMBERLAND AFFORDABLE HOUSING COMMITTEE

Following the enumeration completed in April 2018, the By-Name List currently holds the names of 58 singles (adults and youth) and 19 families known to be experiencing homelessness in Northumberland County.

# Individuals & Families on By-Name List at the end of December 2017

15 # with High Acuity (long-term/permanent supports needed)
10 # with High Acuity (long-term/permanent supports needed)
13 # with Medium Acuity (temporary supports needed)
2 # with Medium Acuity (temporary supports needed)
0 # with Low Acuity (minimal supports needed)
0 # with Low Acuity (minimal supports needed)
Applicants indicate on their application which housing locations (one or more) that they would like to be considered for. Approximate wait time for social housing varies depending on locations selected.

- Colborne — 10% of applicants, up to 4 years wait time
- Hastings — 5% of applicants, up to 3 years wait time
- Warkworth — 5% of applicants, up to 3 years wait time

Referrals made to other services for assistance based on Rent-Geared-to-Income (RGI) applications received in 2017:

- Community Outreach Program: 78
- Ontario Disability Support Program: 58
- Ontario Works Program: 22

Local information was also provided to 33 applicants currently living outside of the County.
Section 2: Measuring against our 10-year objectives  
(for full list of objectives see appendix)

Affordable Housing

Creation and maintenance of affordable housing stock

• Groundbreaking ceremony and construction commenced on a 31 unit affordable housing build in Cobourg geared to seniors and people with disability. (HHP Objective 1)

• Hosted an Affordable Housing Symposium to begin dialogue on the role of the County and member municipalities in encouraging the development of affordable rental options throughout Northumberland. (HHP Objective 10-11)

• Initiated procurement process for the hiring of a consultant to support the development of an Affordable Housing Strategy for the County and member municipalities. (HHP Objective 10-11)

Investments in existing social housing stock

• Oversaw and administered capital repairs ($764,800) made under the Social Housing Improvement Program (SHIP) for both the Northumberland County Housing Corporation (NCHC) and non-profit housing providers. (HHP Objective 4)

  - Investments made to NCHC included:
    - New accessible universal washroom in common area
    - Installation of new hot water tanks
    - Replaced roof and eavestrough
    - Exterior lighting retrofit to energy efficient LED at all buildings
    - Unit refurbishments (bathroom, kitchen and flooring)

  - Investments made to non-profit social housing providers included:
    - Installation of fire sprinkler system
    - Window and patio door replacements
    - Roof replacements
    - Unit refurbishments (bathroom and kitchen)
    - Air conditioning retrofits

• Annual investments made by the County into the NCHC, as part of the 10-year capital plan, included: (HHP Objective 4)
  - Unit refurbishments (bathroom, kitchen and flooring)
  - Common area improvements
  - Front Vestibule renovation
  - Concrete balcony refurbishments
  - Eavestrough and downspout replacement
  - Hot water system retrofits
Section 2: Measuring against our 10-year objectives  
(cont’d ... for full list of objectives see appendix)

Capacity for non-profit housing providers

• Creation and implementation of a Subsidy Surplus Sharing policy for non-profit social housing providers to encourage sound business practices by allowing non-profits to retain a portion of their surplus subsidy payments. (HHP Objective 4)

• Annual Technical Advisory Group meeting with non-profit providers, focusing on strategic preparation for end of operating agreements and opportunities to implement eviction prevention supports. (HHP Objective 4 & 24)

• Completed annual operational reviews for 3 social housing providers as part of the County’s ongoing cycle of reviews.

Emergency Housing

Homelessness system planning

• Completed a third-party Shelter and Homelessness Systems Review that included: (HHP Objective 6)
  - Gathering insight on current state and performance
  - Training in effective practices that prevent and end rural homelessness
  - Preparing a final report with recommendations for monitoring and supporting funded agencies moving forward.

• A stronger focus on housing loss prevention has led to a review of current investment from Northumberland County to support and increase prevention and shelter diversion: (HHP Objective 7)
  - Expanding the Shelter Benefit Program
  - Engaging service providers in early and critical moment interventions
  - Initiating a home renovation program to allow people to stay in their homes
  - Implementing eviction prevention policies and tools within the NCHC

• Regular meetings with the 20,000 Homes Advisory Committee to lead and plan for the 2018 homelessness enumeration and report on progress.

• Staff recommendations for an increase to the annual homelessness budget for ongoing family diversion work, trusteeship program and supports for a landlord engagement strategy beginning in 2018. (HHP Objective 7 & 24)

• Coordinated with internal divisions (Ontario Works and Children’s Services) to fund a renewed and expanded trusteeship program.

• Community Partner on Green Wood Coalition’s Lived Experience Advisory Panel, signed onto a collaborative agreement working to bring perspectives of individuals with lived experience to decision making and systems planning.
Section 2: Measuring against our 10-year objectives

(cont’d ... for full list of objectives see appendix)

Homelessness system responses

- Hired a Community Services Coordinator to facilitate case conferencing and coaching in the development of evidence-based action plans, and to support the development of a coordinated homelessness response system within Northumberland. (HHP Objective 7 and 12)

- Followed up with all survey respondents from the 2016 20,000 Homes Campaign connecting all interested respondents with the appropriate services and supports.

- Began the development of a Homelessness Coordinated Response Team (HCRT), in collaboration with a group of agencies that provide services to the people experiencing homelessness in Northumberland using a coordinated team response model; including a leadership table representing the 7 agencies partnering on HCRT that developed a protocol and terms of reference for the committee. (HHP Objective 7)

- Developed a By Name List (BNL), using a common assessment tool, which provides our community with a real time, up-to-date list of people experiencing homelessness, facilitating effective decisions around how to best serve and refer individuals experiencing homelessness to housing resources. (HHP Objective 7)

Community-led interim sheltering response

- On December 22, 2017, Transition House, the emergency shelter in the County open to men, women and children, temporarily shut down. In response to this local crisis, community agencies developed an interim strategy to support individuals affected by the closure and new individuals entering the homelessness system in Northumberland County.

Municipal Planning

Collaboration with Member Municipalities

- Initiated dialogue with member municipalities through the Affordable Housing Symposium (May 31, 2017) to begin identifying possible opportunities for municipal-led investments in affordable housing. (HHP Objective 10)

- Engaged with senior leadership and planners of member municipalities to discuss plans for the creation of an affordable housing strategy. (HHP Objective 10 and 11)
Section 2: **Measuring against our 10-year objectives**

(cont’d ... for full list of objectives see appendix)

**Service Provision and Collaboration**

**Eviction Prevention Model of Social Housing**

- Began implementation of a new structure of tenant relations case management that supports a consistent delivery of social housing support across the County, supporting an eviction prevention model of social housing. (HHP Objective 15 & 24)
  - Tenants at risk of eviction provided with more intensive case management to support a successful tenancy.

**Tenant Engagement Programming**

- Developed and implemented tenant engagement program throughout NCHC properties focusing on health promotion, seniors’ engagement, children’s programming and the distribution of farmer’s market vouchers.
- Distributed and collected input from tenants on their experiences through a tenant engagement survey to identify areas of improvement.
- Partnered with the Port Hope Northumberland Community Health Centre to deliver summer programming for children at NCHC properties and seniors programming throughout the year.

**Community Agency Collaboration**

- Provided County Letters of Support for community based applications for other provincial and federal funding opportunities, including: (HHP Objective 7, 12, 17, 18)
  - FourCAST application to the Central East LHIN Housing Now Program.
  - Kawartha Sexual Assault Centre’s application for the Anti-Human Trafficking Community Supports Fund (regional support).
  - Habitat for Humanity Northumberland application for CMHC seed funding to retrofit an existing building into six home ownership units.

**Regional Collaboration**

- Developed strategy and capacity for ongoing Homelessness Enumeration requirements in partnership with the City of Kawartha Lakes resulting in the hiring of a shared resource.
Section 2: Measuring against our 10-year objectives (cont’d ... for full list of objectives see appendix)

Regional Collaboration (cont’d ...)

• Began to develop a Family Diversion Program model through OrgCode in partnership with the City of Peterborough in response to the number of families in our community who are experiencing or at risk of homelessness. (HHP Objective 7 & 15)

• Staff participated in quarterly regional housing and homelessness meetings with the City of Kawartha Lakes and the City of Peterborough to share resources, best practices, and provide support on joint funding applications. (HHP Objective 17)

• Staff participated in quarterly regional housing and homelessness meetings with the CELHIN Service Manager Steering Committee. (HHP Objective 17)

Investments in Homelessness Response

• Completed application for ongoing provincial funding to support interventions and solutions for the most vulnerable individuals experiencing homelessness. (HHP Objective 7)
  ▪ The County of Northumberland funded two positions providing intensive case management and community development and clinical capacity supports for agencies engaged with HCRT through FourCAST. (HHP Objective 7)
  ▪ Funded a 2-year HomeShare pilot project, beginning in 2017 and administered by Cornerstone Family Violence Prevention Centre. The program matches senior homeowner women in the community with other women seeking affordable housing. Both homeowner and homesharer benefit from shared accommodation costs, shared household responsibilities and companionship. (HHP Objective 7 & 15)

Rental Subsidies

• Through the Social Infrastructure Fund (SIF) allocation, created the Housing Support Program providing monthly rent subsidies to low income households in private rental agreements. (HHP Objective 15 & 24)
  ▪ These programs have served households throughout the County and provide deeper subsidies than historically have been allowed.
  ▪ A key component of the program is ongoing case management on housing stabilization to support households in transitioning out of the program.

• Referrals from the social housing waitlist were made for both the Housing Support Program as well as the Housing Allowances delivered by the Ministry of Finance through the Investment in Affordable Housing – Extension program. (HHP Objective 15 & 24)
Section 2: Measuring against our 10-year objectives

(cont’d ... for full list of objectives see appendix)

Support for Homeowners

• Through the Social Infrastructure Fund (SIF) allocation, re-investment in Home Ownership programming with Habitat for Humanity Northumberland committing to 4 new homes in the County. (HHP Objective 15)

• Creation of Renovate Northumberland, a program supporting low to mid-income earning homeowners to make critical repairs to their homes, supported through SIF funding and administered in partnership with Habitat for Humanity Northumberland. (HHP Objective 15)

• Continuation of ReNewIt Program with Habitat for Humanity Northumberland, providing interest-free loans to homeowners to make repairs to their home, broadening the criteria to include capital repairs, in addition to accessibility repairs. (HHP Objective 14 & 15)

Outreach, Education and Evaluation

Raising Awareness

• Published a 2017 Homelessness Progress Report outlining key achievements and status one year after our initial homelessness enumeration. (HHP Objective 21)

• Council Proclamation recognizing November 22, 2017 as Housing Awareness Day in Northumberland County. (HHP Objective 21)

• ‘Yes, in our backyard’ awareness and media campaign outlining the housing realities in Northumberland and ways to help. (HHP Objective 21)

Community Presentations and Training

• Provided 2 day Housing Based Case Management training to staff from the County and community agencies. (HHP Objective 7)

• Provided presentations throughout the year to increase understanding of housing and homelessness services offered within the County and to raise awareness of the housing realities in our community. (HHP Objective 21 & 25)

• Partnered with United Way Northumberland and the Northumberland Affordable Housing Committee on a public showing of a film ‘Us and Them’, raising awareness about the realities of homelessness. (HHP Objective 21)

Landlord Engagement

• Provided funding to support the development of a community-based strategy to engage local landlords in future supportive housing programs. (HHP Objective 24)
Section 2: Measuring against our 10-year objectives

(contin’d ... for full list of objectives see appendix)

Engagement with Indigenous Organizations

- Initiated dialogue with the Nogojiwanong Friendship Centre to explore the possibilities of bringing off-reserve services to urban Indigenous people within the County; to date this has been supported on a case-by-case basis providing culturally competent supports to urban Indigenous people experiencing homelessness in Northumberland. (HHP Objective 7, 12 & 22)

- Began discussions with Ontario Aboriginal Housing Services (OAHS) to identify potential opportunities for future partnerships, including home ownership opportunities with Habitat for Humanity Northumberland. (HHP Objective 7 & 22)

- Met with Anishnaabe Kwewag Gamig Inc. Regional Women’s Shelter on Alderville First Nation and engaged on the interim sheltering strategy as a result of the closure of the emergency shelter in Cobourg. (HHP Objective 12 & 22)

Purposeful Engagement with Service Agencies

- Throughout 2017, Northumberland County Community and Social Services has engaged and built relationships with all three police services throughout Northumberland County, Cobourg Police Services, Port Hope Police Services and the Ontario Provincial Police. (HHP Objective 7 & 12)

- Staff were active members of community committees such as the 20,000 Homes Advisory Committee, Thrive Northumberland, Home Share Northumberland Community Advisory Committee, Homelessness Leadership Group, Homelessness Coordinated Response Team, Green Wood Coalition’s Persons with Lived Experience Community Advisory Group, Northumberland Affordable Housing Committee, Landlord Engagement Strategy and the Situation Table. (HHP Objective 7, 12, 15, 24 & 25)

Contributions made through the Northumberland Affordable Housing Committee (NAHC)

In addition to supporting many of the above objectives through member agencies, NAHC has specifically been able to support the 10-year Housing and Homelessness Plan in the following ways:

- The local CMHC representative was invited and has joined as an active member of NAHC. Information on CMHC data and the National Housing Strategy has been shared with the committee. (HHP Objective 4)

- Supported the development and opening of warming/cooling space at Cobourg Police Station, fostering a mutually beneficial partnership. (HHP Objective 6)
Section 2: Measuring against our 10-year objectives
(cont’d ... for full list of objectives see appendix)

• Served as a communication link between members. (HHP Objective 7)

• Presented to municipal councils raising awareness of the housing realities throughout Northumberland. Information shared included local vacancy rates, need, inclusionary zoning and secondary suites. (HHP Objective 21)
### Section 3: Establishing our Impact

#### 2016 vs 2017

<table>
<thead>
<tr>
<th>Category</th>
<th>2016</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td># households from waitlist housed</td>
<td>71</td>
<td>80</td>
</tr>
<tr>
<td># recipients in Housing Allowance Program while on waitlist</td>
<td>33</td>
<td>39</td>
</tr>
<tr>
<td># households received a total of $225,705 through the Shelter Benefit</td>
<td>368</td>
<td>489</td>
</tr>
<tr>
<td># moved to long-term housing (from homelessness or transitional housing)</td>
<td>165</td>
<td>229</td>
</tr>
<tr>
<td># moved from emergency shelter to long-term housing</td>
<td>48</td>
<td>12</td>
</tr>
<tr>
<td># at risk of homelessness stabilized by ...</td>
<td>153</td>
<td>230</td>
</tr>
<tr>
<td># at risk of homelessness stabilized by ...</td>
<td>100</td>
<td>112</td>
</tr>
<tr>
<td>• utility arrears</td>
<td>49</td>
<td>102</td>
</tr>
<tr>
<td>• rent arrears</td>
<td>124</td>
<td>153</td>
</tr>
<tr>
<td>• last month’s rent deposit</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>• utility deposit</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>• bed bug treatment</td>
<td>78</td>
<td>88</td>
</tr>
<tr>
<td>• moving expenses</td>
<td>212</td>
<td>197</td>
</tr>
<tr>
<td># served by County-funded Enhanced Homelessness Support Worker Programs</td>
<td>125</td>
<td>197</td>
</tr>
<tr>
<td># people provided with emergency housing by Transition House including total # Hostel Days (Jan-Oct)</td>
<td>3,943</td>
<td>99 3,652</td>
</tr>
<tr>
<td># people served by Salvation Army Hostel Program including total # Hostel Days</td>
<td>89 366</td>
<td>136 786</td>
</tr>
<tr>
<td># people supported to find housing by Housing Locator (Landlord Engagement Strategy)</td>
<td>n/a</td>
<td>29</td>
</tr>
</tbody>
</table>
These are significant steps for each of these people that make a difference, and they are very appreciative of the help they received. The unfortunate reality is that for every one of these success stories, their spot on the list of people who are homeless has been filled by one or two other names.

~ David Sheffied, Green Wood Coalition

In 2017, through the Social Infrastructure Fund (SIF) Program and Investment in Affordable Housing (IAH) - Extension Program, Northumberland County helped renters and homeowners attain or maintain affordable housing:

- **17** households through Rent Supplement Agreements with private landlords
- **66** households in receipt of Housing Allowances
- **23** homeowners through Renovate Northumberland and ReNewIt completed 36 critical repairs to their homes

Construction underway on **4** homes through Habitat for Humanity Northumberland

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# of households by geographic area:

- **Cobourg**: 56
- **Cramahe**: 11
- **Alnwick - Haldimand**: 4
- **Brighton**: 12
- **Trent Hills**: 26
- **Port Hope**: 35
Section 3: Establishing our Impact (cont’d ...)

Our partnership with the County and presence at the HCRT table resulted in a Special Priority Status application for housing being reconsidered and approved due to high levels of communication and coordination. Additionally, a HAP application was approved for a resident discharging to a market rent unit who otherwise would have been difficult to house given the 0.3% vacancy rate and her limited income.

Nancy Johnston, Executive Director
Cornerstone Family Prevention Centre

In 2017 Habitat for Humanity Northumberland launched an ambitious 5-year Strategic Plan to serve 50 families between 2017-2021. At least half of these families will be served by providing them with access to affordable homeownership through Habitat’s homebuilding program. Operating at this capacity requires a multitude of partnerships and funding sources and so we are thrilled that Northumberland County partnered with us in 2017 to provide access to down-payment assistance funding to finance the construction of four homes. The federal and provincial affordable homeownership funding through the Social Infrastructure Fund (SIF) has been used to support the construction of three homes in Port Hope and one home in Brighton. As a result of this funding, along with time and money provided from other supporters and partners across Northumberland County, four families will officially become homeowners living in safe and affordable housing in the first half of 2018.

Robert Gibson, Chair of the Board
Habitat for Humanity Northumberland

As one of the Administrators of the Renovate program, I am happy that the program was able to provide financial support for home renovations to 19 homeowners (14 of whom were seniors) in Northumberland County. Among some of the completed projects were — 8 roof repair/replacements, 5 furnace repair / replacements and 4 accessibility projects. Keeping people in safe, affordable housing is key to a thriving community. These homeowners that would otherwise have been unable to secure the funds to complete these necessary projects. Working with the County to deliver this program has really helped me in understanding resources available in our community. It has also given me the opportunity to network with other organizations, funded through the County, which help people so that when Habitat programs may not be the best fit, I can refer them to other resources in the community.

Dawn Campbell, Family Services Coordinator
Habitat for Humanity Northumberland
Section 4: Connections to Revised Policy Statement

Policy Statement: Service Manager Housing and Homelessness Plans

The Province requires reviews and updates to Service Manager Housing and Homelessness Plans every 5 years. Since the original Housing and Homelessness Plan, released in 2014, there have been significant changes to the federal, provincial, and local landscapes in respect to housing and homelessness. The common outcomes of strategies at all levels of government are a decreased number of people experiencing homelessness and an increased number of households achieving housing stability.

In July 2016, the provincial government released an updated policy statement on Service Manager Housing and Homelessness Plans which provides policy context and direction to Service Managers and is aligned with the Long Term Affordable Housing Strategy Update. Service Managers’ Housing and Homelessness Plans are required to be consistent with the new Policy Statement by June 30, 2019.

Key changes that will be addressed in the revised Northumberland County 10-Year Housing and Homelessness Plan include:

• Be informed by the results of local homelessness enumeration.
• Demonstration of a system of coordinated housing and homelessness services that assist households to improve their housing stability and prevent homelessness.
• Strategies to promote client-centred, coordinated access to housing and homelessness prevention services.
• Strategies for engagement with Indigenous organizations and communities, including off-reserve services.
• Strategies to support capacity building and sustainability in the non-profit sector.

Initial plans for revision of 10-year plan

County staff have begun internal discussions to establish a workplan for the required revisions of the 10-year Housing and Homelessness Plan. Key aspects will include:

• Consultation with key community agencies and other stakeholders to ensure plan is inclusive and addresses needs throughout the community.
• Establishing targets and measurement outcomes for key objectives for ongoing progress reports.
• Review of County strategies developed since initial plan to update needs assessment and current state of housing and homelessness within Northumberland County.
• Report to Council and submit to Province.
Section 5: Where we go from here

Building on progress made in 2017, key priorities for 2018 include the following:

- Homelessness enumeration
- Continued development of a by-name list and coordinated entry
- Housing first programs and homelessness diversion
- Renewed emergency sheltering strategy
- Development of an Affordable Housing Strategy for Northumberland County and member municipalities
- Implementation of an eviction prevention model of social housing
- Initiate portfolio planning for both the Northumberland County Housing Corporation and non-profit housing providers
- Initiate revision of 10-year housing and homelessness plan

For more information, contact:

Community & Social Services
555 Courthouse Rd. Cobourg, ON K9A 5J6
905-372-6846 / 1-800-354-7051
css@northumberlandcounty.ca
www.northumberlandcounty.ca
Appendix: List of 10 Year Housing and Homelessness Plan Objectives

Affordable Housing

1. The priority for the extension of the Federal-Provincial Investment in Affordable Housing (IAH) or similar programs should be creating new rental housing, especially one bedroom barrier-free units.

2. A portion of the upcoming IAH funding should be used to fund a pilot project to renovate existing older hotels/rooming houses to create cost efficient single room occupancies for low income single individuals, including linking to supports as appropriate.

3. Northumberland County should examine its own social housing stock and encourage non-profit and co-op housing providers to look at their existing housing sites for the potential for cost effective infill housing, potentially in collaboration with other developers of housing.

4. Northumberland County should work towards a long term strategy for existing social housing, (to preserve affordability, ensure good repair for the long term and improve energy and water efficiency), in collaboration with municipal and housing sector organizations.

Emergency Housing

5. Persistent overcrowding at Cornerstone Family Violence Prevention Centre is unacceptable. The Province should provide an increase in funding to expand services to meet the need in the community.

6. The existing shelter system should be examined to assess emergency housing needs of various population groups and the best shelter options for different user groups (singles, families, youth, those with mental health issues, addictions and dual diagnosis).

7. Homelessness services offered in the County should implement a Housing First approach, with emphasis on services that keep at-risk people from becoming homeless, and on support services that help shelter users to quickly get housing and to keep stable housing.

Municipal Planning

8. Area municipalities should strengthen their Official Plans to include clear requirements for new residential developments to include affordable housing units. Definitions of affordable housing should be consistent with the Provincial Policy Statement under the Planning Act.

9. Area municipalities should strengthen their Official Plans to include clear requirements for new residential developments to include affordable housing units. Definitions of affordable housing should be consistent with the Provincial Policy Statement under the Planning Act.
Appendix: List of 10 Year Housing and Homelessness Plan Objectives

Municipal Planning (cont'd ...)

10. Area municipalities should inform builders/developers of approaches to meeting the requirement for affordable housing in their development plans/plans of subdivision upon the initial meetings between municipal officials and the builders/developers.

11. The new Northumberland County Official Plan should include provisions recognizing the importance of affordable housing, encouraging and supporting affordable housing, and setting targets for affordable housing.

Service Provision and Collaboration

12. Improved service coordination and outreach should be pursued, so that all of the housing and support agencies are aware and up to date on the services offered across the County.

13. The Northumberland for Youth advisory committee should examine the provision of youth specific support services, with the goal of identifying significant gaps in available youth supports and strategies to address service gaps and engage youth to prevent youth homelessness.

14. The County should actively encourage the Habitat for Humanity ReNew It program and other initiatives to assist homeowners to maintain their homes in good repair.

15. The County should continue to develop services to prevent homelessness by supporting people in their homes, to address evolving needs and current service gaps.

16. NHH, 4CAST, CMHA, and the CE LHIN should meet periodically with County officials to coordinate priorities for mental health and addictions, including after-hours crisis services and ongoing support services.

17. The County and community representatives should seek cost-efficient ways to enhance social planning capacity and to monitor and measure evolving needs.

18. The County should seek collaboration with the CE LHIN to examine the housing and support needs of persons with dual diagnosis (mental health and addictions) and how these needs can be best met with current and future resources.

19. The County should continue to support the NTI, enhancing it if appropriate.

20. The County should build on the success of community hubs and explore further enhancements to service access for residents in outlying locations, such as the use of Skype, transportation to services, or other innovations.
Appendix: List of 10 Year Housing and Homelessness Plan Objectives

Outreach, Education and Evaluation

21. An outreach/public education campaign should be undertaken on the importance of the existing affordable housing, and need for additional affordable housing in Northumberland.

22. Northumberland County should request meetings at least annually with representatives of Alderville First Nation and organizations providing support to off-reserve Aboriginal residents, to share information about services, housing and other related issues.

23. Once new planning policies are in place in support of second units, area municipalities should develop education and outreach materials to encourage the creation of second units.

24. The County and local service providers should continue to build relationships with local landlords, to inform them about supports available to ensure stable tenancies and avoid costly evictions, and to promote rent supplements, accessibility and affordability where possible.

25. The County should develop a strategy for ongoing communication and information-sharing with other funders, advocates, and service providers, in regard to evolving service provision and periodic reporting on progress in implementing this Plan.

26. Northumberland County Community and Social Services should prepare an annual monitoring report to County Council and the community on evolving needs and progress in implementing the 10-Year Housing and Homelessness plan.

27. This plan should be reviewed and updated within five years of its adoption by County Council.
Council Report # 2018-43

Title: Northumberland County’s GreenON Social Housing Program Allocation

Prepared by: Rebecca Carman, Housing Services Manager

Reviewed by: Lisa Horne, Director, Community & Social Services

Approved by: Jennifer Moore, CAO

Strategic Plan: Sustainable Infrastructure

Council Date: June 20, 2018

Recommendation

“Whereas Council received Report 2018-43 – Northumberland County’s GreenON Social Housing Program Allocation; and

Whereas this report contains the funding details and the initial plan to allocate this funding;

Now Therefore Be It Resolved That the Council of the Corporation of the County of Northumberland approve the proposed GreenON Social Housing Program plan and authorize the County, as the Service Manager, to enter into a Transfer Payment Agreement with the Housing Services Corporation and submit a Program Delivery and Fiscal Plan.”

Purpose

To receive Council approval to enter into a Transfer Payment Agreement and complete a Program Delivery and Fiscal Plan (PDFP) for the GreenON Social Housing Program through Housing Services Corporation.
Background

On February 9, 2018, the Green Ontario Fund (GreenON) announced the GreenON Social Housing program for eligible social housing apartment buildings across Ontario that is administered by the Housing Services Corporation (HSC). This program is funded through proceeds from the province’s carbon market and specifically targeted to social housing buildings with fewer than 100 units. This program will support housing providers in making Greenhouse Gas (GHG)-reducing retrofits, to date; programs have specifically targeted large buildings with more than 100 units.

On March 28, 2018, the County put forward a business case to the HSC for retrofits to the Northumberland County Housing Corporation (NCHC) and interested non-profit housing providers in the amount of $745,500. On April 24, 2018, the County received a letter from HSC indicating that the County had received an allocation of $153,009. The County is required to enter into a Transfer Payment Agreement and submit a PDFP by June 29, 2018.

Consultations

Community and Social Services consulted with the Finance and Facilities Departments to support the development of this report and the implementation of the program. In addition, all eligible non-profit housing providers were invited to put forward requests for funding. Interest was expressed by 4 eligible non-profit housing providers.

Legislative Authority/Risk Considerations

The County is the designated Service Manager for the delivery of Housing and Homelessness programs within the County. The County will be required, as per the program guidelines, to prioritize projects that will result in the greatest GHG reductions.

Discussion/Options

At the time of this report, final projects to receive funding have not been determined by energy audits. Final projects will be selected based on the greatest GHG reductions. At this time it is estimated that the County will be able to complete two projects.

Financial Impact

There are no levy impacts to receiving this funding; however, programs will be delivered by existing staff which means that internal capacity and planning must be addressed during the program development and rollout. Based on the limited funding received, the County will support non-profits in completing energy audits on potential projects and encourage cost-sharing from all successful proponents where possible to maximize funding, while the NCHC will be able to complete its own energy audits within the 2018 budget allocations.
Member Municipality Impacts

N/A.

Conclusion/Outcomes

The receipt of GreenON Social Housing funding, while much smaller than original request will support the completion of critical repairs to social housing units, while contributing to the province’s commitment to reduce GHG.

Council’s approval of this initial program planning for the GreenON Social Housing allocation will authorize Community and Social Services to prepare and submit all reporting and program planning documents to HSC as required and begin working with non-profit housing providers and the NCHC to complete the required energy audits to begin the project selection process.

Attachments

1. Letter from HSC – GreenON Social Housing Allocation, April 24, 2018
April 24, 2018

Rebecca Carman  
Northumberland County  
555 Courthouse Road  
Cobourg, ON K9A 5J6

Dear Ms. Carman:

Thank you for your application for the GreenON Social Housing program, RFA 18-228-07. Through the Green Ontario Fund, the province is providing $25 million to help Ontario social housing buildings with less than 100 units invest in energy efficient retrofits. The program is administered by the Housing Services Corporation (HSC) in support of Ontario’s Climate Change Action Plan.

Interest in the $25M program far surpassed expectations, and HSC received 41 submissions from Service Managers across the province representing over $210M in funding requests. Submissions were evaluated by an independent panel of representatives from the Ontario Ministry of Housing, Manitoba Housing, and the Green Ontario Fund. The panel was pleased to see the quality of the submissions and the caliber of projects put forward. In fact, all applications demonstrated a need for funding in their region and the ability to fulfill the program objectives of reducing greenhouse gas emissions across the province.

Accordingly, the panel determined that all Service Manager applicants would be given the opportunity to undertake at least one project in their region that contributes to the goal of reducing greenhouse gas emissions. To ensure fairness in funding allocations, a model was developed that allocated a percentage of program funding weighted by quartile. Service Managers were then assigned to a specific quartile based on the ranking of their scored submission, and allocations were calculated based on the quartile percentage.

I am pleased to inform you that Northumberland County has been awarded a funding allocation of $153,009. We ask that you keep this information confidential until May 5, 2018, to give the province the opportunity to announce the funding publicly in your region in the coming weeks.
Given the overwhelming level of interest and need demonstrated by the volume of applications for the program, HSC will also be providing a detailed report to the province to hopefully inform future program opportunities.

Attached you will find a copy of the Transfer Payment Agreement (TPA) and Electronic Funds Transfer (EFT) form, which must be executed by June 29, 2018 under the GreenON Social Housing program requirements. Your fully executed TPA should be submitted electronically to Rosabelle Gonzales at rgonzales@hscorp.ca by no later than 5:00pm on June 29, 2018. Along with the TPA, please ensure the following:

- Schedule B of the TPA is completed for Contact information of the Primary Contact and the Senior financial person in the Service Manager organization to respond as required to requests from HSC;
- Schedule G of the TPA is completed with information for your Program Delivery Fiscal Plan as outlined;
- your completed EFT form is submitted; and
- proof of insurance is submitted as outlined in Section A12 of the TPA in the amount set out in Schedule B of the TPA and includes Housing Services Corporation listed as an additional insured.

A member of our team will be in touch with you shortly to discuss the allocation and next steps. If you have any questions regarding the application process or Transfer Payment Agreement in the meantime, please contact Rosabelle Gonzales at rgonzales@hscorp.ca. We look forward to continuing to work with you on this initiative to reduce greenhouse gas pollution and improve the sustainability of Ontario’s social housing stock.

Sincerely,

HOUSING SERVICES CORPORATION

Howie Wong
CEO

Attachments
Recommendation


Now Therefore Be It Resolved That the Long Term Financial Planning Framework ("LTFPF") / 2019 Budget Process, Schedule & Levy Considerations Report be received for information;

And Further Be it Resolved That Council approve a target base levy increase for the 2019 budget year and the 2020-2028 long term forecast proposed by Staff at 2.5%;

And Further Be it Resolved That Council approve a target dedicated infrastructure levy for the 2019 budget year proposed by Staff to be calculated based on 2.5% of the 2018 capital budget with a 0.5% escalation factor in each year of the 2020-2028 long term forecast based on the prior year capital budget."

Purpose

To report on the County’s LTFPF and the 2019 Budget and Long Term Forecast Schedule and to establish targets for annual levy increases and the dedicated infrastructure levy.
Background

Northumberland County staff annually prepares a ten year financial planning model in accordance with methodologies derived under the LTFPF. This finance model is comprised of the current year annual budget and a nine year forecast. Consistent with the annual budget, the long term forecast is comprised of detailed projections for operating, capital, reserves and debt.

Under the LTFPF, the current year budget is not developed in isolation of the long term forecast. Rather, the annual budget is one integral component of the overall long term financial strategy focusing on long term needs, sustainability, service delivery and alignment with the Strategic Plan. Annually, the current year budget and the long term forecast are drafted concurrently recognizing that decisions made for each year within the model will have impacts on subsequent years.

Consultations

The budget process is developed annually by the Treasurer with input from the Finance department staff involved in developing the annual budget. Feedback received from Council and the operating departments following the previous budget cycle is also considered in determining any modifications to the annual process. Also, staff stay apprised of best practices for municipal budgeting.

Staff will be facilitating a public information open house on June 27th to engage and educate the public on processes under the LTFPF, County services under discretionary and non-discretionary programs, and long-term financial planning strategies. An overview of long-term priorities will be provided focusing on future challenges for sustainability and the ability to maintain service levels across all County departments. Alignment with the Strategic Plan will be discussed. Information on various master plans and their initiatives highlighting impacts within the model will be provided. Comments from participants will be compiled for Council review.

Legislative Authority/Risk Considerations

The Municipal Act Regulation 289 Yearly Budgets, Upper-Tier.

Discussion/Options

The County has adopted a financial strategy within this framework that is focused on long term needs and challenges as opposed to focusing solely on the current budget year levy impact. In order to ensure consistent and modest levy increases over time, this framework adopts a philosophy of establishing a targeted annual increase within the current year budget and the nine year forecast.

In prior years, the County experienced significant volatility in annual levy decreases/increases. Since adopting the LTFPF, the County has realized stable annual levy increases and this approach carries forward within the current 2019-2027 long term financial model as displayed below:
This chart helps to display how each year is interlinked and how decisions focusing on the short term can impact on future years. In the 90’s the County experienced levy rate reductions and then in subsequent years implemented significant increases trying to rebuild operating and capital budgets. In conjunction with this, reserves were depleted as a means for financing routine capital items. As a result, in future years, urgent projects were undertaken without adequate funding within the budget. Working capital was minimal and the operating line of credit was frequently utilized to maintain cash flow requirements.

Prudent long term focused planning under the existing framework allows for improved financial positioning by building upon reserves. Minimization of debt servicing costs is achieved with the issuing of debt for only larger non-routine capital projects. Striving towards a more sustainable financial model, escalation of annual capital budgets is a key priority.

The County continues to work towards addressing the infrastructure deficit. Much of the infrastructure the County owns was downloaded from the Province in the form of roads, bridges and social housing. In many instances this infrastructure is nearing the end of useful life and is inefficient and costly to operate and maintain. The current asset management plan indicates that the County should be spending $27.4M per annum on infrastructure. The chart below highlights the anticipating underspending for infrastructure investment in each year of the current long term financial plan relative to the recommended annual investment of the asset management plan:
This highlights that the County is still significantly under invested for annual infrastructure investment within the long term financial model. The current model is based on an assumed annual index factor of 2.0% for the base levy increase. In 2016 the County introduced a dedicated infrastructure levy. Even with the implementation of this special purpose levy, infrastructure spending is still significantly less than required under the asset management plan.

The index used for the levy increase in the current long term model has been assumed at 2.0%. When establishing the index it is important that this be aligned with actual economic factors that impact on municipal spending and are representative of the types of expenditures incurred. The Consumer Price Index is a measure that is often suggested for municipal budgeting and forecasting. However, this is not necessarily indicative of the composition of spending incurred by most municipalities depending upon geographic location and the types of services provided. A significant proportion of County expenditures are related to capital and external services which can be more accurately predicted based on Construction Price Indexes. These indexes reflect the changes in costs for construction materials and skilled and unskilled labour. Also of significant proportions within the composition of costs for the County are salaries/wages and benefits, utilities and insurance. The weighting of these expenditures as comprised within the overall County budget must be considered in deriving a realistic targeted increase under the LTFPF.

Levy increases that are set below a reasonable index level in the long term model ultimately result in deferral of capital items, increases to the infrastructure deficit and a further aged asset base leading to increased maintenance costs. Sustained periods of time with insufficient levy increases will likely impact on future years’ service level standards and ultimately limit future flexibility for financing larger projects resulting in increased debt servicing costs.

The LTFPF provides for ease of budgeting in that subsequent budget years are already populated in detail with capital items identified. The further out in the forecast the greater the level of uncertainty with high level assumptions for items such as projected capital costs,
interest rates, etc. However, in the short term horizon, assumptions and capital items are more accurately identified and provide for an ‘off the shelf’ budget for the subsequent budget year. Each year as staff enters into a new budget cycle, the upcoming budget forecast year is examined in detail for savings and efficiencies. Each department evaluates their operating and capital needs independently of the overall County budget target. Department managers and directors discuss needs and priorities throughout the budget process.

The schedule for completion of the 2019 Budget & Long Term Forecast is attached as Schedule A.

Financial Impact

The current long term forecast is based on an annual target base levy increase in each year at 2.0%. The long term financial planning framework addresses the County goals of sustainability and prosperity by building reserves, ensuring debt levels are manageable and that service levels are maintained. Unrealistic rate increases will impact on achieving these goals. Each year in the model is interlinked and decisions made for the 2019 budget will impact on future year’s ability to maintain service levels and fund capital projects particularly in light of the current infrastructure deficit. Optimal decision-making should focus on long-term financial planning and not be based solely on the current year budget in isolation.

Staff are proposing a target base levy increase of 2.5%. The Bank of Canada targets a rate 2.0% for inflation control within its monetary policy. The Ontario Consumer Price Index (all items) April 2017 to April 2018 was 2.1%. The Bank of Canada estimated in April inflation will average 2.3 percent this year, the fastest pace since 2011. The Non-residential Building Construction Index for the first quarter 2017 to the first quarter 2018 was 3.3% for the Greater Toronto Area.

Staff are proposing that the 2019 dedicated infrastructure levy continue as anticipated within the current long-term plan at 2.5% of the prior year capital budget with a 0.5% escalation factor in each subsequent year of the long term plan. The Non-residential Building Construction Index provides for a measure to forecast expenditures related to capital and many external services. The most recent annual index at 3.3% is considerably higher than the Consumer Price Index. Future years in which extraordinary large capital projects occur such as the Golden Plough Lodge Rebuild will be excluded for dedicated infrastructure levy calculation purposes in the model. The dedicated infrastructure funds are allocated to the Transportation Capital Reserve specifically for financing future major bridge infrastructure projects.

The proposed 2019 budget target for the levy increase and the dedicated infrastructure levy combined would be 2.75% over the base 2018 budget. The County will continue with the practice of adjusting the total levy to reflect the growth projected by MPAC. The projected 2019 growth is unknown at this time and should be available in the fourth quarter. The growth portion of the levy increase will provide additional levy funds that are typically utilized for the annual $500K increase to the Transportation base budget for roads rehabilitation and bridge works as the Transportation Construction budget has still not reached a level that sustains the road network.
Member Municipality Impacts

Changes to the County levy do not directly impact member municipality budgets. However, the Municipal Act does require local municipalities to collect taxes for both the upper tier and the school board. Therefore, some municipalities choose to consider the total impact to the taxpayer when setting local municipal tax levies.

Conclusion/Outcomes

The LTFPF provides for a long term financial model that focuses on long term needs and challenges. Each budget year is interlinked with subsequent years and decisions made impact on future financial health, sustainability and service levels. The LTFPF methodology results in consistent stable levy increases over the long term aligned with indexes that proportionately reflect the County’s types of expenditures.

Staff are recommending a 2.5% target base levy increase for 2019 and the 2020-2028 long term forecast.

Staff are recommending a target dedicated infrastructure levy for 2019 based on 2.5% of the 2018 capital budget and a 0.5% escalation in each year of the 2020-2028 long term forecast based on the prior year budget for capital.

The LTFPF incorporates an anticipated schedule for drafting of the 2019 annual budget and the 2020-2028 long term forecast inclusive of budgetary consultation and approval.

If the base levy increase comes in below the target during the budget process staff would recommend that the savings be redirected into the dedicated infrastructure levy or that a specific capital reserve contributions be increased for major upcoming capital projects and the infrastructure deficit.

Attachments

Schedule A, Annual Budget and Long Term Forecast Timetable
<table>
<thead>
<tr>
<th>Task</th>
<th>Timing/Deadline</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recommend to Council a targeted levy increase and dedicated infrastructure levy for the 2019 budget and 2020-2028 long term forecast</td>
<td>June 20th</td>
<td>Finance/Council</td>
</tr>
<tr>
<td>Public Information Open House (Financial Planning Framework)</td>
<td>June 27th</td>
<td>Finance (With representation from all departments)</td>
</tr>
<tr>
<td>Business plan, Department Overview, Capital and Operating Budget templates distributed to depts via email</td>
<td>Week of July 30th</td>
<td>Finance</td>
</tr>
<tr>
<td>Review preliminary Issue Paper Proposals with CAO</td>
<td>Prior to August 31st</td>
<td>All Departments</td>
</tr>
<tr>
<td>Issue Paper Proposals presented at Department meetings for all depts (Financial Officers to attend for their respective depts)</td>
<td>Week of September 3rd (September Department meeting)</td>
<td>All Departments</td>
</tr>
<tr>
<td>Draft 2019 Capital and Operating Budgets to be presented at Department meetings for all depts (Financial Officers to attend for their respective depts)</td>
<td>Week of October 1st (October Department meeting)</td>
<td>All Departments</td>
</tr>
<tr>
<td>Submit 2019 draft Capital and Operating budgets and 2020-2028 Long Term Financial Plan to Finance for consolidation</td>
<td>October 5th</td>
<td>All Departments</td>
</tr>
<tr>
<td>Consolidate 2019 draft Capital and Operating budgets</td>
<td>October 8th - 19th</td>
<td>Finance</td>
</tr>
<tr>
<td>Review 2019 draft Consolidated County Capital and Operating budget with CAO and make necessary revisions</td>
<td>October 22nd - 26th</td>
<td>CAO/Finance</td>
</tr>
<tr>
<td>Submit final Business Plan, Department Overview and Issue Papers to X Drive for</td>
<td>October 12th</td>
<td>All Departments</td>
</tr>
<tr>
<td>CAO/Finance review</td>
<td></td>
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<td>-------------------</td>
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<td></td>
</tr>
<tr>
<td><strong>Review revisions to 2019 Capital and Operating budgets at Department meetings</strong></td>
<td><strong>Week of October 29th</strong> (November Department meeting)</td>
<td><strong>All Departments</strong></td>
</tr>
<tr>
<td><strong>Present 2019 draft Consolidated County Capital and Operating budget at Finance Department meeting</strong></td>
<td><strong>October 30th</strong></td>
<td><strong>Finance</strong></td>
</tr>
<tr>
<td><strong>Finalize 2019 Consolidated County Capital and Operating Budget and 2020-2028 Long Term Financial Plan and determine internal allocations</strong></td>
<td><strong>November 5th - 16th</strong></td>
<td><strong>Finance</strong></td>
</tr>
<tr>
<td><strong>Print all documents for budget binder and assemble binders for Council/Directors</strong></td>
<td><strong>Week of November 19th</strong></td>
<td><strong>Finance</strong></td>
</tr>
<tr>
<td><strong>Distribute budget binders to Council/Directors</strong></td>
<td><strong>Week of November 26th</strong></td>
<td><strong>Finance</strong></td>
</tr>
<tr>
<td><strong>Submit Issue Paper slides to Finance for inclusion in budget presentation</strong></td>
<td><strong>Prior to November 30th</strong></td>
<td><strong>All Departments</strong></td>
</tr>
<tr>
<td><strong>Prepare budget presentation</strong></td>
<td><strong>Week of December 3rd</strong></td>
<td><strong>Finance</strong></td>
</tr>
<tr>
<td><strong>Submit final budget presentation slides to Clerk</strong></td>
<td><strong>December 7th</strong></td>
<td><strong>Finance</strong></td>
</tr>
<tr>
<td><strong>Request carryover of unused funds from 2019 budget via Council By-Law (through dedicated Financial Officers)</strong></td>
<td><strong>Before December 8th</strong></td>
<td><strong>All departments</strong></td>
</tr>
<tr>
<td><strong>Presentation of carryover request to Council for By-Law</strong></td>
<td><strong>December 12th</strong></td>
<td><strong>Director of Finance/Treasurer</strong></td>
</tr>
<tr>
<td><strong>Budget presentation to Council</strong></td>
<td><strong>December 12th</strong></td>
<td><strong>Director of Finance/Treasurer (All Directors attend)</strong></td>
</tr>
<tr>
<td><strong>Budget approval (tentative)</strong></td>
<td><strong>January 2019 Council Meeting</strong></td>
<td><strong>Finance/All other depts as required</strong></td>
</tr>
<tr>
<td><strong>Budget approval (if required)</strong></td>
<td><strong>February 2019 Council Meeting</strong></td>
<td><strong>Finance/All other depts as required</strong></td>
</tr>
</tbody>
</table>
Recommendation

“Whereas Council of the County of Northumberland received Report 2018-45 - IT Policy Framework; and

Whereas the IT Department has reviewed the existing technology-related policies in the County; and

Whereas the IT Department has reviewed industry best practices and current trends, and identified gaps that need to be addressed; and

Whereas the IT Department has reviewed the results of the recent IT General Controls audit and addressed all recommendations; and

Whereas the IT Department has revised 2 existing and developed 5 new IT-based policies (and supporting standards and documents):
  • Acceptable Use
  • Information Technology Security
  • Security Incident Response
  • Mobile Device
  • Backups, Disaster Recovery & Business Continuity
  • Third Party Access
  • Cloud and Hosted Solution;
Now Therefore Be It Resolved That County Council approve the new IT Policy Framework; and

Further Be It Resolved That County Council direct the Director of IT to proceed with implementing the changes necessary to comply with new policies."

Purpose
The purpose of the IT Policy Framework is to address, from a policy perspective, the use and impact of technology in the County, and to establish the necessary rules to guide the use of this technology in the organization ensuring the safety and integrity of the County data and information.

Background
The County currently has 2 technology based policies: “Use of Electronic Network” (2010) and “Distribution and Use of Cellular Telephones & Electronic Devices” (2010) that are outdated and need to be refreshed. In addition, information technology has seen significant change since 2010 with many new issues and priorities that need to be addressed to ensure the safety and integrity of the County’s data and information. As per the 2018 IT Strategy, approved in March 2018, the delivery of a comprehensive IT Policy framework was identified as a main deliverable.

Consultations
The template for this policy framework is the result of a consolidated effort by the EOITC (Eastern Ontario IT Committee) to develop a comprehensive and collaborative policy framework for its members to use. Consultation with internal stakeholders led to the addition of some County-specific requirements. In addition, the information required as part of the application for CyberSecurity Insurance for the County as well as the preliminary results of the IT General Controls audit also resulted in the addition of numerous policy statements to ensure that professional and industry concerns were being addressed.

Legislative Authority/Risk Considerations
Consideration was given to the optimal approach to safeguarding the County’s information and assets through a more proactive IT security and risk management. The overall intent of this policy framework is to minimize the risk that information technology solutions can produce in the organization, to address concerns brought forward by the auditor, and to document response procedures to address any breaches that may occur.

Discussion/Options
This policy framework establishes industry-standard baseline security policies to protect and manage the risk of information technology use in the County. Without the policies in place, the risk is greater for potential security incidents and breaches.
Financial Impact

There is no financial impact in the approval of the IT policy framework. Any implementation requirements requiring funding will be processed as per County guidelines.

Member Municipality Impacts

As the IT department currently provides IT support to a number of member municipalities or agencies, this policy framework will set the standard in the County for the security of its information technology infrastructure. There has been considerable interest through the IMITWC (Inter-Municipal IT Working Committee) regarding this policy framework and plans are in place to develop a “Security Program” that can be rolled out to interested municipalities, of which the Policy Framework will be a key component.

Conclusion/Outcomes

This new policy framework will set the standard for the safe and secure use of information technology within the County. Specifically, it aims to achieve the following objectives:

- To clarify expectations of technology users regarding their responsibilities
- To clarify County IT department roles and responsibilities in managing the technology environment
- To establish security policies and incident response plans
- To establish IT risk management principles and practices
- To establish standards and set expectations for IT service delivery and management

This policy framework will provide the County organization with the policy framework needed to ensure the safety and integrity of its data and information.

Attachments

**Policies**
IT-P-01 Acceptable Use Policy
IT-P-02 Information Technology Security Policy
IT-P-03 Security Incident Response Policy
IT-P-04 Mobile Device Policy
IT-P-05 Backups, Disaster Recovery, and Business Continuity Policy
IT-P-06 Third Party Access Policy
IT-P-07 Cloud and Hosted Solutions Policy

**Standards**
IT-S-01 IT Procurement Standard
IT-S-02 Email Standard
IT-S-03 Encryption Standard
IT-S-04 Service Level Agreement Standard
Supporting Documents
IT-D-01 Cloud Computing Checklist
IT-D-02 New Employee New User Access Change Request Form
IT-D-03 Intranet Guidelines and Code of Conduct
IT-D-04 How to Access your Webmail Account
IT-D-05 How to Access the Intranet
IT-D-01 - Cloud Computing Checklist

Cloud computing (hosted) solutions can provide many potential benefits including quick to operationalize, cheaper upfront costs (operating vs lower capital costs) and off-loading of systems maintenance efforts and costs to a third party. However, they can obscure other important issues at the potential detriment of the organization such as loss of management control of our data, security and risk management protocols with respect to regulatory compliance and cyber security (e.g. security breach), and loss of control and ability to technically manage the solution.

This checklist is the result of a consolidated effort on part of the EOITC (Eastern Ontario Information Technology Committee) to develop a comprehensive checklist for evaluating hosted solutions that is in turn based on industry best practices and legal requirements. **The end goal is to demonstrate due diligence in managing the security and risk of, and safeguarding the County’s information and assets.**

A preliminary PIA analysis as laid out by the Ontario Information and Privacy Commissioner should be conducted for any Cloud computing service under consideration. This is suggested to help ensure that the data classification is appropriately evaluated. Details are available here: [https://www.ipc.on.ca/wp-content/uploads/2015/05/Planning-for-Success-PIA-Guide.pdf](https://www.ipc.on.ca/wp-content/uploads/2015/05/Planning-for-Success-PIA-Guide.pdf)

It is recommended when considering Cloud computing services that deal with Regulated and Confidential data that a complete PIA be completed and filed with the project documentation. This will be useful in dealing with any future incidents or breaches to demonstrate to the Information and Privacy Commissioner that appropriate due diligence has been undertaken.

**Legislative Compliance**

It is important to note that compliance with PIPEDA, PHIPA, FIPPA, MFIPPA and other legislative requirements is dependent on corporate processes, practices as well as technology. The County must ensure that it is fulfilling its responsibilities in these areas, separate to the checklist identified here.

**Using the Checklist**

When considering the adoption of a Cloud (hosted) computing service, the County should review this checklist before procuring a solution. A record of the results of the evaluation should be recorded in the attached worksheet.

The policy adopts a data centric approach to the evaluation. Dependent upon the data being managed in systems, the checklist suggests what the evaluation should look at using the following guidelines. The preliminary PIA process will help the County identify what data is under consideration. Note too that the County should consider the scale and importance of the
solution when conducting the evaluation, and should err on the side of caution. For instance, if the County is considering a Cloud computing service that will be widely used across the organization for Administrative data then the County should evaluate items that are identified as preferred in the checklist. However, it is left to the IT Director and business leadership’s discretion which items are evaluated.

Definitions

**Regulated Data:** All County data that is governed by privacy or information protection mandates required by law (e.g. MFIPPA, PHIPA), regulation, contract, agreement or other provisions. Examples may include: personal, financial, health records, SIN numbers, case records, and credit card data. Note that PIPEDA explicitly excludes the name, title, business address or telephone number of an employee of an organization from its definition of personally identifiable information.

**Confidential Data:** County data that is meant for limited distribution, shared with County staff on a limited, need to know basis, but that is not restricted directly by legislation. Examples may include: personnel records, compensation data, and contractual documents.

**Administrative Data:** County data that is meant for limited distribution, typically within the County. Examples may include: emails, reports, meeting minutes.

**Public Data:** County data that is meant for public / community access. Examples include: Council minutes and agendas, web content, press releases, community communications and engagement.

**R = Required**
The County is required to have established answers to these questions and satisfied themselves that the provider can meet the requirement.

**P = Preferred**
The County’s preference is to have established answers to these questions and satisfied themselves that the provider can meet the requirements – however in some cases and on some topics this may not be possible.

**I = Information**
The County is encouraged to find out this information before purchasing a service.
# Master Checklist

<table>
<thead>
<tr>
<th>A</th>
<th>Security + Risk</th>
<th>Regulated Data</th>
<th>Confidential Data</th>
<th>Administrative Data</th>
<th>Public Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.1</td>
<td>Provider can supply a current threat and risk assessment for the service.</td>
<td>R</td>
<td>R</td>
<td>P</td>
<td>P</td>
</tr>
<tr>
<td>A.2</td>
<td>Provider can supply a current privacy impact assessment for the service.</td>
<td>R</td>
<td>R</td>
<td>P</td>
<td>P</td>
</tr>
<tr>
<td>A.3</td>
<td>Regular risk/security/penetration/vulnerability assessments are performed on the service.</td>
<td>R</td>
<td>R</td>
<td>P</td>
<td>P</td>
</tr>
<tr>
<td>A.4</td>
<td>What is the frequency of audits?</td>
<td>I</td>
<td>I</td>
<td>I</td>
<td>I</td>
</tr>
<tr>
<td>A.5</td>
<td>If not, is the vendor willing to submit to a penetration test commissioned by the County?</td>
<td>R</td>
<td>R</td>
<td>P</td>
<td>P</td>
</tr>
<tr>
<td>A.6</td>
<td>The provider has appropriate privacy and information security policies, procedures, and governance in place?</td>
<td>R</td>
<td>R</td>
<td>P</td>
<td>P</td>
</tr>
<tr>
<td>A.7</td>
<td>The plan addresses security escalation and notification process for addressing concerns and incidents, physical security, physical access controls, firewalls and intrusion detection, maintenance activity logging, secure data disposal.</td>
<td>R</td>
<td>R</td>
<td>P</td>
<td>P</td>
</tr>
<tr>
<td>A.8</td>
<td>Where is the data hosted? Is the data hosted in Canada? (In general terms the County’s preference is for hosting inside Canada, this is a requirement for regulated data. However hosting outside of Canada is acceptable for other types.)</td>
<td>R</td>
<td>P</td>
<td>P</td>
<td>P</td>
</tr>
<tr>
<td>A.9</td>
<td>Does the provider use other cloud services itself? Can they hold their providers to the same standards as the County requires?</td>
<td>R</td>
<td>P</td>
<td>I</td>
<td>I</td>
</tr>
<tr>
<td>A.10</td>
<td>What is the vendor’s security patch management process and timeline?</td>
<td>Regulated Data</td>
<td>Confidential Data</td>
<td>Administrative Data</td>
<td>Public Data</td>
</tr>
<tr>
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<td></td>
<td></td>
<td>R</td>
<td>R</td>
<td>P</td>
<td>P</td>
</tr>
</tbody>
</table>

**Compliance and Certification**

<table>
<thead>
<tr>
<th>A.11</th>
<th>Is the provider PIPEDA Standards Compliant?</th>
<th>Regulated Data</th>
<th>Confidential Data</th>
<th>Administrative Data</th>
<th>Public Data</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>R</td>
<td>R</td>
<td>P</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>A.12</th>
<th>Is the provider PHIPA Standards Compliant? (based on health data requirements)</th>
<th>Regulated Data</th>
<th>Confidential Data</th>
<th>Administrative Data</th>
<th>Public Data</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>R</td>
<td>R</td>
<td>P</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>A.13</th>
<th>Does the provider have an identified privacy officer? (based on health data requirements)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>R</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>A.14</th>
<th>Is the provider PCI DSS Compliant? (based on requirement for payment processing)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>R</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>A.15</th>
<th>Does the provider maintain any security compliance certifications / reporting such as SSAE 16 SOC1 and AT-101 SOC2 Type II Reports, ISO 27001?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>P</td>
</tr>
</tbody>
</table>

**Security History**

<table>
<thead>
<tr>
<th>A.16</th>
<th>Has the provider experienced any security breaches? Is the County satisfied with the way those breaches have been handled?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>P</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>A.17</th>
<th>The provider is required to notify the County of any breaches or incidents of unauthorized access or disclosure.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>R</td>
</tr>
</tbody>
</table>

**Authentication**

<table>
<thead>
<tr>
<th>A.18</th>
<th>The service requires authentication.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>R</td>
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</table>

<p>| | | | | |</p>
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<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>R</td>
<td>R</td>
<td>R</td>
<td>R</td>
<td>R</td>
</tr>
<tr>
<td>A.19</td>
<td>County password complexity rules compliant?</td>
<td>Regulated Data</td>
<td>Confidential Data</td>
<td>Administrative Data</td>
</tr>
<tr>
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<tr>
<td></td>
<td></td>
<td>R</td>
<td>R</td>
<td>P</td>
</tr>
<tr>
<td>A.20</td>
<td>Passwords must be stored in non-reversible format.</td>
<td>R</td>
<td>R</td>
<td>R</td>
</tr>
<tr>
<td>A.21</td>
<td>Is two-factor authentication available?</td>
<td>P</td>
<td>P</td>
<td></td>
</tr>
<tr>
<td>A.22</td>
<td>Does the solution support single sign on?</td>
<td>P</td>
<td>P</td>
<td>P</td>
</tr>
</tbody>
</table>

**Encryption**

<table>
<thead>
<tr>
<th>A.23</th>
<th>Data is encrypted at rest?</th>
<th>Regulated Data</th>
<th>Confidential Data</th>
<th>Administrative Data</th>
<th>Public Data</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>R</td>
<td>R</td>
<td>P</td>
<td>P</td>
</tr>
<tr>
<td>A.24</td>
<td>Backups are encrypted?</td>
<td>R</td>
<td>R</td>
<td>P</td>
<td>P</td>
</tr>
<tr>
<td>A.25</td>
<td>Who controls the encryption keys?</td>
<td>I</td>
<td>I</td>
<td>I</td>
<td>I</td>
</tr>
<tr>
<td>A.26</td>
<td>Transport based security/encryption (VPN, SSL tunneling or encryption).</td>
<td>R</td>
<td>R</td>
<td>P</td>
<td>P</td>
</tr>
</tbody>
</table>

**AODA**

<table>
<thead>
<tr>
<th>A.27</th>
<th>Does this application have any external facing components? If so, does it comply with AODA legislation or the County’s “look and feel”?</th>
<th>Regulated Data</th>
<th>Confidential Data</th>
<th>Administrative Data</th>
<th>Public Data</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>R (based on requirements)</td>
<td>R</td>
<td>R</td>
<td>R</td>
<td>R</td>
</tr>
</tbody>
</table>

**B Data Ownership and Management**

<table>
<thead>
<tr>
<th>B.1</th>
<th>The County owns the data? Is this clearly stated in the contract/terms of service, user agreement?</th>
<th>Regulated Data</th>
<th>Confidential Data</th>
<th>Administrative Data</th>
<th>Public Data</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>R</td>
<td>R</td>
<td>R</td>
<td>R</td>
<td>R</td>
</tr>
<tr>
<td>B.2</td>
<td>Data access and transfers (vendor and County) can be audited within the application.</td>
<td>R</td>
<td>R</td>
<td>R</td>
<td>P</td>
</tr>
<tr>
<td>B.3</td>
<td>Does the provider have access to the County’s data and metadata?</td>
<td>I</td>
<td>I</td>
<td>I</td>
<td>I</td>
</tr>
<tr>
<td>B.4</td>
<td>Does the provider have appropriate controls to audit, track and prevent data theft, loss, unauthorized use, copying, use, modification, disclosure or disposal?</td>
<td>R</td>
<td>R</td>
<td>P</td>
<td>P</td>
</tr>
<tr>
<td>B.5</td>
<td>The data can be exported from the hosted system on-demand if required?</td>
<td>R</td>
<td>R</td>
<td>R</td>
<td>R</td>
</tr>
<tr>
<td>B.6</td>
<td>The County can maintain a local backup of their data?</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
</tr>
<tr>
<td></td>
<td>Regulated Data</td>
<td>Confidential Data</td>
<td>Administrative Data</td>
<td>Public Data</td>
<td></td>
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<td>---</td>
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<td></td>
</tr>
<tr>
<td><strong>B.7</strong></td>
<td>The data is accessible by the County for updates or modifications or is this controlled by the hosting vendor?</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
</tr>
<tr>
<td><strong>B.8</strong></td>
<td>The County’s data is safe-harboured (that is a 3rd party stores the data separately from the cloud provider to guard against data loss / or business failure)?</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
</tr>
<tr>
<td><strong>B.9</strong></td>
<td>At termination of contract (either customer or provider termination) the full data can be extracted?</td>
<td>R</td>
<td>R</td>
<td>R</td>
<td>R</td>
</tr>
<tr>
<td><strong>B.10</strong></td>
<td>How long will it take for the County to get their data? How long will the data be available?</td>
<td>I</td>
<td>I</td>
<td>I</td>
<td>I</td>
</tr>
<tr>
<td><strong>B.11</strong></td>
<td>In what format can the data be extracted?</td>
<td>I</td>
<td>I</td>
<td>I</td>
<td>I</td>
</tr>
<tr>
<td>**C <strong>Integration</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>C.1</strong></td>
<td>Data integration requirements with other internal systems are known and the system meets these needs?</td>
<td>R (based on requirements)</td>
<td>R (based on requirements)</td>
<td>R (based on requirements)</td>
<td>R (based on requirements)</td>
</tr>
<tr>
<td><strong>C.2</strong></td>
<td>What interface capabilities does the system offer?</td>
<td>I</td>
<td>I</td>
<td>I</td>
<td>I</td>
</tr>
<tr>
<td>**D <strong>Performance, Reliability And Disaster Recovery</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>D.1</strong></td>
<td>What browser support is offered? (Broad browser support is expected)</td>
<td>R</td>
<td>R</td>
<td>R</td>
<td>R</td>
</tr>
<tr>
<td><strong>D.2</strong></td>
<td>Bandwidth requirements for good client performance are known and can be met?</td>
<td>R</td>
<td>R</td>
<td>R</td>
<td>R</td>
</tr>
<tr>
<td><strong>D.3</strong></td>
<td>Performance can be tested (in a realistic scenario) before purchasing?</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
</tr>
<tr>
<td><strong>D.4</strong></td>
<td>What is the availability of the service (e.g. 24x7x52)?</td>
<td>R Based on</td>
<td>R Based on</td>
<td>R Based on</td>
<td>R Based on</td>
</tr>
<tr>
<td></td>
<td>Regulated Data</td>
<td>Confidential Data</td>
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<td>Public Data</td>
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</tr>
<tr>
<td><strong>D.5</strong></td>
<td>What is the provider’s historical up time performance? What is the longest period of time that they have been down?</td>
<td>I</td>
<td>I</td>
<td>I</td>
<td>I</td>
</tr>
<tr>
<td><strong>D.6</strong></td>
<td>Is the data backed up? Where are the backups stored?</td>
<td>R</td>
<td>R</td>
<td>R</td>
<td>R</td>
</tr>
<tr>
<td><strong>D.7</strong></td>
<td>Does the vendor have a documented disaster recovery plan?</td>
<td>R</td>
<td>R</td>
<td>R</td>
<td>R</td>
</tr>
<tr>
<td><strong>D.8</strong></td>
<td>What is its Recovery Time Objective? What is its Recovery Point Objective?</td>
<td>R Based on requirements</td>
<td>R Based on requirements</td>
<td>R Based on requirements</td>
<td>R Based on requirements</td>
</tr>
<tr>
<td><strong>D.9</strong></td>
<td>Does the vendor have a documented change management procedure?</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
</tr>
<tr>
<td><strong>D.10</strong></td>
<td>Does the vendor have specific planned windows when system maintenance will occur?</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
</tr>
<tr>
<td><strong>D.11</strong></td>
<td>What notification does the vendor provide for maintenance work?</td>
<td>I</td>
<td>I</td>
<td>I</td>
<td>I</td>
</tr>
</tbody>
</table>

**E Support**

<table>
<thead>
<tr>
<th></th>
<th>Regulated Data</th>
<th>Confidential Data</th>
<th>Administrative Data</th>
<th>Public Data</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>E.1</strong></td>
<td>There is a defined Service Level Agreement as part of the contract?</td>
<td>R</td>
<td>R</td>
<td>R</td>
</tr>
<tr>
<td><strong>E.2</strong></td>
<td>Are the terms of the SLA acceptable? Does the SLA address performance, availability and bandwidth requirements?</td>
<td>R</td>
<td>R</td>
<td>R</td>
</tr>
<tr>
<td><strong>E.3</strong></td>
<td>Who supports the application?</td>
<td>I</td>
<td>I</td>
<td>I</td>
</tr>
<tr>
<td><strong>E.4</strong></td>
<td>How is support provided? Phone, email, chat?</td>
<td>I</td>
<td>I</td>
<td>I</td>
</tr>
<tr>
<td><strong>E.5</strong></td>
<td>Is support available at required times (operating hours)?</td>
<td>P</td>
<td>P</td>
<td>P</td>
</tr>
<tr>
<td><strong>E.6</strong></td>
<td>How is emergency support request handled?</td>
<td>P</td>
<td>P</td>
<td>P</td>
</tr>
<tr>
<td><strong>E.7</strong></td>
<td>For applications who supports the hosting system and its network, is this different from the application support?</td>
<td>I</td>
<td>I</td>
<td>I</td>
</tr>
</tbody>
</table>

**F Costs**
<table>
<thead>
<tr>
<th></th>
<th>Regulated Data</th>
<th>Confidential Data</th>
<th>Administrative Data</th>
<th>Public Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>F.1</td>
<td>What is the initial set up fee?</td>
<td>R</td>
<td>R</td>
<td>R</td>
</tr>
<tr>
<td>F.2</td>
<td>What are ongoing subscription fees?</td>
<td>R</td>
<td>R</td>
<td>R</td>
</tr>
<tr>
<td>F.3</td>
<td>What are the service billing arrangements? (Annual fee? Long term contract? Monthly fee? Pay-as-you-go?)</td>
<td>R</td>
<td>R</td>
<td>R</td>
</tr>
<tr>
<td>F.4</td>
<td>What is the total cost of ownership? This includes costs related to licensing/subscriptions, support, usage, data storage, reporting, equipment rental or leasing (if dedicated servers), upgrades &amp; deployments, other supporting services, etc. (e.g. are there any hidden, or usage-based costs).</td>
<td>R</td>
<td>R</td>
<td>R</td>
</tr>
<tr>
<td>F.5</td>
<td>What costs are required to increase Internet bandwidth to satisfy performance requirements?</td>
<td>I</td>
<td>I</td>
<td>I</td>
</tr>
<tr>
<td>F.6</td>
<td>Is the contract length defined?</td>
<td>I</td>
<td>I</td>
<td>I</td>
</tr>
<tr>
<td>F.7</td>
<td>Is there a cap on price increases?</td>
<td>P</td>
<td>P</td>
<td>P</td>
</tr>
<tr>
<td>F.8</td>
<td>Can the cloud provider cut of access to your service / data in the event of non-payment of fees?</td>
<td>I</td>
<td>I</td>
<td>I</td>
</tr>
</tbody>
</table>

**G Legal And Contractual**

<table>
<thead>
<tr>
<th></th>
<th>Regulated Data</th>
<th>Confidential Data</th>
<th>Administrative Data</th>
<th>Public Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>G.1</td>
<td>Appropriate contracts are in place/required with the vendor?</td>
<td>P</td>
<td>P</td>
<td>P</td>
</tr>
<tr>
<td>G.2</td>
<td>Review any ‘click thru’ agreement.</td>
<td>R</td>
<td>R</td>
<td>R</td>
</tr>
<tr>
<td>G.3</td>
<td>Review the SLA to ensure that the SLA does not transfer intellectual property or ownership rights in your data.</td>
<td>R</td>
<td>R</td>
<td>R</td>
</tr>
<tr>
<td>G.4</td>
<td>What notice or process is required to change the SLA?</td>
<td>I</td>
<td>I</td>
<td>I</td>
</tr>
<tr>
<td>G.5</td>
<td>Review the cloud provider’s Privacy and Confidentiality Agreements.</td>
<td>R</td>
<td>R</td>
<td>R</td>
</tr>
<tr>
<td>G.6</td>
<td>Does the provider indemnify you for losses as a result of using their service?</td>
<td>P</td>
<td>P</td>
<td>P</td>
</tr>
<tr>
<td>G.7</td>
<td>Does the County know what underpinning contracts are in</td>
<td>I</td>
<td>I</td>
<td>I</td>
</tr>
<tr>
<td></td>
<td>Regulated Data</td>
<td>Confidential Data</td>
<td>Administrative Data</td>
<td>Public Data</td>
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</tr>
<tr>
<td><strong>G.8</strong></td>
<td>Can you confirm that you are complying with Provincial and Federal Privacy legislation applicable to the data under consideration?</td>
<td>R</td>
<td>R</td>
<td></td>
</tr>
<tr>
<td><strong>G.9</strong></td>
<td>If required, has signed permission to do penetration testing been received?</td>
<td>P</td>
<td>P</td>
<td>P</td>
</tr>
<tr>
<td><strong>G.10</strong></td>
<td>Is there an escrow agreement or contract terms covering what will happen to the application and data in the event of bankruptcy?</td>
<td>P</td>
<td>P</td>
<td>P</td>
</tr>
<tr>
<td><strong>G.11</strong></td>
<td>Are appropriate remedies / penalties in place in the event of data breaches?</td>
<td>P</td>
<td>P</td>
<td>P</td>
</tr>
<tr>
<td><strong>G.12</strong></td>
<td>Are appropriate remedies / penalties in place in the event of performance or reliability problems?</td>
<td>P</td>
<td>P</td>
<td>P</td>
</tr>
<tr>
<td><strong>G.13</strong></td>
<td>Can the County terminate the service?</td>
<td>R</td>
<td>R</td>
<td>R</td>
</tr>
<tr>
<td><strong>G.14</strong></td>
<td>What costs or penalties, or what other terms apply in the event of termination?</td>
<td>I</td>
<td>I</td>
<td>I</td>
</tr>
<tr>
<td><strong>G.15</strong></td>
<td>Is the cloud provider required to provide transition support if the service is terminated?</td>
<td>P</td>
<td>P</td>
<td>P</td>
</tr>
<tr>
<td><strong>G.16</strong></td>
<td>How are modifications made to the service terms, and what happens if these changes are material?</td>
<td>I</td>
<td>I</td>
<td>I</td>
</tr>
</tbody>
</table>
## Cloud Evaluation Worksheet

<table>
<thead>
<tr>
<th>Cloud Service</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Sponsor</td>
<td></td>
</tr>
<tr>
<td>Evaluation Required by</td>
<td></td>
</tr>
<tr>
<td>Service Data Types</td>
<td>☐ Regulated data</td>
</tr>
<tr>
<td></td>
<td>☐ Confidential data</td>
</tr>
<tr>
<td></td>
<td>☐ Administrative data</td>
</tr>
<tr>
<td></td>
<td>☐ Public data</td>
</tr>
<tr>
<td>PIA completed?</td>
<td>☐ Yes</td>
</tr>
<tr>
<td></td>
<td>☐ No</td>
</tr>
<tr>
<td>Evaluation Summary</td>
<td></td>
</tr>
<tr>
<td>Evaluation Decision</td>
<td>☐ GO</td>
</tr>
<tr>
<td></td>
<td>☐ NO-GO</td>
</tr>
<tr>
<td>Evaluation Completed Date</td>
<td></td>
</tr>
<tr>
<td>Evaluation Completed By</td>
<td></td>
</tr>
</tbody>
</table>
IT-D-02 - New Employee/New User/Access

Employee Name: Click here to enter text.

Department: Choose an item.

Position: Click here to enter text.

Start/Effective Date: Click here to enter a date.  End Date (if temp): Click here to enter a date.

Employee Being Replaced (if applicable): Click here to enter text.

Additional Instructions: Click here to enter text.

Hardware Requirements

☐ Computer Already in Place     or     ☐ Additional Computer Required

Location: Click here to enter text.

Network Access

☐ Email Only?

Shared Resources: (list network drives/folders required for new user or changes for existing users):

Click here to enter text.

Phones

☐ Desk Phone Already in Place      or     ☐ Additional Phone Required

☐ Long Distance Code Required?

☐ Cell/Smartphone Required?  If so:  ☐ New Number or  ☐ Prior Employee’s Number

Additional Comments: Click here to enter text.

Manager’s Signature:  

Document  

IT-D-02 - New Employee/New User/Access  
Employee Name: Click here to enter text. 

Department: Choose an item. 

Position: Click here to enter text. 

Start/Effective Date: Click here to enter a date.  End Date (if temp): Click here to enter a date. 

Employee Being Replaced (if applicable): Click here to enter text. 

Additional Instructions: Click here to enter text. 

Hardware Requirements

☐ Computer Already in Place     or     ☐ Additional Computer Required 

Location: Click here to enter text. 

Network Access

☐ Email Only? 

Shared Resources: (list network drives/folders required for new user or changes for existing users):

Click here to enter text. 

Phones

☐ Desk Phone Already in Place      or     ☐ Additional Phone Required 

☐ Long Distance Code Required? 

☐ Cell/Smartphone Required?  If so:  ☐ New Number or  ☐ Prior Employee’s Number 

Additional Comments: Click here to enter text. 

Manager’s Signature:  

Document
Overview

In October 2012, a survey was sent to all Northumberland County staff regarding Corporate Communications. Findings pointed to a strong need for, as well as an interest across the organization in, improved access to information and knowledge-sharing. As an organization of approximately 500 employees, spread out across multiple facilities, Northumberland County is constantly exploring opportunities to leverage innovative internal communications tools and processes to reach, connect and engage employees.

Consistent with this goal, and in response to the information needs identified by employees in the 2012 Corporate Communications Survey, Northumberland County will launch a corporate intranet. This tool will become a central source that can be easily accessed by all staff to share knowledge and information, and better understand the direction of the organization.

The County has selected intranet provider ‘Jostle’ to supply the platform for our intranet. While intranets have historically been used as central document-share drives, the Jostle platform allows broader interaction between employees through sharing of news and activity information.

In this way, the Northumberland County intranet will be about making connections:

- **Connections with each other:** because our employees are spread out across multiple locations, people can speak dozens of times on the phone or through email without ever ‘putting a face to the name’ or knowing much about the role and function of the individual on the other end.
- **Connections with needed information:** employees have indicated they frequently need forms, policies, templates and other material but are unsure of how to access these.
- **Connections with knowledge and expertise:** oftentimes the work of one individual or department intersects with another but the connection is not made or made too late, so opportunities for collaboration are lost. As well, there are opportunities to tap into a wealth of individual expertise for specific projects.
- **Connections between individual efforts and the vision and values of the organization:** by providing organizational news, vision and objective information, and fostering related dialogue, employees can better understand linkages between their role and the corporate direction.
Specifically, the Northumberland County intranet will have five main components:

1. **Library**: document repository of forms, policies, procedures, orientation materials and other information populated and managed by a lead from each department.

2. **News**: articles, polls and surveys, photo albums, and a classified section where employees can sell and exchange items.

3. **People**: profiles of each employee, searchable by name, location, department, or job type. Minimum profile for every employee includes work contact information—name, job title, work email address and work phone number. Employees can then build on this profile as desired, adding their picture, areas of expertise, connecting their LinkedIn profile, etc.

4. **Teams**: visual organizational charts for departments as well as work groups, committees and clubs.

5. **Activities**: a real-time ‘feed’ where employees can post status updates (e.g., Hosting emergency management training today. If you would like to participate in the next session, email me) as well as ‘Shout-outs’ (e.g., Congratulations to the Waste Management team for the release of the 2014 Waste Management calendar).

Recognizing that a substantial number of County employees do not regularly access a computer as part of their work, the County has:

- Added a computer in every crew room/staff room in all County buildings where employees do not regularly use a computer as part of their work. This will ensure all employees have the opportunity to access the intranet if desired.
- Selected a platform that can be accessed remotely from home computers and tablets.
- Selected a platform that will be fully mobile-capable as of mid-2014, so that the intranet can be accessed by smartphone.

**Guidelines and Code of Conduct for Intranet Use**

This document is an addendum to the HR Use of Electronic Network Policy, which governs employee use of all County electronic systems, including the intranet. Please refer to this policy for more information.

**Code of Conduct for Intranet Use**

Northumberland County reserves the right to edit, modify or remove any intranet posts with content as follows:

- Profanity or profane content in a post;
• Content that promotes, fosters, or encourages discrimination based on creed, colour, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation;
• Inappropriate sexual content or links to any inappropriate sexual content;
• Any comments that are or could be construed as defamatory, understood to be statements that lower the reputation of a person or legal entity in the eyes of the public;
• Any illegal activity or encouragement of illegal activity;
• Solicitation of commerce;
• Information that may compromise the safety or security of the public, public systems or employees of the County;
• Any confidential information including but not limited to any personal information of others;
• Materials that are owned or copyrighted by the County, including but not limited to images, screen shots, video, and any other information;
• Content that violates legal ownership interests of any other party including but not limited to any unauthorized use of copyrighted materials or trademarks.

Guidelines for Posting to the News Section
Northumberland County has a dedicated team of volunteer ‘Intranet Reporters’. These Reporters regularly post content to the intranet ‘NEWS’ section about initiatives, events, achievements, new hires and other important details related to their departments/working groups. Reporters have a responsibility to ensure:

• that information produced follows departmental/work group protocols and appropriately represents the work and the spirit of their department/work group.
• that all information posted is pre-approved by the appropriate team lead/manager.
• that information posted is accurate, up-to-date, and appropriate (in line with Code of Conduct requirements).
• Individuals wishing to join the ‘News Team’ in order to post information and updates to the NEWS section are invite to contact Kate Campbell, Director, Communications at campbellk@northumberlandcounty.ca or by phone at 905-372-3329 x2335.

Guidelines for Posting Pictures
Profile Pictures
The PEOPLE section of the Northumberland County intranet contains work contact information for each employee. Minimum employee information posted includes name, job title, work email address and work phone number. Employees can add additional profile information as desired, including their picture, areas of expertise, connecting their LinkedIn profile, etc.
Employees can choose to load their own profile picture, or have the County IT team load the picture from their security badge. The purpose of the PEOPLE section of the intranet is to help employees make connections with their colleagues. Employees loading their own profile picture must therefore adhere to the below guidelines:

- The picture must be a ‘head shot’:
  - the employee should be the only person in the picture
  - it should be cropped close to the face
  - the employee should be recognizable (no costumes, face paint or other distractors that make it difficult to identify an individual)
- The picture must be appropriate, meeting all Code of Conduct requirements

Pictures Posted to News and Activity Sections
Pictures are an important link to the day-to-day work that goes on in the County. Employees posting to the NEWS and ACTIVITY sections of the intranet must adhere to the following guidelines when posting pictures:

- Photos must be appropriate, meeting all Code of Conduct requirements.
- Photos must relate to a work function or activity. Photos of a personal nature, related to an employee’s personal activities outside of work, should not be posted to the intranet.
- Employee consent will be assumed for photographs of large-scale events (staff gatherings such as the annual summer BBQ and Warden’s Christmas Lunch; County Council meetings; committee activities) or other activities that are part of everyday County business. Upon posting the pictures to the intranet, where an
- Employee requests that a picture including their image be removed, the photographer will ensure that this employee’s request is adhered to.
- Where photos are taken of smaller group activities (small team/committee pot-lucks, group participation in charity activities, etc), the photographer will advise the group that photos will be posted to the intranet. Where an employee requests that pictures including their image not be added to the intranet, the photographer will ensure that this employee’s request is adhered to.
- Where photos include external stakeholders (non-employees), photographers must seek written permission (via email suffices) to post these photos to the intranet.

Guidelines for Posting to the Classifieds Section
The NEWS section of the intranet contains a ‘Classifieds’ tab. The Classifieds section is an opportunity for County employees to buy, sell, rent or swap items. When posting to the Classifieds section, employees must adhere to the below guidelines:

- All postings to Classifieds must adhere to Code of Conduct requirements.
- While the County will regularly review posted content, the County is not responsible for any goods or services advertised nor does it make any warranties therein.
• The County is not responsible for any loss, damage, costs or injury incurred as a result of an employee’s use of the Classifieds.
• Employees are required to delete any ad they have posted, once the offer becomes void.

Guidelines and Code of Conduct Violations

The intranet is a tool for all Northumberland County employees. Moderators will make all reasonable effort to review content posted to the intranet to ensure compliance with the Guidelines and Code of Conduct outlined in this document.

Employees with concerns about any content posted – articles and photos in NEWS, ACTIVITY updates, employee profile information or other – are invited to contact:

Kate Campbell
Director, Communications
905-372-3329 x2335
campbellk@northumberlandcounty.ca
IT-D-04 - How to Access your Webmail (Email) Account

1. To access your Northumberland County Webmail, enter the following URL into the address line at the top of the screen and hit enter:
   https://webmail.northumberlandcounty.ca/

2. On the login screen, enter the username and password that’s been assigned to you then click sign in.
3. Once you are logged into your account, click ‘Options’ near the top right corner of your screen and select ‘change password’.

4. Enter your assigned password as the Old Password then enter a new password of your choosing in the two fields below that. Then click ‘Save’. This will be your new password for accessing your email from now on. Your webmail account is now set up. To get back to the emails in your inbox, click the 'Mail' tab in the top left corner of the screen (just to the left of the window button).
1. In your inbox you will have an email from ‘Jostle’. In this email is the information you need to access the intranet. Below is an example of the email you will receive. Click on the word ‘LOGIN’, which will take you to the intranet login page.

```
Jeff Darrington,
Northumberland County is now using Jostle's People Engagement® platform to enable employees, foster teamwork, and amplify its culture.
Larry Dean has just finished setting up your login. You're all set.
LOGIN using your email and temporary password below.

Email: darringtonj@northumberlandcounty.ca
Temporary password: rVDtATu

Larry Dean (DeanL@northumberlandcounty.ca) is your System Administrator for Jostle.
```

2. Enter your email address as well as the temporary password provided (from the Jostle email).
3. Create a new password for the intranet with a combination of 8 or more numbers and/or letters. No special characters (eg: “/ > # &”) are allowed.

4. Accept the Jostle Terms of Use and Privacy Policy.
5. You are now logged into the intranet. Your welcome screen will pop up, as shown below. Remember your password! You will need it every time you login to the intranet.
Policy Statement

The County of Northumberland (the County) is committed to providing the most efficient, effective and secure technology environment to the users of its technology services. The County believes that employee productivity and communications are greatly enhanced through the appropriate and effective use of the County’s electronic systems. These systems include, but are not limited to: access to email, files and the Internet, the intranet, productivity software, business applications and databases.

It is the policy of the Corporation of the County of Northumberland to allow authorized users access to the County’s electronic network for authorized uses only.

The County will provide employees with the technology required to carry out their job roles. Each department is responsible for identifying their own technological needs and recommending access levels for staff members.

Definitions

**Technology equipment (Hardware)** – a group or “family” of products, which include devices that have a primary function related to the collection, transfer, storage, or processing of electronic data.
Technology services - specialized technology-oriented solutions that combine the processes and functions of software, hardware, networks, telecommunications and electronics and facilitate the use of technology by end users

Software – a generic term used to describe computer programs

Data – information processed and stored by a computer

Network – a group of two or more computers linked together and the associated infrastructure to enable this functionality

Remote access – the ability to access a computer from a remote location

Objectives
The objectives of this policy are to:

- Explain how technology is provisioned
- Define expectations with respect to the acceptable use of the County’s technology assets
- Minimize the risk of unacceptable and unlawful use
- Outline the permitted extent of personal use
- Ensure appropriate data security measures are taken
- Communicate to employees the extent to which the electronic network will be monitored
- Provide a guideline for best practices when using email
- Communicate expectations with regard to social media use

Procedures
All technology equipment and services shall be acquired through the IT Department (see IT Procurement Standard IT-S-01). The IT equipment will remain the property of the County.

The IT Department will be responsible for the support and maintenance of all County technology assets. Staff experiencing issues with any County-owned assets should contact the County’s Help Desk (helpdesk@northumberlandcounty.ca) for assistance. See also the Service Level Agreement Standard IT-S-04.

Employees are expected to protect the technology equipment in their possession or that they use and the data stored on it.

Software and software applications are to be used for their intended purpose only. It is not to be copied, distributed, installed or deleted without the appropriate authorization from the IT Department. All software installed on County owned equipment will be legally licensed and authorized for use.
All data collected and stored is to be used for its intended purpose. Data is not to be copied, distributed, edited, appended or deleted without appropriate authorization.

If a County owned computer or other technology equipment is damaged, lost, or stolen, the authorized user is responsible for notifying their manager and the IT department immediately so appropriate action can be taken. If equipment is damaged it must be returned to IT for proper disposal.

All technology services, including cloud-based solutions (see: Cloud and Hosted Solutions Policy IT-P-07), must be risk-evaluated by the IT department to ensure that the provider and solution follow industry standard security and privacy protocols and that County information and data is adequately safeguarded.

**Non-County Issued Equipment**
Non-County issued computers, laptops, tablets, WiFi Routers, Smartphones, etc. are considered unsecure and can introduce security/virus/spyware/threat issues when connected to the County’s internal network.

Only IT authorized devices are permitted on the County’s network.

Technology from outside vendors or consultants requiring network access must first be vetted by the IT department.

Remote access to the County network is only permitted via County provided devices.

The IT Department will be responsible for implementing technology that prevents unauthorized devices accessing the County’s network.

**Exception:**

- Paramedic access for scheduling may be done from personal devices.

**Acceptable Use**
At all times, County values should guide your use of the County’s IT systems.

Authorized users are permitted to use the electronic network for the following acceptable and appropriate work activities:

- To fulfill work responsibilities and further the County’s mission and vision including:
  - Researching, accumulating and disseminating information related to the user’s assigned responsibilities; and
  - Collaborating and communicating with other employees, partners and clients, according to the user’s assigned responsibilities
For career development including:
  - Conducting professional development activities such as participating in webinars, discussion groups, etc., as they relate to meeting the user’s job requirements

Internet access at discretion of department head

Authorized users should be aware that anything posted on the Internet/Intranet, email, as well as departmental logs of Internet sites visited by individuals are accessible under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).

Any information requested under this act will be reviewed and exemptions invoked where applicable to protect information such as personal information about employees or clients.

**Unacceptable and Unlawful Use**

**Unacceptable uses** are activities which violate departmental guidelines and/or County policies.

Unacceptable uses include, but are not limited to:

- Accessing, downloading, printing and/or sending any content whose focus is pornography, nudity or sexual acts or that incite hatred against identifiable groups
- Accessing without authorization, sensitive information (client databases, personal information, etc.)
- Allowing unauthorized users or third parties access to the electronic network
- Attempting to defeat information technology security features
- Causing congestion and disruption of the network
- Downloading unreasonably large files (over 100MB) that may hinder network performance
- Streaming radio or video for non-business related purposes
- Remote access of the County network with non-County issued devices
- Engaging in any activity that could comprise the security of the host servers or computers
- Engaging in any activity which would in any way bring discredit, disrepute or litigation upon the County
- Making public criticisms of County or government policy(ies)
- Representing personal opinions as those of the County
- Sending abusive, sexist or racial messages to other employees or other authorized individuals
- Unauthorized removal or installation of hardware or software
- Using the County’s electronic network for private business, personal gain or profit or political activity

**Unlawful uses** are activities which include criminal actions that violate the Criminal Code of Canada and those federal/provincial statutes that provide for criminal offences.
For the purpose of this policy, “unlawful uses” is interpreted to include actions that could result in sanctions in a court of law.

When an employee performs an activity in the course of his or her employment over the electronic network, which results in a lawsuit, both the employee and the employer can be held liable.

Unlawful uses of the electronic network include, but are not limited to:

- Destroying, altering, or falsifying data without authorization
- Infringing on a copyright and unauthorized use of trademarks and patents
- Intentionally spreading viruses or malware with the intent to cause harm
- Possessing, downloading or distributing child pornography
- Reading or intercepting someone’s electronic mail or other personal information
- Spreading false allegation or rumours that would insult or harm a person’s reputation
- Sending messages that contain threats to cause serious bodily harm, damage to personal property or that cause people to fear for their safety or the safety of anyone known to them
- Sending messages that discriminate against an individual on the basis of: race, national or ethnic origin, colour, religion, age, sexual orientation, marital status, family status, disability and conviction for which a pardon has been granted
- Various other offences include using, in whole or in part, the electronic network for: fraud, extortion, blackmail, bribery, gambling and dealing in illegal drugs

Unacceptable, unlawful or unauthorized use of the electronic network could result in disciplinary action being taken, from suspension of electronic network privileges, up to and including termination of employment.

Egregious acts may result in immediate termination.

**Downloading**

Downloading of non-executable files for business use is permitted. These include reports (e.g. MS Word documents), PDF files, information flyers, etc., from other organizations, institutions or government agencies that may be useful to the County.

Executable software (e.g. applications), including files containing embedded executable codes, may **not** be downloaded. This type of software may be incompatible with other software that the County operates, and/or may contain viruses that could harm the County's network. If such a file is required, it must be downloaded by the IT Department who will then check the file for compatibility and any infection.

If you are unsure of a file/application submit a ticket to the helpdesk before executing or downloading so the IT department can verify the source.
**Personal Use**
This policy does allow room for limited and reasonable personal use of the Internet by authorized users. The user’s manager, departmental director or the IT department may revoke this privilege at any time.

Personal use shall occur during break periods.

Limited and reasonable personal use of Internet access is defined as any personally-conducted online activity or usage for purposes other than those listed in the Acceptable Use section of this policy.

Personal use is limited to the following parameters, and shall not:

- Add to County costs or network overhead
- Be for financial gain
- Compromise the integrity and security of the County’s electronic network
- Conflict with any other existing policy or practice
- Have a negative impact on user productivity or efficiency
- Interfere with the conduct of normal County business
- Use bandwidth draining applications such as internet radio or video streaming
- Involve the downloading of any type of media or program to the County network

**Social Networking Sites**
The use of social networking sites (Facebook, Twitter, etc.) and blogs are subject to the same limitations of the Acceptable Use and Personal Use section of this policy.

Employees that use these sites are prohibited from publishing any private organizational information therein, or any negative comments regarding the County and/or County employees.

For more information and guidelines, see the Social Media policy.

**Landline Telephony**
The County provides local landline telephone services to all employees that require them to discharge their duties.

The County recognizes that there may be some occasions normally due to circumstances or an emergency where it is necessary for members of staff to make private calls. Staff should be aware, however, that the making of or receiving private telephone calls is by local arrangement only and is, therefore, a privilege and not an automatic right. This policy allows room for limited and reasonable personal use of local calling.

When making or receiving private telephone calls staff should take account of the following regulations:
• The making/receiving of private telephone calls should be kept to a minimum and be of short duration
• Long distance calls incur charges and shall not be made for personal use outside of emergency situations
• Private telephone calls should be timed whenever possible to ensure minimum disruption both to the work of the individual and to the workload of colleagues
• It is not acceptable for staff to conduct regular, private business or administration using the County’s telephone network. Any such abuse of the telephone system could result in the instances being considered to be of fraudulent nature, which may lead to disciplinary or criminal action
• Such abuse could also result in the withdrawal of the facility to make private telephone calls

Use of the telephone is monitored and reported to departmental management (for example logging call destination and duration).

The Mobile Device Policy (IT-P-03) governs the use of cellular phones.

Security
Authorized users are required to take all necessary precautions to prevent unauthorized access to the County’s electronic network. For more information regarding security, please refer to the Information Technology Security Policy (IT-P-02).

Unattended Computers
Users must not leave computers unattended while logged on.

Employees should log off or lock their computer when they are going to be away from their computer.

The IT department will set an inactivity lock password which will be automatically enabled after 15 minutes of inactivity and is enforced corporately.

If the inactivity lock fails to come on after 15 minutes of inactivity, please notify the IT Department.

Remote network connections will time out after 15 minutes of inactivity requiring the user to reconnect and re-authenticate in order to re-enter company networks.

Data Security
All staff handling data (particularly those dealing with personal data) should ensure that the data is secure and that appropriate measures are taken to prevent unauthorized access, disclosure and loss:

• County provided laptops will have drivelock enabled
• County issued tablets and smartphones will hardware encrypt all data stored upon them.
  (investigate options and performance)
• Storing electronic data on portable devices such as USB flash drives, portable hard drives, CDs, DVDs, or any computer not owned by the County should be avoided. Where this is required, users must consult the IT Department to ensure that appropriate controls are put in place.
• If data is transferred to non-County devices the data must be strongly encrypted. Consult the IT department in these situations.
• Confidential data must not be disclosed unlawfully to any third party. Transfers of personal data to third parties must be authorized in writing by the data owner and protected by adequate contractual provisions or data processor agreements, and must use safe transport mechanisms.
• The use of Cloud-based file storage solutions (e.g. Dropbox) is not allowed. The County’s ownCloud solution is to be used instead.

In certain situations, it is acceptable to use flash or hard drives for transferring content in an unencrypted form. Examples include transferring presentations to non-County devices via USB stick for the purpose of presenting and sharing content, and using hard-drives for the bulk transfer of other non-personal documents and files such as GIS data. For other scenarios consult the IT department.

In the event of loss of data, it must be reported to the IT Department via the helpdesk (see Incident Response Policy (IT-P-03)).

Negligent loss or unauthorized disclosure of personal data, or failure to report such events, may be treated as a disciplinary matter (HR Policy 4.4.1).

Email Best Practices
Please refer to IT-S-02 – Email Standard.

Remote Access
All staff, subject to Director approval, may be provided access to connect to the County’s internal network using remote access technology for work purposes.

Work in this context includes (but is not limited to) web browsing via remote server access, remote server access, and file based resources, and accessing other County applications.

As remote access is provided on an as-needed basis; County email messages and documents are not to be forwarded to personal email accounts nor transferred to personally owned computers or devices by other means (including but not limited to external USB devices).

All remote access is centrally managed by the County’s IT department and utilizes encryption and strong authentication measures.

It is the responsibility of any employee with remote access privileges to ensure that their remote access is as secure as possible. WPA or other industry standard encryption is the minimum requirement for Wi-Fi connections.
All remote access activity is subject to the County’s Acceptable Use Policy (IT-P-01).

Employees that use remote access agree to never disclose their passwords to anyone, particularly to family members if business work is conducted from home.

All remote access connections will include a “time-out” system, in accordance with the County IT security policies.

The remote access user agrees to immediately report to their manager and the IT department via the helpdesk any incident or suspected incidents of unauthorized access and/or disclosure of County resources, databases, networks, etc.

**Monitoring of the Electronic Network**
The County’s electronic network and systems are monitored continuously to check for breaches of the security systems and/or to ensure compliance with this policy.

All traffic originating or terminating on the County’s network is recorded.

Regular monitoring of the electronic network will be completed in a manner that strikes a balance between protecting individual privacy rights and facilitating the necessary auditing and review of unacceptable and unlawful use. A routine analysis does not involve reading the content of electronic mail or files.

If due to a routine analysis or a complaint, the County reasonably suspects misuse of the network, special monitoring without prior notice will occur. All investigations will be undertaken in accordance with the Charter of Rights and Freedoms, the Privacy Act and the Criminal Code.

All staff will comply with any request from IT to provide access to and allow for inspection of any County-owned technology asset.

**Attachments**
IT-S-01 IT Procurement Standard.docx
IT-S-02 Email Standard.docx
IT-S-04 Service Level Agreement Standard.docx
IT-D-03 Intranet Guidelines and Code of Conduct.docx
IT-D-04 How to Access your Webmail Account.docx
IT-D-05 How to Access the Intranet.docx
Policy Statement

The IT Security Policy is designed to ensure that the County operates a secure and reliable technology environment, with adequate controls to protect the County’s information assets.

Objectives

The objectives of this policy are to:

- Clarify the provision and management of access controls to County network resources
- Establish County password standards
- Establish the County’s approach to securing the technology environment, through border controls, virus management and other best practices
- Establish a security awareness training program
- Establish appropriate physical controls for County IT resources
- Clarify the County’s position on data security
- Establish procedures for performing investigations

Procedures

Network Access

It is the policy of the County of Northumberland to allow authorized users access to the County’s electronic network for authorized uses only.
Network access at the County of Northumberland is managed via individual user accounts and confidential passwords. Shared accounts are not permitted. If a shared account is required, please consult with IT.

Authorized users of the County of Northumberland’s electronic network may include:

- Councillors
- Full-time and part-time employees of the County
- Interns, Summer Students, Contractors, temporary workers, volunteers and other non-paid workers
- Councillors, employees and other non-paid workers in partner organizations or organizations serviced by the County’s IT department

The CAO, Departmental directors and managers must grant authorized user status if such access is required by an employee in order to carry out job duties.

Account Setup, Amendment and Termination

Directors and managers are responsible for identifying and recommending access levels for authorized users in their department and for ensuring this is communicated to the IT department.

Management staff must complete the New User/Change Form (IT-D-02) to request new users, or changes to existing user’s permissions. Authorized users are required to read the Acceptable Use (IT-P-01) and Information Technology Security (IT-P-02) policies and sign the New User/Change Form prior to receiving an account and password.

Upon termination of employment (for any reason), Human Resources will notify IT to ensure the proper removal of the former employee’s access to the electronic network. IT will ensure the following:

- Technology devices:
  - All assigned technology devices will be retrieved
- Email:
  - The email account will be removed from distribution lists
  - If required by the business unit and signed off by a Manager, the email account can be temporarily forwarded to another staff member
  - Once no longer required, the email account will be disabled
  - The mailbox will be archived and saved (refer to Records Retention Program Policy)
- Network Access:
  - The network account will be disabled and the password reset
  - If required by the business unit and signed off by a Director, temporary access to the user’s personal drive will be granted to another staff member
Once no longer required, the personal drive will be archived (refer to Records Retention Program Policy).

**Provision of Technology**

Level and examples of approval for technology upgrades or new uses listed below:

- Director level approval is required for mobile activations and mobile plan changes (for example roaming and long distance features)
- Director level approval is required for remote access to the county network
- Manager or Supervisor level approval is required for network resource access (additions and removals)
- Manager level approval is required for technology equipment changes or upgrades

The IT department will supply all network, and in some cases, application user names and initial passwords.

Once logged on for the first time, a user must create a unique password for their account (see Password Standards below).

In certain cases other providers including the Province and departmental power users will be responsible for the setup and deactivation of user names and passwords on business systems.

Passwords are not to be disclosed to, or shared with, any other user or third party.

Occasionally the IT department may need access to user passwords. This shall be provided based on user discretion, and assistance will be given to reset password upon completion of troubleshooting.

In the event that a user loses, forgets or believes their password has become compromised, the user must immediately inform the IT department. The IT department will confirm the identity of the user and reset the password, which will need to be reset by the user on the subsequent login.

**Password Standards**

Passwords are required for all network access, corporate and departmental information systems and information system components owned by the County or that access the County’s networks. Specifically passwords are required for:

- Desktops, laptops and other devices that provide access to the computer and telephone network and information systems
- Servers and other devices that make up the County’s information technology infrastructure
- Business applications (i.e. Great Plains Financials, ESRI/GIS, etc.)

All passwords must conform to the guidelines outlined below:
• Passwords must be at least 8 characters long
• Passwords must have at least one character from each of these three classes:
  o Uppercase
  o Lowercase
  o Numeric
• Passwords cannot contain characters that are whitespace characters, control characters (e.g. tab, escape, Ctrl+), or extended characters (e.g. á, §)
• Passwords cannot contain your username forwards or backwards
• Passwords cannot contain any combination of consecutive character types:
  o Repeated characters ex. 00000,11111,22222, aaaaa, bbbbb, cccccc etc.
  o Incrementing characters ex. 12345,23456,78901, abcde, bcdef, xyzab etc.
  o Keyboard layouts ex. qwert, werty, zxcvb, asdfg etc.
• Passwords cannot contain anything from a custom preloaded dictionary list of common and easily guessed passwords
• Network passwords must be replaced at least every 60 days.
• Passwords may not be reused any more frequently than every 6th password.

**Note:** Business applications such as Great Plains, ESRI/GIS, or cloud hosted solutions may have their own password standards; however employees should apply the above password guidelines as closely as possible.

Where possible the IT department will ensure that business systems comply with the corporate network password standards outlined above.

Each application and/or system should be protected by a different password where possible. The use of the same password to protect all access is strongly discouraged.

Passwords are to be used and stored in a secure manner. As such, passwords are not to be written down or stored electronically in an unsecured manner.

Passwords are to be individually owned and kept confidential.

If an employee requests the user id and password of another employee in order to access their email, voice mail or network drives (e.g. employee on maternity leave, sick leave) they must have approval to do so from the department management

If an employee either knows or suspects that his/her password has been compromised, it must be reported to the IT Department and the password changed immediately.

**Bluetooth Standard**
All Bluetooth implementations in the County will support and use at a minimum version 2.1 or higher.
Inactive Accounts
In the event of an unplanned long-term absence, department management will inform IT of required action.

The IT Department will conduct an annual review of user accounts to ensure that un-used accounts are deactivated.

Network Security Management
The County has deployed firewall, border controls and an Intrusion Protection System (IPS) to protect the network from any internal or external threats, and to monitor and block malicious network activity.

It is critical that these security devices are patched and kept up to date. IT is responsible for implementing controls to ensure that this is the case.

The IT department will commission independent verification of the County’s network security, including penetration/vulnerability testing and remediation on an annual basis.

Virus Management
The goal for the IT Department is to provide a computing network that is virus-free. Viruses can be transmitted via e-mail or instant messaging attachments, downloadable Internet files, and through different removable media. Viruses are usually disguised as something else, and so their presence is not always obvious to the computer user. A virus infection can be very costly to the County in terms of lost data, lost staff productivity, and/or lost reputation.

All computers attached to the County’s network must have standard, supported anti-virus software installed.

This software must be active, be scheduled to perform virus checks at regular intervals, and have its virus definition files kept up to date. County-owned computer equipment will be protected by the IT Department during the initial installation.

The IT department will configure standard anti-virus software to run automatically in the background on all County IT equipment.

Any activities with the intention to create and/or distribute malicious programs onto the County’s network (e.g. viruses, worms, Trojan horses, e-mail bombs, etc.) are strictly prohibited.

If an employee receives what he/she believes to be a virus, or suspects that a computer is infected with a virus, it must be reported to the IT department immediately. Report the following information (if known): virus name, extent of infection, source of virus, and potential recipients of infected material.
No employee should attempt to destroy or remove a virus, or any evidence of that virus, without direction from the IT department.

Any virus-infected computer will be removed from the network until it is verified as virus-free.

**Security Awareness Training**
The County will maintain an active security awareness training program for it’s staff that will include:
- Regular on-going training on a variety of security topics (e.g. phishing, passwords, portable devices)
- Security information will be included in new staff orientation
- All new staff will be offered the security training sessions

**Security Incident Response**
In the event of a security incident (e.g. lost device, lost data, unauthorized access, spam, phishing, virus), County employees must immediately report the incident to the IT Department via the helpdesk. Refer to Incident Response Policy (IT-P-03).

**Physical Access Controls**
Physical access controls define who is allowed physical access to facilities that house the County’s information systems, to the information systems within those facilities and/or any computer equipment associated with those information systems.

For the County physical access controls only apply to data centers or other facilities for which the **primary purpose** is the housing of Information Technology (IT) infrastructure.

Access to primary County IT facilities and information systems are limited to authorized personnel only. The IT Director gives authorization.

Access to primary County IT facilities are controlled at defined access points through the use of secure access cards. Authorized personnel are required to authenticate themselves at these access points before physical access is allowed.

In the event that visitors need access to the County IT facilities themselves, those visitors must have prior authorization, and must have their authorization verified by IT personnel before physical access is granted.

Once access has been granted, visitors should be escorted and their activities monitored at all times by the IT Department.

Logs are used to document the coming and goings of people and equipment into primary IT facilities.

Responsibility for the maintenance of an access log is assigned to an individual in the IT department.
**Data Security**

The County must ensure the necessary mechanisms are in place to protect and safeguard the County’s data and information assets.

All County systems are configured to store systems information data in a secure manner.

All County systems information data, whether stored in system or out of system (via removable media) are protected by data protection mechanisms to ensure the highest levels of confidentiality, integrity and availability.

Only County authorized personnel are allowed to enter information into an information system. Inputs are restricted according to granted permissions, though these restrictions may be lifted on a temporary basis based on pre-defined project responsibilities. In such circumstances, additional authorization is required and must be granted before restrictions are lifted.

Where possible, business applications check entered information for accuracy, completeness, validity and authenticity. These checks are performed as close to the point of information entry as possible. This allows the user to have access only to that specific application and allows no access to the database, operating system or servers.

The information systems are configured such that they prevent unauthorized and unintended information transfer. In addition, procedures are in place to protect the integrity and confidentiality of electronically stored and transmitted information using passwords, network security measures, firewalls, and physical security.

As per the Freedom of Information and Protection of Privacy Act Policy (Corporate 2016-02), Section 8.0 Access & Security, subsection 8.1 Protection, all staff will ensure that they follow clean desk practices.

The County retains systems information data according to the guidelines in the Records Retention By-Law (By-Law Number 2010-0006).

The IT department will purge data upon request from a business department and department in accordance to the guidelines in the Records Retention By-Law (By-Law Number 2010-0006).

The IT department employs secure disposal tools to remove data from retired and re-deployed computers and servers.

**Encryption**

Encryption must be applied to all critical and/or sensitive County information assets and supporting IT infrastructure assets, including the following:
• County information assets, including protected health information (PHI), personally identifiable information (PII), business critical information used in enterprise applications, such as Finance, etc.
• IT infrastructure assets including applications, databases, operating systems and network devices

Critical and/or sensitive County information/data must be encrypted while in transit and in storage. See Encryption Standard (IT-S-03) for more details.

Investigations
In cases where there is a suspected policy violation or misuse of technology resources, a request can be made for an investigation to be undertaken by Information Technology staff. For such investigations, the following must be adhered to:

• The request must be made by a Director-level or above.
• If the Director is involved in the matter at hand, the request must come from the CAO.
• The request should come in the form of an email to the IT Director with the following information included:
  o The name and position of the individual(s) being investigated.
  o A high-level reason for the investigation request. Though no confidential or sensitive information needs to be provided, enough information must be included to make a determination on whether the investigation will proceed. Further information may be requested at any time.
  o Identification of the technology assets and/or information being requested. Please include a date range for the investigation
  o The date that the results of the investigation must be made available (if time sensitive).
  o Director level or above approval in the form of a CC of the requesting email to a Director or CAO
• The IT Director will contact and liaise with the Human Resources (HR) department prior to the onset of any investigative actions.
• IT staff will endeavor to perform the investigation with the utmost level of privacy, confidentiality and secrecy and ensure the integrity of the investigation.
• IT may need to confiscate technology equipment to properly perform the investigation. In such cases and if necessary, the employee(s) being investigated will be provided with temporary loaner equipment to perform the duties of their jobs.
• Results of the investigation will be made to the approving individual by the IT Director.

Change Management
To ensure the security, integrity and availability of the information technology infrastructure, the IT department will create and maintain a change management program and process when making any changes to the County’s technology infrastructure.

Attachments
IT-S-03 Encryption Standard.docx
Policy Statement

The Incident response policy ensures that an orderly sequence is followed when an incident is declared. Additionally, it ensures that the right resources are involved in identifying and declaring an incident.

Definitions

The definition of an Information Security Incident is any incident where:

- There is knowledge or suspicion that the confidentiality, availability or integrity of Northumberland County Information Assets has been compromised.

In this document a Security or Information Security Incident refers to a directed attack intended to compromise the confidentiality, integrity, or availability of data as defined above. This is commonly referred to as a data breach or security breach. These events should not be confused with operational security events or incidents that take place commonly and are addressed by other processes and internal operational teams.

Some incidents such as Spam, Virus & Malware are known as operational security incidents and are handled via regular operational incident management (Helpdesk). A virus outbreak for example can have a major impact on the enterprise but is still considered an operational event unless the investigation performed by IT determines that the malicious code (virus) was collecting sensitive information therefor resulting in a Data Breach event.

Example 1: A user’s workstation appears to be infected by a virus. In this example, the helpdesk can process this event as an operation event. During the course of the resolution of this event, if it is found that the virus in question allowed the control of the workstation remotely, or captured sensitive information, then this would become an incident to be managed using this incident management process.
Example 2: An IT team member observes unidentified network activity between the corporate network and Internet addresses in a foreign country not serviced by the enterprise. This should be processed through this incident management process.

Note: When in doubt, use this process.

Note that disasters such as fire or flood are handled through the business continuity (BCP) and the disaster recovery (DR) plans.

One of the Information Technology department’s primary duties is to protect Northumberland County’s Intellectual Property. This process defines only incidents that are the responsibility of the IT Security team and therefore the definition of an Information Security Incident is an important one. There are many types of security incidents, and this process does not apply to all of them.

Scope

In Scope
The process described in this document applies to the following:

1. All Northumberland County departments
2. All business partners, and contractors handling or storing Northumberland County Intellectual Property

All such partners must agree to disclosure of any event relating to intellectual property or the facilities and systems processing or containing intellectual property (including peripheral systems such as infrastructure services) as per this process.

For definition purposes, a security incident is an event that may indicate that an organization’s systems or data have been compromised or that measures put in place to protect them have failed. Examples include:

- unauthorized disclosure of sensitive information
- theft or loss of equipment that contain private or sensitive information
- extensive virus or malware outbreak and/or traffic
- repeated, purposeful attempts to gain unauthorized access to a system or it’s data
- a compromised user account causing significant harm (e.g. ransomware)
- extensive disruption of the organization’s information services

The term Intellectual property refers to ANY Northumberland County information or asset.
Out of Scope
Incidents of an operational nature, involving infrastructure, or in any way not directly affecting the security of Intellectual Property or other sensitive information are not in scope and should be referred to the IT helpdesk.

Key Roles and Responsibilities
The following are the roles and responsibilities of the employees of the County of Northumberland and its partners with regards to security incidents:

All employees (Northumberland County, contractors and partners)
- Declare any security event to the 1st line support (HelpDesk). Alternatively, after hours contact IT on call representative at (905) 372-0919

Helpdesk (Northumberland County or contractors/partners 1st line internal support)
- Receive, complete and record incident declarations.
- Perform a quick preliminary analysis to determine whether incident is security related. Escalate until determination can be made. Forward all Security Incidents to the IT Security team

IT Director
- Promptly authorize expenditures for incident containment, response and investigation services.

IT Security Team
- Confirm, accept, and document Information Security incidents.
- Coordinate incident response, including containment.
- Collect or manage the collection of any evidence.
- Report Incident to management based on the documented severity and escalation flow chart
- Declare the incident closed (contained)
- Provide guidance in remediation and operational improvements.
- Follow up on agreed upon remediation and operational improvements
- Declare the event closed once agreed upon remediation and improvements are in place

Business Partners
- Properly declare relevant incidents per this process and its definitions.
- Provide a point of contact for incident reporting and response.
- Provide expertise and support as needed for incident handling and response.

HR, External Legal, Procurement, Communications, Corporate Services
- Provide expertise and support in dealing with human resources, potential legal liabilities, Contractual issues, and issues relating to the organization’s public image.
Procedures

Process
The high level process can be summed up as follows:

1. The helpdesk or on call staff receives an event or request. They determine if it is a normal operational item that should be handled by the various IT team members or if it is a data breach related event that should be sent to the IT Security team.

2. For serious (high priority) operational events, the appropriate IT team members will respond.

3. The IT team member could conclude that a data breach has taken place and notify the IT Security team.

Process Design
There are 2 main parts to the Northumberland County Information Security Incident Response process:

Part 1: Incident handling
- The helpdesk is the focal point for notifying incidents or suspicious events or behavior. The helpdesk determines if the IT Security teams involvement is required or if the events are of an operational nature and should be handled as such. The first steps are generic steps that can be used with any support/helpdesk framework irrespective of site, project, or company (in the case of partners).

Part 2: Post incident handling
Once an incident is under control (resolved/contained) a post incident review is required. An incident can have one of three statuses; INCIDENT ASSIGNED, INCIDENT RESOLVED, INCIDENT CLOSED. Only once the incident has been understood with a post mortem should the event ticket be resolved and allowed to close.

**Process Workflow**
Post-Incident Handling Process Flow

1. Start
   Continued from Incident Handling Workflow

2. Determine affected systems
   IT Security Team

3. Forensics and Evidence Collection
   IT Security Team

4. Prepare incident report
   IT Security Team

5. Incident Contained

6. Incident review meeting
   IT Security Team

7. Communicate results
   IT Director

8. Follow-up on remediation activities
   IT Security Team

9. Incident Closed
Process Description

Incident Handling Process Workflow

1. A suspected incident is detected by a user. At this point it may not be clear whether or not this is a security incident.

2. The user contacts the Helpdesk and provides the details of the suspected incident.

   2b. Alternatively, if the incident occurs after hours the user contacts the on call support rep (905) 372-0919

3. The Helpdesk must determine if the incident is operational or Information Security related.

   3b. If this issue is of an operational nature, the helpdesk follows the normal incident management process.

   • If this is considered a normal incident, the IT team members should be tasked with the event.
   • If at some point, the IT team member believes that a data breach may have taken place, the IT Security team should be notified.

   3c. Document event details in the Helpdesk system.

4. If the incident is deemed to be a security event, Northumberland County IT Security team is notified of the incident and confirms whether the incident is Information Security related. If so, the Northumberland IT Security Team accepts the incident and assigns an incident coordinator. If not, the incident is sent back to the IT team member that submitted it along with the explanation that justifies the return.

5. The Northumberland County IT Security team Incident Coordinator opens a Security ticket in the incident database.

6. Northumberland County IT Security team performs an initial analysis of the situation to determine the incident’s classification (P4 to P1). The team then Escalates as appropriate for the given incident classification (see the Severity Level and Escalation Flowchart). Note that the classification must continuously be adjusted as new information becomes available.

   The HR, Legal, Communications, and Procurement groups should also be involved at this stage if they are needed based on the type of incident.

7. Contact groups affected by the incident if the incident involves particular business units or external business partners.
8. Northumberland County IT Security team determines if the incident or vulnerability leading to the incident is ongoing. If yes, proceed to Step 8b.

If YES (ongoing incident=Yes)

8b. Validate incident classification.
   If P1 or P2 proceed to step 8c (Initiate the Emergency Operations Centre)
   If incident is a P3 or P4 proceed to step 8d (coordinate containment)

8c. Initiate EOC. As this is a high priority incident, the EOC should now be invoked to maximize response. At this point other agencies may need to be involved prior to activation of EOC or during. Consider the following depending on the type of incident:

- Law Enforcement (Criminal Activity Found)
- Insurance Carrier notification
- 3rd Party Forensics for Technical help beyond local IT Team
- Notifications, Media

Continue to step 8d as needed

8d. Coordinate incident containment activities to completion. Information Security provides leadership to support groups in performing containment activities. Existing state of any data, system or configuration could be evidence and should therefore be recorded prior to any changes. Proceed to step 9 when completed.

9. Proceed to Post Incident Workflow

Post-Incident Handling Workflow
1. This process starts following the completed management of an incident from the Incident Handling Process flow.

2. IT Security team reviews the list (gathers the information) of all effected systems

3. IT Security team collects and assemble relevant evidence, and performs forensics analysis if required.

4. IT Security teams update incident support ticket and notes any lessons learned, investigation conclusions, etc.
5. This marks the end of the active phase of the incident. As an example, the breach has been contained (and understood) and no more information is being lost, systems that were under attack are once again available, safe, etc. All relevant evidence has been collected from affected systems.

6. Coordinate an incident review meeting to present the findings. Provide completed incident report to Department Heads for dissemination as appropriate. Lessons learned should be reviewed and converted into actionable steps to prevent or mitigate similar events in the future. If an internal resource was deemed at fault or negligent without further investigation being needed, disciplinary action should be taken at this stage.

7. The actions identified to prevent or mitigate recurrence of the incident should be submitted to stakeholders and implemented. In the case of any ongoing investigations against internal resources or third parties, these should be completed and reported to the relevant management.

8. Follow up on remediation activities (system repairs or any other modifications that need to be done), until all targeted changes are completed (or minimally acknowledged). This is required in order to eliminate or reduce attack vectors or failure paths to minimize event reoccurrence.

Note: Any lessons learned affecting the general user population should be disseminated via on boarding and other outlets (company portal, posters, announcements, etc). In the case of a partner being at fault, contractual addendums should be negotiated to ensure they implement the proper controls. If any investigations were completed, relevant disciplinary or legal action should be taken at this stage. This marks the end of the Security Incident Process.

9. Event complete. Incident closed. At this point, all relevant actions have been taken and the event can now be considered closed. The ticket can be closed in the Indecent tracking system.
### Definitions of the RACI Categories

**Responsible:** person who performs an activity or does the work.

**Accountable:** person who is ultimately accountable and has Yes/No/Veto.

**Consulted:** person that needs to feedback and contribute to the activity

**Informed:** person that needs to know of the decision or action

<table>
<thead>
<tr>
<th>Task Description</th>
<th>Staff, Business Partners and Consultants</th>
<th>IT Helpdesk</th>
<th>Information Technology Team (IT)</th>
<th>IT Security Team</th>
<th>IT Director</th>
<th>Director of impacted department</th>
<th>Clerk</th>
<th>CAO</th>
<th>Department Heads</th>
<th>HR/HS</th>
<th>Legal</th>
<th>Comms Team</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report Possible security violation</td>
<td>R</td>
<td>I</td>
<td>I</td>
<td>A</td>
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<td>Determine if event is operational or not</td>
<td>C</td>
<td>R</td>
<td>C</td>
<td>A</td>
<td>C</td>
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<tr>
<td>Handle operational incidents</td>
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<tr>
<td>Confirm if an incident is information security issue</td>
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<td>A</td>
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<td>C</td>
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<tr>
<td>Categorize incident level</td>
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<td>R</td>
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<tr>
<td>Escalation for Level 3 events (Non Significant impact level)</td>
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<td>Escalation for Level 2 events (Significant impact level)</td>
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<tr>
<td>Escalation for Level 1 events (Major impact level)</td>
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<tr>
<td>Coordinate incident response, including containment</td>
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<td>I</td>
<td>C</td>
<td>R</td>
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<tr>
<td>collect and manage evidence</td>
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<td>Review Legal impacts</td>
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<td>Declare incident contained</td>
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<td>Declare incident closed</td>
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Policy Statement

In recognition of the need for effective and timely communications to meet the operational requirements of the Corporation of the County of Northumberland (the County), certain staff is required to carry and use cellular telephones or electronic devices. These communication devices have been identified as a necessity due to work and meeting schedules and associated travel requirements that frequently interfere with the ability to communicate in person or via regular telephone.

In addition, the increasing municipal responsibilities associated with emergency preparedness create the need for instant communication capabilities beyond the normal workday and workweek.

Similar requirements may also exist within a departmental context depending on the nature of the work of a particular department. Examples may include but are not limited to Transportation & Waste and Emergency Medical Services.

The purpose of this policy is to govern the acquisition, usage and management of cellular telephones and electronic devices. In addition, this policy outlines standards and procedures for appropriate use and other issues.

Objectives

The objectives of this policy are to:

- Govern the acquisition, usage and management of cellular telephones and electronic devices (including Blackberry, tablet and other ‘smartphones’).
Policy

- Outline standards for appropriate use
- Provide clarity regarding expectations for device use in vehicles

Procedures

Eligibility and Issuance
Where within the County of Northumberland the CAO and/or Departmental Director request the issuance of a cellular telephone or electronic device, the following shall apply with respect to its issuance:

- Distribution of cellular telephones and electronic devices within a specific Department shall be at the discretion of the Director.
- Prior to authorization for issuance the following factors must be assessed:
  - Is the device required due to nature of job?
  - Is the device required for the health and safety of the employee(s)?
  - Is the need ongoing or temporary?
  - Do alternative means of communication exist?
  - Does the departmental budget provide for the cost of issuance and use?

After reviewing the above, the CAO/Director will submit a written request to IT for the issuance of a cell phone. All cell phones will be programmed with the basic requirements. Upgrades will not be permitted unless approved by the CAO and/or Director.

All cell phones and smartphone models will be chosen via options made available by the IT department and approved by the director of the department.

Usage
Individuals that have been assigned a cellular telephone or electronic device shall be accountable for the responsible use and safe-keeping of same.

Should the cellular telephone or electronic device become lost or stolen, the individual to whom it was issued must immediately report the loss to their immediate supervisor and a member of the IT Department.

The County reserves the right to monitor the use of the cellular telephone and electronic devices through regular invoicing issued by the service provider.

Individuals shall be responsible for financial reimbursement to the County for invoicing associated with use of the cell phone if personal use is not considered reasonable and incidental to the primary function of communication for work-related purposes. Such ‘reasonable use’ shall be at the discretion of the Departmental Director.
International Use
County issued devices are not provided with international calling or roaming plans. The County, and the department directly, will incur high overage costs if devices are used internationally without a plan.

If staff plan to use cellular devices while travelling internationally, they are obligated to work with IT to setup an appropriate travel plan with director approval.

Bill 118 - Countering Distracted Driving and Promoting Green Transportation Act, 2009
Bill 118 amends the Highway Traffic Act to expressly prohibit the holding or use of hand-held wireless communications and electronic entertainment devices, including cellular phones and BlackBerry devices. This law also prohibits the presence of a television, computer or other device with a display screen if the display screen is visible to the driver (navigation devices such as GPS are permissible).

All County employees are required to comply with this law. Employees who violate this are engaging in prohibited conduct for which they may be personally liable at law should damages result from misconduct.

Individuals are strictly prohibited from making or receiving calls on a cellular telephone or mobile device while operating a motor vehicle. This includes both company issued and personal cellular telephone and mobile devices.

If operational needs require an employee to be responsive to calls while in transit, employees must pull to the side of the road and safely come to a complete stop before placing, answering or returning calls.

The use of Bluetooth systems, Voice Activated systems, and the use of hand-held devices in “hands-free” mode will be permitted for use in situations where pulling to the side of the road and safely coming to a complete stop is not feasible.

Employees will be protected from reprisal should they fail to answer calls or reply to messages due to operating a motor vehicle at the time of the call.

The County will not pay for any violations of the Highway Traffic Act pertaining to the use of hand-held wireless devices while driving. As such, any elected Official, employee or contractor who is charged with a traffic violation involving the use of any hand-held wireless device while driving, whether in a County issued or personal vehicle, will be personally responsible for any and all costs, damages, etc., that result from such action

Note: Paramedic employees are exempt from the above when performing their duties as approved by Emergency Health Services. Specific Policies for Paramedic can be obtained through the Paramedic Department.
Furthermore, this policy does not apply if the employee is using their cellular telephone or mobile device in an emergency situation to contact 9-1-1. Nevertheless, it is strongly suggested that drivers pull over safely and park their car before making the call.

**Personal Cellular Phones or Electronic Devices**
Employees are prohibited from using personal cellular telephones or electronic devices for text messaging, etc. during working hours unless on an approved break. Employees found to be violating the above will be subject to disciplinary action, up to and including termination.

**Personal Use of County Issued Cellular Phones and Devices**
In the view of the CRA (Canada Revenue Agency), where an employee is provided with a smart phone in order to help him/her carry out employment duties, and even if the most minor use of that phone is personal (a text message, a phone call, an email, a Google search) a taxable benefit arises. This means that the value of that benefit must be included as income on user paystubs, and the user must pay the related tax.

To this end, the County staff are allowed for incidental personal, subject to the broader concepts of acceptable use applied to landline telephones as outlined in the Acceptable Use Policy (IT-P-01).

**Termination of Issuance**
Prior to termination of employment or job duties requiring a company issued cellular telephone or mobile device, each user must:

- Reconcile all charges on the account
- Surrender the company issued cellular telephone or mobile device to his or her manager, the IT department, or the Human Resources department
- If the user does not return the company owned cellular telephone or mobile device, he or she will be required to reimburse the County the full price of the device
Policy Statement

A backup is a copy of a program or file that is stored separately from the original. These duplicated copies of data on different storage media or additional hardware resources are used to restore the original after a data loss event. Backups are used primarily for two purposes. The most common is to restore small numbers of files after they have been accidently deleted or corrupted. The second is to restore a state following a disaster.

This policy defines the backup for computer systems that store County data. These systems are typically servers but are not necessarily limited to servers. This policy is also designed to prevent the loss of County data in the event of an equipment failure or destruction.

Objectives

The objectives of this policy are to:

- Establish the County’s approach to backup and restore for corporate systems
- Clarify the County’s approach to backup and restore for desktop and other data stores
- Clarify the County’s position with regard to providing business continuity and disaster recovery services

All information stored electronically in computerized form must be backed up on a routine basis to ensure its safety in the event of a severe hardware interruption, software interruption, virus attack, or other disaster.

Procedures

Corporate Systems backup
The IT department is responsible for backing up data on corporate servers, including: corporate and departmental applications, databases, and all files stored on corporate servers.

All backups must conform to the following best practice procedures:
• All data, operating systems and utility files must be adequately and systematically backed up (ensuring that this includes all patches, fixes and updates)
• Records of what is backed up and to where will be maintained by IT staff
• Records of software licensing should be backed up
• The backup media must be precisely labelled and accurate records must be maintained of when back-ups were done and to which back-up set they belong
• Copies of the back-up media, together with the back-up record, should be stored safely in a remote location, at a sufficient distance away to escape any damage from a disaster at the main site
• Regular tests of restoring data/software from the backup copies (at a minimum once yearly) should be undertaken, to ensure that they can be relied upon for use in an emergency

Desktop, Laptop and Non-Corporate Server backup
Critical data should not be stored locally on desktop, laptop drives. The responsibility for backing up data held on devices falls entirely to the Department and the User. If you are responsible for a collection of data held either remotely on a server (not stored on County equipment or servers) or on the hard disk of a computer, you should consult with the IT department about local back-up procedures.

Retention
The IT department will ensure that on-premise data is backed up and retained as per the Records Retention Program Policy. In addition, IT will assess all cloud hosted solutions as per their capability to retain data as per the Records Retention Program Policy and inform County business units if any risk exists.

Disaster Recovery (DR) / Business Impact Assessment (BIA)
The County’s Senior Management Team and Legislative Services Manager/Clerk will identify and prioritize the recovery of those technology services deemed critical to its operations through a technology Business Impact Assessment (BIA) process. IT will ensure that a process and/or service is in place to restore those services as identified.

Cloud hosted solutions will have their disaster recovery plans and procedures, as dictated by the signed agreement, and will not be part of the BIA.

Regular tests of the DR provisions will be conducted at a minimum annually to ensure that the provisions function appropriately.
Policy

Policy Statement
The Third-Party Access Policy outlines responsibilities and expectations of any individual from an external source (contracted or otherwise) who requires access to the County network, information systems and/or IT facilities for the purpose of performing work.

Objectives
The objectives of this policy are to:

- Provide clarification of expectations for third party’s accessing county IT infrastructure
- Provide clarification of expectations for IT departments role
- Provide direction for departments engaging third parties to carry out work on County technology systems

Procedures

Data Centre / Secured Computer Room Access
The Third Party must complete the Non-Disclosure Agreement and acknowledgement of this policy, before any work can be undertaken on the network.

IT department staff will accompany third parties working in County IT facilities.

All third-party access to the County’s data centre/rooms must be scheduled to occur during regular business hours. If this is not possible, a person from the IT department will be scheduled after hours to accompany the third party.

When third parties are scheduled to have access to the computer room, the IT Department must be notified in advance of the date, time and type of work to be performed.

Prior to the onset of any work, the third party will describe the activities that are planned.

The IT Department is responsible for explaining what measures need to be taken to protect the computer systems, explain protective measures to the third party, and ensure that the measures are followed.
The third party will report to and receive instructions from the County IT Department regarding their work in the data centre/room. The IT Department will also be kept informed of the status of the work, as well as the notification that the work is completed before leaving the area.

The County will provide an IT point of contact for the third party. This point of contact will liaise with the third party to ensure they are in compliance with these policies.

Third party access to systems must be uniquely identifiable and authenticated, and password management must comply with the Information Technology Security Policy IT-P-02.

Remote access to County systems must be approved and setup by the IT department.

The IT department’s approval is required if a third party computer/laptop/tablet PC is to be connected to the County’s data or voice systems. The third party will be held accountable for any damage occurred to the County’s network(s) in the event that an incident occurs.

The third party must check with the IT department on their change control procedures and processes.

Upon departure of the third party from the contract for any reason, the third party will ensure that all County data is destroyed and/or collected and returned to the County as outlined in the agreement between the third party and the County. All equipment and supplies must also be returned, as well as any access cards and identification badges. All equipment and supplies retained by the third party must be documented by the IT Department.

The IT department will monitor system and network log files as per the regular schedule.

The IT Department will remove third-party physical access to facilities after the contract has been completed or terminated.

Requests to approve, and revoke access to a third party must be received as a help desk ticket from departmental Managers or Directors.
Policy Statement

The IT Cloud and Hosted Solutions policy outlines best practices and approval processes for using Cloud computing services and Hosted Solutions at the County. It is designed to enable the County to take full advantage of emerging Cloud computing capabilities in a way that ensures that the County’s data and information can be appropriately managed and secured.

Definitions

Cloud computing is technology that allows users to access and use shared data and computing services via the Internet or a Virtual Private Network. It enables convenient, on-demand access to a shared pool of configurable computing resources (e.g. networks, servers, storage, applications, and services) that can be provisioned and released without the County having to build infrastructure to support these resources within their own environment or network.

There are three types of Cloud computing service models:

- **Software as a Service (SaaS).** The capability provided is for the County to use the provider’s applications running on a cloud infrastructure. The applications are accessible from various client devices through a thin client interface such as a web browser. The County does not manage or control the underlying cloud infrastructure that runs the software including network, servers, operating systems, storage, or even individual application capabilities, with the possible exception of limited user-specific application configuration settings.

- **Infrastructure as a Service (IaaS).** The capability provided to the County is to provision processing (servers), storage, networks, and other fundamental computing resources where the County is able to deploy and run software, which can include operating systems and applications. The County does not manage or control the underlying cloud infrastructure but has control over operating systems, storage, deployed applications, and possibly limited control of select networking components (e.g., host firewalls).
• **Platform as a Service (PaaS).** The capability provided to the County is to deploy onto the cloud infrastructure County-created or acquired applications created using programming languages and tools supported by the provider. The County does not manage or control the underlying cloud infrastructure but has control over the deployed applications and possibly application hosting environment configurations.

This policy covers all three of these Cloud computing service models. Note that the definition of Cloud is evolving rapidly and this definition should be reviewed annually.

**Objectives**

The objectives of this policy are to:

- Clarify the County’s position on Cloud computing
- Establish the processes by which Cloud computing services should be procured
- Establish the processes that the County will use to determine suitability and applicability of Cloud computing services
- Establish the position on using personal Cloud computing services

**Position Statement**

The range of Cloud computing options available is rapidly increasing. The County has already implemented a range of Cloud computing and should expect to implement an increasing number of Cloud computing services in future.

The County will continue to be open to using Cloud computing technology (including SaaS, PaaS, IaaS) when and where it is deemed appropriate, cost effective and where the technology can meet the County’s required standards.

**Procedures**

**Procuring Cloud Computing Services**

The County requires anyone that is looking to use a Cloud service, according to the definitions in this policy, to consult with the IT department. The IT Department will help ensure that an appropriate evaluation of the service can be completed.

The subscription to any Cloud computing service must be approved by the IT Director.

The IT department will be responsible for managing subscriptions and payment of subscriptions for Cloud services to ensure effective contract management and cost controls.

**Interim Data Classification Scheme**

The County has responsibilities to protect information in its care, and must exercise appropriate due diligence in carrying out this duty. The County does not currently have a formal data classification
scheme that defines confidentiality. Formally developing one will be a future priority. In the interim the following classification is provided to guide evaluation of and decisions related to Cloud computing.

A. **Regulated County Data**: All County data that is governed by privacy or information protection mandates required by law (e.g. MFIPPA, PHIPA), regulation, contract, agreement or other provisions. Examples may include: personal, financial, health records, SIN numbers, case records, credit card data. Note that PIPEDA explicitly excludes the name, title, business address or telephone number of an employee of an organization from its definition of personally identifiable information.

B. **Confidential County Data**: County data that is meant for limited distribution, shared with County staff on a limited, need to know basis, but that is not restricted directly by legislation. Examples may include: personnel records, compensation data, and contractual documents.

C. **Administrative County Data**: County data that is meant for limited distribution, typically within the County. Examples may include: emails, reports, meeting minutes.

D. **Public Data**: County data that is meant for public / community access. Examples include: Council minutes and agendas, web content, press releases, community communications and engagement.

Examples:

The following table provides examples of systems and technologies and how they may be classified into the four categories.

<table>
<thead>
<tr>
<th>Regulated</th>
<th>Confidential</th>
<th>Administrative</th>
<th>Public</th>
</tr>
</thead>
</table>
| • Long Term Care patient care systems  
• EMS patient care systems  
• Social services case management systems  
• Payment processing services  
• Backup services  
• Disaster recovery  
• Crime and crime prevention  
| • HR Information Systems  
• Payroll systems  
• Finance systems  
• Tax and billing systems  
• Assessment systems  
• Enforcement systems  
• Email / Messaging  
• CRM systems  
• Recreation records  
• Housing management  | • Helpdesk  
• Fleet and facilities management  
• Inventory management  
• Training records  
• Training materials  
• Asset and work management  
• Cemetery records  
• Museum records  
• Project management and collaboration  | • Public reporting and notifications  
• Online engagement systems  
• Agendas and minutes  
• Public mapping  
• Communications and media  
• Web hosting |
This provides some general guidance for illustration purposes. The data handled by the service will determine the requirements for the service. For example, a file sharing service that the County uses to deal with regulated patient data must be PHIPA compliant, while a file sharing service that deals with general project management activity requires less stringent demonstration of compliance.

**Privacy Impact Assessment**
All Cloud computing services under consideration must be subjected to a preliminary Privacy Impact Assessment (PIA) as outlined by the Ontario Privacy and Information Commissioner’s office (details can be found in the Cloud computing checklist).

A full scale PIA will be required for services that deal with Regulated or Confidential data.

**Cloud Service Provider Requirements**
The IT department will maintain a Cloud Computing Checklist (IT-D-01) that will be used to evaluate all Cloud computing service providers for compliance with legislative and County requirements, and ensure compliance with all existing County policies. This checklist will evaluate service providers in the following areas:

- Security & Risk
- Data Ownership & Management
- Integration
- Performance, Reliability & Disaster Recovery
- Support
- Costs
- Legal and Contractual

All Cloud solutions will be evaluated against this checklist to ensure that the Cloud service provider can meet the County requirements.

Cloud computing services that involve Regulated and Confidential County Data will have more stringent security requirements than Administrative or Public Data.

**Personal or Self Provisioned Accounts**
By design Cloud computing service providers make it easy for people to sign-up, often to no-cost or low-cost subscription plans. However, there are significant information security and operating risks associated with using these services for County business, including:

- Security levels that do not meet the County’s required standards
- The County’s rights to the data stored may be given up as part of the terms of service
- Data stored may be mined for resale to third parties which undermines the County’s confidentiality responsibilities
• The viability of the business is unknown, which may lead to sudden loss of service or data without notification

Staff are explicitly prohibited from using self-provisioned or personal accounts (examples may include Google Docs, Dropbox, Box.net, iCloud, OneDrive, but may also include other more business specific online applications) for data that is classified as Regulated or Confidential, in the Interim Data Classification Scheme.

In situations dealing with Administrative or Public data where staff or management wish to use such tools, they must consult with the IT department.

**Attachments**

IT-D-01 Cloud Computing Checklist.docx
IT-S-01 - IT Procurement Standard

The County has developed the following technology procurement and support standard to ensure delivery of consistent, efficient, reliable, timely and cost-effective services for employees.

IT has a mandate to maintain the integrity of the County’s computing environment, and to ensure that the County maximizes the value of its investment in technology.

- All technology purchases (including hardware, software, and solutions) should be managed by the IT Department to ensure strategic fit, compatibility and to take advantage of potential savings opportunities by tackling technology requirements at a corporate level.

- Departments seeking new business solutions that involve the implementation of new technology or the upgrade or enhancement of technology (e.g. any new or replacement devices, any new connections to the network, any new data that is stored either on the County’s network, or on a service providers network) must consult with the IT department in selecting the solution.

- All IT purchases will incorporate accessibility design, criteria and features, except where it is not practical to do so. In addition, IT will endeavor to accommodate all accessibility requirements with respect to technology.

- Supported products are those that have been accepted for general use throughout the County.

- The IT Director is responsible for negotiating preferred pricing, value-added service and technical support agreements with the vendor community to ensure that the County achieves best value for its IT spend.

- IT maintains and publishes technology equipment standards for standard devices (e.g. PC’s and Laptop, printers, scanners) deployment.

These standards help hold training and support costs in check and make it possible County staff to work together. It also ensures compatibility with all network components as well as to integrate software products efficiently.

Exceptions can be made to the standard configuration if it is to accommodate an employee or their job duties or by authorization of the employee’s Director.

The IT Department plans and budgets for corporate equipment (PC, Laptop, printer, scanner) replacements in accordance with usage and standardized life cycles.
IT-S-02 - Email Standard

Electronic mail has become the standard by which people communicate. This imposes a number of significant communication challenges because of its text-based nature. What follows below is a list of best practices when communicating using email.

**Sending**
- Send messages only to relevant people who must be involved in the specific communication
- Always fill in the SUBJECT: field with a brief description of the message
- Use the CC (copy) field to send FYI-only messages to certain recipients
- An individual identified in CC (copy) field on an e-mail should not be expected to take action as a result of this message
- Be brief and on-topic
- Long messages stand a greater chance of being misunderstood
- If the message becomes overly long and complex, either edit it into a simpler package, or consider other means of getting your message across
- E-mail is not always the optimal communication channel
- Watch your tone - formatting changes, bold, underline, font changes, may alter the intended message
- The written form lacks the subtle nuances of in-person conversation
- Avoid humour, sarcasm, and irony unless you are absolutely certain the recipient will understand your meaning
- Keep messages as structurally simple as possible
- Avoid using fancy features, as not all recipients’ e-mail software will be able to decipher them
- Simply-structured messages are also much easier to read when printed
- Avoid using the feature to confirm receipt unless absolutely necessary. Not all systems support it, and not all recipients appreciate these notifications
- Avoid use of outlook stationary

**Forwarding and Redirecting**
- A message that has been forwarded or re-directed a number of times will likely have sections by different authors. Each section should identify who wrote it. Be careful the entire message you are forwarding is “appropriate” for all the new receivers
- Forwarded messages can grow in size, particularly if several different people have forwarded it and added comments. Be aware of this if you edit the message
- As a courtesy, before forwarding messages you might consider notifying the sender of the message
Email Security

- Always assume anything you send or receive via e-mail is not secure. Ask yourself would this e-mail cause you or the County concerns if it were to be posted on the company bulletin board?
- Anything you receive may not have originated from where it says it does, as mail headers are easily forged.
- Do not open a message that seems suspect.
- Never disclose anything confidential, such as your password or a credit card number, in a mail message.
- If you suspect your e-mail has been compromised in any way, contact the IT department immediately.

Message Sizes and Attachments

- Attaching text files (Word, Excel, PowerPoint, pdf, for example), graphics (JPG and GIF, among others), and multimedia elements (like video) to an e-mail message can quickly overwhelm a recipient’s inbox and/or the mail server as these attachments result in significantly larger message sizes.
- Be aware of the size limitations enforced by the County’s administrators, and govern your activities accordingly to ensure all messages get through:
  - The maximum size of one message sent from the corporate e-mail system is 35MB.
  - The maximum size of a message received by the corporate e-mail system is 35MB.
- The maximum size of an individual’s mailbox is 15GB.
- Do not use the e-mail system to store large files that can be stored on a file server.

Maintaining

- Read mail frequently, at least several times per day.
- Reply to mail promptly.
- Even if you do not have the time to compose a full response, a quick message to acknowledge receipt and set expectations for a more detailed response is always welcome.
- After taking any action needed, either file message in an appropriate folder or delete it. Do not maintain a long list of in limbo messages in your inbox.
IT-S-03 - Encryption Standard

Encryption must be applied to all critical and/or sensitive County information assets and supporting IT infrastructure assets, including the following:

- County information assets, including protected health information (PHI), personally identifiable information (PII), business critical information used in enterprise application such as Finance, etc.
- IT infrastructure assets including applications, databases, operating systems and network devices

Critical and/or sensitive County information/data must be encrypted while in transit and in storage outside of the County’s network.

All encryption that is implemented on County information assets and supporting IT infrastructure must be approved by the IT Department.

Encryption in Transit/Transmission

Critical and/or sensitive County information must be encrypted during transmission.

Critical and/or sensitive County information accessed via web sites, web applications, or web based servers must implement Transport Layer Security (TLS) v1.0 or stronger or Secure Sockets Layer (SSL) v3.0 or stronger.

A Virtual Private Networks (VPN) solution will be used for remote access to critical and/or sensitive information over external and/or untrusted networks (such as the Internet). The VPN solution must conform to either Internet Protocol (IPSec) or SSL / TLS.

All remote and administrative access to critical and/or sensitive County IT systems must use Secure Shell (SSH) v2.0 or stronger.

All County information transmitted over wireless local area networks (WLAN), within the County regardless of its classification level/code, must use WPA2-Enterprise protocol with AES encryption.

Email is not a secure mode of communication. Critical and/or sensitive County information, specifically Personally Identifiable Information must not be transmitted via electronic mail (email).
Standard

Encryption in Storage
The County will ensure that all backup media is encrypted.

It is not considered best practice to use removable storage drives and devices such as USB sticks or flash drives to transfer sensitive information. Where it is required, staff must consult with the IT department to ensure that the data is appropriately encrypted.

It is acceptable to use USB drives to transfer non-sensitive information, such as presentations and files between County devices or onto non-County devices.

Encryption Algorithms and Strength Specifications
Any encryption must use at a minimum the AES protocol.

Access to cryptographic material such as keys, certificates, Certificate Authority (CA), etc. must be limited to its intended use and restricted to authorized IT personnel within County.
A service-level agreement (SLA) is defined as an official commitment that prevails between a service provider and a client. The County of Northumberland provides services to member municipalities and organizations throughout the County. The following identifies and describes the current support, response and escalation standards as are currently provided. Unless otherwise negotiated, all managed services will receive the same level of service.

<table>
<thead>
<tr>
<th>Issue</th>
<th>Impact Code</th>
<th>Target Response</th>
<th>Target Resolution</th>
<th>Escalation threshold</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service not available (all users and business critical functions unavailable)</td>
<td>A critical</td>
<td>Within 10 minutes</td>
<td>98% within 4 hours</td>
<td>2 hours</td>
</tr>
<tr>
<td>Significant degradation of service (large number of users or business critical functions affected)</td>
<td>B high</td>
<td>Within 20 Minutes</td>
<td>98% within 7 hours</td>
<td>3 hours</td>
</tr>
<tr>
<td>Limited degradation of service (limited number of users (less than 3) or functions affected, business can continue)</td>
<td>C medium</td>
<td>Within 30 Minutes</td>
<td>95% within 2 days</td>
<td>1 working days</td>
</tr>
<tr>
<td>Small service degradation (business process can continue, one user affected)</td>
<td>D low</td>
<td>Within 1 working day</td>
<td>95% within 5 working days</td>
<td>5 working days</td>
</tr>
<tr>
<td>Work order / new request (e.g. new PC, new network connection, moves, adds and changes, new system function)</td>
<td>E planning</td>
<td>Within 1 working day</td>
<td>95% within agreed completion date</td>
<td>5 working days</td>
</tr>
</tbody>
</table>

Response = acknowledgement of request (assignment of ticket ID) and contact with client by helpdesk staff with an update on work in hand

Resolution = problem has been fixed, or workaround established that restores required services and functionality
Recommendation

“Whereas Forest Service staff need to find office space by 2019; and

Whereas the Forest Service would like to promote forest management and the user groups of the forest in a Fall event;

Now Therefore Be It Resolved that the Forest Manager be permitted to withdraw $11,210 from the Forest Reserves.”

Purpose

To permit Forest Services to access money from the Forest Reserves to rent a staff office trailer to be located at the County’s Veronica Street Yard in Cobourg, and to pay for a County Forest Event in the Fall. The trailer will provide much needed office space for Forest Services staff. The fall event will promote Northumberland County, the County Forest, the stewardship of the forest, and the user groups that are active in the County Forest.
Background

Forest Staff Office Space

Currently the Forest has $129,745.08 in reserves. In 2018, Northumberland County received more than expected from the timber harvest. The excess was transferred into the general County Reserve as authorized under the year-end reserve carryover by-law comprising part of the overall County annual surplus.

Currently, Forest staff are located in room 233 (Forest Trail Coordinator, Forest Technician) and room 239 (Forest Manager) of 555 Courthouse Road – the County’s headquarters in Cobourg. In order to free up office space for positions from a variety of departments approved in the 2018 budget, the Forest Trail Coordinator and Forest Technician positions will move out of the Courthouse Road office by end of 2018. The Forest Department currently is allotted an internal rental charge of $7,195.36 per year from the Facilities Department for its proportionate share of the building operating costs based on space currently utilized. Forest staff evaluated the existing Paramedic Base in Roseneath which will be vacated in late 2018/early 2019. The bays at this location provide ample inside space for forest equipment (2 trucks and gear) and the office space could work for staff, however, the location is located 13 km north of the forest and 34 km from headquarters. Considering that the two staff drive the Hwy 401 corridor to work, travelling for one hour per day to pick up and drop off equipment would create an inefficient use of staff time. Another option is the Plainville Public Works yard, but currently this is not a secured yard, and doesn’t have the space or facility that is required. Currently, Forest staff have suitable equipment space at the Veronica street yard, but there is no office space available.

Staff require office space to complete correspondence, research best practices, write reports and for general office administration (timesheets, expenses).

Fall Public Event

Northumberland County Forest has not had an open house event to tell the story of Forest, stewardship and the user groups. Other departments such as the MRF have tremendous success with their annual spring open house events. In 2017, the trail opening for the Universal Heritage trail at Beagle Club was well attended and received good feedback. The Forest is an important part of the County and well used by residents. But not all users and residents are aware of the Forest, its diversity, management of the Forest and the user groups that are present there. Based on the past activities, there have been conflicts between user groups. Hosting an open house that brings together these users to share what they do and how they respect the Forest would help increase understanding and improve relationships.

Consultations

Staff consulted with Facilities, Finance and the Roads departments with respect to suitable office space for the 2 Forest positions. The fall event has been discussed at Forest Advisory Committee meetings and with the Director of Communications.
**Legislative Authority/Risk Considerations**

If the Fall event takes place at the Beagle Club road forest entrance, permission to use parking alongside the Township of Alnwick/Haldimand road would be required.

**Discussion/Options**

**Trailer Office Space**

The trailer for office space use would be 10' X 35' in size, with space for two permanent staff, plus extra space for summer students and meeting space. Staff would be able to use the Veronica Street Yard’s washroom facilities. The rental will be on a 6 month trial. Should it be deemed necessary for an ongoing period of time an Issue Paper will be submitted with the 2019 budget. Staff will continue to seek other options of a more permanent nature.

**Fall Public Event**

The fall event would take place at a County Forest trailhead. Details of the event are noted below:

**Goal**

Increase awareness among target audience about – and support for – the value of the Northumberland County Forest from:

- A recreation perspective
- A stewardship perspective

**Objective**

- Move ‘low awareness’ residents to state of high awareness and interest in regularly accessing Forest trails.
- Move regular Forest trail users to register as volunteers.
- Raise awareness of invasive species, species at risk and forest management

**Features**

- ‘Trade Show’ set up of Forest User Groups and County information tables at main hub (Beagle Club). Purpose: learn more about structured and unstructured recreational opportunities in the Forest by connecting with club participants and County staff.
- Adult activity: pick-up a form with a list of questions from the County table and obtain answers by asking the designated question of each User Group table. Submit completed form at County table for chance to win a door prize.
- Guided experiences – several run concurrently throughout event at different trail heads:
- Children’s activity: scavenger hunt – either during guided family hike or independently if families choose to go on their own before conclusion of event. Pick up a form from the County table and submit it completed for swag give-away. Sign a (‘friend of the forest-style’) pledge card, get a sticker badge.
• Brochure on volunteering with the Forest and submission form to sign-up to receive more information about becoming a volunteer.
• BBQ and drinks

Financial Impact

Staff propose that funds be withdrawn from the Forest Reserve to fund the two projects outlined. Should there be extra funds received from the 2018 logging process, those monies would be allocated back to the Forest Reserve dependent on the anticipated overall County surplus/deficit for the year.

Trailer Office

Trailer Cost:
35’ X 10’ trailer
Delivery charges each way $680 (delivery & removal) $1,360
Rental rate $415 per month x 6 months $2,490
One time blocking and removal charges $ 100
Steps $30 per set (2 sets x 6 months) $ 360
Total $4,310

Fall Public Event

Fall County Event Cost:
1. Food $1,500
2. Promotions $2,150
   o Newspaper ads ($1,350)
   o Radio ($ 500)
   o Facebook ads ($ 300)
3. Rentals $2,500
   o Shuttle bus service (fee for parking lot rental somewhere?)
   o 2 port-a-potties
   o 2 BBQs/food service trays
   o Popcorn machine
   o (coordinate waste pick-up, tables, chairs and pylons from TWF)
4. Supplies $ 750
   (napkins, plates, ice, latex gloves, balloons, lollipops, door prize tickets)

Total estimate for the Fall public event is $6,900

Total amount to be withdrawn from the Reserve is $11,210
Member Municipality Impacts

With respect to the Fall event, staff from the Township of Alnwick/Haldimand will be required to participate in any decision-making as the potential parking for a fall event would be along Beagle Club Road, a township road.

Conclusion/Outcomes

Staff be permitted to withdraw $11,210 from the Forest Reserve to fund the Office Trailer rental and to host a public event in the Forest.
Recommendation

“Whereas the County’s Long Term Waste Management Master Plan (LTWMMP) recommends that the County transition its roadside recycling collection program from a single-stream set-out to a dual-stream set-out;

And Whereas the County’s LTWMMP also recommends that the County implement a roadside organic waste collection program;

And Whereas the County’s Waste Management By-Law No 2015-19 governs the way in which users of the County’s roadside waste and recycling collection programs are to set out their waste materials, and also defines what materials are acceptable for collection in its roadside collection programs;

And Whereas implementing an organic waste collection program, and transition from a single stream to a dual stream recycling collection program will require the Waste Management By-Law 2015-19 to be amended;

And Whereas the County will be required to issue a long-term roadside waste collection tender that will need to come into effect in September of 2019;
Now Therefore Be It Resolved That County Council adopt the proposed amendments to Waste Management By-Law 2015-19, and that the proposed amendments will come into effect on September 1, 2019;

And Further Be It Resolved that County Council instructs staff to issue a tender for the long-term roadside collection of residential waste, recycling, organic waste and leaf and yard waste.”

**Purpose**

To seek approval of amendments to Waste Management By-Law No. 2015-19, with the proposed amendments to come into effect on September 1, 2019. Additionally, this report also seeks Council approval to issue a tender for the long-term roadside collection of residential waste, recycling, organic waste and leaf and yard waste.

**Background**

With the exception of the rural ward of the Municipality of Port Hope, the County of Northumberland currently provides a roadside waste and recycling collection service to its residents. The residents of the rural ward of the Municipality of Port Hope transport their residential waste and recyclables to the Hope Transfer Station, which is owned and operated by the Municipality of Port Hope.

The roadside collection program enables residents and small businesses to place up to three bags of household garbage, and an unlimited amount of recyclables, in either bins, or clear or clear-blue bags, out for collection on a weekly basis. Each and every bag of garbage placed out for collection must have a bag tag affixed to it. The current cost of a bag tag is $2.75.

In 2014, the County adopted a Long-Term Waste Management Master Plan (LTWMMP), which contained several short and longer-term recommendations which, if implemented, would increase the County’s overall waste diversion rate from approximately 40% to upwards of 75% by the year 2020. Two of the longer-term recommendations of the LTWMMP were to: 1) implement a roadside collection program for organic waste (a.k.a. a “green bin” program) in 2019; and 2) transition from a single-stream recycling collection program to a dual-stream recycling collection program in 2019.

This summer the County will be required to issue a tender for long-term roadside waste collection, as the current contract will expire at the end of August in 2019. Typically a contractor requires between 7 and 9 months to procure a new fleet of collection vehicles to provide the service. Accordingly, staff will be looking to issue the tender this summer and have it awarded in either December of this year or January of 2019.

Given that the County intends to implement a new organic waste collection service, and transition from a single-stream to a dual-stream collection service for recyclables, the current Waste Management By-Law will need to be amended to reflect these changes. The changes to the current Waste Management By-Law would need to come into effect at the
commencement of the new waste collection contract, which is anticipated to start in September of 2019.

Consultations

In 2011 the County initiated the development of its LTWMMP. During the 3 years it spent developing the LTWMMP, extensive public consultations were held to ensure that interested residents and stakeholders were able to participate in the process. Consultations included two series of Public Information Centres, several Advisory Committee meetings, two on-line questionnaires and one-on-one meetings / conversations with residents and stakeholders, as requested.

Following the adoption of the LTWMMP by County Council, staff made formal presentations on the LTWMMP to each Area Municipality’s council in 2014, to outline the findings and recommendations of the Plan and timetables surrounding the implementation of the various initiatives.

The recommendation to transition to a dual-stream recycling collection program, and implement an organic waste collection program were discussed throughout the process, and these two recommendations garnered majority support from individuals who responded to the LTWMMP questionnaires.

68% of respondents to the LTWMMP survey indicated their support for an organic waste collection program, and 76% of respondents to the LTWMMP survey indicated their support for a dual-stream recycling collection program.

Legislative Authority/Risk Considerations

Ontario Regulation (O. Reg.) 101/94 requires the County of Northumberland to operate and maintain a blue box waste management system, including the provision of collection of blue box recyclables, since the County offers collection of residential waste.

There is currently no legislative requirement for the County to introduce or provide an organic waste collection program.

Discussion/Options

Organic Waste Collection

It is estimated that approximately 60%, by weight, of the residential waste placed out for roadside collection is organic waste. If the organic fraction of the residential waste was placed out in a separate green bin, it could be diverted from landfill, through composting.

When organic waste decays in a landfill, it does so in an oxygen depleted environment, and as a result, generates methane as a by-product of its decay.

In comparison, when organic waste is composted, it is done in an oxygen rich environment. With the abundance of oxygen, the organic waste generates carbon-dioxide as it decomposes.
Methane is said to be 23 times more potent a greenhouse gas, compared to carbon dioxide.

**Dual-Stream Recycling Collection**

Currently, the County asks residents to place all of their printed paper and packaging, commonly referred to as “Blue Box” recyclables, into one clear or clear-blue bag for collection (with the exception of plastic bags and plastic wrap, and shredded paper, which are to be placed into their own separate clear or clear-blue plastic bags). This type of set out is referred to as a “single-stream” recycling collection program.

Single-stream recycling collection programs have their advantages, but they also have their drawbacks. The main benefit of a single-stream program is its ease of use for residents, as almost all of their recyclable items can be placed into one bag or container. Placing recyclables into a bag versus a “blue box” also helps to keep them from being blown around on windy days, and helps to keep them dry on rainy days.

Disadvantages of a single-stream bagged program are that there is a relatively high degree of contamination within the residential set-outs. In Northumberland, that contamination rate (the amount of materials within the bag that are not recyclable) is around 20% to 25%. This is a fairly consistent contamination rate for municipalities with a single-stream program that also allows residents to set out plastic bags and plastic wrap with their recycling.

In addition to the high contamination rate, there is much more effort required at the Material Recovery Facility (MRF) to try and sort all of the different recyclable material types from each other. This additional effort results in increased costs. Under a dual-stream recycling collection program, residents would be required to sort their recyclable materials into two different bins: one for all of their paper products (e.g. newspapers, cereal boxes, writing paper, envelopes, etc.); and one for all of their containers (e.g. water bottles, pop cans, margarine containers, laundry soap containers, milk and juice cartons, etc.). In a dual-stream recycling program, residents would still be able to place all of their plastic bags and plastic wrap in a separate clear or clear-blue bag for collection, and they would also be able to place their shredded paper out in a clear or clear-blue bag. All other recyclable items would have to be placed loosely into a blue bin (for recyclable containers), or a grey bin (for recyclable papers).

Municipalities that operate dual-stream collection programs have contamination rates as low as 3%, compared to the County’s contamination rate of between 20% and 25% with its current single-stream program.

Recently China, the world’s largest importer of blue box recyclables, implemented very strict quality standards on the recyclable commodities they import. Under these new standards, bales of recyclable materials (e.g. paper, cardboard, plastics, etc.) must have no more than 0.5% contamination (meaning that 99.5% of the contents of the bale must be the sought after paper, plastic or other recyclable commodity). If the load of recyclables is inspected and found to have contamination levels in excess of the 0.5% level, the entire load can be rejected and returned, at the seller’s expense.
As a result of these new quality standards being imposed by China, domestic markets are becoming saturated and that is driving down the price of recyclable materials. For example, bales of paper which sold for over $100 per tonne a year ago are now being sold for less than $5 per tonne.

In order to be able to achieve the higher quality standards for baled recyclables that will likely become the normal in the very near future, we will need to be proactive in ensuring that our recycling stream (from road-side set-out to our finished bales) is as clean as possible.

The recommendation in the LTWMMP to transition to a dual-stream recycling collection program estimated that the transition would result in a reduction in our inbound contamination levels (from 20% down to around 5%); would result in significant saving in processing costs at the MRF; and also result in better pricing for the recyclable materials that we sold to market (as a result of the lower contamination rates in the bales). These savings will likely be offset by the increased cost to collect the Blue Box materials in blue and grey bins versus the current clear bag system.

**Proposed Amendments to the Waste Management By-Law**

A copy of the proposed amended By-Law is included under the “By-Laws” Section of the County Council Agenda.

Listed below are the significant changes that are being proposed as part of the amendments to the existing by-law

**Residential Waste**

- Go from a maximum set-out limit of 3 bags per week to 2 bags per week
- Change definition of “residential waste” such that organic waste is no longer included in the definition

**Recyclables**

- Requirement for materials to be separated into two different containers or bins (grey bin for paper and blue bin for containers)
- Change definition of “recycling” to define what materials are considered “paper” and what materials are considered “containers”
- Continue to allow residents to purchase and utilize alternative bins, provided that they do not exceed volume specifications and are clearly labelled as to their contents (e.g. “Paper”, “Containers”)
- Each household will be provided with one (1) free Grey Box, and two (2) free Blue Boxes
- Residents will still be able to place plastic bags and plastic wrap out in separate clear or clear-blue bags
Residents will still be able to place shredded paper out in separate clear or clear-blue bags

Organic Waste

- Requirement for organic waste to be placed into a Green Bin
- Inclusion of a definition of “organic waste”
- Each household will be provided with one (1) free Green Bin and one (1) free Kitchen Collector
- Residents will be allowed to use compostable bag liners in their Kitchen Collector and their Green Bin

General

- Weigh limits per bin or container set out for collection, regardless of the waste stream, will be 20kg / 44 lbs per item
- Size of alternative waste containers will remain unchanged at 80 litres

Financial Impact

The addition of an organic waste collection service will result in an overall increase in the cost of roadside waste collection.

With the transition to a dual-stream collection service for recyclables, the County should realize: savings in MRF operating costs; increased revenues from the sale of recyclables and savings in landfill capacity from less residual waste from the MRF going to landfill.

A breakdown of the estimate total costs to implement an organic waste collection program and transition to a dual-stream recycling collection services, in comparison to the current waste collection framework is detailed below:

Current Annual Cost of Roadside Waste Collection $2,425,000

Future Costs and Savings:

<table>
<thead>
<tr>
<th></th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organic Waste Collection</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Organic Waste Processing</td>
<td>$250,000</td>
</tr>
<tr>
<td>Recyclables Collection</td>
<td>$500,000</td>
</tr>
<tr>
<td>MRF Operations &amp; Recyclables Revenue</td>
<td>($500,000)</td>
</tr>
<tr>
<td>Landfill Capacity Savings</td>
<td>($350,000)</td>
</tr>
</tbody>
</table>

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Net Future Cost Increase $900,000

The LTWMMP estimated that the overall net cost of implementing an organic waste collection program, and transitioning to a dual stream recycling collection program would be $1,000,000 per year.
The projected costs, as outlined above, are in line with the cost estimates that were publicly consulted on and included in the LTWMMP.

This report has been reviewed by the Finance Department.

**Conclusion/Outcomes**

Staff recommend that proposed amendments to the Waste Management By-Law be adopted and come into effect on September 1, 2019. Staff further recommend that Council instruct staff to issue a tender for the long-term roadside collection of residential waste, recycling, organic waste and leaf and yard waste, with the understanding that that tender would need to be awarded by County Council in December of 2018 or January of 2019, so that the successful contractor could be ready to start providing collection services the first Monday of September, 2019.
By-law 2018-22

A By-law to amend by-law 2015-19 being a by-law to provide a solid waste management system for the collection of household and commercial waste and recyclable material within the County of Northumberland

Whereas Section 208.2 of the Municipal Act, R.S.O. 1990, chapter M.45, as amended (the “Act”), authorizes a local municipality to pass by-laws to establish, maintain and operate a waste management system;

And Whereas the Council of the Corporation of the County of Northumberland (the “Council”) has enacted its By-law No. 24-90 to assume waste management powers conferred pursuant to section 208.2 of the Act, including such powers conferred upon the councils of local municipalities;

And Whereas the Council, pursuant to such powers, has enacted its By-law No. 31-00, to provide for the establishment, maintenance and operation of a solid waste management system and to provide for the collection of waste, and other materials;

And Whereas the Council deems it in the public interest to include in that By-law provisions to prohibit the unlawful and unauthorized depositing of waste, in order to maintain the health, safety and welfare of the inhabitants of the County of Northumberland, and to consolidate all such provisions of both enactments into a single by-law;

And Whereas paragraph 210.82 of the Act authorizes councils of local municipalities to pass by-laws to prohibit the unauthorized throwing, placing or depositing of refuse or debris on property of the municipality;

And Whereas paragraph 210.135 of the Act authorizes councils of local municipalities to pass by-laws for prohibiting or regulating and inspecting the use of any land or structures within the municipality or any defined area or areas thereof for dumping or disposing of garbage, refuse or domestic or industrial waste of any kind;
And Whereas paragraphs 314(1).5 and 314(1).6 of the Act authorize councils of all municipalities to pass by-laws prohibiting the throwing, placing or depositing of dirt, filth, glass, handbills, paper or other rubbish or refuse, or the carcass of any animal, on any highway or bridge and the obstruction of ditches or culverts upon highways;

And Whereas section 320 of the Act authorizes councils of all municipalities to pass by-laws which provide that any person who contravenes any by-law of the council, passed under the authority of the Act, is guilty of an offence;

And Whereas section 326 of the Act provides that where a council has authority to direct or require by by-law or otherwise that any matter or thing be done, the council may by the same or by another by-law direct that, in default of its being done by the person directed or required to do it, such matter or thing shall be done at the person's expense, and the corporation may recover the expense incurred in doing it by action, or the same may be recovered in like manner as municipal taxes, or the council may provide that the expense incurred by it, with interest, shall be payable by such person in annual instalments not exceeding ten years and may borrow money to cover such expense by the issue of debentures of the corporation payable in not more than ten years;

Now Therefore The Council of The Corporation of The County of Northumberland Enacts As Follows:

1.0 DEFINITIONS

For the purposes of this By-Law:

“apartment building” means a building which consists of six or more dwelling units;

“ashes” means the residue, including soot, of any fuel or waste after it has been consumed by fire;

“bag tag” means a tag or a sticker bearing the County of Northumberland logo and the word WASTE, issued by the County pursuant to this By-law;

“blue box” means a blue coloured, open-topped plastic box which is provided by the County, or a plastic box comparable in weight and dimensions to a County provided Blue Box, used for the collection of recyclable materials described in Schedule “B” of this By-Law;

“boxboard” means thick paper packaging without a corrugated core;

“bridge” shall mean a public bridge, and includes a bridge forming part of a highway or on, over or across which a highway passes;
“bulky household waste” means any weighty or bulky articles commonly used in the home and shall include but not be limited to: mattresses, beds, carpets, chairs, sofas, tables, exercise equipment, refrigerators, freezers, stoves, washers, dryers, televisions, water tanks and other large appliances or furniture;

“By-law”, except where indicated otherwise, means this By-law and any amendments thereto including any Schedules forming any part of this By-law and any amendments thereto, as enacted by the Council from time to time; “by-law enforcement officer” means a by-law enforcement officer for the County or any other person authorized by the County to enforce the by-laws of the County, and includes a police officer;

“cardboard” means paper packaging with a corrugated core;

“collector” means any person designated or authorized by the County to collect waste pursuant to this By-law, and includes a collection contractor, and any person working for a collection contractor;

“collection contractor” means a company, person, corporation or partnership performing collection and haulage of waste under contract with the County of Northumberland;

“commercial premises” means premises in or at which a commercial business is being operated;

“commercial waste” means any waste produced by or at any commercial premises;

“compostable waste” means any waste capable of being composted either at a central composting site or in a backyard composter;

“condominium building” means a multi-dwelling unit building under individual dwelling unit ownership or under the ownership of a condominium corporation;

“construction or demolition debris” means any discarded building material, resulting from the erection, demolition, repair, removal or improvement of any building, structure or property, including, but not limited to, concrete, stones, earth from excavations or grading, shingles, lumber, plaster, sawdust and shavings;

“container” means a garbage receptacle, recycling receptacle or household organic waste receptacle approved by the County, also referred to as a receptacle;

“Council” means the Council of the County of Northumberland;
“County” means the Corporation of the County of Northumberland, or the geographical area within the boundaries of the County of Northumberland, as the context allows;

“designated disposal site” means a disposal site designated and approved by the County of Northumberland;

“dwelling unit”, also referred to herein as a “household”, means a unit consisting of one or more rooms designed for use as a single housekeeping establishment;

“garbage” means solid, non-hazardous waste, other than Unacceptable Items described on Schedule “C”;

“green bin” means a Household Organic Waste Receptacle;

“grey box” means a grey colored, open-topped plastic box which is provided by the County, or a plastic box comparable in weight and dimensions to a County provided Grey Box, used for the collection of recyclable materials described in Schedule “B” of this By-Law;

“highway” includes a common and public highway, street or road and includes the shoulders, ditches, culverts and other untraveled portions of a highway;

“home health care waste”, means items used for personal home health care and includes, but is not limited to:

Empty and rinsed colostomy bags;
Empty and rinsed gastric and nasal tubes;
Incontinence products;
Intravenous bags and tubing;
Sponges;
Any other material deemed home health care waste by the County, but does not include:
Pathological waste; or
Hypodermic needles, syringes or sharps

“Household Hazardous Waste” means Municipal Hazardous or Special Waste;

“Household Organic Receptacle” means a green bin as provided by the County for containing household organics and not a kitchen container;

“Household Organic Waste” means kitchen food waste and any other organic material collected separately in Household Organics Receptacles for the purpose of composting as determined by the County and described in Schedule “A” of this By-Law;
"household waste" means waste material from a residence;

“householder” means any owner, occupant, lessee, tenant, or any person having use, occupation or charge of any dwelling unit or multi-dwelling unit building;

“industrial premises” means any building, structure or premises used for an industrial or manufacturing purpose;

“industrial or trade waste” means waste material from any one or more industrial or manufacturing processes, or waste from any industrial or manufacturing premises;

“lands” include lands, tenements and hereditaments, or any estate or interest therein, and any right or easement affecting them, and includes land covered by water;

“leaf and yard waste” means any organic or other material ordinarily associated with yards or gardens, including plants, grass, flowers, branches, leaves, or bushes;

“local municipality” means a local municipality forming part of the County for municipal purposes;

“manufacturers’ and trade waste” means any abandoned, condemned or rejected product or by-product, or the waste from any process or by-product, produced as a result of the work of any manufacturer, builder or contractor in the operation of such business or trade, and scrap metal and motor vehicle parts from any garage or service station;

“multi-dwelling unit building” means a detached building containing up to five dwelling units, and includes a rooming, boarding or lodging house;

“municipality” means The Corporation of the County of Northumberland, or the geographical area within its jurisdiction, as the context allows;

“municipal hazardous or special waste”, means items referred to as municipal hazardous or special waste on Schedule D, and any other waste material designated as municipal hazardous or special waste by Provincial statute and / or the County, also referred to as Household Hazardous Waste;

“offence” means any offence under an Act or under a regulation or by-law made under the authority of an Act;

“owner”, when used in relation to property or premises, includes the occupant of real property or premises;
“person” includes a partnership or corporation, and the heirs, executors, administrators or other legal representatives of a person to whom the context can apply according to law;

“polycoat” means paper based packaging with a coating;

“private road” means any road or laneway that has not been assumed by either the local municipality or the County of Northumberland;

“provincial offences officer” means any police officer or a person designated under subsection 1(3) of the Provincial Offences Act;

“receptacle” means a Garbage Receptacle, Recycling Receptacle, or Household Organics Receptacle approved by the County, also referred to as a container;

“recyclables” means recyclable material of a kind which is included in the County’s recycling program, including, but not limited to, items or material listed under RECYCLABLE ITEMS in Schedule “B” to this By-law, and any other similar material;

“recycling receptacle” means a Blue or Grey Box that is used for collecting recyclables;

“residence” includes a dwelling unit and unit in a multi-dwelling unit building;

“residential waste” means any household waste other than recyclables, household organic waste, leaf and yard waste, or household hazardous waste, including, but not limited to, those items listed under Schedules A, B, C and D to this By-law, and any other similar material;

“serviced unit” means any dwelling unit or residential, institutional, retail or commercial premises authorized to receive curbside collection services pursuant to this By-law;

“set fine” means the amount of fine set by the Chief Judge of the Superior Court of Justice for an offence for the purpose of proceedings commenced under the Provincial Offences Act;

“sharps” means medical or veterinary equipment intended to be sharp for the purpose of cutting, piercing, or shaving, and includes medical needles, scalpels and knives;

“street” means any public highway, road, lane, alley, square, place, thoroughfare or way within the County of Northumberland.
“styrofoam” means expanded polystyrene;

“waste” means garbage, household organic waste, recyclables, leaf and yard waste, and household hazardous waste;

“unacceptable residential waste” means any waste material or substance that, due to the hazardous associated with it (be it dangerous, corrosive, flammable, poisonous or explosive, etc.) are not accepted as part of the roadside collection program. A detailed listing of UNACCEPTABLE RESIDENTIAL WASTE COLLECTION ITEMS is provided in Schedule “C” to this By-law;

1.1 Italicized terms in this By-law refer to such words or terms as defined in section 1.0.

2.0 SCOPE OF THE BY-LAW

2.1 The Council hereby declares and confirms its intent that should any provision or any part of any provision of this By-law be held by a court of competent jurisdiction to be invalid, or of no force and effect, it is the intent of the Council in enacting this By-law, that each and every other provision of this By-law, and every part of any provision, authorized by law, stand and be applied and enforced in accordance with its terms to the extent possible according to law.

3.0 APPLICATION

3.1 Roadside waste collection services may be provided, in accordance with this By-law, to any dwelling unit, or to any institutional, retail or commercial premises within the County, provided that such unit or premises is situated within a municipality or part of a municipality in respect of which the County has made arrangements for the provision of such services. In the case of apartment buildings, the County may provide collection services to these buildings, provided that each individual dwelling unit has road frontage in front of the individual dwelling unit, on which to place their waste materials for collection. The County may make arrangements for the collection of recyclables from apartment buildings, on a case by case basis. Apartment buildings receiving curbside collection services from the County as of January 1, 2010, will continue to be entitled to this service, even if the road frontage requirement is not met.

3.2 The owner of any property in the County which is not included in section 3.1 shall provide a system for the
collection, removal and disposal of all waste from such property.

3.3 Any person who generates waste in the County which is not eligible for collection services under this By-law, shall provide a system for the collection, removal and disposal of all waste so generated.

3.4 Sections 4, 5, 6, 7, 8, 9, 10, 11, 12, 13 and 14 are not applicable to dwelling units within Ward Two of the Municipality of Port Hope.

4.0 LOCATION OF WASTE FOR COLLECTION

4.1 Every owner of property, and every person putting out waste for collection by the County, shall comply with the following requirements as a condition of the provision of such collection service:

all containers shall be placed within three metres of the edge of the street along which collection service is provided;

containers shall be placed either on the property from which they are to be collected, or on the untraveled portion of the road allowance directly in front of the property, in the place of easiest access to the collector and at ground level;

for multi-dwelling building units, as well as where compliance with paragraph (2) cannot reasonably be effected, County staff may designate the location(s) at which containers shall be placed for collection;

in all cases, every container shall be placed so as not to obstruct the travelled portion of a street, public sidewalk or any other public way;

during times of snow accumulation, every container shall be left for pick-up on the driveway of the property adjacent to the ploughed portion of the roadway, or at such other location as may be designated by County staff;

no collector shall be required, in order to collect waste, to enter into any building, ascend any stairway, or enter into any elevator, hoist or lift;

except by order of County staff where entry is deemed to be feasible, no collection vehicle owned, rented or operated under contract to the County shall enter a privately-owned driveway or land, or other private property, for the collection of waste;
the following are factors which County staff may consider in deciding whether or not to authorize waste collection from private property, or in designating a waste collection point:

a) the availability of a waste collection point that is freely accessible for collection vehicles;

b) the configuration of private streets and roadways, and the ability of collection vehicles to maneuver safely on such streets and roadways;

c) the desirability of an enclosure for the storage of waste as well as the availability of a freely accessible site for such an enclosure; and

4.2 in order to be considered for roadside collection by the County, private roadways must service more than one residence and meet and maintain the minimum specifications contained in Schedule “F” Private roadways being provided with curbside collection services from the County as of May 1, 2009, will continue to be entitled to this service, provided that items e and f of Schedule “F” are adhered to.

5.0 FREQUENCY AND TIMES OF COLLECTION FOR RESIDENTIAL WASTE, RECYCLABLES AND HOUSEHOLD ORGANICS

5.1 Except for the central business districts of the Town of Cobourg and Municipality of Port Hope, collection service shall be provided once per week per serviced unit between the hours of 7:00 a.m. and 5:00 p.m. Exceptions to collection hours and schedules shall be affected only upon the approval of County staff.

5.2 Collection times and routes and alterations thereto may be proposed by the collection contractor engaged by the County, but shall be subject to the approval by County staff.

5.3 Collection service shall be provided to the central business districts of the Town of Cobourg and Municipality of Port Hope twice per week as outlined in Schedule “E” to this By-law.

6.0 TIME OF PLACEMENT

6.1 Every owner of property or other person putting out residential waste, recyclables or household organic waste for roadside collection shall place such waste at the curb or
roadside no earlier than 4:30 p.m. on the day before the scheduled collection, and no later than 7:00 a.m. on the day of the scheduled collection.

6.2 The owner of property shall remove or arrange for the removal of any waste, receptacle or material remaining for any reason on public property after the time for pick-up under section 6.1 has expired, and in any event, before 10:00 p.m. on the day of the scheduled collection, whether or not municipal collection has occurred.

6.3 Where the owner fails to remove remaining waste in accordance with Section 6.2, the County may issue a notice and a fine for this offence. If after 24 hours from the issuance of this notice, the waste still has not been removed, the County will make arrangements for the proper collection and disposal of the waste. All costs associated with collecting and disposing of the waste will be billed to the owner. In addition to this bill for collection and disposal of the waste materials, the County may also issue a second fine for failure to remove waste materials within 24 hours of notification.

7.0 HOLIDAY EXCLUSIONS

7.1 No collection shall be made on the following Statutory Holidays:

<table>
<thead>
<tr>
<th>New Year's Day</th>
<th>Civic Holiday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family Day</td>
<td>Labour Day</td>
</tr>
<tr>
<td>Good Friday</td>
<td>Thanksgiving</td>
</tr>
<tr>
<td>Victoria Day</td>
<td>Christmas Day</td>
</tr>
<tr>
<td>Canada Day</td>
<td></td>
</tr>
</tbody>
</table>

7.2 Where a designated holiday falls on a regular collection day, the collection shall be made on the following working day unless an alternate collection schedule is devised by County staff to accommodate such changes. Such changes shall be designed to minimize the number of necessary changes and the impact of change on County residents and businesses.

7.3 Changes to the collection schedule due to the holiday exclusions shall be advertised by the County to ensure that residents have been adequately notified of such changes.

8.0 LIMITATIONS ON NUMBER OF ITEMS PLACED OUT FOR COLLECTION
8.1 Unless otherwise provided in this By-law, no more than the following combined number of containers of *residential waste* shall be collected by the *County* on any collection day:

1. up to two containers per *serviced dwelling unit*;

2. up to two containers per *serviced dwelling unit* in a *multi-dwelling unit building*, up to a maximum of ten for a building containing five such units;

8.2 Unless otherwise provided in this By-law, no more than the following combined number of containers of *household organics* shall be collected by the *County* on any collection day:

1. up to two containers per *serviced dwelling unit*;

2. up to two containers per *serviced dwelling unit* in a *multi-dwelling unit building*, up to a maximum of ten for a building containing five such units;

8.3 Unless otherwise provided in this By-law, no more than three containers of household organics shall be collected by the County on any collection day from any institutional, retail or commercial premises or unit.

8.4 Unless otherwise provided in this By-law, no more than twenty containers of *recyclables* shall be collected by the County on any collection day from any institutional, retail or commercial premises or unit.

8.5 There is no limit to the amount of *recyclables* that may be placed out for curbside collection from a *dwelling unit* or a *multi-dwelling unit building*.

8.4 A collector may collect waste only:

1. from a *serviced unit*;

2. if the waste is of a nature authorized to be collected; and

3. where such waste is placed for collection,

all in accordance with the provisions of this *By-law*.
9.0 MATERIALS NOT COLLECTED BY THE COUNTY

9.1 All materials not collectable or not collected by the County shall be disposed of properly by and at the expense of the owner of such materials, or the owner of the property from or on which such materials were generated.

9.2 The following materials shall not be collected by the County or its contractor:

1) swill or other organic matter not properly drained or wrapped;
2) liquid waste or pathogenic wastes;
3) bio-medical wastes;
4) any material which has become frozen to the container and cannot be easily removed;
5) industrial or trade waste, including any abandoned, condemned or rejected product or waste material, builders’ or contractors’ refuse, and stock of any wholesale or retail merchant;
6) discarded vehicle parts, and accessories from automotive service stations or other automotive establishments;
7) any material in a receptacle or container which does not conform to this By-law;
8) hot ashes or any waste material capable of starting fires;
9) sod, earth, tree trunks and large branches, stone, drywall, building materials or building rubbish;
10) live creatures, carcasses or parts thereof or any dog, cat, fowl, fish, or any other creature (with the exception of normal household organics);
11) any hazardous waste or any sharps;
12) any material that has been banned from the County landfill sites;
13) hay, straw and manure;

14) major appliances or large *household* furnishings;

15) explosive or highly combustible materials;

16) *leaf and yard waste*, except at times designated under section 12.1;

17) tires used for automobiles, trucks, trailers, motorcycles, bicycles, or any other mechanized equipment;

18) *bulky household wastes*;

19) *manufacturers and trade waste*;

20) *construction or demolition debris*.

9.3 Materials not collected by the *County* shall be source-separated and composted or recycled where possible.

10.0 PREPARATION OF RESIDENTIAL WASTE COLLECTION

10.1 No *person* shall set out *waste* for collection except at the residential, institutional, retail or *commercial premises* at which the *residential waste*, *recyclable*, or *household organics* material is generated within the *County*.

10.2 Materials which are non-collectible, as provided by this *By-law*, shall not be placed at roadside for collection and shall be refused by the *collector*. Any non-collectible material shall be removed and disposed of by the *owner* of such materials, or the *owner* of the property from or on which such materials were generated, at their own expense.

10.3 It shall be the responsibility of the *owner* of the *serviced unit*, and any *person* putting out *waste* for collection, to ensure that no material is scattered by wind, animals, or other cause, or by improper preparation of *waste* material. *Waste* shall be drained of all liquids and be secured and then placed in the appropriate container or bag, as defined in this *By-law*.

10.4 Residential Waste
10.4.1 All residential waste shall be placed in opaque disposable plastic bags measuring not more than 76 cm X 96 cm (30 inches X 38 inches), of a minimum of 1.5 mil thickness and must be capable of being lifted with 20 kg (44 lbs) of contents. Plastic bags must be securely tied before being placed into a container as described in this By-law.

10.4.2 Every property owner shall ensure that containers used to hold residential waste for collection comply with the following requirements:

1) the containers must not exceed a maximum volume of 0.08 cubic metres or 80 litres (17 gallons);

2) containers shall be covered, watertight, have suitable handles, and not be more than 66 cm (26 inches) high, or 46 cm (18 inches) in diameter;

3) containers, when filled with residential waste, must not weigh more than 20 kg (44 lbs). The decision as to whether or not there is compliance with this requirement shall be at the discretion of the County staff or its collection contractor;

4) no container shall be filled above the top level, and all containers shall be maintained so as to prevent access by insects or animals, or the escape of odours therefrom;

5) all containers containing residential waste shall be labeled appropriately to indicate that they contain residential waste;

6) every container shall contain residential waste exclusively, with no mixing of different types of waste.

10.5 Recyclables

10.5.1 All paper and paper like recyclables, as listed in Schedule “B” of this By-law, shall be separated into a Grey Box, as provided by the County, or into a container meeting the specifications provided below;
10.5.2 Every property owner shall ensure that containers used to hold paper and paper like recyclables for collection comply with the following requirements:

7) the containers must not exceed a maximum volume of 0.08 cubic metres or 80 litres (17 gallons);

8) containers shall have suitable handles, and not be more than 66 cm (26 inches) high, or 46 cm (18 inches) in diameter;

9) containers, when filled with paper or paper like recyclables, must not weigh more than 20 kg (44 lbs). The decision as to whether or not there is compliance with this requirement shall be at the discretion of the County staff or its collection contractor;

10) no container shall be filled above the top level;

11) all containers containing paper or paper like recyclables shall be labeled appropriately to indicate that they contain paper recyclables;

12) every container shall contain paper or paper like recyclables exclusively, with no mixing of different types of waste.

10.5.3 All containers and container like recyclables, as listed in Schedule B of this By-Law shall be separated into a Blue Box, as provided by the County, or into a container meeting the specifications provided below;

10.5.4 Every property owner shall ensure that containers used to hold containers and container like recyclables for collection comply with the following requirements:

13) the containers must not exceed a maximum volume of 0.08 cubic metres or 80 litres (17 gallons);

14) containers shall have suitable handles, and not be more than 66 cm (26 inches) high, or 46 cm (18 inches) in diameter;
15) Containers, when filled with containers or container-like recyclables, must not weigh more than 20 kg (44 lbs). The decision as to whether or not there is compliance with this requirement shall be at the discretion of the County staff or its collection contractor;

16) No container shall be filled above the top level;

17) All containers containing containers or container-like recyclables shall be labeled appropriately to indicate that they contain containers recyclables;

10.5.5 Every container shall contain containers or container-like recyclables exclusively, with no mixing of different types of waste.

10.6 Household Organic Waste

10.6.1 All household organic waste, as listed in Schedule A of this By-law, shall be separated into a Green Bin, as provided by the County;

10.6.2 Every property owner shall ensure that containers used to household organic waste for collection comply with the following requirements:

18) Greenbins, when filled with household organic waste, must not weigh more than 20 kg (44 lbs). The decision as to whether or not there is compliance with this requirement shall be at the discretion of the County staff or its collection contractor;

19) No Greenbin shall be filled above the top level;

20) Every Greenbin shall contain household organic waste exclusively, with no mixing of different types of waste.

10.7 Cardboard placed out at roadside for collection shall be flattened and placed into a container for paper, meeting the specifications listed under section 10.5, or flattened and tied into bundles which do not exceed the dimensions of 76 cm X 76 cm X 25 cm (30 inches X 30 inches X 10 inches)
(3) Half bags of residential waste, for the purposes of half bag tags, as defined in section 11.1 of this By-law, must be contained in grocery bags and must weigh no more than 10 kg (22 lbs).

10.8 No person shall fail to separate recyclables, household organic waste, or household hazardous waste from residential waste items.

10.9 No person shall pick over, interfere with, disturb, remove or scatter any residential waste, recyclables, household organics, or any articles placed out for collection, whether housed in containers or otherwise.

11.0 USER PAY

11.1 (1) Subject to subsection (2), every item or container of residential waste set out for collection shall have a complete valid bag tag affixed to its exterior in a clearly visible location.

(2) A grocery bag, defined as a plastic bag having maximum dimensions of 40 cm by 40 cm, containing residential waste, may, instead of a complete bag tag, have affixed to it one half-bag tag, being a bag tag cut in half lengthwise.

11.2 Where plastic bags are used for residential waste, the bag tag shall be attached to the plastic bag. To enhance the visibility, the bag tag must be positioned so that the collector may easily see the entire bag tag. When containers are used, the bag tags must be attached to a large article positioned at the top, inside of the container so that the collector, upon removal of the container’s lid, easily sees it. The County accepts no responsibility for bag tags lost or removed from waste bags or containers.

11.3 Any residential waste item not having the required bag tag, or half bag tag, shall not be collected by the collector.

11.4 Bag tags must be purchased from the County at locations designated by the County at a price established by County Council resolution, as may be amended from time to time, which price constitutes a user fee for the collection of residential waste and recyclables by the County pursuant to this By-law.

11.5 The payment of such fee shall be made to the Corporation of the County of Northumberland through the purchase of residential waste bag tags from the County or its authorized agents.
11.6 The monies so collected shall be used by the County to assist in maintaining a system for the collection, removal and disposal of waste and to assist the County in its initiatives to reduce, reuse and recycle waste products.

11.7 No person shall use counterfeit bag tags. Persons found to be using counterfeit bag tags will be subject to a fine. Upon a repeat offence, curbside collection services may be suspended and/or terminated.

11.8 No person shall use partial bag tags on bags of residential waste unless the requirements of Section 11.1 of this By-law are met. Persons found to be using partial bag tags will be subject to a fine, unless the requirements of Section 11.1 are met.

12.0 SPECIAL PICK-UPS

12.1 The County, by notice to the public, may designate specific days and times for the collection of special items such as leaf and yard waste, or batteries.

12.2 No material from special pick-ups will be collected unless it meets all requirements concerning weight, size and non-collectable restrictions, contained in the notice to the public.

13.0 WASTE STORAGE BINS

13.1 In rural areas, bins may be used to hold residential waste and recyclables for curbside collection purposes. Every owner of property where such a bin is so used shall ensure that every bin complies with the following provisions:

(1) every bin shall be constructed in such a manner as to protect residential waste and recyclables from being exposed to precipitation, animals and insects;

every bin shall be easily accessible to the collector for the removal of residential waste and recyclables by having a proper lid that can be easily opened and stay in an open position, unassisted by the collector while the items are removed;

bins shall be placed as close to the road as possible, and in any event, within 3 metres (10 feet) of the travelled street surface, but remain on private property.
unless permission is granted by County staff for an acceptable site on public property or the road allowance;

every bin shall have a bright red coloured, rigid flag of at least 7.5 cm X 7.5 cm (3 inches X 3 inches) mounted on an arm that can be raised and lowered as appropriate. The flag must be in the upright position if the bin contains acceptable residential waste or recyclables for collection. No collection shall occur if the flag is in the down position. The collector shall place the flag in the down position after removing the waste;

if the collector fails or refuses to collect any waste, it shall be the owner's responsibility to remove all uncollected waste from the bin and ensure its proper disposition;

every bin shall be kept in a sanitary condition at all times. Any unsanitary, improperly constructed or unmaintained bins will be tagged by the County with a notice to correct the problem, and no waste shall be collected from the bin until such problem has been corrected. The collector shall notify the County immediately of any unsanitary, improperly constructed or unmaintained bin;

the fact that more than one dwelling unit uses a bin shall not be used to increase the maximum number of residential waste containers produced by any single dwelling unit for collection

any waste deposited in or around the bin from any source will be the responsibility of the owner to remove and dispose of appropriately.

14.0 COLLECTION CONTRACTOR'S RESPONSIBILITIES

The collector shall follow the laid-out routes and conform to all instructions contained in this By-law established by contract, or otherwise as set out by County staff. The work of each route shall be

14.0 COLLECTION CONTRACTOR'S RESPONSIBILITIES

14.1 The collector shall follow the laid-out routes and conform to all instructions contained in this By-law established by contract, or otherwise as set out by County staff. The work of each route shall be completed daily and the collectors shall be courteous and render every reasonable service to the householder for the proper execution of work.
14.2 The collector shall handle all containers with due care. The collector shall not overload any truck or allow any of the contents to fall therefrom and shall carefully gather up any waste which may have been spilled onto the ground.

14.3 Any container damaged by the collector, due to negligence shall be replaced in kind, by the collector, at the collector’s sole expense.

14.4 No person shall salvage waste items set out for curbside collection or waste items in and around the disposal areas.

14.5 In no instances shall the collector be called upon to make collections from any point which is unreasonably inconvenient or dangerous to any employee or equipment, nor shall the collector be required to remove containers from any point other than that designated by or under this By-law.

15.0 GENERAL

15.1 No person shall convey on or through any street any waste, or other refuse, or any swill, liquid waste or offensive matter unless it is secured or properly covered in containers, or in vehicles equipped with canvas covers or tarpaulins which must be placed and fastened in such a manner as to prevent such matter from falling onto the street, or on any public or private lands within the County.

15.2 An owner, lessee, tenant or other person in charge of a hotel, apartment building, tenement, commercial premises, shop, store or public institution who finds the collections established by the County pursuant to this By-law inadequate to keep such premises free of accumulated waste and other refuse, shall make such other arrangements at such person’s own expense for the collection and removal thereof as may be required.

15.3 Where this By-law imposes a duty or requirement upon one or more persons, it shall be the duty and responsibility of every such person to fulfill the duty or requirement or ensure that it is fulfilled.

15.4 (1) The County does not, through the enactment of this By-law, contract for or undertake a duty to collect waste beyond any existing requirements imposed upon in this By-law, and undertakes no liability in respect of any waste not collected;
(2) Failure by any person to comply with any of the requirements of this By-law with respect to waste may result in the refusal by the collector to collect any such waste.

16.0 PROHIBITIONS ON DEPOSITS OF WASTE

16.1 No person shall throw, place or deposit, or cause, permit or allow to be thrown, placed or deposited:

(1) any waste on any highway, street, bridge or in any ditch or culvert on or adjacent to a highway within the municipality;

(2) any waste on any lands owned by the County or any of its local municipalities, or any of their local boards, except with the authority of the Council, or the council of the local municipality, or of the local board, as the case may be;

(3) waste generated at or by a residence, dwelling unit, retail or commercial premises, or other business, in a public area or by means of a garbage or recycling container which has been provided for the use of pedestrians or other public recreational use;

(4) waste at any location other than for collection at the designated pickup point in front of the premises at which it was generated, or at a disposal site, waste collection point, or other location designated by or under the Waste Management By-law for such purpose.

16.2 Where waste belonging to or originating from an identifiable person is found on lands owned by the municipality or on a highway within the municipality, such person shall be presumed, in the absence of evidence to the contrary, to have deposited or permitted the depositing, of the waste, at the place where it is found.

16.3 No person other than the County, or its authorized agents, may sell or otherwise distribute bag tags or make any charge therefore, and the County shall not honour any tag issued, made, sold, transferred or distributed other than in accordance with this By-law.

16.4 No person other than the County, or its authorized printer, shall print bag tags.

17.0 APPLICATION OF BY-LAW

The provisions of this By-law apply throughout the County of Northumberland.
18.0 **ENFORCEMENT AND PENALTY**

18.1 Any person who contravenes any of the provisions of section 3.2, 3.3, 6.1, 6.2, 9.1, Part 10.0 (all sections), 15.1, 15.2 or 16.1 of this *By-law* is guilty of an offence and upon conviction, pursuant to the Provincial Offences Act, shall forfeit and pay, in the discretion of the Court, a penalty not exceeding the sum of Five Thousand Dollars ($5,000.00) for each offence, exclusive of costs.

18.2 The provisions of this *By-law* shall be enforced by one or more *by-law enforcement officers*, as designated by the County of Northumberland.

18.3 Subject to section 18.4, any police officer or *provincial offences officer* who believes that a *person* has contravened any section of this *By-law* may issue a Certificate of Offence and an Offence Notice indicating the *set fine* for the *offence* as indicated in Schedule “G” to this *By-law*.

18.4 Where the amount of material alleged to have been thrown, placed or deposited in contravention of this *By-law* exceeds 5 cubic metres, the *person* charged shall be prosecuted pursuant to Part III of the Provincial Offences Act.

18.5 The *municipality* may direct that the *owner of waste* deposited in contravention of this *By-law* take steps to clean up such *waste*. Where the *owner* of such *waste* fails to carry out such directions, the *municipality* may, upon giving written notice, carry out the directions at the expense of the *person* and such expenses may be recovered by the *municipality* in a like manner as taxes in accordance with the provisions of section 326 of the *Municipal Act*.

19.0 **CONFLICT**

19.1 Where the provisions of any other by-law, resolution or action of the Council of the County of Northumberland, or the provisions of any by-law, resolution or action of the council of a *local municipality* in the County of Northumberland are inconsistent with the provisions of this *By-law*, the provisions of this *By-law* shall prevail.

20.0 **HEADINGS**
20.1 Section headings in this *By-law* are not to be considered part of this *By-law*, are included solely for convenience of reference and are not intended to be full or accurate descriptions of the sections of this *By-law* to which they relate.

21.0 SCHEDULES

21.1 Schedules “A”, “B”, “C”, “D”, “E”, “F” and “G” form part of this *By-law*.

22.0 IN FORCE DATES

22.1 This *By-law* comes into force on September 1, 2019.

That *By-law* 2018-22 be introduced, and be deemed to be read a first, second and third time, be passed and properly signed and sealed this 20th Day of June, 2018.

_______________________________
Mark Lovshin, Warden

_______________________________
Nancy MacDonald, Clerk
SCHEDULE A TO BY-LAW NO. 2018-22

HOUSEHOLD ORGANIC WASTE

Household Organic Waste includes, but is not limited to:

Waste Type Description / Examples

Food Waste  All food (cooked/raw/whole/peelings), baked goods, bread, butter, cake, candy, cereal, cheese, chicken, coffee grounds and filters, cookies, corn cobs and husks, dairy products, dough, eggs, and egg shells, fat, fish and fish parts, flour, fruit, grains, gravy, grease, herbs, jams, jellies, lard, margarine, mayonnaise, meat, muffins, nuts and shells, oatmeal, oats, pasta, peanut butter, pizza, popcorn, rice, salads, sauces, shellfish, sour cream, spices, sugar, tea bags, toast, vegetables, watermelon and yogurt

Soiled Paper  Butcher paper, cardboard (waxed), facial tissues, greasy pizza boxes, microwaveable popcorn bags, muffin paper, paper napkins, paper plates, paper towels and wax paper

Other Waste  Compostable bags, Bones, dried decorative fruits and vegetables, dryer lint, feathers, flowers, garden fruit (e.g. crab apples), gourds, hair, houseplants, natural wreathes, paper food waste bags, pet food, sawdust (in paper bags), shredded paper, toothpicks, wood shavings, and wooden stir sticks

Unacceptable items include, but are not limited to:

Animal waste or litter, ashes, biodegradable bags, cigarettes and cigarette butts, cigars and cigar butts, corks, cotton balls and swabs, dead animals, diapers, dirt or earth, disposable dusters, and sweater cloths, disposable wipes, dryer sheets, feces, feminine hygiene products, garbage, glass, gravel, incontinence products, lumber or treated wood, manure, metal, motor oil, Municipal Hazardous or Special Waste, plastic or plastic coated products of any kind, sawdust (unless contained in a paper bag), stones, topsoil, vacuum bags and contents, wire or metal ties, yardwaste, and any other item which in the opinion of the County, is detrimental to the organics processing system.
SCHEDULE B TO BY-LAW NO. 2018-22

RECYCLABLE ITEMS

Recyclable items, as listed below, or any other material deemed as a recyclable item by the County shall be placed out for collection in Blue Boxes, Grey Boxes, or in containers meeting the specifications laid out in the By-law.

BLUE BOX MATERIALS:

Metal – aluminum foil, plates and trays, aluminum and steel food and beverage containers and lids, empty aerosol cans, empty and dry metal paint cans

Plastic – “clamshell” style fruit and bakery containers, egg cartons, fabric softener bottles, flower pots and flats, food storage containers, ice cream tubs, laundry detergent bottles, margarine containers, shampoo bottles, soft drink bottles, sour cream containers, water bottles, and yogurt containers

Glass – glass jars and bottles

Polycoated Containers – drink boxes, juice boxes and cartons, milk cartons, paper coffee cups, paper ice cream containers

Plastic Bags and Plastic Wrap – (NOTE: the following items are all to be placed loosely into a clear or clear blue bag and placed on top of, or directly beside your Blue Box, or recyclables containers) grocery bags, sandwich bags, dry cleaning bags, bread bags, rinsed milk bags, plastic overwrap on toilet paper / paper towel, newspaper sleeves

GREY BOX MATERIALS:

Boxboard – cereal boxes, cracker boxes, paper drink trays, frozen food boxes, paper egg cartons, paper towel tubes, toilet paper tubes

Cardboard – clean pizza boxes with no liners or crusts, flattened boxes

Paper – Bristol board, catalogues, office paper, envelopes, fine paper, flyers, greeting cards, books (hard covers removed), junk mail, magazines, newspapers, paper bags soft cover books, telephone books, wrapping paper (non-metallic)
Shredded Paper – NOTE: shredded paper must be placed into a separate clear or clear blue bag and placed on top of, or directly beside your Grey Box, or recyclables containers)

Unacceptable items include, but are not limited to:

Antifreeze containers, DVDs, CDs, VHS cassettes, photographs, photo negatives, bubble wrap, ceramics, cereal or cracker box liners, “crinkly” plastic packaging that does not stretch, crockery, facial tissues, garbage, gift bags, glassware, greasy pizza boxes, household organics, laundry baskets, light bulbs, meat packaging, mirrors, mugs, Municipal Hazardous or Special Waste, oil containers, pet food bags, scrap metal, tissue paper, tools, tool boxes, totes, toys, Styrofoam, textiles, utensils, waste electronic and electrical equipment, window glass, yard waste and any other which, in the opinion of the County, is unacceptable.
SCHEDULE C TO BY-LAW NO. 2018-22

UNACCEPTABLE RESIDENTIAL WASTE COLLECTION ITEMS

Ammunition;
Animal carcasses;
Asbestos;
Asphalt;
Automotive or motorized equipment parts;
Christmas trees;
Combustible material, including oil or gasoline soaked rags;
Construction, demolition or renovation waste including, but not limited to: blocks, brick, concrete, drywall, plaster and tile;
Dirt and earth
Feces, manure or animal waste except from household pets;
Flares;
Gasoline and oil containers;
Grass clippings;
Household Hazardous Waste (as defined in this By-Law);
Household Organics (as defined in this By-Law);
Leaves;
Liquid waste;
Municipal Hazardous or Special Waste (as defined in this By-Law);
Pathological waste;
Railroad ties;
Recyclables (as defined in this By-law)
Rocks;
Sludge;
Sod, soil, sand and stones;
Syringes, lancets and other bio-hazardous sharps;
Tires
Trees and stumps;
Wire, wire mesh and wire fencing;
Yard Waste (as defined in this By-Law);
Any waste set out in such a manner as to pose a health and / or safety hazard to a collection operator or a member of the public;

Any other item which, in the opinion of the County, is detrimental to the collection process or the Waste Management System.
SCHEDULE D TO BY-LAW NO. 2018-22

MUNICIPAL HAZARDOUS OR SPECIAL WASTE (MHSW)

Municipal Hazardous or Special Waste includes, but is not limited to:

Any household product, material, or item labeled as “corrosive”, “toxic”, “reactive”, “explosive”, or “flammable”, acid cleaner, adhesives, areosols containers (if not empty), ammonia, antifreeze and antifreeze containers, auto-body filler, batteries (single use, rechargeable and automotive), bleach, brake fluid, compact fluorescent light (CFL) bulbs, drain cleaner, driveway sealant, empty gasoline containers, fertilizer, fire extinguishers, fluorescent light tubes and ballasts, fungicides, gasoline, grease, helium tanks, herbicides, kerosene, lubricants, mercury switches, thermostats and thermometers, nail polish remover, oil and empty oil containers, oil filters, oven cleaner, paint and empty paint containers, paint stripper, pesticides, pharmaceuticals, pool chemicals, propane tanks and cylinders, roofing tar, shoe polish, solvents and empty solvent container, stains, syringes and needles (in sealed plastic containers), and any other material, which, in the opinion of the County, is deemed to be Municipal Hazardous or Special Waste.

Unacceptable items include, but are not limited to:

Ammunition, asbestos, explosives, flares, and any other item which, in the opinion of the County, is unacceptable

Items that are not considered hazardous and can be placed in the garbage include:

Broken glass, carbon monoxide detectors, food related items (e.g. salad dressing, vinegar), hair conditioner, hand lotion, incandescent light bulbs, razor blades, shampoo, smoke alarms, soap and any other item which, in the opinion of the County, is deemed not to be hazardous.
SCHEDULE E TO BY-LAW NO. 2018-22

Collection service shall be provided to the central business districts of the Towns of Cobourg and Port Hope twice per week as outlined below:

Cobourg Parameters

- Both sides of King Street business section (front and rear of businesses), from Ball Street to College Street.
- Both sides of Division Street business section (front and rear of businesses), from Chapel Street to Charles Street.
- Downtown sidewalk containers as outlined in the contract.
- All downtown collection will commence no sooner than 7:00 a.m. and be completed by no later than 9:00 a.m.

Port Hope Parameters

- South side of Walton Street, from John to Brown Street.
- Businesses located on Walton and Ontario Streets from Cavan to Mill Street.
- Ontario Street south of Walton Street.
- Brogden's Lane.
- Queen Street from Walton to Augusta Street (rear of buildings).
- Both sides of John Street from Augusta to Walton Street.
- Downtown sidewalk containers as outlined in the contract.
- All downtown collection will commence no sooner than 7:00 a.m. and be completed by no later than 9:00 a.m.
SCHEDULE F TO BY-LAW NO. 2018-22

PRIVATE ROAD DESIGN SPECIFICATIONS FOR CURBSIDE WASTE COLLECTION

For residential units fronting on a private road, curbside collection may be provided subject to the following requirements:

a) The internal road layout should be designed to permit continuous collection without reversing. Where the requirement for continuous collection cannot be met, a cul-de-sac or “T” turn-around will be permitted in accordance with the specification shown in Figures 1 and 2;

b) All roads shall have a minimum width of 4.0 metres and have lay-bys for two way traffic at a spacing of not more than 300 metres. A By-Law must be passed by the municipality, regulating parking on the road, such that parking will not be permitted along the roadway between the hours of 7:00 a.m. and 5:00 p.m., Monday through Friday, year round. If lay-bys are not provided, the minimum road width shall be 6.0 metres. If the minimum road width is 6.0 metres or greater, a By-Law regulating parking will not be required;

c) The turning radii from the centre line of the road must be a minimum of 13.0 metres on all cul-du-sacs and turning circles;

d) The turning radii for curbs and internal roads must be a minimum of 9 metres;

e) A vertical clearance of 5.0 metres shall be observed throughout the entire access route;

f) The roadway shall be kept in a state of good repair (meaning that it will be free from large pot holes, bumps, depressions, standing water and the like). The roadway shall also be cleared of ice and snow prior to 7:00 a.m. on waste collection day(s);

g) The County will not be responsible for any roadway damage caused by normal use. As such, the access road shall be capable of holding heavy trucks without damage, at all times of year and be constructed to the following minimum standards:
   a. Gravel road
      i. 300 mm of compacted granular “B” base; and
      ii. 150 mm or compacted granular “A” surface.
   b. Paved road
      i. 300 mm of compacted granular “B” sub-base;
      ii. 150 mm of compacted granular “A” base; and
      iii. 50 mm of HL-3 asphalt surface.
FIGURE 1

13.0 m Radius

NOTES:
ALL DIMENSIONS ARE IN METRES

CUL-DE-SAC SPECIFICATION
MINIMUM REQUIREMENT FOR COUNTY WASTE COLLECTION VEHICLE

COUNTY OF NORTHUMBERLAND TRANSPORTATION AND WASTE DEPARTMENT
FIGURE 2

"T" TURN-AROUND
SPECIFICATION

MINIMUM REQUIREMENT FOR
COUNTY WASTE COLLECTION VEHICLE

NOTES:
ALL DIMENSIONS ARE IN METRES

COUNTY OF NORTHUMBERLAND
TRANSPORTATION AND WASTE DEPARTMENT
### SCHEDULE G TO BY-LAW NO. 2018-22

#### OFFENCES AND FINES

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<tr>
<th>SHORT FORM OF OFFENCE</th>
<th>DESIGNATION OF PROVISION</th>
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<tr>
<td>Owner fail to provide waste disposal system</td>
<td>3.2</td>
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<td>Waste generator fail to provide waste disposal system</td>
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<td>Owner places waste out for collection too early</td>
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<td>Owner fail to remove remaining waste, after notification</td>
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<td>Owner fail to dispose of uncollectible waste</td>
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<td>Set waste out from wrong property for collection</td>
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<td>Owner fail to secure waste</td>
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<td>Fail to place residential waste in plastic bags</td>
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<td>Fail to place recyclables out properly for collection</td>
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<td>Fail to place household organic waste out property for collection</td>
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<td>Put oversize cardboard out for collection</td>
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<td>Fail to separate recyclables from residential waste</td>
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<td>Interference with waste</td>
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<td>Fail to apply appropriate bag tag(s)</td>
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<td>Conveyance of waste in improper container</td>
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<td>Unlawful deposit of waste in public place</td>
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THE CORPORATION OF THE COUNTY OF NORTHUMBERLAND

BY-LAW NO. 2019XX-XX

Being a by-law to amend by-law 2015-190 being a by-law to provide a solid waste management system for the collection of household and commercial waste and recyclable material within the County of Northumberland.

WHEREAS Section 208.2 of the Municipal Act, R.S.O. 1990, chapter M.45, as amended (the “Act”), authorizes a local municipality to pass by-laws to establish, maintain and operate a waste management system;

AND WHEREAS the Council of the Corporation of the County of Northumberland (the “Council”) has enacted its By-law No. 24-90 to assume waste management powers conferred pursuant to section 208.2 of the Act, including such powers conferred upon the councils of local municipalities;

AND WHEREAS the Council, pursuant to such powers, has enacted its By-law No. 31-00, to provide for the establishment, maintenance and operation of a solid waste management system and to provide for the collection of waste, and other materials;

AND WHEREAS the Council deems it in the public interest to include in that By-law provisions to prohibit the unlawful and unauthorized depositing of waste, in order to maintain the health, safety and welfare of the inhabitants of the County of Northumberland, and to consolidate all such provisions of both enactments into a single by-law;

AND WHEREAS paragraph 210.82 of the Act authorizes councils of local municipalities to pass by-laws to prohibit the unauthorized throwing, placing or depositing of refuse or debris on private property or on property of the municipality;

AND WHEREAS paragraph 210.135 of the Act authorizes councils of local municipalities to pass by-laws for prohibiting or regulating and inspecting the use of any land or structures within the municipality or any defined area or areas thereof for dumping or disposing of garbage, refuse or domestic or industrial waste of any kind;

AND WHEREAS paragraphs 314(1).5 and 314(1).6 of the Act authorize councils of all municipalities to pass by-laws prohibiting the throwing, placing or depositing of dirt, filth, glass, handbills, paper or other rubbish or refuse, or the carcass of any animal, on any highway or bridge and the obstruction of ditches or culverts upon highways;
AND WHEREAS section 320 of the Act authorizes councils of all municipalities to pass by-laws which provide that any person who contravenes any by-law of the council, passed under the authority of the Act, is guilty of an offence;

AND WHEREAS section 326 of the Act provides that where a council has authority to direct or require by by-law or otherwise that any matter or thing be done, the council may by the same or by another by-law direct that, in default of its being done by the person directed or required to do it, such matter or thing shall be done at the person’s expense, and the corporation may recover the expense incurred in doing it by action, or the same may be recovered in like manner as municipal taxes, or the council may provide that the expense incurred by it, with interest, shall be payable by such person in annual instalments not exceeding ten years and may borrow money to cover such expense by the issue of debentures of the corporation payable in not more than ten years;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE COUNTY OF NORTHUMBERLAND ENACTS AS FOLLOWS:

1.0 DEFINITIONS

For the purposes of this By-Law:

1. “apartment building” means a building which consists of six or more dwelling units;

2. “ashes” means the residue, including soot, of any fuel or waste after it has been consumed by fire;

3. “bag tag” means a tag or a sticker bearing the County of Northumberland logo and the word WASTE, issued by the County pursuant to this By-law;

4. “blue box” means an blue coloured, open-topped plastic box which is provided by the County, or a plastic box comparable in weight and dimensions to a County provided Blue Box, used for the collection of recyclable materials described in Schedule “B” of this By-Law;

5. “boxboard” means thick paper packaging without a corrugated core;
(5) "bridge" shall mean a public bridge, and includes a bridge forming part of a highway or on, over or across which a highway passes;

(6) "bulky household waste" means any weighty or bulky articles commonly used in the home and shall include but not be limited to: mattresses, beds, carpets, chairs, sofas, tables, exercise equipment, refrigerators, freezers, stoves, washers, dryers, televisions, water tanks and other large appliances or furniture;

(7) "By-law", except where indicated otherwise, means this By-law and any amendments thereto including any Schedules forming any part of this By-law and any amendments thereto, as enacted by the Council from time to time;

(8) "by-law enforcement officer" means a by-law enforcement officer for the County or any other person authorized by the County to enforce the by-laws of the County, and includes a police officer;

(9) "cardboard" means paper packaging with a corrugated core;

(10) "collector" means any person designated or authorized by the County to collect waste pursuant to this By-law, and includes a collection contractor, and any person working for a collection contractor;

(11) "collection contractor" means a company, person, corporation or partnership performing collection and haulage of waste under contract with the County of Northumberland;

(12) "commercial premises" means premises in or at which a commercial business is being operated;

(13) "commercial waste" means any waste produced by or at any commercial premises;

(14) "compostable waste" means any waste capable of being composted either at a central composting site or in a backyard composter;

(15) "condominium building" means a multi-dwelling unit building under individual dwelling unit ownership or under the ownership of a condominium corporation;
“construction or demolition debris” means any discarded building material, resulting from the erection, demolition, repair, removal or improvement of any building, structure or property, including, but not limited to, concrete, stones, earth from excavations or grading, shingles, lumber, plaster, sawdust and shavings;

“container” means a garbage receptacle, recycling receptacle or household organic waste receptacle approved by the County, also referred to as a receptacle; means a vessel for placing residential waste or recyclables out for curbside collection; having dimensions of not more than 66 cm in height or 46 cm in diameter, and also having a maximum capacity of not more than 80 litres;

“Council” means the Council of the County of Northumberland;

“County” means the Corporation of the County of Northumberland, or the geographical area within the boundaries of the County of Northumberland, as the context allows;

designated disposal site means a disposal site designated and approved by the County of Northumberland;

dwelling unit, also referred to herein as a “household”, means a unit consisting of one or more rooms designed for use as a single housekeeping establishment;

garbage means solid, non-hazardous waste, other than Unacceptable Items described on Schedule “C”;

green bin means a Household Organic Waste Receptacle;

grey box means a grey colored, open-topped plastic box which is provided by the County, or a plastic box comparable in weight and dimensions to a County provided Grey Box, used for the collection of recyclable materials described in Schedule “B” of this By-Law;

“highway” includes a common and public highway, street or road and includes the shoulders, ditches, culverts and other untraveled portions of a highway;
(26) "home health care waste", means items used for personal home health care and includes, but is not limited to:

1. Empty and rinsed colostomy bags;
2. Empty and rinsed gastric and nasal tubes;
3. Incontinence products;
4. Intravenous bags and tubing;
5. Sponges;
6. Any other material deemed home health care waste by the County, but does not include:
7. Pathological waste; or
8. Hypodermic needles, syringes or sharps.

(27) "Household Hazardous Waste" means Municipal Hazardous or Special Waste;

(28) "Household Organics Receptacle" means a green bin as provided by the County for containing household organics and not a kitchen container;

(29) "Household Organic Waste" means kitchen food waste and any other organic material collected separately in Household Organics Receptacles for the purpose of composting as determined by the County and described in Schedule “A” of this By-Law;

(30) "household waste" means waste material from a residence;

(31) "householder" means any owner, occupant, lessee, tenant, or any person having use, occupation or charge of any dwelling unit or multi-dwelling unit building;

(32) “industrial premises” means any building, structure or premises used for an industrial or manufacturing purpose;

(33) “industrial or trade waste” means waste material from any one or more industrial or manufacturing processes, or waste from any industrial or manufacturing premises;

(34) “lands” include lands, tenements and hereditaments, or any estate or interest therein, and any right or easement affecting them, and includes land covered by water;
“leaf and yard waste” means any organic or other material ordinarily associated with yards or gardens, including plants, grass, flowers, branches, leaves, or bushes;

“local municipality” means a local municipality forming part of the County for municipal purposes;

“manufacturers’ and trade waste” means any abandoned, condemned or rejected product or by-product, or the waste from any process or by-product, produced as a result of the work of any manufacturer, builder or contractor in the operation of such business or trade, and scrap metal and motor vehicle parts from any garage or service station;

“multi-dwelling unit building” means a detached building containing up to five dwelling units, and includes a rooming, boarding or lodging house;

“municipality” means The Corporation of the County of Northumberland, or the geographical area within its jurisdiction, as the context allows;

“manufacturers’ and trade waste” means any abandoned, condemned or rejected product or by-product, or the waste from any process or by-product, produced as a result of the work of any manufacturer, builder or contractor in the operation of such business or trade, and scrap metal and motor vehicle parts from any garage or service station;

“municipal hazardous or special waste”, means items referred to as municipal hazardous or special waste on Schedule “XX”, and any other waste material designated as municipal hazardous or special waste by Provincial statute and / or the County, also referred to as Household Hazardous Waste;

“offence” means any offence under an Act or under a regulation or by-law made under the authority of an Act;

“owner”, when used in relation to property or premises, includes the occupant of real property or premises;

“person” includes a partnership or corporation, and the heirs, executors, administrators or other legal representatives of a person to whom the context can apply according to law;

“polycoat” means paper based packaging with a coating;
“private road” means any road or laneway that has not been assumed by either the local municipality or the County of Northumberland;

“provincial offences officer” means any police officer or a person designated under subsection 1(3) of the Provincial Offences Act;

“receptacle” means a Garbage Receptacle, Recycling Receptacle, or Household Organics Receptacle approved by the County, also referred to as a container;

“recyclables” means recyclable material of a kind which is included in the County's recycling program, including, but not limited to, items or material listed under RECYCLABLE ITEMS in Schedule “B” to this By-law, and any other similar material;

“recycling receptacle” means:

A Blue or Grey Box that is used for the collecting of recyclables;

“residence” includes a dwelling unit and unit in a multi-dwelling unit building;

“residential waste” means any household waste other than recyclables, household organic waste, leaf and yard waste, or household hazardous waste, including, but not limited to, those items listed under WASTE ITEMS in Schedules A, B, C and D to this By-law, and any other similar material;

“serviced unit” means any dwelling unit or residential, institutional, retail or commercial premises authorized to receive curbside collection services pursuant to this By-law;

“set fine” means the amount of fine set by the Chief Judge of the Superior Court of Justice for an offence for the purpose of proceedings commenced under the Provincial Offences Act;

“sharps” means medical or veterinary equipment intended to be sharp for the purpose of cutting, piercing, or shaving, and includes medical needles, scalpels and knives;
“(55) “street” means any public highway, road, lane, alley, square, place, thoroughfare or way within the County of Northumberland;

“(43)(56) “styrofoam” means expanded polystyrene;

“(44) “waste” means garbage, household organic waste, recyclables, leaf and yard waste, and household hazardous waste; unwanted, superfluous or unneeded material discarded or intended to be discarded, and includes:

(1) bulky household waste;
(2) commercial waste;
(3) compostable waste;
(4) construction or demolition debris;
(5) recyclables;
(6) hazardous waste;
(7) industrial or trade waste;
(8) leaf and yard waste;
(9) manufacturers’ and trade waste; and
(10) residential waste

all as defined herein;

“(45)(57) “unacceptable residential waste” means any waste material or substance that, due to the hazardous associated with it (be it dangerous, corrosive, flammable, poisonous or explosive, etc.) are not accepted as part of the roadside collection program. A detailed listing of UNACCEPTABLE RESIDENTIAL WASTE COLLECTION ITEMS is provided in Schedule “C” to this By-law;

1.1 Italicized terms in this By-law refer to such words or terms as defined in section 1.0.

2.0 SCOPE OF THE BY-LAW

2.1 The Council hereby declares and confirms its intent that should any provision or any part of any provision of this By-law be held by a court of competent jurisdiction to be invalid, or of no force and effect, it is the intent of the Council in enacting this By-law, that each and every other provision of this By-law, and every part of any provision, authorized by law, stand and be applied and enforced in accordance with its terms to the extent possible according to law.
3.0 APPLICATION

3.1 **Road**Curb side waste collection services may be provided, in accordance with this *By-law*, to any *dwelling unit*, or to any institutional, retail or *commercial premises* within the *County*, provided that such unit or premises is situated within a municipality or part of a municipality in respect of which the *County* has made arrangements for the provision of such services. In the case of *apartment buildings*, the *County* may provide collection services to these buildings, provided that each individual *dwelling unit* has road frontage in front of the individual *dwelling unit*, on which to place their waste materials for collection. The *County* may make arrangements for the collection of recyclables from *apartment buildings*, on a case by case basis. *Apartment buildings* receiving curbside collection services from the *County* as of January 1, 2010, will continue to be entitled to this service, even if the road frontage requirement is not met.

3.2 The *owner* of any property in the *County* which is not included in section 3.1 shall provide a system for the collection, removal and disposal of all *waste* from such property.

3.3 Any *person* who generates *waste* in the *County* which is not eligible for collection services under this *By-law*, shall provide a system for the collection, removal and disposal of all *waste* so generated.

3.4 Sections 4, 5, 6, 7, 8, 9, 10, 11, 12, 13 and 14 are not applicable to dwelling units within Ward Two of the Municipality of Port Hope.

4.0 LOCATION OF WASTE FOR COLLECTION

4.1 Every *owner* of property, and every *person* putting out *waste* for collection by the *County*, shall comply with the following requirements as a condition of the provision of such collection service:

- (1) all containers shall be placed within three metres of the edge of the street along which collection service is provided;

- (2) containers shall be placed either on the property from which they are to be collected, or on the *untraveled portion of the road allowance* directly in front of the property nearest to the *curb at the front or rear of the property*, in the place of easiest access to the *collector* and at ground level;
(3) for multi-dwelling building units, as well as where compliance with paragraph (2) cannot reasonably be effected, County staff may designate the location(s) at which containers shall be placed for collection;

(4) in all cases, every container shall be placed so as not to obstruct the travelled portion of a street, public sidewalk or any other public way;

(5) during times of snow accumulation, every container shall be left for pick-up on the driveway of the property adjacent to the ploughed portion of the roadway, or at such other location as may be designated by County staff;

(6) no collector shall be required, in order to collect waste, to enter into any building, ascend any stairway, or enter into any elevator, hoist or lift;

(7) except by order of County staff where entry is deemed to be feasible, no collection vehicle owned, rented or operated under contract to the County shall enter a privately-owned driveway or land, or other private property, for the collection of waste;

(8) the following are factors which County staff may consider in deciding whether or not to authorize waste collection from private property, or in designating a waste collection point:

a) the availability of a waste collection point that is freely accessible for collection vehicles;

b) the configuration of private streets and roadways, and the ability of collection vehicles to maneuver safely on such streets and roadways;

c) the desirability of an enclosure for the storage of waste as well as the availability of a freely accessible site for such an enclosure; and
4.2 In order to be considered for road-side collection by the County, private roadways must service more than one residence and meet and maintain the minimum specifications contained in Schedule “F”. Private roadways being provided with curbside collection services from the County as of May 1, 2009, will continue to be entitled to this service, provided that items e and f of Schedule “F” are adhered to.

5.0 FREQUENCY AND TIMES OF COLLECTION FOR RESIDENTIAL WASTE, RECYCLABLES AND HOUSEHOLD ORGANICS

5.1 Except for the central business districts of the Town of Cobourg and Municipality of Port Hope, collection service shall be provided once per week per serviced unit between the hours of 7:00 a.m. and 5:00 p.m. Exceptions to collection hours and schedules shall be affected only upon the approval of County staff.

5.2 Collection times and routes and alterations thereto may be proposed by the collection contractor engaged by the County, but shall be subject to the approval by County staff.

5.3 Collection service shall be provided to the central business districts of the Town of Cobourg and Municipality of Port Hope twice per week as outlined in Schedule “E” to this By-law.

6.0 TIME OF PLACEMENT

6.1 Every owner of property or other person putting out residential waste, recyclables or household organic waste for curbside roadside collection shall place such waste at the curb or roadside no earlier than 4:30 p.m. on the day before the scheduled collection, and no later than 7:00 a.m. on the day of the scheduled collection.

6.2 The owner of property shall remove or arrange for the removal of any waste, receptacle or material remaining for any reason on public property after the time for pick-up under section 6.1 has expired, and in any event, before 10:00 p.m. on the day of the scheduled collection, whether or not municipal collection has occurred.
Where the owner fails to remove remaining waste in accordance with Section 6.2, the County may issue a notice and a fine for this offence. If after 24 hours from the issuance of this notice, the waste still has not been removed, the County will make arrangements for the proper collection and disposal of the waste. All costs associated with collecting and disposing of the waste will be billed to the owner. In addition to this bill for collection and disposal of the waste materials, the County may also issue a second fine for failure to remove waste materials within 24 hours of notification.

7.0 HOLIDAY EXCLUSIONS

7.1 No collection shall be made on the following Statutory Holidays:

- New Year’s Day
- Civic Holiday
- Family Day
- Labour Day
- Good Friday
- Thanksgiving
- Victoria Day
- Christmas Day
- Canada Day
- Boxing Day

7.2 Where a designated holiday falls on a regular collection day, the collection shall be made on the following working day unless an alternate collection schedule is devised by County staff to accommodate such changes. Such changes shall be designed to minimize the number of necessary changes and the impact of change on County residents and businesses.

7.3 Changes to the collection schedule due to the holiday exclusions shall be advertised by the County to ensure that residents have been adequately notified of such changes.

8.0 LIMITATIONS ON NUMBER OF ITEMS PLACED OUT FOR COLLECTION

8.1 Unless otherwise provided in this By-law, no more than the following combined number of containers of residential waste shall be collected by the County on any collection day:

1. up to **two/three** containers per **serviced dwelling unit**;

2. up to **three two** containers per **serviced dwelling unit in a multi-__________dwelling unit building**, up to a maximum of **ten/fifteen** for a ___________building containing five such units.
8.2 Unless otherwise provided in this By-law, no more than the following combined number of containers of household organics shall be collected by the County on any collection day:

1. up to two containers per serviced dwelling unit;

2. up to two containers per serviced dwelling unit in a multi-dwelling unit building, up to a maximum of ten for a building containing five such units;

8.3 Unless otherwise provided in this By-law, no more than three containers of household organics shall be collected by the County on any collection day from any institutional, retail or commercial premises or unit.

8.4 A collector may collect waste only:

1. from a serviced unit;

2. if the waste is of a nature authorized to be collected; and

3. where such waste is placed for collection,

all in accordance with the provisions of this By-law.

8.5 There is no limit to the amount of recyclables that may be placed out for curbside collection from a dwelling unit or a multi-dwelling unit building.
9.0 MATERIALS NOT COLLECTED BY THE COUNTY

9.1 All materials not collectable or not collected by the County shall be disposed of properly by and at the expense of the owner of such materials, or the owner of the property from or on which such materials were generated.

9.2 The following materials shall not be collected by the County or its contractor:

1) swill or other organic matter not properly drained or wrapped;

2) liquid waste or pathogenic wastes;

3) bio-medical wastes;

4) any material which has become frozen to the container and cannot be easily removed;

5) industrial or trade waste, including any abandoned, condemned or rejected product or waste material, builders' or contractors' refuse, and stock of any wholesale or retail merchant;

6) discarded vehicle parts, and accessories from automotive service stations or other automotive establishments;

7) medical wastes;

8) any material in a receptacle or container which does not conform to this By-law;

9) hot ashes or any waste material capable of starting fires;

10) sod, earth, tree trunks and large branches, stone, drywall, building materials or building rubbish;

11) live creatures, carcasses or parts thereof or any dog, cat, fowl, fish, or any other creature (with the exception of normal household organics/kitchen waste);

12) any hazardous waste or any sharps;
any material that has been banned from the County landfill sites;

hay, straw and manure;
45.14) major appliances or large *household* furnishings;

16.15) explosive or highly combustible materials;

47.16) *leaf and yard waste*, except at times designated under section 12.1;

48.17) tires used for automobiles, trucks, trailers, motorcycles, bicycles, or any other mechanized equipment;

19.18) *bulky household wastes*;

20.19) *manufacturers and trade waste*;

24.20) *construction or demolition debris*.

9.3 Materials not collected by the *County* shall be source-separated and *composted or* recycled where possible.

**10.0  PREPARATION OF RESIDENTIAL WASTE AND RECYCLABLES FOR COLLECTION**

10.1 No *person* shall set out waste for collection except at the residential, institutional, retail or *commercial premises* at which the *residential waste, recyclable*, or *recyclable household organics* material is generated within the County.

10.2 Materials which are non-collectible, as provided by this *By-law*, shall not be placed at *roadside* for collection and shall be refused by the collector. Any non-collectible material shall be removed and disposed of by the *owner* of such materials, or the *owner* of the property from or on which such materials were generated, at their own expense.

10.3 It shall be the responsibility of the *owner* of the *serviced unit*, and any *person* putting out waste for collection, to ensure that no material is scattered by wind, animals, or other cause, or by improper preparation of waste material. *Waste* shall be drained of all liquids and be secured and then placed in the appropriate container or bag, as defined in this *By-law*.

**10.4 Residential Waste**
10.4.1 All residential waste shall be placed in opaque disposable plastic bags measuring not more than 76 cm x 96 cm (30 inches x 38 inches), of a minimum of 1.5 mil thickness and must be capable of being lifted with 2018 kg (440 lbs) of contents. Plastic bags must be securely tied before being placed into a container as described in this By-law.

10.5.2 Every property owner shall ensure that containers used to hold residential waste and recyclables for collection comply with the following requirements:

1) the containers must not exceed a maximum volume of 0.08 cubic metres or 80 litres (17 gallons);

2) containers shall be covered, watertight, have suitable handles, and not be more than 66 cm (26 inches) high, or 46 cm (18 inches) in diameter;

3) containers, when filled with residential waste or recyclables, must not weigh more than 2018 kg (440 lbs). The decision as to whether or not there is compliance with this requirement shall be at the discretion of the County staff or its collection contractor;

4) no container shall be filled above the top level, and all containers shall be maintained so as to prevent access by insects or animals, or the escape of odours therefrom;

5) all containers containing residential waste described in this section shall be labeled appropriately to indicate whether residential waste or recyclables are contained therein;

6) every container shall contain either recyclables exclusively or residential waste exclusively, with no mixing of different the two types of waste.

10.5 Recyclables

10.5.1 All paper and paper like recyclables, as listed in Schedule “B” of this By-law, shall be separated into a Grey Box, as provided by the County, or into a container meeting the specifications provided below;
10.5.2 Every property owner shall ensure that containers used to hold paper and paper like recyclables for collection comply with the following requirements:

7) the containers must not exceed a maximum volume of 0.08 cubic metres or 80 litres (17 gallons);

8) containers shall have suitable handles, and not be more than 66 cm (26 inches) high, or 46 cm (18 inches) in diameter;

9) containers, when filled with paper or paper like recyclables, must not weigh more than 20 kg (44 lbs). The decision as to whether or not there is compliance with this requirement shall be at the discretion of the County staff or its collection contractor;

10) no container shall be filled above the top level;

11) all containers containing paper or paper like recyclables shall be labeled appropriately to indicate that they contain paper recyclables;

12) every container shall contain paper or paper like recyclables exclusively, with no mixing of different types of waste.

10.5.3 All containers and container like recyclables, as listed in Schedule XX of this By-Law shall be separated into a Blue Box, as provided by the County, or into a container meeting the specifications provided below;

10.5.4 Every property owner shall ensure that containers used to hold containers and container like recyclables for collection comply with the following requirements:

13) the containers must not exceed a maximum volume of 0.08 cubic metres or 80 litres (17 gallons);

14) containers shall have suitable handles, and not be more than 66 cm (26 inches) high, or 46 cm (18 inches) in diameter;

15) containers, when filled with containers or container like recyclables, must not weigh more than 20 kg (44 lbs). The
decision as to whether or not there is compliance with this requirement shall be at the discretion of the County staff or its collection contractor;

16) no container shall be filled above the top level;

17) all containers containing containers or container like recyclables shall be labeled appropriately to indicate that they contain containers recyclables;

10.5.5 every container shall contain containers or container like recyclables exclusively, with no mixing of different types of waste.

10.6 Household Organic Waste

10.6.1 All household organic waste, as listed in Schedule XX of this By-law, shall be separated into a Green Bin, as provided by the County;

10.6.2 Every property owner shall ensure that containers used to household organic waste for collection comply with the following requirements:

18) Greenbins, when filled with household organic waste, must not weigh more than 20 kg (44 lbs). The decision as to whether or not there is compliance with this requirement shall be at the discretion of the County staff or its collection contractor;

19) no Greenbin shall be filled above the top level;

20) every Greenbin shall contain household organic waste exclusively, with no mixing of different types of waste.

10.6.7 Cardboard placed out at curb side for collection shall be flattened and placed into a container for paper, meeting the specifications listed under section 10.5, or flattened and tied into bundles which do not prepared so as not to exceed the dimensions of 76 cm X 76 cm X 25 cm (30 inches X 30 inches X 10 inches). Further, cardboard must be flattened and tied so it conforms to these dimensions.

10.7 Recyclables shall be contained in blue boxes, clear plastic bags or a container conforming to the requirements of Section 10.5 of this By-law and clearly marked “RECYCLABLES”.
(2) Residential wastes shall be contained in plastic bags of any colour other than clear blue or clear, or in a container conforming to the specifications in section 10.5 of this By-law, which is clearly marked “GARBAGE” or “WASTE”.

(3) Half bags of residential waste, for the purposes of half bag tags, as defined in section 11.1 of this By-law, must be contained in grocery bags and must weigh no more than 109 kg (239 lbs).

10.8 No person shall fail to separate recyclables, household organic waste, or household hazardous waste from residential waste items.

10.9 No person shall pick over, interfere with, disturb, remove or scatter any residential waste, or recyclables, household organics, or any articles placed out for collection, whether housed in containers or otherwise.

11.0 USER PAY

11.1 (1) Subject to subsection (2), every item or container of residential waste set out for collection shall have a complete valid bag tag affixed to its exterior in a clearly visible location.

(2) A grocery bag, defined as a plastic bag having maximum dimensions of 40 cm by 40 cm, containing residential waste, may, instead of a complete bag tag, have affixed to it one half-bag tag, being a bag tag cut in half lengthwise.

11.2 Where plastic bags are used for residential waste, the bag tag shall be attached to the plastic bag. To enhance the visibility, the bag tag must be positioned so that the collector may easily see the entire bag tag. When containers are used, the bag tags must be attached to a large article positioned at the top, inside of the container so that the collector, upon removal of the container’s lid, easily sees it. The County accepts no responsibility for bag tags lost or removed from waste bags or containers.

11.3 Any residential waste item not having the required bag tag, or half bag tag, shall not be collected by the collector.

11.4 Bag tags must be purchased from the County at locations designated by the County at a price established by County Council resolution, as may be...
amended from time to time, which price constitutes a user fee for the collection of residential waste and recyclables by the County pursuant to this By-law.

11.5 The payment of such fee shall be made to the Corporation of the County of Northumberland through the purchase of residential waste bag tags from the County or its authorized agents.

11.6 The monies so collected shall be used by the County to assist in maintaining a system for the collection, removal and disposal of waste and to assist the County in its initiatives to reduce, reuse and recycle waste products.

11.7 No person shall use counterfeit bag tags. Persons found to be using counterfeit bag tags will be subject to a fine. Upon a repeat offence, curbside collection services may be suspended and / or terminated.

11.8 No person shall use partial bag tags on bags of residential waste unless the requirements of Section 11.1 of this By-law are met. Persons found to be using partial bag tags will be subject to a fine, unless the requirements of Section 11.1 are met.

12.0 SPECIAL PICK-UPS

12.1 The County, by notice to the public, may designate specific days and times for the collection of special items such as leaf and yard waste, or batteries.

12.2 No material from special pick-ups will be collected unless it meets all requirements concerning weight, size and non-collectable restrictions, contained in the notice to the public.

13.0 WASTE STORAGE BINS

13.1 In rural areas, bins may be used to hold residential waste and recyclables for curbside collection purposes. Every owner of property where such a bin is so used shall ensure that every bin complies with the following provisions:

1. every bin shall be constructed in such a manner as to protect residential waste and recyclables from being exposed to precipitation, animals and insects;

2. every bin shall be easily accessible to the collector for the removal of residential waste and recyclables by having a proper lid that can be
easily opened and stay in an open position, unassisted by the collector while the items are removed;

(3) bins shall be placed as close to the road as possible, and in any event, within 3 metres (10 feet) of the travelled street surface, but remain on private property unless permission is granted by County staff for an acceptable site on public property or the road allowance;

(4) every bin shall have a bright red coloured, rigid flag of at least 7.5 cm X 7.5 cm (3 inches X 3 inches) mounted on an arm that can be raised and lowered as appropriate. The flag must be in the upright position if the bin contains acceptable residential waste or recyclables for collection. No collection shall occur if the flag is in the down position. The collector shall place the flag in the down position after removing the waste;

(5) if the collector fails or refuses to collect any waste, it shall be the owner’s responsibility to remove all uncollected waste from the bin and ensure its proper disposition;

(6) every bin shall be kept in a sanitary condition at all times. Any unsanitary, improperly constructed or unmaintained bins will be tagged by the County with a notice to correct the problem, and no waste shall be collected from the bin until such problem has been corrected. The collector shall notify the County immediately of any unsanitary, improperly constructed or unmaintained bin;

(7) the fact that more than one dwelling unit uses a bin shall not be used to increase the maximum number of residential waste containers produced by any single dwelling unit for collection

(8) any waste deposited in or around the bin from any source will be the responsibility of the owner to remove and dispose of appropriately.
14.0 COLLECTION CONTRACTOR'S RESPONSIBILITIES

14.1 The collector shall follow the laid-out routes and conform to all instructions contained in this By-law established by contract, or otherwise as set out by County staff. The work of each route shall be completed daily and the collectors shall be courteous and render every reasonable service to the householder for the proper execution of work.

14.2 The collector shall handle all containers with due care. The collector shall not overload any truck or allow any of the contents to fall therefrom and shall carefully gather up any waste which may have been spilled onto the ground.

14.3 Any container damaged by the collector, due to negligence shall be replaced in kind, by the collector, at the collector's sole expense.

14.4 No person shall salvage waste items set out for curbside collection or waste items in and around the disposal areas.

14.5 In no instances shall the collector be called upon to make collections from any point which is unreasonably inconvenient or dangerous to any employee or equipment, nor shall the collector be required to remove containers from any point other than that designated by or under this By-law.

15.0 GENERAL

15.1 No person shall convey on or through any street any residential waste or recyclables, bulky household wastes, construction or demolition debris, industrial waste, leaf and yard waste, or other refuse, or any swill, liquid waste or offensive matter unless it is secured or properly covered in containers, or in vehicles equipped with canvas covers or tarpaulins which must be placed and fastened in such a manner as to prevent such matter from falling onto the street, or on any public or private lands within the County.

15.2 An owner, lessee, tenant or other person in charge of a hotel, apartment building, tenement, commercial premises, shop, store or public institution who finds the collections established by the County pursuant to this By-law inadequate to keep such premises free of accumulated waste and other refuse, shall make such other arrangements at such person's own expense for the collection and removal thereof as may be required.
15.3 Where this By-law imposes a duty or requirement upon one or more persons, it shall be the duty and responsibility of every such person to fulfill the duty or requirement or ensure that it is fulfilled.

15.4 (1) The County does not, through the enactment of this By-law, contract for or undertake a duty to collect waste beyond any existing requirements imposed upon in this By-law, and undertakes no liability in respect of any waste not collected;

(2) Failure by any person to comply with any of the requirements of this By-law with respect to waste may result in the refusal by the collector to collect any such waste.

16.0 PROHIBITIONS ON DEPOSITS OF WASTE

16.1 No person shall throw, place or deposit, or cause, permit or allow to be thrown, placed or deposited:

(1) any waste on any highway, street, bridge or in any ditch or culvert on or adjacent to a highway within the municipality;

(2) any waste on any lands owned by the County or any of its local municipalities, or any of their local boards, except with the authority of the Council, or the council of the local municipality, or of the local board, as the case may be;

(3) waste generated at or by a residence, dwelling unit, retail or commercial premises, or other business, in a public area or by means of a garbage or recycling container which has been provided for the use of pedestrians or other public recreational use;

(4) waste at any location other than for collection at the designated pickup point in front of the premises at which it was generated, or at a disposal site, waste collection point, or other location designated by or under the Waste Management By-law for such purpose.

16.2 Where waste belonging to or originating from an identifiable person is found on lands owned by the municipality or on a highway within the municipality, such person shall be presumed, in the absence of evidence to the contrary, to have deposited or permitted the depositing, of the waste, at the place where it is found.
16.3 No person other than the County, or its authorized agents, may sell or otherwise distribute bag tags or make any charge therefore, and the County shall not honour any tag issued, made, sold, transferred or distributed other than in accordance with this By-law.

16.4 No person other than the County, or its authorized printer, shall print bag tags.

17.0 APPLICATION OF BY-LAW

The provisions of this By-law apply throughout the County of Northumberland, including, without limiting the generality of the foregoing, Ferris Provincial Park, the Brighton Provincial Wildlife Area, and the South Hastings Conservation Area.

18.0 ENFORCEMENT AND PENALTY

18.1 Any person who contravenes any of the provisions of section 3.2, 3.3, 6.1, 6.2, 9.1, Part 10.0 (all sections), 15.1, 15.2 or 16.1 of this By-law is guilty of an offence and upon conviction, pursuant to the Provincial Offences Act, shall forfeit and pay, in the discretion of the Court, a penalty not exceeding the sum of Five Thousand Dollars ($5,000.00) for each offence, exclusive of costs.

18.2 The provisions of this By-law shall be enforced by one or more by-law enforcement officers, as designated by the County of Northumberland.

18.3 Subject to section 18.4, any police officer or provincial offences officer who believes that a person has contravened any section of this By-law may issue
a Certificate of Offence and an Offence Notice indicating the set fine for the offence as indicated in Schedule “G” of this By-law.

18.4 Where the amount of material alleged to have been thrown, placed or deposited in contravention of this By-law exceeds 5 cubic metres, the person charged shall be prosecuted pursuant to Part III of the Provincial Offences Act.

18.5 The municipality may direct that the owner of waste deposited in contravention of this By-law take steps to clean up such waste. Where the owner of such waste fails to carry out such directions, the municipality may, upon giving written notice, carry out the directions at the expense of the person and such expenses may be recovered by the municipality in a like manner as taxes in accordance with the provisions of section 326 of the Municipal Act.

19.0 CONFLICT

19.1 Where the provisions of any other by-law, resolution or action of the Council of the County of Northumberland, or the provisions of any by-law, resolution or action of the council of a local municipality in the County of Northumberland are inconsistent with the provisions of this By-law, the provisions of this By-law shall prevail.

20.0 HEADINGS

20.1 Section headings in this By-law are not to be considered part of this By-law, are included solely for convenience of reference and are not intended to be full or accurate descriptions of the sections of this By-law to which they relate.

21.0 SCHEDULES

22.0 IN FORCE DATES

22.1 This By-law comes into force upon its enactment.

That By-law 2018-XX be introduced, and be deemed to be read a first, second and third time, be passed and properly signed and sealed this 2015th Day of April, 2015 June, 2018.

________________________________
Warden

________________________________
Clerk
SCHEDULE A TO BY-LAW NO. __-15

RESIDENTIAL WASTE ITEMS

ashes
baby wipes
bandages, gauze
bones
bread
butter
cake
candy
cereal
cheese
chicken
cigarettes, butts
coffee filters, grounds
condoms
cooking oils
corn cobs
cotton balls
cotton balls
dental floss
diapers
dairy products
dried flowers

feminine hygiene
products
fish
flour
flowers
food scraps
fruit
grains
grape squeezing
grease, lard
gum
hair
herbs
incontinence pads
kitty litter
lint
markers
mayonnaise
meat
nail clippings
napkins

pet droppings
pizza
plants
plate scrapings
popcorn
poultry
pumpkins
rice
salad, salad dressing
sanitary napkins
sawdust
seeds
serviettes
shellfish
sour cream
spices
sunflower seeds
tampons
tea bags
tissues
tobacco
<table>
<thead>
<tr>
<th>dryer lint, dirt, dust</th>
<th>nuts, shells</th>
<th>vacuum bags</th>
</tr>
</thead>
<tbody>
<tr>
<td>eggs, egg shells</td>
<td>oatmeal, oats</td>
<td>vegetables</td>
</tr>
<tr>
<td>facial tissue</td>
<td>paper towels</td>
<td>water filters</td>
</tr>
<tr>
<td>fat</td>
<td>pasta</td>
<td>wood shavings</td>
</tr>
<tr>
<td>feathers</td>
<td>peels</td>
<td>yogurt</td>
</tr>
<tr>
<td></td>
<td>pencil sharpenings</td>
<td></td>
</tr>
</tbody>
</table>
### SCHEDULE AB TO BY-LAW NO. 09-022018-XX

#### HOUSEHOLD ORGANIC WASTE RECYCLABLE ITEMS

<table>
<thead>
<tr>
<th>Waste Type</th>
<th>Description / Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Food Waste</strong></td>
<td>All food (cooked/raw/whole/peelings), baked goods, bread, butter, cake, candy, cereal, cheese, chicken, coffee grounds and filters, cookies, corn cobs and husks, dairy products, dough, eggs, and egg shells, fat, fish and fish parts, flour, fruit, grains, gravy, grease, herbs, jams, jellies, lard, margarine, mayonnaise, meat, muffins, nuts and shells, oatmeal, oats, pasta, peanut butter, pizza, popcorn, rice, salads, sauces, shellfish, sour cream, spices, sugar, tea bags, toast, vegetables, watermelon and yogurt</td>
</tr>
<tr>
<td><strong>Soiled Paper</strong></td>
<td>Butcher paper, cardboard (waxed), facial tissues, greasy pizza boxes, microwaveable popcorn bags, muffin paper, paper napkins, paper plates, paper towels and wax paper</td>
</tr>
<tr>
<td><strong>Other Waste</strong></td>
<td>Compostable bags, Bones, dried decorative fruits and vegetables, dryer lint, feathers, flowers, garden fruit (e.g. crab apples), gourds, hair, houseplants, natural wreathes, paper food waste bags, pet food, sawdust (in paper bags), shredded paper, toothpicks, wood shavings, and wooden stir sticks</td>
</tr>
</tbody>
</table>

#### Unacceptable items include, but are not limited to:

- Animal waste or litter, ashes, biodegradable bags, cigarettes and cigarette butts, cigars and cigar butts, corks, cotton balls and swabs, dead animals, diapers, dirt or earth, disposable dusters, and sweeper cloths, disposable wipes, dryer sheets, feces, feminine hygiene products, garbage, glass, gravel, incontinence products, lumber or treated wood, manure, metal, motor oil, Municipal Hazardous or Special Waste, plastic or plastic coated products of any kind, sawdust (unless contained in a paper bag), stones, topsoil, vacuum bags and
contents, wire or metal ties, yardwaste, and any other item which in the opinion of the County, is detrimental to the organics processing system.

**ALUMINUM** (e.g. foil, pop cans, pie plates)

**BOXBOARD** (e.g. cereal boxes (liners removed), paper towel rolls, frozen juice containers)

**CARDBOARD** (e.g. flattened boxes, pizza boxes, brown Kraft bags)

**GLASS** (e.g. bottles & jars—all colours)

**NEWSPRINT** (e.g. newspapers, flyers / inserts, egg cartons & flats, magazines & catalogues, telephone books)

**PAPER** (e.g. writing paper, envelopes (including windowed), calendars (spiral binding removed), books (hard covers removed), Christmas wrap (non-metallic))

**PLASTIC** (e.g. jars, bottles & containers (with recycling symbol and number 1, 2, 3, 4, 5 or 7)

**POLYCOATED CONTAINERS** (e.g. drink boxes, paper coffee cups, milk & juice cartons)

**PLASTIC BAGS & FILM** (e.g. grocery sandwich, dry cleaning and bread bags, overwrap from toilet tissue rolls, rinsed milk pouches). NOTE: Plastic Bags & Films must be bagged separately from other recyclables in a clear or clear blue bag.

### SCHEDULE B TO BY-LAW NO. 2018-XX

**RECYCLABLE ITEMS**

Recyclable items, as listed below, or any other material deemed as a recyclable item by the County shall be placed out for collection in Blue Boxes, Grey Boxes, or in containers meeting the specifications laid out in the By-law.

**BLUE BOX MATERIALS:**

**Metal** – aluminum foil, plates and trays, aluminum and steel food and beverage containers and lids, empty aerosol cans, empty and dry metal paint cans
**Plastic** – “clamshell” style fruit and bakery containers, egg cartons, fabric softener bottles, flower pots and flats, food storage containers, ice cream tubs, laundry detergent bottles, margarine containers, shampoo bottles, soft drink bottles, sour cream containers, water bottles, and yogurt containers

**Glass** – glass jars and bottles

**Polycoated Containers** – drink boxes, juice boxes and cartons, milk cartons, paper coffee cups, paper ice cream containers

**Plastic Bags and Plastic Wrap** – (NOTE: the following items are all to be placed loosely into a clear or clear blue bag and placed on top of, or directly beside your Blue Box, or recyclables containers) grocery bags, sandwich bags, dry cleaning bags, bread bags, rinsed milk bags, plastic overwrap on toilet paper / paper towel, newspaper sleeves

**GREY BOX MATERIALS:**

**Boxboard** – cereal boxes, cracker boxes, paper drink trays, frozen food boxes, paper egg cartons, paper towel tubes, toilet paper tubes

**Cardboard** – clean pizza boxes with no liners or crusts, flattened boxes

**Paper** – Bristol board, catalogues, office paper, envelopes, fine paper, flyers, greeting cards, books (hard covers removed), junk mail, magazines, newspapers, paper bags soft cover books, telephone books, wrapping paper (non-metallic)

**Shredded Paper** – NOTE: shredded paper must be placed into a separate clear or clear blue bag and placed on top of, or directly beside your Grey Box, or recyclables containers

**Unacceptable items include, but are not limited to:**

Antifreeze containers, DVDs, CDs, VHS cassettes, photographs, photo negatives, bubble wrap, ceramics, cereal or cracker box liners, “crinkly” plastic packaging that does not stretch, crockery, facial tissues, garbage, gift bags, glassware, greasy pizza boxes, household organics, laundry baskets, light bulbs, meat packaging, mirrors, mugs, Municipal Hazardous or Special Waste, oil containers, pet food bags, scrap metal, tissue paper, tools, tool boxes, totes, toys, Styrofoam, textiles, utensils, waste electronic and electrical equipment, window glass, yard waste and any other which, in the opinion of the County, is unacceptable.
SCHEDULE C TO BY-LAW NO. —152018-XX

UNACCEPTABLE RESIDENTIAL WASTE COLLECTION ITEMS

- aerosol cans with (or without) contents
- floor polish and wax
- nail polish and contents
- fluorescent light bulbs
- remover
- antifreeze fluid
- fungicides
- paints
- batteries
- gasoline
- pesticides
- bleach
- glue
- pharmaceuticals
- pool chemicals
- butane cartridges
- herbicides
- propane tanks and contents
- car care products
- insecticides
- cylinders
- caulking
- kerosene
- razor blades
- chemicals
- lighters
- rubbing alcohol
- cleaning products
- medications/pharmaceuticals
- rust remover
- contact cement
- ceuticals
- sharps
- diesel fuel
- mercury
- solvents
- driveway sealants
- metal polish
- stains
- ethanol
- methanol
- syringes
- fertilizers
- mineral spirits
- varnish
- flea powder
- motor oil and filters

Ammunition;
Animal carcasses;
Asbestos;
Asphalt;
Automotive or motorized equipment parts;
Christmas trees;
Combustible material, including oil or gasoline soaked rags;
Construction, demolition or renovation waste including, but not limited to: blocks, brick, concrete, drywall, plaster and tile;
Dirt and earth
Feces, manure or animal waste except from household pets;
Flares;
Gasoline and oil containers;
Grass clippings;
Household Hazardous Waste (as defined in this By-Law);
Household Organics (as defined in this By-Law):
  Leaves;
  Liquid waste;

Municipal Hazardous or Special Waste (as defined in this By-Law):
  Pathological waste;
  Recyclables (as defined in this By-law)
  Rocks;
  Sludge;
  Sod, soil, sand and stones;
  Syringes, lancets and other bio-hazardous sharps;
  Tires
  Trees and stumps;
  Wire, wire mesh and wire fencing;
  Yard Waste (as defined in this By-Law);
  Any waste set out in such a manner as to pose a health and / or safety hazard to a
collection operator or a member of the public;

Any other item which, in the opinion of the County, is detrimental to the collection process
or the Waste Management System.
Also included as unacceptable wastes are human/animal/blood or anatomical wastes,
flammable or incendiary materials and liquids, incinerator ash, explosives, offal, sewage,
pathological waste including syringes, needles, dressings, medical instruments and other
such items that may contain pathogenic bacteria or micro-organisms, dead animals, motor
oil, propane tanks, radioactive materials, and other materials that may be hazardous or
dangerous to the public health, safety or environment, or is included in the definition of
"hazardous waste", in Ontario Regulation 347 R.S.O. 1990, pursuant to the Environmental
Protection Act.

SCHEDULE D TO BY-LAW NO. 2018-XX

MUNICIPAL HAZARDOUS OR SPECIAL WASTE (MHSW)

Municipal Hazardous or Special Waste includes, but is not limited to:

  Any household product, material, or item labeled as “corrosive”, “toxic”, “reactive”,
  “explosive”, or “flammable”, acid cleaner, adhesives, aerosols containers (if not empty),
  ammonia, antifreeze and antifreeze containers, auto-body filler, batteries (single use,
Unacceptable items include, but are not limited to:

Ammunition, asbestos, explosives, flares, and any other item which, in the opinion of the County, is unacceptable

Items that are not considered hazardous and can be placed in the garbage include:

Broken glass, carbon monoxide detectors, food related items (e.g. salad dressing, vinegar), hair conditioner, hand lotion, incandescent light bulbs, razor blades, shampoo, smoke alarms, soap and any other item which, in the opinion of the County, is deemed not to be hazardous.
Collection service shall be provided to the central business districts of the Towns of Cobourg and Port Hope twice per week as outlined below:

**Cobourg Parameters**
- Both sides of King Street business section (front and rear of businesses), from Ball Street to College Street.
- Both sides of Division Street business section (front and rear of businesses), from Chapel Street to Charles Street.
- Downtown sidewalk containers as outlined in the contract.
- All downtown collection will commence no sooner than 7:00 a.m. and be completed by no later than 9:00 a.m.

**Port Hope Parameters**
- South side of Walton Street, from John to Brown Street.
- Businesses located on Walton and Ontario Streets from Cavan to Mill Street.
- Ontario Street south of Walton Street.
- Brogden's Lane.
- Queen Street from Walton to Augusta Street (rear of buildings).
- Both sides of John Street from Augusta to Walton Street.
- Downtown sidewalk containers as outlined in the contract.
- All downtown collection will commence no sooner than 7:00 a.m. and be completed by no later than 9:00 a.m.
PRIVATE ROAD DESIGN SPECIFICATIONS FOR CURBSIDE WASTE COLLECTION

For residential units fronting on a private road, curbside collection may be provided subject to the following requirements:

a) The internal road layout should be designed to permit continuous collection without reversing. Where the requirement for continuous collection cannot be met, a cul-de-sac or “T” turn-around will be permitted in accordance with the specification shown in Figures 1 and 2;

b) All roads shall have a minimum width of 4.0 metres and have lay-bys for two way traffic at a spacing of not more than 300 metres. A By-Law must be passed by the municipality, regulating parking on the road, such that parking will not be permitted along the roadway between the hours of 7:00 a.m. and 5:00 p.m., Monday through Friday, year round. If lay-bys are not provided, the minimum road width shall be 6.0 metres. If the minimum road width is 6.0 metres or greater, a By-Law regulating parking will not be required;

c) The turning radii from the centre line of the road must be a minimum of 13.0 metres on all cul-du-sacs and turning circles;

d) The turning radii for curbs and internal roads must be a minimum of 9 metres;

e) A vertical clearance of 5.0 metres shall be observed throughout the entire access route;

f) The roadway shall be kept in a state of good repair (meaning that it will be free from large pot holes, bumps, depressions, standing water and the like). The roadway shall also be cleared of ice and snow prior to 7:00 a.m. on waste collection day(s);

g) The County will not be responsible for any roadway damage caused by normal use. As such, the access road shall be capable of holding heavy trucks without damage, at all times of year and be constructed to the following minimum standards:

   a. Gravel road
i. 300 mm of compacted granular “B” base; and
ii. 150 mm or compacted granular “A” surface.

b. Paved road

i. 300 mm of compacted granular “B” sub-base;
ii. 150 mm of compacted granular “A” base; and
iii. 50 mm of HL-3 asphalt surface.
13.0 m Radius

13.0m Radius

4.0m MIN

NOTES:
ALL DIMENSIONS ARE IN METRES

CUL-DE-SAC SPECIFICATION
MINIMUM REQUIREMENT FOR COUNTY WASTE COLLECTION VEHICLE

COUNTY OF NORTHUMBERLAND
TRANSPORTATION AND WASTE DEPARTMENT
## OFFENCES AND FINES

<table>
<thead>
<tr>
<th>SHORT FORM OF OFFENCE</th>
<th>DESIGNATION OF PROVISION</th>
<th>SET FINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Owner fail to provide waste disposal system</td>
<td>3.2</td>
<td>$205.00</td>
</tr>
<tr>
<td>Waste generator fail to provide waste disposal system</td>
<td>3.3</td>
<td>$105.00</td>
</tr>
<tr>
<td>Owner places waste out for collection too early</td>
<td>6.1</td>
<td>$105.00</td>
</tr>
<tr>
<td>Owner fail to remove remaining waste</td>
<td>6.2</td>
<td>$105.00</td>
</tr>
<tr>
<td>Owner fail to remove remaining waste, after notification</td>
<td>6.3</td>
<td>$105.00</td>
</tr>
<tr>
<td>Owner fail to dispose of uncollectible waste</td>
<td>9.1</td>
<td>$105.00</td>
</tr>
<tr>
<td>Set waste out from wrong property for collection</td>
<td>10.1</td>
<td>$105.00</td>
</tr>
<tr>
<td>Owner fail to remove uncollectible waste</td>
<td>10.2</td>
<td>$105.00</td>
</tr>
<tr>
<td>Owner fail to secure waste</td>
<td>10.3</td>
<td>$105.00</td>
</tr>
<tr>
<td>Fail to place residential wet waste in plastic bags</td>
<td>10.4</td>
<td>$105.00</td>
</tr>
<tr>
<td>Fail to place recyclables out properly for collection container</td>
<td>10.5</td>
<td>$105.00</td>
</tr>
<tr>
<td>Put oversize cardboard out for collection Fail to place household organic waste out property for collection</td>
<td>10.6</td>
<td>$105.00</td>
</tr>
</tbody>
</table>

- **SCHEDULE GF TO BY-LAW NO. 152018-XX**

2018-06-20 ATTACH TO REPORT 2018-27 - TRACK CHANGE EDITS TO BY-LAW 2015-19BY-LAW-14XX RE SOLID WASTE MANAGEMENT
<table>
<thead>
<tr>
<th>Violation Description</th>
<th>Code</th>
<th>Fine</th>
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</thead>
<tbody>
<tr>
<td>Fail to place waste in proper container. Put oversize cardboard out for collection</td>
<td>10.7</td>
<td>$105.00</td>
</tr>
<tr>
<td>Fail to separate recyclables from residential waste</td>
<td>10.8</td>
<td>$105.00</td>
</tr>
<tr>
<td>Interference with waste</td>
<td>10.9</td>
<td>$205.00</td>
</tr>
<tr>
<td>Fail to apply appropriate bag tag(s)</td>
<td>11.1</td>
<td>$105.00</td>
</tr>
<tr>
<td>Conveyance of waste in improper container</td>
<td>15.1</td>
<td>$105.00</td>
</tr>
<tr>
<td>Unlawful deposit of waste in public place</td>
<td>16.1(1)</td>
<td>$305.00</td>
</tr>
<tr>
<td>Unauthorized deposit of waste on municipal land</td>
<td>16.1(2)</td>
<td>$305.00</td>
</tr>
<tr>
<td>Deposit waste in unauthorized container</td>
<td>16.1(3)</td>
<td>$305.00</td>
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<tr>
<td>Deposit waste at unauthorized location</td>
<td>16.1(4)</td>
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<tr>
<td>Unauthorized sale of bag tags</td>
<td>16.3</td>
<td>$305.00</td>
</tr>
<tr>
<td>Unauthorized printing of bag tags</td>
<td>16.4</td>
<td>$305.00</td>
</tr>
</tbody>
</table>
Recommendation

“Whereas the 2018 Mayors’ Keep the County Clean Challenge was deemed a success, with 2,027 registered volunteers collecting over 15,670 kilograms of litter throughout the County during the week of April 23rd, 2018;

Now Therefore Be It Resolved That County Council continue to support the Mayors’ Keep the County Clean Challenge into 2019.”

Purpose

Provide an update on the success of the 2018 Mayors’ Keep the County Clean Challenge.

Background

In June of 2008, it was requested by County Council that the Waste Services Division investigate the feasibility of implementing a County-Wide Litter Clean-up program starting in 2009.

After receiving this direction from County Council, a Planning Committee was formed, which consists of representatives from each area municipality, plus staff from the County’s Waste Services Division.
Through their diligent work in developing an Implementation Plan, securing sponsorship for the event, promoting the event and most importantly, enlisting local volunteer groups and individuals alike, this committee successfully launched and implemented the first annual Mayors’ Keep the County Clean Challenge.

Based on the success of previous Challenges, County Council passed a resolution in June of 2017 to continue to support the Challenge into 2018.

**Promotion:**

The County, with assistance from the area municipalities, developed Public Notices for the events, which were placed on the County’s and area municipalities’ web sites. These Public Notices were also published multiple times in a number of local newspapers and displayed in public venues (e.g. community centers, arenas, libraries, etc.) throughout the County.

The County also advertised the Challenge on the local radio stations (93.3 my FM and Classic Rock 107.9) and had both of these stations provide “remote broadcasts” at the appreciation BBQ hosted by the County. These “remote broadcasts” were provided at no cost to the County.

**Sponsorship:**

The County and area municipalities were successful in securing sponsorship for the Challenge from a number of local businesses. Sponsorship included free items, including bottled water and garbage bags.

Sponsors of the 2017 Mayors’ Keep the County Clean Challenge are listed below:

- Tim Horton’s
- Mill Valley Natural Spring Water

**Week Long Litter Clean-Up Event:**

During the week of April 23rd, volunteers from all parts of Northumberland County went out and collected litter from green spaces, neighbourhoods, parks, ravines, road side ditches and waterways.

Representatives from each area municipality distributed supplies (e.g. garbage bags, safety vests and gloves) to volunteers and ensured that all of the materials collected by the volunteers were transported back to central locations within their municipalities. These materials were then transferred into roll-off containers, supplied by the County, and hauled away by the County to the Brighton Landfill, for proper disposal.

Through this event, more than 2,027 volunteers collected over 15,670 kgs of garbage.

A typical garbage bag full of litter weighs approximately 5 kgs. Based on this typical weight, it is estimated that the equivalent of 3,134 garbage bags of litter were collected during this year’s event.
A comparison table containing details on the number of participants and quantities of materials collected by volunteers within each area municipality since the Challenge began in 2009 is included as Attachment No. 1.

A graph depicting the yearly amounts of litter collected and number of registered volunteers, from the first year of the challenge in 2009, up to and including this 10th year of the challenge, is included as Attachment No. 2.

From a review of the above mentioned table and graph, it is encouraging to see the quantity of litter being encountered and collected by the volunteers is remaining fairly consistent. During the first event in 2009, a total of 26,195 kgs were collected by 2,085 volunteers (of which 11,500 kgs were illegally dumped tires and the remaining 14,695 kgs were litter). In 2018, 2,027 volunteers found and collected 15,670 kgs of litter.

20 Minute Make Over:

The 20 Minute Make Over was designed to involve local businesses and citizens who might not have the chance to be involved with the week-long road side and public areas clean-up. This program aimed to increase participation of businesses and citizens by encouraging them to beautify near-by homes and businesses over a 20 minute timeframe.

The 20 Minute Make Over was promoted to take place at high-noon on Friday April 27th, but residents and business owners were encouraged to do this whenever they had the opportunity, if they couldn’t participate at noon on April 27th.

Since residents and business owners were encouraged to dispose of the small amounts of litter which they collected during this event in with their own normal waste, there was no real way to quantify what the participation levels were for this event or what the volume of material collected was.

That said, the purpose of this event was to allow individuals and / or businesses the opportunity to take a sense of ownership and a feeling of pride in participating, no matter how large or small the area cleaned.

Appreciation BBqs:

The County held an appreciation BBQ on Saturday April 28th, and combined the event with its annual Material Recovery Facility (MRF) Open House. As a result of this combination of events, attendees to the County’s appreciation BBQ also had the opportunity to go on tours of the MRF, climb aboard some heavy equipment and vehicles (Grader, Grade-All, Snow Plow, Roll-Off Truck, Ambulance, Alnwick/Haldimand Fire Trucks, etc.) and enter their names in a draw to win a composter. It is estimated that over 700 people attended the County Appreciation BBQ / MRF Open House event.

2018 Challenge Champions:

In keeping with the initial format of the Challenge, there were two categories through which area municipalities could qualify to win the “2018 Mayors’ Keep the County Clean Challenge”.
The first category was for greatest number of registered volunteers and was calculated based on proportional representation (e.g. number of registered volunteers divided by the municipality’s population).

The second category was for the hardest working volunteers (e.g. amount of material collected divided by the number of volunteers).

Based on the data presented in the table included as Attachment No. 1, the winners of the 2018 Mayors’ Keep the County Clean Challenge are as follows:

**Category 1 – Highest Volunteer Participation**

**Winner** – Township of Alnwick/Haldimand with 8.1% proportional representation  
**1st Runner-up** – Town of Cobourg with 3.5% proportional representation  
**2nd Runner-up** – Township of Cramahe with 3.0% proportional representation

**Category 2 – Hardest Working Volunteers**

**Winner** – Township of Hamilton with 25.0 kgs collected per volunteer  
**1st Runner-up** – Municipality of Brighton with 16.6 kgs collected per volunteer  
**2nd Runner-up** – Municipality of Port Hope with 14.7 kgs collected per volunteer

**Next Steps:** The Planning Committee will be meeting in the spring of 2019 to plan for the 2019 Challenge, with the intent of identifying what things should be removed / altered or added in order to build upon this year’s success, with the hopes of having an equally or even more successful Challenge next year.

**Consultations**

Not applicable.

**Legislative Authority**

Not applicable.

**Discussion/Options**

N/A

**Financial Impact**

The overall cost of promoting the Mayors’ Keep the County Clean Challenge, and purchasing the supplies to host the MRF Open House, is approximately $7,500.
This cost is significantly less than what it would cost to have County staff undertake all of the road-side and public space litter clean-ups conducted by the hundreds of volunteers.

**Member Municipality Impacts**

Since 2009, the Mayors’ Keep the County Clean Challenge has been a collaborative initiative involving staff and volunteers from each member Municipality and the County.

Staff from member Municipalities coordinate the sign-up of volunteers, distribution of supplies to volunteers and collection / drop-off locations for collected litter.

County staff coordinate promotion of the challenge, purchase of supplies, haulage and disposal of collected litter and an appreciation BBQ.

Through this joint involvement, the County and each of the member Municipalities benefit from the efforts of the volunteers in collecting litter from along County and Municipal roadways, open spaces and parks.

**Conclusion/Outcomes**

Based on continued success of the annual Mayors’ Keep the County Clean Challenge, staff recommends that Council continue to support the challenge into 2019.

**Attachments**

1. Mayors Keep the County Clean Challenge Summary Table
2. Yearly Comparison of Volunteers and Litter Collected
### ATTACHMENT No. 1

**Mayors' Keep the County Clean Challenge**

#### Summary Table

<table>
<thead>
<tr>
<th>YEAR</th>
<th>POPULATION *</th>
<th>AREA MUNICIPALITY</th>
<th>Alwick / Haldimand</th>
<th>Brighton</th>
<th>Cobourg</th>
<th>Cranberry</th>
<th>Hamilton</th>
<th>Port Hope</th>
<th>Trent Hills</th>
<th>TOTALS</th>
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<tr>
<td>2009</td>
<td>Number of Volunteers</td>
<td>100</td>
<td>308</td>
<td>1,324</td>
<td>102</td>
<td>26</td>
<td>199</td>
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<td>1.2%</td>
<td>1.6%</td>
<td>0.2%</td>
<td>1.2%</td>
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<td>2.4%</td>
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<tr>
<td></td>
<td>Litter Collected (kg)</td>
<td>5,260</td>
<td>5,450</td>
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<td>1,955</td>
<td>3,980</td>
<td>6,360</td>
<td>490</td>
<td>26,195</td>
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<td>Avg. Kg Collected per Volunteer</td>
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<td>15</td>
<td>19</td>
<td>32</td>
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<td>100</td>
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<td>850</td>
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<td>Avg. Kg Collected per Volunteer</td>
<td>5</td>
<td>9</td>
<td>1</td>
<td>7</td>
<td>17</td>
<td>13</td>
<td>2</td>
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<td>764</td>
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<td>191</td>
<td>80</td>
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<tr>
<td></td>
<td>Litter Collected (kg)</td>
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<td>1,570</td>
<td>1,250</td>
<td>2,870</td>
<td>1,320</td>
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<td>2</td>
<td>31</td>
<td>10</td>
<td>36</td>
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<td>313</td>
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<td>1.4%</td>
<td>3.2%</td>
<td>2.2%</td>
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<td>1.7%</td>
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<td></td>
<td>Litter Collected (kg)</td>
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<td>2,550</td>
<td>2,440</td>
<td>2,950</td>
<td>1,500</td>
<td>2,560</td>
<td>17,680</td>
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<td>9.7</td>
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<td>12.2</td>
<td>11.5</td>
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<td>685</td>
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<td>110</td>
<td>150</td>
<td>213</td>
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<td>3.5%</td>
<td>3.0%</td>
<td>1.0%</td>
<td>0.9%</td>
<td>1.7%</td>
<td>2.4%</td>
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</tr>
<tr>
<td></td>
<td>Litter Collected (kg)</td>
<td>3,230</td>
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<td>2,330</td>
<td>2,070</td>
<td>2,750</td>
<td>2,200</td>
<td>1,060</td>
<td>15,670</td>
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<td></td>
<td>Avg. Kg Collected per Volunteer</td>
<td>5.8</td>
<td>16.6</td>
<td>3.4</td>
<td>10.7</td>
<td>25.0</td>
<td>14.7</td>
<td>5.0</td>
<td>8</td>
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</tr>
</tbody>
</table>

* - Populations based on 2016 Census Data
ATTACHMENT No. 2
Mayors' Keep the County Clean Challenge
Yearly Comparison of Volunteers and Litter Collected
Council Report # 2018-49

Title: Newcomer Settlement Program
Settlement Services Funding Agreement

Prepared by: Dan Borowec, Director of Economic Development
Reviewed by: Glenn Dees, Director of Finance/ Treasurer
Approved by: Jennifer Moore, CAO

Strategic Plan: Economic Innovation and Prosperity
Council Date: June 20, 2018

Recommendation

“Whereas the Government of Ontario has created the Newcomer Settlement Program to support the successful integration of newcomers and immigrants and refugees;

And Whereas the County of Northumberland’s application to Newcomer Settlement Program has been approved;

And Whereas this project is eligible and is qualified to receive $97,500.00 for a period of three years beginning April 1, 2018;

Now Therefore Be It Resolved That the Council of the Corporation of the County of Northumberland approve the three year funding agreement with the Province’s Ministry of Citizenship and Immigration.”

Purpose

The following report provides members of County Council with details concerning the activities related to settlement services.

Background

This project will provide services that will contribute toward the following outcomes:
• Clients receive appropriate and timely information to make informed decisions about their settlement and integration process in Ontario
• Clients gain understanding of Canadian society, available services, and rights and responsibilities
• Clients gain knowledge about community and government services and receive support and referrals to access other services
• Clients receive support to deal with immigration transition issues and settle, integrate and participate in community life

The Recipient is responsible for the development and implementation of the following activities and services.

a) Outreach: conduct outreach and promotion activities to raise awareness about NSP services among newcomers.

b) Needs Assessment and Service Planning: Conduct an assessment of client needs and develop a plan to address the client’s immediate and longer term goals.

c) Orientation and Information: Provide orientation information to clients on key features of life in Canada, available community and government services such as language training, employment and training, education, healthcare and social services.

d) Information and Referrals: Provide information about available community and government services such as language training, employment and training, education, healthcare and social services, and referrals and assistance to help clients access other services. For French speaking clients, referral to a Francophone organization that delivers settlement services, and/or community and government services in French where available.

e) Assistance with Settlement-Related Issues: Support clients to overcome settlement and transition challenges, including facilitation of service access through form filling, interpretation/translation and client advocacy.

f) Social Integration: Implement community development and other activities that facilitate community engagement and help clients develop social connections and networks.

g) Service Coordination: Develop partnerships and coordinate service delivery with other service providers to better meet the needs of newcomers. Services will be delivered through a face-to-face format as well as group programming

Consultations
N/A

Legislative Authority/Risk Considerations
N/A
Discussion/Options

Project funding was based on extensive research and development work conducted by the department beginning in 2013.

Financial Impact

The three year funding agreement supports a contract position which was approved in the 2018 departmental budget.

Member Municipality Impacts

Supports the direction provided by the integrated economic development master plan.

Conclusion/Outcomes

The funding supports and compliments existing business immigration activities per the integrated economic development master plan.
ONTARIO TRANSFER PAYMENT AGREEMENT
CASE NUMBER: 2017-06-1-591237727

THE AGREEMENT is effective as of the 1st day of April, 2018

BETWEEN:

Her Majesty the Queen in right of Ontario
as represented by the Minister of Citizenship and Immigration
(the “Province”)

- and -

County of Northumberland
(the “Recipient”)

CONSIDERATION

In consideration of the mutual covenants and agreements contained in this Agreement and for other good and valuable consideration, the receipt and sufficiency of which are expressly acknowledged, the Province and the Recipient agree as follows:

1.0 ENTIRE AGREEMENT

1.1 The agreement, together with:

Schedule “A” - General Terms and Conditions
Schedule “B” - Project Specific Information and Additional Provisions
Schedule “C” - Project
Schedule “D” - Budget
Schedule “E” - Payment Plan
Schedule “F” - Reports, and

any amending agreement entered into as provided for in section 4.1,

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

2.0 CONFLICT OR INCONSISTENCY

2.1 Conflict or Inconsistency. In the event of a conflict or inconsistency between the Additional Provisions and the provisions in Schedule “A”, the following rules will apply:

(a) the Parties will interpret any Additional Provisions in so far as possible, in a way that preserves the intention of the Parties as expressed in Schedule “A”; and
(b) where it is not possible to interpret the Additional Provisions in a way that is consistent with the provisions in Schedule “A”, the Additional Provisions will prevail over the provisions in Schedule “A” to the extent of the inconsistency.

3.0 COUNTERPARTS

3.1 The Agreement may be executed in any number of counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument.

4.0 AMENDING THE AGREEMENT

4.1 The Agreement may only be amended by a written agreement duly executed by the Parties.

5.0 ACKNOWLEDGEMENT

5.1 The Recipient acknowledges that:

(a) by receiving Funds it may become subject to legislation applicable to organizations that receive funding from the Government of Ontario, including the Broader Public Sector Accountability Act, 2010 (Ontario), the Public Sector Salary Disclosure Act, 1996 (Ontario), and the Auditor General Act (Ontario);

(b) Her Majesty the Queen in right of Ontario has issued expenses, perquisites, and procurement directives and guidelines pursuant to the Broader Public Sector Accountability Act, 2010 (Ontario);

(c) the Funds are:

(i) to assist the Recipient to carry out the Project and not to provide goods or services to the Province;

(ii) funding for the purposes of the Public Sector Salary Disclosure Act, 1996 (Ontario);

(d) the Province is not responsible for carrying out the Project; and

(e) the Province is bound by the Freedom of Information and Protection of Privacy Act (Ontario) and that any information provided to the Province in connection with the Project or otherwise in connection with the Agreement may be subject to disclosure in accordance with that Act.
The Parties have executed the Agreement on the dates set out below.

HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO as represented by the Minister of Citizenship and Immigration

May 31, 2018
Date

Name: Yvonne Ferrer
Title: A/Director, Program Management and Evaluation Branch

County of Northumberland

30 May 18
Date

Name: Dan Borowec
Title: Deputy Director, Economic Development and Tourism
I have authority to bind the Recipient.

May 30, 2018
Date

Name: Nancy MacDonald
Title: Manager of Legislative Services / Clerk
I have authority to bind the Recipient.
SCHEDULE “A”
GENERAL TERMS AND CONDITIONS

A1.0 INTERPRETATION AND DEFINITIONS

A1.1 Interpretation. For the purposes of interpretation:

(a) words in the singular include the plural and vice-versa;

(b) words in one gender include all genders;

(c) the headings do not form part of the Agreement; they are for reference only and will not affect the interpretation of the Agreement;

(d) any reference to dollars or currency will be in Canadian dollars and currency; and

(e) “include”, “includes” and “including” denote that the subsequent list is not exhaustive.

A1.2 Definitions. In the Agreement, the following terms will have the following meanings:

“Additional Provisions” means the terms and conditions set out in Schedule “B”.

“Agreement” means this agreement entered into between the Province and the Recipient, all of the schedules listed in section 1.1, and any amending agreement entered into pursuant to section 4.1.

“Budget” means the budget attached to the Agreement as Schedule “D”.

“Business Day” means any working day, Monday to Friday inclusive, excluding statutory and other holidays, namely: New Year’s Day; Family Day; Good Friday; Easter Monday; Victoria Day; Canada Day; Civic Holiday; Labour Day; Thanksgiving Day; Remembrance Day; Christmas Day; Boxing Day and any other day on which the Province has elected to be closed for business.

“Effective Date” means the date set out at the top of the Agreement.

“Event of Default” has the meaning ascribed to it in section A13.1.

“Expiry Date” means the expiry date set out in Schedule “B”.

“Funding Year” means:

(a) in the case of the first Funding Year, the period commencing on the Effective Date and ending on the following March 31; and

(b) in the case of Funding Years subsequent to the first Funding Year, the period commencing on April 1 following the end of the previous Funding Year and ending on the following March 31.

“Funds” means the money the Province provides to the Recipient pursuant to the Agreement.
“Indemnified Parties” means Her Majesty the Queen in right of Ontario, Her ministers, agents, appointees, and employees.

“Maximum Funds” means the maximum Funds set out in Schedule “B”.

“Notice” means any communication given or required to be given pursuant to the Agreement.

“Notice Period” means the period of time within which the Recipient is required to remedy an Event of Default pursuant to section A13.3(b), and includes any such period or periods of time by which the Province extends that time in accordance with section A13.4.

“Parties” means the Province and the Recipient.

“Party” means either the Province or the Recipient.

“Project” means the undertaking described in Schedule “C”.

“Reports” means the reports described in Schedule “F”.

A2.0 REPRESENTATIONS, WARRANTIES, AND COVENANTS

A2.1 General. The Recipient represents, warrants, and covenants that:

(a) it is, and will continue to be, a validly existing legal entity with full power to fulfill its obligations under the Agreement;

(b) it has, and will continue to have, the experience and expertise necessary to carry out the Project;

(c) it is in compliance with, and will continue to comply with, all federal and provincial laws and regulations, all municipal by-laws, and any other orders, rules, and by-laws related to any aspect of the Project, the Funds, or both; and

(d) unless otherwise provided for in the Agreement, any information the Recipient provided to the Province in support of its request for funds (including information relating to any eligibility requirements) was true and complete at the time the Recipient provided it and will continue to be true and complete.

A2.2 Execution of Agreement. The Recipient represents and warrants that it has:

(a) the full power and authority to enter into the Agreement; and

(b) taken all necessary actions to authorize the execution of the Agreement.

A2.3 Governance. The Recipient represents, warrants, and covenants that it has, will maintain in writing, and will follow:

(a) a code of conduct and ethical responsibilities for all persons at all levels of the Recipient’s organization;
(b) procedures to enable the Recipient's ongoing effective functioning;
(c) decision-making mechanisms for the Recipient;
(d) procedures to enable the Recipient to manage Funds prudently and effectively;
(e) procedures to enable the Recipient to complete the Project successfully;
(f) procedures to enable the Recipient to identify risks to the completion of the Project and strategies to address the identified risks, all in a timely manner;
(g) procedures to enable the preparation and submission of all Reports required pursuant to Article A7.0; and
(h) procedures to enable the Recipient to address such other matters as the Recipient considers necessary to enable the Recipient to carry out its obligations under the Agreement.

A2.4 Supporting Proof. Upon the request of the Province, the Recipient will provide the Province with proof of the matters referred to in Article A2.0.

A3.0 TERM OF THE AGREEMENT

A3.1 Term. The term of the Agreement will commence on the Effective Date and will expire on the Expiry Date unless terminated earlier pursuant to Article A11.0, Article A12.0, or Article A13.0.

A4.0 FUNDS AND CARRYING OUT THE PROJECT

A4.1 Funds Provided. The Province will:

(a) provide the Recipient up to the Maximum Funds for the purpose of carrying out the Project;
(b) provide the Funds to the Recipient in accordance with the payment plan attached to the Agreement as Schedule "E"; and
(c) deposit the Funds into an account designated by the Recipient provided that the account:

(i) resides at a Canadian financial institution; and
(ii) is in the name of the Recipient.

A4.2 Limitation on Payment of Funds. Despite section A4.1:

(a) the Province is not obligated to provide any Funds to the Recipient until the Recipient provides the certificates of insurance or other proof as the Province may request pursuant to section A10.2;
(b) the Province is not obligated to provide instalments of Funds until it is satisfied with the progress of the Project;
(c) the Province may adjust the amount of Funds it provides to the Recipient in any Funding Year based upon the Province’s assessment of the information the Recipient provides to the Province pursuant to section A7.1; or

(d) if, pursuant to the Financial Administration Act (Ontario), the Province does not receive the necessary appropriation from the Ontario Legislature for payment under the Agreement, the Province is not obligated to make any such payment, and, as a consequence, the Province may:

(i) reduce the amount of Funds and, in consultation with the Recipient, change the Project; or

(ii) terminate the Agreement pursuant to section A12.1.

A4.3 Use of Funds and Carry Out the Project. The Recipient will do all of the following:

(a) carry out the Project in accordance with the Agreement;

(b) use the Funds only for the purpose of carrying out the Project;

(c) spend the Funds only in accordance with the Budget;

(d) not use the Funds to cover any cost that has or will be funded or reimbursed by one or more of any third party, ministry, agency, or organization of the Government of Ontario.

A4.4 Interest Bearing Account. If the Province provides Funds before the Recipient’s immediate need for the Funds, the Recipient will place the Funds in an interest bearing account in the name of the Recipient at a Canadian financial institution.

A4.5 Interest. If the Recipient earns any interest on the Funds, the Province may:

(a) deduct an amount equal to the interest from any further instalments of Funds; or

(b) demand from the Recipient the payment of an amount equal to the interest.

A4.6 Rebates, Credits, and Refunds. The Ministry will calculate Funds based on the actual costs to the Recipient to carry out the Project, less any costs (including taxes) for which the Recipient has received, will receive, or is eligible to receive, a rebate, credit, or refund.

A5.0 RECIPIENT’S ACQUISITION OF GOODS OR SERVICES, AND DISPOSAL OF ASSETS

A5.1 Acquisition. If the Recipient acquires goods, services, or both with the Funds, it will:

(a) do so through a process that promotes the best value for money; and

(b) comply with the Broader Public Sector Accountability Act, 2010 (Ontario), including any procurement directive issued thereunder, to the extent applicable.
A5.2 Disposal. The Recipient will not, without the Province's prior written consent, sell, lease, or otherwise dispose of any asset purchased or created with the Funds or for which Funds were provided, the cost of which exceeded the amount as provided for in Schedule “B” at the time of purchase.

A6.0 CONFLICT OF INTEREST

A6.1 No Conflict of Interest. The Recipient will carry out the Project and use the Funds without an actual, potential, or perceived conflict of interest.

A6.2 Conflict of Interest Includes. For the purposes of Article A6.0, a conflict of interest includes any circumstances where:

(a) the Recipient; or

(b) any person who has the capacity to influence the Recipient’s decisions,

has outside commitments, relationships, or financial interests that could, or could be seen to, interfere with the Recipient’s objective, unbiased, and impartial judgment relating to the Project, the use of the Funds, or both.

A6.3 Disclosure to Province. The Recipient will:

(a) disclose to the Province, without delay, any situation that a reasonable person would interpret as an actual, potential, or perceived conflict of interest; and

(b) comply with any terms and conditions that the Province may prescribe as a result of the disclosure.

A7.0 REPORTS, ACCOUNTING, AND REVIEW

A7.1 Preparation and Submission. The Recipient will:

(a) submit to the Province at the address referred to in section A17.1, all Reports in accordance with the timelines and content requirements as provided for in Schedule “F”, or in a form as specified by the Province from time to time;

(b) submit to the Province at the address referred to in section A17.1, any other reports as may be requested by the Province in accordance with the timelines and content requirements specified by the Province;

(c) ensure that all Reports and other reports are completed to the satisfaction of the Province; and

(d) ensure that all Reports and other reports are signed on behalf of the Recipient by an authorized signing officer.

A7.2 Record Maintenance. The Recipient will keep and maintain:

(a) all financial records (including invoices) relating to the Funds or otherwise to the Project in a manner consistent with generally accepted accounting principles; and
(b) all non-financial documents and records relating to the Funds or otherwise to the Project.

A7.3 Inspection. The Province, any authorized representative, or any independent auditor identified by the Province may, at the Province’s expense, upon twenty-four hours’ Notice to the Recipient and during normal business hours, enter upon the Recipient’s premises to review the progress of the Project and the Recipient’s allocation and expenditure of the Funds and, for these purposes, the Province, any authorized representative, or any independent auditor identified by the Province may take one or more of the following actions:

(a) inspect and copy the records and documents referred to in section A7.2;

(b) remove any copies made pursuant to section A7.3(a) from the Recipient’s premises; and

(c) conduct an audit or investigation of the Recipient in respect of the expenditure of the Funds, the Project, or both.

A7.4 Disclosure. To assist in respect of the rights provided for in section A7.3, the Recipient will disclose any information requested by the Province, any authorized representatives, or any independent auditor identified by the Province, and will do so in the form requested by the Province, any authorized representative, or any independent auditor identified by the Province, as the case may be.

A7.5 No Control of Records. No provision of the Agreement will be construed so as to give the Province any control whatsoever over the Recipient’s records.

A7.6 Auditor General. The Province’s rights under Article A7.0 are in addition to any rights provided to the Auditor General pursuant to section 9.1 of the Auditor General Act (Ontario).

A8.0 COMMUNICATIONS REQUIREMENTS

A8.1 Acknowledge Support. Unless otherwise directed by the Province, the Recipient will:

(a) acknowledge the support of the Province for the Project; and

(b) ensure that the acknowledgement referred to in section A8.1(a) is in a form and manner as directed by the Province.

A8.2 Publication. The Recipient will indicate, in any of its Project-related publications, whether written, oral, or visual, that the views expressed in the publication are the views of the Recipient and do not necessarily reflect those of the Province.

A9.0 INDEMNITY

A9.1 Indemnification. The Recipient will indemnify and hold harmless the Indemnified Parties from and against any and all liability, loss, costs, damages, and expenses (including legal, expert and consultant fees), causes of action, actions, claims, demands, lawsuits, or other proceedings, by whomever made, sustained, incurred, brought, or prosecuted, in any way arising out of or in connection with the Project or
otherwise in connection with the Agreement, unless solely caused by the negligence or wilful misconduct of the Indemnified Parties.

A10.0 INSURANCE

A10.1 Recipient's Insurance. The Recipient represents, warrants, and covenants that it has, and will maintain, at its own cost and expense, with insurers having a secure A.M. Best rating of B+ or greater, or the equivalent, all the necessary and appropriate insurance that a prudent person carrying out a project similar to the Project would maintain, including commercial general liability insurance on an occurrence basis for third party bodily injury, personal injury, and property damage, to an inclusive limit of not less than the amount provided for in Schedule "B" per occurrence. The insurance policy will include the following:

(a) the Indemnified Parties as additional insureds with respect to liability arising in the course of performance of the Recipient's obligations under, or otherwise in connection with, the Agreement;

(b) a cross-liability clause;

(c) contractual liability coverage; and

(d) a 30-day written notice of cancellation.

A10.2 Proof of Insurance. The Recipient will:

(a) provide to the Province, either:
   
   (i) certificates of insurance that confirm the insurance coverage as provided for in section A10.1; or

   (ii) other proof that confirms the insurance coverage as provided for in section A10.1; and

(b) upon the request of the Province, provide to the Province a copy of any insurance policy.

A11.0 TERMINATION ON NOTICE

A11.1 Termination on Notice. The Province may terminate the Agreement at any time without liability, penalty, or costs upon giving at least 30 days' Notice to the Recipient.

A11.2 Consequences of Termination on Notice by the Province. If the Province terminates the Agreement pursuant to section A11.1, the Province may take one or more of the following actions:

(a) cancel further instalments of Funds;

(b) demand from the Recipient the payment of any Funds remaining in the possession or under the control of the Recipient; and

(c) determine the reasonable costs for the Recipient to wind down the Project, and do either or both of the following:
(i) permit the Recipient to offset such costs against the amount the Recipient owes pursuant to section A11.2(b); and
(ii) subject to section A4.1(a), provide Funds to the Recipient to cover such costs.

A12.0 TERMINATION WHERE NO APPROPRIATION

A12.1 Termination Where No Appropriation. If, as provided for in section A4.2(d), the Province does not receive the necessary appropriation from the Ontario Legislature for any payment the Province is to make pursuant to the Agreement, the Province may terminate the Agreement immediately without liability, penalty, or costs by giving Notice to the Recipient.

A12.2 Consequences of Termination Where No Appropriation. If the Province terminates the Agreement pursuant to section A12.1, the Province may take one or more of the following actions:
(a) cancel further instalments of Funds;
(b) demand from the Recipient the payment of any Funds remaining in the possession or under the control of the Recipient; and
(c) determine the reasonable costs for the Recipient to wind down the Project and permit the Recipient to offset such costs against the amount owing pursuant to section A12.2(b).

A12.3 No Additional Funds. If, pursuant to section A12.2(c), the Province determines that the costs to wind down the Project exceed the Funds remaining in the possession or under the control of the Recipient, the Province will not provide additional Funds to the Recipient.

A13.0 EVENT OF DEFAULT, CORRECTIVE ACTION, AND TERMINATION FOR DEFAULT

A13.1 Events of Default. Each of the following events will constitute an Event of Default:
(a) in the opinion of the Province, the Recipient breaches any representation, warranty, covenant, or other material term of the Agreement, including failing to do any of the following in accordance with the terms and conditions of the Agreement:
(i) carry out the Project;
(ii) use or spend Funds; or
(iii) provide, in accordance with section A7.1, Reports or such other reports as may have been requested pursuant to section A7.1(b);
(b) the Recipient’s operations, its financial condition, or its organizational structure, changes such that it no longer meets one or more of the eligibility requirements of the program under which the Province provides the Funds;
(c) the Recipient makes an assignment, proposal, compromise, or arrangement for
the benefit of creditors, or a creditor makes an application for an order adjudging the Recipient bankrupt, or applies for the appointment of a receiver; or

(d) the Recipient ceases to operate.

A13.2 Consequences of Events of Default and Corrective Action. If an Event of Default occurs, the Province may, at any time, take one or more of the following actions:

(a) initiate any action the Province considers necessary in order to facilitate the successful continuation or completion of the Project;

(b) provide the Recipient with an opportunity to remedy the Event of Default;

(c) suspend the payment of Funds for such period as the Province determines appropriate;

(d) reduce the amount of the Funds;

(e) cancel further instalments of Funds;

(f) demand from the Recipient the payment of any Funds remaining in the possession or under the control of the Recipient;

(g) demand from the Recipient the payment of an amount equal to any Funds the Recipient used, but did not use in accordance with the Agreement;

(h) demand from the Recipient the payment of an amount equal to any Funds the Province provided to the Recipient; and

(i) terminate the Agreement at any time, including immediately, without liability, penalty or costs to the Province upon giving Notice to the Recipient.

A13.3 Opportunity to Remedy. If, in accordance with section A13.2(b), the Province provides the Recipient with an opportunity to remedy the Event of Default, the Province will give Notice to the Recipient of:

(a) the particulars of the Event of Default; and

(b) the Notice Period.

A13.4 Recipient not Remediing. If the Province provided the Recipient with an opportunity to remedy the Event of Default pursuant to section A13.2(b), and:

(a) the Recipient does not remedy the Event of Default within the Notice Period;

(b) it becomes apparent to the Province that the Recipient cannot completely remedy the Event of Default within the Notice Period; or

(c) the Recipient is not proceeding to remedy the Event of Default in a way that is satisfactory to the Province,
the Province may extend the Notice Period, or initiate any one or more of the actions provided for in sections A13.2(a), (c), (d), (e), (f), (g), (h), and (i).

A13.5 **When Termination Effective.** Termination under Article will take effect as provided for in the Notice.

A14.0 **FUNDS AT THE END OF A FUNDING YEAR**

A14.1 **Funds at the End of a Funding Year.** Without limiting any rights of the Province under Article A13.0, if the Recipient has not spent all of the Funds allocated for the Funding Year as provided for in the Budget, the Province may take one or both of the following actions:

(a) demand from the Recipient payment of the unspent Funds; and

(b) adjust the amount of any further instalments of Funds accordingly.

A15.0 **FUNDS UPON EXPIRY**

A15.1 **Funds Upon Expiry.** The Recipient will, upon expiry of the Agreement, pay to the Province any Funds remaining in its possession or under its control.

A16.0 **DEBT DUE AND PAYMENT**

A16.1 **Payment of Overpayment.** If at any time the Province provides Funds in excess of the amount to which the Recipient is entitled under the Agreement, the Province may:

(a) deduct an amount equal to the excess Funds from any further instalments of Funds; or

(b) demand that the Recipient pay an amount equal to the excess Funds to the Province.

A16.2 **Debt Due.** If, pursuant to the Agreement:

(a) the Province demands from the Recipient the payment of any Funds or an amount equal to any Funds; or

(b) the Recipient owes any Funds or an amount equal to any Funds to the Province, whether or not the Province has demanded their payment,

such Funds or other amount will be deemed to be a debt due and owing to the Province by the Recipient, and the Recipient will pay the amount to the Province immediately, unless the Province directs otherwise.

A16.3 **Interest Rate.** The Province may charge the Recipient interest on any money owing by the Recipient at the then current interest rate charged by the Province of Ontario on accounts receivable.

A16.4 **Payment of Money to Province.** The Recipient will pay any money owing to the Province by cheque payable to the “Ontario Minister of Finance” and delivered to the Province as provided for in Schedule “B”.
A16.5 **Fails to Pay.** Without limiting the application of section 43 of the *Financial Administration Act* (Ontario), if the Recipient fails to pay any amount owing under the Agreement, Her Majesty the Queen in right of Ontario may deduct any unpaid amount from any money payable to the Recipient by Her Majesty the Queen in right of Ontario.

A17.0 **NOTICE**

A17.1 **Notice in Writing and Addressed.** Notice will be in writing and will be delivered by email, postage-prepaid mail, personal delivery, or fax, and will be addressed to the Province and the Recipient respectively as provided for Schedule "B", or as either Party later designates to the other by Notice.

A17.2 **Notice Given.** Notice will be deemed to have been given:

(a) in the case of postage-prepaid mail, five Business Days after the Notice is mailed; or

(b) in the case of email, personal delivery, or fax, one Business Day after the Notice is delivered.

A17.3 **Postal Disruption.** Despite section A17.2(a), in the event of a postal disruption:

(a) Notice by postage-prepaid mail will not be deemed to be given; and

(b) the Party giving Notice will give Notice by email, personal delivery, or fax.

A18.0 **CONSENT BY PROVINCE AND COMPLIANCE BY RECIPIENT**

A18.1 **Consent.** When the Province provides its consent pursuant to the Agreement, it may impose any terms and conditions on such consent and the Recipient will comply with such terms and conditions.

A19.0 **SEVERABILITY OF PROVISIONS**

A19.1 **Invalidity or Unenforceability of Any Provision.** The invalidity or unenforceability of any provision of the Agreement will not affect the validity or enforceability of any other provision of the Agreement. Any invalid or unenforceable provision will be deemed to be severed.

A20.0 **WAIVER**

A20.1 **Waiver Request.** Either Party may, in accordance with the Notice provision set out in Article A17.0, ask the other Party to waive an obligation under the Agreement.

A20.2 **Waiver Applies.** Any waiver a Party grants in response to a request made pursuant to section A20.1 will:

(a) be valid only if the Party granting the waiver provides it in writing; and

(b) apply only to the specific obligation referred to in the waiver.

A21.0 **INDEPENDENT PARTIES**
A21.1 Parties Independent. The Recipient is not an agent, joint venturer, partner, or employee of the Province, and the Recipient will not represent itself in any way that might be taken by a reasonable person to suggest that it is, or take any actions that could establish or imply such a relationship.

A22.0 ASSIGNMENT OF AGREEMENT OR FUNDS

A22.1 No Assignment. The Recipient will not, without the prior written consent of the Province, assign any of its rights or obligations under the Agreement.

A22.2 Agreement Binding. All rights and obligations contained in the Agreement will extend to and be binding on the Parties' respective heirs, executors, administrators, successors, and permitted assigns.

A23.0 GOVERNING LAW

A23.1 Governing Law. The Agreement and the rights, obligations, and relations of the Parties will be governed by and construed in accordance with the laws of the Province of Ontario and the applicable federal laws of Canada. Any actions or proceedings arising in connection with the Agreement will be conducted in the courts of Ontario, which will have exclusive jurisdiction over such proceedings.

A24.0 FURTHER ASSURANCES

A24.1 Agreement Into Effect. The Recipient will provide such further assurances as the Province may request from time to time with respect to any matter to which the Agreement pertains, and will otherwise do or cause to be done all acts or things necessary to implement and carry into effect the terms and conditions of the Agreement to their full extent.

A25.0 JOINT AND SEVERAL LIABILITY

A25.1 Joint and Several Liability. Where the Recipient is comprised of more than one entity, all such entities will be jointly and severally liable to the Province for the fulfillment of the obligations of the Recipient under the Agreement.

A26.0 RIGHTS AND REMEDIES CUMULATIVE

A26.1 Rights and Remedies Cumulative. The rights and remedies of the Province under the Agreement are cumulative and are in addition to, and not in substitution for, any of its rights and remedies provided by law or in equity.

A27.0 FAILURE TO COMPLY WITH OTHER AGREEMENTS

A27.1 Other Agreements. If the Recipient:

(a) has failed to comply with any term, condition, or obligation under any other agreement with Her Majesty the Queen in right of Ontario or one of Her agencies (a "Failure");

(b) has been provided with notice of such Failure in accordance with the requirements of such other agreement;
(c) has, if applicable, failed to rectify such Failure in accordance with the requirements of such other agreement; and

(d) such Failure is continuing,

the Province may suspend the payment of Funds for such period as the Province determines appropriate.

A28.0 SURVIVAL

A28.1 Survival. The following Articles and sections, and all applicable cross-referenced sections and schedules, will continue in full force and effect for a period of seven years from the date of expiry or termination of the Agreement: Article 1.0, Article 3.0, Article A1.0 and any other applicable definitions, section A2.1(a), sections A4.2(d), A4.5, section A5.2, section A7.1 (to the extent that the Recipient has not provided the Reports or other reports as may have been requested to the satisfaction of the Province), sections A7.2, A7.3, A7.4, A7.5, A7.6, Article A8.0, Article A9.0, section A11.2, sections A12.2, A12.3, sections A13.1, A13.2(d), (e), (f), (g) and (h), Article A15.0, Article A16.0, Article A17.0, Article A19.0, section A22.2, Article A23.0, Article A25.0, Article A26.0, Article A27.0 and Article A28.0.

- END OF GENERAL TERMS AND CONDITIONS -
SCHEDULE "C"
CORE NEWCOMER SETTLEMENT AND INTEGRATION SERVICES
(April 1, 2018 – March 31, 2019)

A. Project Description

This project is funded under the Province’s 2017 Newcomer Settlement Program Call for Proposals. The Newcomer Settlement Program (NSP) seeks to support the successful settlement and integration of newcomers, including immigrants and refugees, through the provision of early settlement and longer-term integration supports.

This project will provide services that will contribute toward the following outcomes:

- Clients receive appropriate and timely information to make informed decisions about their settlement and integration process in Ontario
- Clients gain understanding of Canadian society, available services, and rights and responsibilities
- Clients gain knowledge about community and government services and receive support and referrals to access other services
- Clients receive support to deal with immigration transition issues and settle, integrate and participate in community life

B. Project Activities

The Recipient is responsible for the development and implementation of the following activities and services.

a) Outreach: conduct outreach and promotion activities to raise awareness about NSP services among newcomers.

b) Needs Assessment and Service Planning: Conduct an assessment of client needs and develop a plan to address the client’s immediate and longer term goals.

c) Orientation and Information: Provide orientation information to clients on key features of life in Canada, available community and government services such as language training, employment and training, education, healthcare and social services.

d) Information and Referrals: Provide information about available community and government services such as language training, employment and training, education, healthcare and social services, and referrals and assistance to help clients access other services. For French speaking clients, referral to a Francophone organization that delivers settlement services, and/or community and government services in French where available.

e) Assistance with Settlement-Related Issues: Support clients to overcome settlement and transition challenges, including facilitation of service access through form filling, interpretation/translation and client advocacy.

f) Social Integration: Implement community development and other activities that facilitate community engagement and help clients develop social connections and networks.

g) Service Coordination: Develop partnerships and coordinate service delivery with other service providers to better meet the needs of newcomers. Services will be delivered through a face-to-face format as well as group programming.
## SCHEDULE “B”
### PROJECT SPECIFIC INFORMATION AND ADDITIONAL PROVISIONS
(April 1, 2018 – March 31, 2019)

<table>
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<th>Maximum Funds</th>
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<td>Expiration Date</td>
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<tr>
<td>Amount for the purposes of section A5.2 (Disposal) of Schedule “A”</td>
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</tr>
<tr>
<td>Insurance</td>
<td>$2,000,000</td>
</tr>
</tbody>
</table>
| Contact Information for the purposes of Notice to the Province | Yvonne Ferrer  
A/Director, Program Management and Evaluation Branch  
Ministry of Citizenship and Immigration  
400 University Ave, 3rd Floor  
Toronto ON M7A 2R9  
Phone: 416.326.2597  
Email: yvonne.ferrer@ontario.ca |
| Contact Information for the purposes of Notice to the Recipient | Dan Borowec  
Director, Economic Development and Tourism  
County of Northumberland  
555 Courthouse Road  
Cobourg ON K9A5J6  
Phone: 905.372.0114  
Email: borowecd@northumberlandcounty.ca |
| Contact Information for the senior financial person in the Recipient organization (e.g., CFO, CAO) – to respond as required to requests from the Province related to the Agreement | Cassie Bullard  
Economic Development Administrative Clerk  
County of Northumberland  
555 Courthouse Road  
Cobourg ON K9A5J6  
Phone: 905.372.3329 ext.266  
Email: bullardc@northumberlandcounty.ca |

### Additional Provisions:

None
C. Eligible Clients

The following individuals are eligible for services funded under the NSP:

- Permanent Residents, including resettled refugees and refugees landed in Canada
- Protected Persons
- Naturalized Canadian Citizens
- Refugee Claimants
- International Students
- Temporary Foreign Workers
- Approved Ontario Provincial Nominees

D. Performance Measures

The Recipient shall collect and report data on program activities and performance measures in order to accurately complete and submit required reports. The Recipient shall also collect and report de-identified, aggregate client profile data, including source country, immigration status, and gender. See Schedule F for further requirements and information about reporting.

Key performance measures that the Recipient will provide are:

Output Targets

Service Location: 600 William St, Cobourg ON K9A3A5

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>a) One-on-One Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unique Clients who access one-on-one settlement and integration services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total number of unique clients who access NSP one-on-one services (includes first time and returning clients)</td>
<td>30</td>
<td>30</td>
<td>30</td>
</tr>
<tr>
<td>Client Visits</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total number of times NSP one-on-one services are provided to clients in person</td>
<td>90</td>
<td>110</td>
<td>130</td>
</tr>
<tr>
<td>Total number of times one-on-one services are provided to NSP clients by other means</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. By phone</td>
<td>40</td>
<td>50</td>
<td>50</td>
</tr>
<tr>
<td>b. By Internet-based communication service (e.g. Skype)</td>
<td>20</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>b) Workshops/Group Sessions</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of settlement related workshops/group sessions</td>
<td>4</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>Number of clients who will participate in workshops/group sessions</td>
<td>20</td>
<td>30</td>
<td>30</td>
</tr>
</tbody>
</table>
### E. Target Groups

<table>
<thead>
<tr>
<th>Top source countries/regions (up to 5) of NSP clients</th>
<th>Philippines, Honduras, Ecuador, Syria, USA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Top languages spoken (up to 5) by NSP clients</td>
<td>English, Spanish, Arabic, Mandarin, Korean</td>
</tr>
<tr>
<td>Languages in which NSP services will be delivered to clients (only those delivered by NSP paid staff, not volunteers)</td>
<td>English and Spanish</td>
</tr>
</tbody>
</table>
# SCHEDULE “D”
## BUDGET – CORE NEWCOMER SETTLEMENT AND INTEGRATION SERVICES
(April 1, 2018 – March 31, 2019)

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Staff Salaries</td>
<td><strong>$22,522.00</strong></td>
<td><strong>$22,522.00</strong></td>
<td><strong>$22,522.00</strong></td>
</tr>
<tr>
<td><strong>2018/19</strong></td>
<td>Settlement Services Worker</td>
<td><strong>$22,522.00</strong></td>
<td><strong>$22,522.00</strong></td>
</tr>
<tr>
<td>- $24.75/hr x 17.5 hrs/wk x 52 wks = <strong>$22,522.00</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>2019/20</strong></td>
<td>Settlement Services Worker</td>
<td><strong>$22,522.00</strong></td>
<td><strong>$22,522.00</strong></td>
</tr>
<tr>
<td>- $24.75/hr x 17.5 hrs/wk x 52 wks = <strong>$22,522.00</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>2020/21</strong></td>
<td>Settlement Services Worker</td>
<td><strong>$22,522.00</strong></td>
<td><strong>$22,522.00</strong></td>
</tr>
<tr>
<td>- $24.75/hr x 17.5 hrs/wk x 52 wks = <strong>$22,522.00</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. MERC and Benefits</td>
<td><strong>$3,333.00</strong></td>
<td><strong>$3,333.00</strong></td>
<td><strong>$3,333.00</strong></td>
</tr>
<tr>
<td>MERC and Recipient-offered Benefits: 14.8% E/I/CPP/Vacation/Health Plan</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sub-total Salaries and Benefits</td>
<td><strong>$25,855.00</strong></td>
<td><strong>$25,855.00</strong></td>
<td><strong>$25,855.00</strong></td>
</tr>
<tr>
<td>C. Service Delivery</td>
<td><strong>$5,750.00</strong></td>
<td><strong>$5,750.00</strong></td>
<td><strong>$5,750.00</strong></td>
</tr>
<tr>
<td>Workshops</td>
<td><strong>$1,500.00</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Promotion</td>
<td><strong>$2,000.00</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Training Materials</td>
<td><strong>$750.00</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PD</td>
<td><strong>$500.00</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel</td>
<td><strong>$1,000.00</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total:</td>
<td><strong>$5,750.00</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D. Total Program Costs (A + B + C = D)</td>
<td><strong>$31,605.00</strong></td>
<td><strong>$31,605.00</strong></td>
<td><strong>$31,605.00</strong></td>
</tr>
<tr>
<td>E. Central Administration Costs (up to 15%)</td>
<td><strong>$895.00</strong></td>
<td><strong>$895.00</strong></td>
<td><strong>$895.00</strong></td>
</tr>
<tr>
<td>Technology includes internet, social media, telephone, photocopier:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>$895.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>F. TOTAL (D+E)</td>
<td><strong>$32,500.00</strong></td>
<td><strong>$32,500.00</strong></td>
<td><strong>$32,500.00</strong></td>
</tr>
</tbody>
</table>
SCHEDULE "E"
PAYMENT PLAN
(April 1, 2018 – March 31, 2019)

<table>
<thead>
<tr>
<th>PROJECT SPECIFIC INFORMATION AND ADDITIONAL PROVISIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum Funding</td>
</tr>
<tr>
<td>$97,500</td>
</tr>
<tr>
<td>Maximum Funding Allocations</td>
</tr>
<tr>
<td>Case Number 2017-06-1-591237727 (Core Newcomer Settlement &amp; Integration Services)</td>
</tr>
<tr>
<td>$32,500 of total funding for fiscal year 2018/19</td>
</tr>
<tr>
<td>$32,500 of total funding for fiscal year 2019/20</td>
</tr>
<tr>
<td>$32,500 of total funding for fiscal year 2020/21</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Funding Instalments for 2018-2021</th>
<th>Funding Instalments</th>
<th>Funding Conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Case number: 2017-06-1-591237727</td>
<td>$19,500</td>
<td>Upon signing of the Funding Agreement and submission of valid certificate of insurance and most recent audited financial statements</td>
</tr>
<tr>
<td></td>
<td>$13,000</td>
<td>Upon acceptance of 2018-19 1st Interim Report</td>
</tr>
<tr>
<td></td>
<td>$19,500</td>
<td>Upon signing of the Funding Agreement and submission of valid certificate of insurance and most recent audited financial statements</td>
</tr>
<tr>
<td></td>
<td>$13,000</td>
<td>Upon acceptance of 2019-20 1st Interim Report</td>
</tr>
<tr>
<td></td>
<td>$19,500</td>
<td>Upon signing of the Funding Agreement and submission of valid certificate of insurance and most recent audited financial statements</td>
</tr>
<tr>
<td></td>
<td>$13,000</td>
<td>Upon acceptance of 2020-21 1st Interim Report</td>
</tr>
</tbody>
</table>
SCHEDULE “F”
REPORTS
(April 1, 2018 – March 31, 2019)

<table>
<thead>
<tr>
<th>Reporting Requirement</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. 1st Interim Report</td>
<td>September 14, 2018</td>
</tr>
<tr>
<td>(for period April 1 to August 31, 2018)</td>
<td></td>
</tr>
<tr>
<td>2. 2nd Interim Report</td>
<td>January 14, 2019</td>
</tr>
<tr>
<td>(for period April 1 to December 31, 2018)</td>
<td></td>
</tr>
<tr>
<td>3. Year End Report</td>
<td>April 12, 2019</td>
</tr>
<tr>
<td>(for period April 1 to March 31, 2018)</td>
<td></td>
</tr>
<tr>
<td>4. Insurance Certificate</td>
<td>Upon expiry of previous certificate</td>
</tr>
<tr>
<td>5. Audited Financial Statements</td>
<td>Within three months of year end</td>
</tr>
</tbody>
</table>

Report Details

1. **Interim and Final Reports shall:**
   - be submitted in a format approved by the Province;
   - include details of whether and how the Project activities were carried out;
   - include performance measures as required under this agreement;
   - include a financial report with actual year-to-date expenditures; and
   - be signed by an individual who is authorized to legally bind the Recipient.

2. **The Recipient’s annual Audited Financial Statements shall:**
   - be submitted in their complete and unabridged form;
   - be conducted by an independent auditing firm in accordance with the Canadian Institute of Chartered Accountants (CICA) standards;
   - be signed by the auditing firm that performed the audit; and
   - include a Schedule of Revenue and Expenditure related to this Agreement.
Recommendation

"Whereas the Council of the County of Northumberland is the decision making authority for plan of subdivision applications in the Township of Hamilton;

And Whereas plan of subdivision application 14T-91011 in the Township of Hamilton was draft approved by the Ministry of Municipal Affairs and Housing in 1996;

And Whereas the draft approval was amended by the County of Northumberland on May 27, 2015 to reflect the County of Northumberland as the approval authority;

And Whereas the draft approval has now lapsed prior to registration of the plan;

And Whereas the applicant is actively pursuing the subdivision development;

Now Therefore Be It Resolved That plan of subdivision application 14T-91011, to permit 6 residential lots in the Township of Hamilton be re-approved;

And That staff be authorized to prepare and re-issue a Notice of Decision to draft approve plan of subdivision 14T-91011 and to all those persons who commented and/or requested notice be advised of this decision."
Purpose

The purpose of this report is to provide Council with the background information and a recommendation to approve plan of subdivision application 14T-91011 in the Township of Hamilton.

Background

In 1996, the Ministry of Municipal Affairs and Housing granted draft approval to plan of subdivision 14T-91011 to permit 6 residential lots on a property located north of Lake Street and east of Bewdley Road in the Hamlet of Bewdley, Township of Hamilton (refer to attachments 1 and 2).

In 2015, the County of Northumberland amended the conditions of draft approval to recognize the County as the approval authority and to update the review agencies’ requirements on the draft approved plan. In accordance with the Planning Act, a three year lapsing provision was included with the draft plan conditions. The draft plan of subdivision lapsed on May 27, 2018.

Consultations

As part of the process to amend the plan of subdivision in 2015, the proposal was circulated to all relevant agencies for review. County Transportation and Waste, County Inspection Services, Bell Canada, Ganaraska Region Conservation Authority and Canada Post had no objection to the development and provided standard conditions for draft approval to be fulfilled prior to plan registration.

On May 25, 2015, Hamilton Township Council carried a motion (2015-195) advising the County to support the subdivision draft plan with conditions. All of the Township and agency conditions were included and the plan was approved May 27, 2015.

Discussion/Options

Since draft approval, the owner/applicant has been pursuing engineering design works to fulfill the conditions of approval. However, a recent real-estate transaction to transfer the land ownership and draft plan to another developer has caused delays and since been abandoned.

The owner has indicated they would still like to continue with the development and see that the 6 lot residential subdivision plan in Bewdley is constructed. There is no change to the lot layout or conditions that were approved by the County in 2015.

Legislative Authority/Risk Considerations

Based on the fact that the plan and conditions remain unchanged from what the County approved in 2015, the proposed plan continues to be consistent with the Provincial Policy Statement, and meets the general intent of the Provincial Growth Plan and County Official Plan policies.

The plan of subdivision would be (re)approved by the Council of the County of Northumberland in accordance with the provisions of the Planning Act. If an appeal is not received within 20 days of the date of the Notice of Decision, draft approval is in full force and effect.
Financial Impact

n/a

Member Municipality Impacts

The plan of subdivision is being approved as endorsed with conditions by the Council of the Township of Hamilton.

Conclusion/Outcomes

Plan of subdivision application 14T-91011 will facilitate a 6 lot residential plan of subdivision development in the Hamlet of Bewdley, Township of Hamilton in which the draft approval has recently lapsed. The interests of the County, Township of Hamilton and the review agencies will continue to be accommodated through the conditions imposed as part of the subdivision approval. It is therefore appropriate for County Council to grant draft approval and authorize staff to prepare the appropriate Notice of Decision.

Attachments

1. Location Sketch
2. Plan of Subdivision 14T-91011
Recommendation

“Whereas Council of the County of Northumberland received Report No. 2018-51 Pre-budget approval to purchase one (1) Emergency Response vehicle; and

Whereas our 2012 ERV is due for replacement; and

Whereas an RFP will be posted July, 2018 for an SUV complete with conversion to an Emergency Support Unit; and

Whereas appropriate funds are available under the 2019 Capital Plan - Paramedic Services Budget to award the RFP to the successful vendor;

Now Therefore Be It Resolved That the County Council authorize pre-budget approval to commit to purchase one (1) 2019 SUV complete with conversion to an Emergency Response Vehicle in the 2019 proposed budgeted amount of $85,000.00.”

Purpose

The purpose of this report is to seek pre-approval to purchase one (1) SUV complete with conversion to an Emergency Response Vehicle.
Background

Within the proposed 2019 budget, an allowance is made for the purchase of one new Emergency response Vehicle (ERV). The ERV unit has reached its recommended lifespan.

Ordering an SUV and converting it to an ERV can take up to 6 months to complete. Placing an order for a 2019 SUV in the current 2018 budget year allows the vendor to order and receive the SUV promptly and schedule the conversion in their manufacturing / conversion schedule. Pre-approval will decrease the delivery time in 2019; with a potential delivery of January, 2019 and appreciate the 2018 pricing.

Consultations

Not applicable.

Legislative Authority/Risk Considerations

The Ministry of Health & Long Term Care requires that all ambulances and ERVs be compliant and certified under the Land Ambulance Certification Standard Version 5.0 dated September 28, 2012. The standard recognizes that the appropriate life span of an ambulance is fifty-four (54) months or 250,000 km whichever comes first. Northumberland Paramedics has adopted this life span and as such replaces vehicles on that schedule.

The replacement of this equipment as per the adopted schedule enhances paramedic and patient health and safety by reducing the risk of failure when performing critical work.

Paramedic vehicles are subject to early wear and tear due to extreme operating conditions including exposure to all types of environmental conditions during emergency call responses.

Discussion/Options

Purchasing the ERV in 2018 provides a cost savings to the County, as well as allows us to receive the ERV early in 2019 instead of June / July as there is a 6 (six) month delivery time from the order point. Ordering the ERV now will allow the County to return to the approved level of four (4) ERV’s for Operational readiness earlier in 2019.

Financial Impact

The proposed expenditure for the replacement of one (1) SUV with full conversion to an Emergency Response Vehicle (ERV) is identified as $85,000.00, 50% of this expenditure will be recovered from the MOHLTC through depreciation of the assets over their life span.

<table>
<thead>
<tr>
<th>ERV Replacement Cost</th>
<th>$ 83,529.87</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-recoverable HST</td>
<td>$ 1,470.13</td>
</tr>
<tr>
<td>Total Cost</td>
<td>$ 85,000.00</td>
</tr>
<tr>
<td>Less MOH Funding (50%)</td>
<td>$ 42,500.00</td>
</tr>
<tr>
<td>Total impact</td>
<td>$ 42,500.00</td>
</tr>
</tbody>
</table>
The $42,500.00 of MOHLTC funding will be paid over the life of the vehicle through depreciation. This amounts to the following schedule:

<table>
<thead>
<tr>
<th>Year</th>
<th>Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020</td>
<td>$4,250.00</td>
</tr>
<tr>
<td>2021</td>
<td>$8,500.00</td>
</tr>
<tr>
<td>2022</td>
<td>$8,500.00</td>
</tr>
<tr>
<td>2023</td>
<td>$8,500.00</td>
</tr>
<tr>
<td>2024</td>
<td>$8,500.00</td>
</tr>
<tr>
<td>2025</td>
<td>$4,250.00</td>
</tr>
</tbody>
</table>
| Total -  
End of Useful Life | $42,500.00 |

**Member Municipality Impacts**

Receiving early budget approval will provide a cost savings to the County, and positively affect the sustainability. Placing an order will also ensure an earlier delivery in 2018, mitigating the potential for other breakdowns and subsequent delays to calls returning the department to full operational readiness.

**Conclusion/Outcomes**

Staff is recommending that the County pre–approve the purchase one (1) SUV with a complete conversion to an Emergency Response Vehicle at the amount of $85,000.00.
Title: Pre-Budget Approval to Purchase Three (3) Ambulances

Prepared by: Susan Brown, Deputy Chief, Paramedics
William Detlor, Chief of Paramedics

Reviewed by: Matthew Nitsch – Deputy Treasurer Finance

Approved by: Jennifer Moore, CAO

Strategic Plan: Sustainable Infrastructure

Council Date: June 20, 2018

Recommendation

“Whereas Council of the County of Northumberland received Report No. 2018-52 Pre-budget approval to purchase three (3) ambulances; and

Whereas the manufacturer of our ambulances, Crestline, has continued to offer the opportunity to receive 2018 pricing for model year 2019 vehicles if ordered prior to October 31, 2018; and

Whereas the ambulances will be ordered by July 1, 2018 in order to receive early in January 2019; and

Whereas the County Council has appreciated these savings in prior years when made available from the vendor;

Now Therefore Be It Resolved That the County Council authorize pre-budget approval to commit to purchase three (3) 2019 ambulances at 2018 price of $454,009.43 which is an estimated cost savings of approximately $13,456.31.”

Purpose

To replace three of our current ambulances (4133, 4516, and 4596) as they have reached their life span, as recommended by the Ministry of Health & Long Term Care and replacement cycle adopted by Northumberland County.
Background

Northumberland Paramedics provides Land Ambulance Services in the primary geographic area of the County of Northumberland from six (6) ambulance stations located strategically around the County’s 1,901 square kms. From these six stations, the service operates twenty-four (24) hours per day, seven (7) days per week and three-hundred and sixty-five (365) days per year.

The current Paramedic fleet is composed of three (3) types of vehicles serving distinct purposes. The current fleet employs the use of thirteen (13) single-stretcher Type III ambulances, four (4) Emergency Response Vehicles (ERV) capable of emergency response but not carrying patients, and an Operational Support Unit.

Consultations

Not applicable.

Legislative Authority/Risk Considerations

The Ministry of Health & Long Term Care requires that all ambulances and ERVs be compliant and certified under the Land Ambulance Certification Standard Version 5.0 dated September 28, 2012. The standard recognizes that the appropriate life span of an ambulance is fifty-four (54) months or 250,000 km whichever comes first. Northumberland Paramedics has adopted this life span and as such replaces vehicles on that schedule.

The replacement of this equipment as per the adopted schedule enhances paramedic and patient health and safety by reducing the risk of failure when performing critical work.

Ambulances are subject to early wear and tear due to extreme operating conditions including exposure to all types of environmental conditions during emergency call responses.

Discussion/Options

Purchasing the ambulance in 2018 provides a cost savings to the County, as well allows us to receive the ambulances early in 2019 instead of July as there is a 6 (six) month delivery time from the order point. This 6 (six) month window increases the potential for breakdowns, which can affect patient care and the health and safety of our paramedics.

Financial Impact

The proposed expenditure for the replacement of three (3) ambulances is identified as $462,000.00, 50% of this expenditure will be recovered from the MOHLTC through depreciation of the assets over their life span.

In working with Crestline, the supplier of our vehicles, we have been able to secure 2019 vehicles at the 2018 pricing levels. This equates to a three percent (3%) savings on a vehicle. This would result in a savings of $13,456.31 total. To achieve this saving, we must place the order by July 1, 2018. Saving is an estimate based on actual purchase price.
The $231,000.00 of MOHLTC funding will be paid over the life of the vehicle through depreciation. These amounts are detailed in the following schedule:

<table>
<thead>
<tr>
<th>Year</th>
<th>3 Vehicle Funding Recovery</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020</td>
<td>$23,100.00</td>
</tr>
<tr>
<td>2021</td>
<td>$46,200.00</td>
</tr>
<tr>
<td>2022</td>
<td>$46,200.00</td>
</tr>
<tr>
<td>2023</td>
<td>$46,200.00</td>
</tr>
<tr>
<td>2024</td>
<td>$46,200.00</td>
</tr>
<tr>
<td>2025</td>
<td>$23,100.00</td>
</tr>
<tr>
<td>Total End of Useful Life</td>
<td>$231,000.00</td>
</tr>
</tbody>
</table>

Member Municipality Impacts

Receiving early budget approval will provide a cost savings to the County, and positively affect the sustainability. Placing an order by July 1, 2018 will also ensure an earlier delivery in 2019, mitigating the potential for breakdowns and subsequent delays to calls.

Conclusion/Outcomes

Staff recommend that the County purchase three (3) ambulances at 2018 pricing of $454,009.43 which represents a cost savings of approximately $13,456.31.
Council Report # 2018-53

Title: Donation of Surplus Ambulances

Prepared by: Susan Brown, Deputy Chief

Reviewed by: Bill Detlor, Chief of Paramedics

Approved by: Jennifer Moore, CAO

Strategic Plan: Thriving & Inclusive Communities

Council Date: June 20, 2018

Recommendation

“Whereas Council of the County of Northumberland received Report No. 2018-53 (Donation of Surplus Ambulances); and

Whereas Northumberland Paramedics has one surplus ambulance vehicle for 2018; and

Whereas Northumberland County by-law 07-12 permits the donation of surplus assets including retired ambulances;

Now Therefore Be It Resolved That Northumberland Paramedics donate one decommissioned ambulance to the Ontario Emergency Assistance Program (OCEAP) for use in volunteer activities throughout the County.”

Purpose

The Ontario Emergency Assistance Program (OCEAP) operates a volunteer not for profit service to the County of Northumberland. They have requested a decommissioned ambulance to support the volunteers at various events and work sites within the County.

Background

In accordance with By-law 07-12 which allows the donation of surplus goods to local non-government organizations (NGO), Northumberland County may donate surplus assets including decommissioned ambulances. County Council has previously approved donation of ambulances under this by-law to local NGOs.
Consultations

Ken Stubbings – Health and Safety/Emergency Risk Manager

- Ontario Emergency Assistance Program (OCEAP) assists the County with access control during the activation of evacuation centers, and the Emergency Operations Center (EOCs).

Cobourg Police department and Port Hope Police department - letters of support attached

Legislative Authority/Risk Considerations

Donated ambulances are provided with a bill of sale for donation in as-is condition with no liability upon the County.

In addition, all legislated emergency warning systems and identification are removed when donated or sent to auction.

Discussion/Options

In the past, County resources that have been made available to member municipalities for regular operations, have been sold at fair market value and have been donated to local NGOs who are not-for-profit and generally volunteer based. This has included Cobourg Police Department, Habitat for Humanity Northumberland and St John Ambulance.

The Ontario Emergency Assistance Program (OCEAP) provides community service such as search and rescue, and emergency assistance with disaster relief. OCEAP mission is to coordinate and manage volunteer emergency assistance within Northumberland County. OCEAP has identified that the de-commissioned ambulance would allow them to have a dedicated tow for their Command post, and assist in the delivery of their operations in the community.

OCEAP volunteers have been involved in various search and rescue operations, road blocking for traffic control during emergency incidents, and have participated in emergency exercise training through the County of Northumberland. They actively support other community events such as Float your Fanny down the Ganny, Canada Day, Waterfront Festival, Sand Castle Festival, and parades.

Financial Impact

The County typically receives $5,000-10,000, less commission, at auction for decommissioned ambulances, as well there is also 50% claw back of these funds by MOHLTC. We will not recover these one-time fees through these donations.

Member Municipality Impacts

This is a collaborative effort between the Northumberland County Paramedic department, and the Ontario Emergency Assistance Program, providing benefits to all member municipalities within the County of Northumberland.
Conclusion/Outcomes

It is recommended that we donate one ambulance to the Ontario Emergency Assistance Program and support them in continuing their valued volunteer services to the County of Northumberland.

Attachments

Letter of request from Ontario Emergency Assistance Program
Letter of support Cobourg Police
Letter of support Port Hope Police
Afternoon Chief Detlor,

It was great to meet you last week at the Safe Communities meeting at the Lions Center. Thank you for taking the time to chat with me. I am looking forward to building our partnership with the Northumberland Paramedics. I have attached both letters from the Cobourg and Port Hope Police Chiefs regarding OCEAP’s request for a decommissioned ambulance.

OCEAP would greatly appreciate the donation of an ambulance. An ambulance would give us a dedicated tow for our command post and would be valuable assist to our operations in the community. OCEAP is involved with search and rescue operations, community events such as Float Your Fanny Down the Ganny, Canada Day, Waterfront Festival, Sandcastle Festival, parade roadblocks and many other events. We would great benefit from having one.

We had also discussed OCEAP getting some of your used medical bags and possibly so other gear if you had any. You had mentioned that you would take a look for us. Please let me know if this is still possible. If so I have no issue meeting up with you to see what is available and what we could use.

If you have any questions or concerns, please feel free to contact me. I am looking forward to hearing back from you.

Cheers,
Colin

Colin Cackette
Executive Officer / K9 / Search Manager
OCEAP Search and Rescue
www.oceap.ca
Subject: Letter of support for donation of a decommissioned ambulance

Greetings Chief William Detlor,

I trust this letter finds you well. Bill, I was brought to my attention that Colin Cackette from OCEAP Search and Rescue is in the process of asking our county to donate a decommissioned ambulance to his organization.

On behalf of the Cobourg Police Service, I would like to lend my support and endorsement to their endeavor. The Cobourg Police Service has and continues to work in close partnership with OCEP Search and Rescue. They are one of our active partners at our many waterfront activities, community events and police operations when we are searching for a missing person.

As a volunteer organization, I believe a donated vehicle such as an ambulance will enhance their capabilities to continue their contribution to our community.

I fully support their request,

Kai Liu
Chief of Police

CC. Colin Cackette
Executive Officer / K9 / Search Manager
OCEAP Search and Rescue
To whomever it may concern:

I am writing in support of the Ontario Community Emergency Assistance Program’s (OCEAP) request for an ambulance from Northumberland Paramedics.

The Port Hope Police Service has been working with and supporting OCEAP since 2007. OCEAP provides our community with ground Search and Rescue support as well as assistance during large scale events or emergencies. We appreciate their program and their volunteers. OCEAP has a Command Post trailer which is stored at the PHPS station. An ambulance would provide OCEAP with a dedicated tow vehicle for their Command Post as well as additional storage for medical and emergency supplies.

If you have any questions regarding our support for OCEAP’s request, please feel free to contact me.

All the best,

Bryant Wood
Chief of Police
By-law 2018-22

A By-law to amend by-law 2015-19 being a by-law to provide a solid waste management system for the collection of household and commercial waste and recyclable material within the County of Northumberland

Whereas Section 208.2 of the Municipal Act, R.S.O. 1990, chapter M.45, as amended (the “Act”), authorizes a local municipality to pass by-laws to establish, maintain and operate a waste management system;

And Whereas the Council of the Corporation of the County of Northumberland (the “Council”) has enacted its By-law No. 24-90 to assume waste management powers conferred pursuant to section 208.2 of the Act, including such powers conferred upon the councils of local municipalities;

And Whereas the Council, pursuant to such powers, has enacted its By-law No. 31-00, to provide for the establishment, maintenance and operation of a solid waste management system and to provide for the collection of waste, and other materials;

And Whereas the Council deems it in the public interest to include in that By-law provisions to prohibit the unlawful and unauthorized depositing of waste, in order to maintain the health, safety and welfare of the inhabitants of the County of Northumberland, and to consolidate all such provisions of both enactments into a single by-law;

And Whereas paragraph 210.82 of the Act authorizes councils of local municipalities to pass by-laws to prohibit the unauthorized throwing, placing or depositing of refuse or debris on property of the municipality;

And Whereas paragraph 210.135 of the Act authorizes councils of local municipalities to pass by-laws for prohibiting or regulating and inspecting the use of any land or structures within the municipality or any defined area or areas thereof for dumping or disposing of garbage, refuse or domestic or industrial waste of any kind;
And Whereas paragraphs 314(1).5 and 314(1).6 of the Act authorize councils of all municipalities to pass by-laws prohibiting the throwing, placing or depositing of dirt, filth, glass, handbills, paper or other rubbish or refuse, or the carcass of any animal, on any highway or bridge and the obstruction of ditches or culverts upon highways;

And Whereas section 320 of the Act authorizes councils of all municipalities to pass by-laws which provide that any person who contravenes any by-law of the council, passed under the authority of the Act, is guilty of an offence;

And Whereas section 326 of the Act provides that where a council has authority to direct or require by by-law or otherwise that any matter or thing be done, the council may by the same or by another by-law direct that, in default of its being done by the person directed or required to do it, such matter or thing shall be done at the person's expense, and the corporation may recover the expense incurred in doing it by action, or the same may be recovered in like manner as municipal taxes, or the council may provide that the expense incurred by it, with interest, shall be payable by such person in annual instalments not exceeding ten years and may borrow money to cover such expense by the issue of debentures of the corporation payable in not more than ten years;

Now Therefore The Council of The Corporation of The County of Northumberland Enacts As Follows:

1.0 DEFINITIONS

For the purposes of this By-Law:

“apartment building” means a building which consists of six or more dwelling units;

“ashes” means the residue, including soot, of any fuel or waste after it has been consumed by fire;

“bag tag” means a tag or a sticker bearing the County of Northumberland logo and the word WASTE, issued by the County pursuant to this By-law;

“blue box” means a blue coloured, open-topped plastic box which is provided by the County, or a plastic box comparable in weight and dimensions to a County provided Blue Box, used for the collection of recyclable materials described in Schedule “B” of this By-Law;

“boxboard” means thick paper packaging without a corrugated core;

“bridge” shall mean a public bridge, and includes a bridge forming part of a highway or on, over or across which a highway passes;
“bulky household waste” means any weighty or bulky articles commonly used in the home and shall include but not be limited to: mattresses, beds, carpets, chairs, sofas, tables, exercise equipment, refrigerators, freezers, stoves, washers, dryers, televisions, water tanks and other large appliances or furniture;

“By-law”, except where indicated otherwise, means this By-law and any amendments thereto including any Schedules forming any part of this By-law and any amendments thereto, as enacted by the Council from time to time; “by-law enforcement officer” means a by-law enforcement officer for the County or any other person authorized by the County to enforce the by-laws of the County, and includes a police officer;

“cardboard” means paper packaging with a corrugated core;

“collector” means any person designated or authorized by the County to collect waste pursuant to this By-law, and includes a collection contractor, and any person working for a collection contractor;

“collection contractor” means a company, person, corporation or partnership performing collection and haulage of waste under contract with the County of Northumberland;

“commercial premises” means premises in or at which a commercial business is being operated;

“commercial waste” means any waste produced by or at any commercial premises;

“compostable waste” means any waste capable of being composted either at a central composting site or in a backyard composter;

“condominium building” means a multi-dwelling unit building under individual dwelling unit ownership or under the ownership of a condominium corporation;

“construction or demolition debris” means any discarded building material, resulting from the erection, demolition, repair, removal or improvement of any building, structure or property, including, but not limited to, concrete, stones, earth from excavations or grading, shingles, lumber, plaster, sawdust and shavings;

“container” means a garbage receptacle, recycling receptacle or household organic waste receptacle approved by the County, also referred to as a receptacle;

“Council” means the Council of the County of Northumberland;
“County” means the Corporation of the County of Northumberland, or the geographical area within the boundaries of the County of Northumberland, as the context allows;

“designated disposal site” means a disposal site designated and approved by the County of Northumberland;

“dwelling unit”, also referred to herein as a “household”, means a unit consisting of one or more rooms designed for use as a single housekeeping establishment;

“garbage” means solid, non-hazardous waste, other than Unacceptable Items described on Schedule “C”;

“green bin” means a Household Organic Waste Receptacle;

“grey box” means a grey colored, open-topped plastic box which is provided by the County, or a plastic box comparable in weight and dimensions to a County provided Grey Box, used for the collection of recyclable materials described in Schedule “B” of this By-Law;

“highway” includes a common and public highway, street or road and includes the shoulders, ditches, culverts and other untraveled portions of a highway;

“home health care waste”, means items used for personal home health care and includes, but is not limited to:

Empty and rinsed colostomy bags;
Empty and rinsed gastric and nasal tubes;
Incontinence products;
Intravenous bags and tubing;
Sponges;
Any other material deemed home health care waste by the County, but does not include:
Pathological waste; or
Hypodermic needles, syringes or sharps

“Household Hazardous Waste” means Municipal Hazardous or Special Waste;

“Household Organic Waste Receptacle” means a green bin as provided by the County for containing household organics and not a kitchen container;

“Household Organic Waste” means kitchen food waste and any other organic material collected separately in Household Organics Receptacles for the purpose of composting as determined by the County and described in Schedule “A” of this By-Law;
"household waste" means waste material from a residence;

“householder” means any owner, occupant, lessee, tenant, or any person having use, occupation or charge of any dwelling unit or multi-dwelling unit building;

“industrial premises” means any building, structure or premises used for an industrial or manufacturing purpose;

“industrial or trade waste” means waste material from any one or more industrial or manufacturing processes, or waste from any industrial or manufacturing premises;

“lands” include lands, tenements and hereditaments, or any estate or interest therein, and any right or easement affecting them, and includes land covered by water;

“leaf and yard waste” means any organic or other material ordinarily associated with yards or gardens, including plants, grass, flowers, branches, leaves, or bushes;

“local municipality” means a local municipality forming part of the County for municipal purposes;

“manufacturers’ and trade waste” means any abandoned, condemned or rejected product or by-product, or the waste from any process or by-product, produced as a result of the work of any manufacturer, builder or contractor in the operation of such business or trade, and scrap metal and motor vehicle parts from any garage or service station;

“multi-dwelling unit building” means a detached building containing up to five dwelling units, and includes a rooming, boarding or lodging house;

“municipality” means The Corporation of the County of Northumberland, or the geographical area within its jurisdiction, as the context allows;

“municipal hazardous or special waste”, means items referred to as municipal hazardous or special waste on Schedule D, and any other waste material designated as municipal hazardous or special waste by Provincial statute and / or the County, also referred to as Household Hazardous Waste;

“offence” means any offence under an Act or under a regulation or by-law made under the authority of an Act;

“owner”, when used in relation to property or premises, includes the occupant of real property or premises;
“person” includes a partnership or corporation, and the heirs, executors, administrators or other legal representatives of a person to whom the context can apply according to law;

“polycoat” means paper based packaging with a coating;

“private road” means any road or laneway that has not been assumed by either the local municipality or the County of Northumberland;

“provincial offences officer” means any police officer or a person designated under subsection 1(3) of the Provincial Offences Act;

“receptacle” means a Garbage Receptacle, Recycling Receptacle, or Household Organics Receptacle approved by the County, also referred to as a container;

“recyclables” means recyclable material of a kind which is included in the County's recycling program, including, but not limited to, items or material listed under RECYCLABLE ITEMS in Schedule “B” to this By-law, and any other similar material;

“recycling receptacle” means a Blue or Grey Box that is used for collecting recyclables;

“residence” includes a dwelling unit and unit in a multi-dwelling unit building;

“residential waste” means any household waste other than recyclables, household organic waste, leaf and yard waste, or household hazardous waste, including, but not limited to, those items listed under Schedules A, B, C and D to this By-law, and any other similar material;

“serviced unit” means any dwelling unit or residential, institutional, retail or commercial premises authorized to receive curbside collection services pursuant to this By-law;

“set fine” means the amount of fine set by the Chief Judge of the Superior Court of Justice for an offence for the purpose of proceedings commenced under the Provincial Offences Act;

“sharps” means medical or veterinary equipment intended to be sharp for the purpose of cutting, piercing, or shaving, and includes medical needles, scalpels and knives;

“street” means any public highway, road, lane, alley, square, place, thoroughfare or way within the County of Northumberland;
“styrofoam” means expanded polystyrene;

“waste” means garbage, household organic waste, recyclables, leaf and yard waste, and household hazardous waste;

“unacceptable residential waste” means any waste material or substance that, due to the hazardous associated with it (be it dangerous, corrosive, flammable, poisonous or explosive, etc.) are not accepted as part of the roadside collection program. A detailed listing of UNACCEPTABLE RESIDENTIAL WASTE COLLECTION ITEMS is provided in Schedule “C” to this By-law;

1.1 Italicized terms in this By-law refer to such words or terms as defined in section 1.0.

2.0 SCOPE OF THE BY-LAW

2.1 The Council hereby declares and confirms its intent that should any provision or any part of any provision of this By-law be held by a court of competent jurisdiction to be invalid, or of no force and effect, it is the intent of the Council in enacting this By-law, that each and every other provision of this By-law, and every part of any provision, authorized by law, stand and be applied and enforced in accordance with its terms to the extent possible according to law.

3.0 APPLICATION

3.1 Roadside waste collection services may be provided, in accordance with this By-law, to any dwelling unit, or to any institutional, retail or commercial premises within the County, provided that such unit or premises is situated within a municipality or part of a municipality in respect of which the County has made arrangements for the provision of such services. In the case of apartment buildings, the County may provide collection services to these buildings, provided that each individual dwelling unit has road frontage in front of the individual dwelling unit, on which to place their waste materials for collection. The County may make arrangements for the collection of recyclables from apartment buildings, on a case by case basis. Apartment buildings receiving curbside collection services from the County as of January 1, 2010, will continue to be entitled to this service, even if the road frontage requirement is not met.

3.2 The owner of any property in the County which is not included in section 3.1 shall provide a system for the
collection, removal and disposal of all waste from such property.

3.3 Any person who generates waste in the County which is not eligible for collection services under this By-law, shall provide a system for the collection, removal and disposal of all waste so generated.

3.4 Sections 4, 5, 6, 7, 8, 9, 10, 11, 12, 13 and 14 are not applicable to dwelling units within Ward Two of the Municipality of Port Hope.

4.0 LOCATION OF WASTE FOR COLLECTION

4.1 Every owner of property, and every person putting out waste for collection by the County, shall comply with the following requirements as a condition of the provision of such collection service:

all containers shall be placed within three metres of the edge of the street along which collection service is provided;

containers shall be placed either on the property from which they are to be collected, or on the untraveled portion of the road allowance directly in front of the property, in the place of easiest access to the collector and at ground level;

for multi-dwelling building units, as well as where compliance with paragraph (2) cannot reasonably be effected, County staff may designate the location(s) at which containers shall be placed for collection;

in all cases, every container shall be placed so as not to obstruct the travelled portion of a street, public sidewalk or any other public way;

during times of snow accumulation, every container shall be left for pick-up on the driveway of the property adjacent to the ploughed portion of the roadway, or at such other location as may be designated by County staff;

no collector shall be required, in order to collect waste, to enter into any building, ascend any stairway, or enter into any elevator, hoist or lift;

except by order of County staff where entry is deemed to be feasible, no collection vehicle owned, rented or operated under contract to the County shall enter a privately-owned driveway or land, or other private property, for the collection of waste;
the following are factors which County staff may consider in deciding whether or not to authorize waste collection from private property, or in designating a waste collection point:

a) the availability of a waste collection point that is freely accessible for collection vehicles;

b) the configuration of private streets and roadways, and the ability of collection vehicles to maneuver safely on such streets and roadways;

c) the desirability of an enclosure for the storage of waste as well as the availability of a freely accessible site for such an enclosure; and

4.2 in order to be considered for roadside collection by the County, private roadways must service more than one residence and meet and maintain the minimum specifications contained in Schedule “F” Private roadways being provided with curbside collection services from the County as of May 1, 2009, will continue to be entitled to this service, provided that items e and f of Schedule “F” are adhered to.

5.0 FREQUENCY AND TIMES OF COLLECTION FOR RESIDENTIAL WASTE, RECYCLABLES AND HOUSEHOLD ORGANICS

5.1 Except for the central business districts of the Town of Cobourg and Municipality of Port Hope, collection service shall be provided once per week per serviced unit between the hours of 7:00 a.m. and 5:00 p.m. Exceptions to collection hours and schedules shall be affected only upon the approval of County staff.

5.2 Collection times and routes and alterations thereto may be proposed by the collection contractor engaged by the County, but shall be subject to the approval by County staff.

5.3 Collection service shall be provided to the central business districts of the Town of Cobourg and Municipality of Port Hope twice per week as outlined in Schedule “E” to this By-law.

6.0 TIME OF PLACEMENT

6.1 Every owner of property or other person putting out residential waste, recyclables or household organic waste for roadside collection shall place such waste at the curb or
roadside no earlier than 4:30 p.m. on the day before the scheduled collection, and no later than 7:00 a.m. on the day of the scheduled collection.

6.2 The owner of property shall remove or arrange for the removal of any waste, receptacle or material remaining for any reason on public property after the time for pick-up under section 6.1 has expired, and in any event, before 10:00 p.m. on the day of the scheduled collection, whether or not municipal collection has occurred.

6.3 Where the owner fails to remove remaining waste in accordance with Section 6.2, the County may issue a notice and a fine for this offence. If after 24 hours from the issuance of this notice, the waste still has not been removed, the County will make arrangements for the proper collection and disposal of the waste. All costs associated with collecting and disposing of the waste will be billed to the owner. In addition to this bill for collection and disposal of the waste materials, the County may also issue a second fine for failure to remove waste materials within 24 hours of notification.

7.0 HOLIDAY EXCLUSIONS

7.1 No collection shall be made on the following Statutory Holidays:

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<td>New Year's Day</td>
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<td>Civic Holiday</td>
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<td>Christmas Day</td>
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<td>Canada Day</td>
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7.2 Where a designated holiday falls on a regular collection day, the collection shall be made on the following working day unless an alternate collection schedule is devised by County staff to accommodate such changes. Such changes shall be designed to minimize the number of necessary changes and the impact of change on County residents and businesses.

7.3 Changes to the collection schedule due to the holiday exclusions shall be advertised by the County to ensure that residents have been adequately notified of such changes.

8.0 LIMITATIONS ON NUMBER OF ITEMS PLACED OUT FOR COLLECTION
8.1 Unless otherwise provided in this By-law, no more than the following combined number of containers of residential waste shall be collected by the County on any collection day:

1. up to two containers per serviced dwelling unit;

2. up to two containers per serviced dwelling unit in a multi-dwelling unit building, up to a maximum of ten for a building containing five such units;

8.2 Unless otherwise provided in this By-law, no more than the following combined number of containers of household organics shall be collected by the County on any collection day:

1. up to two containers per serviced dwelling unit;

2. up to two containers per serviced dwelling unit in a multi-dwelling unit building, up to a maximum of ten for a building containing five such units;

8.3 Unless otherwise provided in this By-law, no more than three containers of household organics shall be collected by the County on any collection day from any institutional, retail or commercial premises or unit.

8.4 Unless otherwise provided in this By-law, no more than twenty containers of recyclables shall be collected by the County on any collection day from any institutional, retail or commercial premises or unit.

8.5 There is no limit to the amount of recyclables that may be placed out for curbside collection from a dwelling unit or a multi-dwelling unit building.

8.4 A collector may collect waste only:

1. from a serviced unit;

2. if the waste is of a nature authorized to be collected; and

3. where such waste is placed for collection,

all in accordance with the provisions of this By-law
MATERIALS NOT COLLECTED BY THE COUNTY

9.1 All materials not collectable or not collected by the County shall be disposed of properly by and at the expense of the owner of such materials, or the owner of the property from or on which such materials were generated.

9.2 The following materials shall not be collected by the County or its contractor:

1) swill or other organic matter not properly drained or wrapped;
2) liquid waste or pathogenic wastes;
3) bio-medical wastes;
4) any material which has become frozen to the container and cannot be easily removed;
5) industrial or trade waste, including any abandoned, condemned or rejected product or waste material, builders' or contractors' refuse, and stock of any wholesale or retail merchant;
6) discarded vehicle parts, and accessories from automotive service stations or other automotive establishments;
7) any material in a receptacle or container which does not conform to this By-law;
8) hot ashes or any waste material capable of starting fires;
9) sod, earth, tree trunks and large branches, stone, drywall, building materials or building rubbish;
10) live creatures, carcasses or parts thereof or any dog, cat, fowl, fish, or any other creature (with the exception of normal household organics);
11) any hazardous waste or any sharps;
12) any material that has been banned from the County landfill sites;
13) hay, straw and manure;
14) major appliances or large *household* furnishings;
15) explosive or highly combustible materials;
16) *leaf and yard waste*, except at times designated under section 12.1;
17) tires used for automobiles, trucks, trailers, motorcycles, bicycles, or any other mechanized equipment;
18) *bulky household wastes*;
19) *manufacturers and trade waste*;
20) *construction or demolition debris*.

9.3 Materials not collected by the *County* shall be source-separated and composted or recycled where possible.

10.0 PREPARATION OF RESIDENTIAL WASTE COLLECTION

10.1 No *person* shall set out waste for collection except at the residential, institutional, retail or *commercial premises* at which the *residential waste, recyclable, or household organics* material is generated within the *County*.

10.2 Materials which are non-collectible, as provided by this *By-law*, shall not be placed at roadside for collection and shall be refused by the *collector*. Any non-collectible material shall be removed and disposed of by the *owner* of such materials, or the *owner* of the property from or on which such materials were generated, at their own expense.

10.3 It shall be the responsibility of the *owner* of the *serviced unit*, and any *person* putting out waste for collection, to ensure that no material is scattered by wind, animals, or other cause, or by improper preparation of *waste* material. *Waste* shall be drained of all liquids and be secured and then placed in the appropriate container or bag, as defined in this *By-law*.

10.4 Residential Waste
10.4.1 All *residential waste* shall be placed in opaque disposable plastic bags measuring not more than 76 cm X 96 cm (30 inches X 38 inches), of a minimum of 1.5 mil thickness and must be capable of being lifted with 20 kg (44 lbs) of contents. Plastic bags must be securely tied before being placed into a *container* as described in this *By-law*.

10.4.2 Every property *owner* shall ensure that containers used to hold *residential waste* for collection comply with the following requirements:

1. the containers must not exceed a maximum volume of 0.08 cubic metres or 80 litres (17 gallons);

2. containers shall be covered, watertight, have suitable handles, and not be more than 66 cm (26 inches) high, or 46 cm (18 inches) in diameter;

3. containers, when filled with *residential waste*, must not weigh more than 20 kg (44 lbs). The decision as to whether or not there is compliance with this requirement shall be at the discretion of the *County* staff or its *collection contractor*;

4. no container shall be filled above the top level, and all containers shall be maintained so as to prevent access by insects or animals, or the escape of odours therefrom;

5. all containers containing *residential waste* shall be labeled appropriately to indicate that they contain *residential waste*;

6. every container shall contain *residential waste* exclusively, with no mixing of different types of *waste*.

10.5 Recyclables

10.5.1 All paper and paper like *recyclables*, as listed in Schedule "B" of this *By-law*, shall be separated into a Grey Box, as provided by the County, or into a container meeting the specifications provided below;
10.5.2 Every property owner shall ensure that containers used to hold paper and paper like recyclables for collection comply with the following requirements:

7) the containers must not exceed a maximum volume of 0.08 cubic metres or 80 litres (17 gallons);

8) containers shall have suitable handles, and not be more than 66 cm (26 inches) high, or 46 cm (18 inches) in diameter;

9) containers, when filled with paper or paper like recyclables, must not weigh more than 20 kg (44 lbs). The decision as to whether or not there is compliance with this requirement shall be at the discretion of the County staff or its collection contractor;

10) no container shall be filled above the top level;

11) all containers containing paper or paper like recyclables shall be labeled appropriately to indicate that they contain paper recyclables;

12) every container shall contain paper or paper like recyclables exclusively, with no mixing of different types of waste.

10.5.3 All containers and container like recyclables, as listed in Schedule B of this By-Law shall be separated into a Blue Box, as provided by the County, or into a container meeting the specifications provided below;

10.5.4 Every property owner shall ensure that containers used to hold containers and container like recyclables for collection comply with the following requirements:

13) the containers must not exceed a maximum volume of 0.08 cubic metres or 80 litres (17 gallons);

14) containers shall have suitable handles, and not be more than 66 cm (26 inches) high, or 46 cm (18 inches) in diameter;
15) Containers, when filled with containers or container like recyclables, must not weigh more than 20 kg (44 lbs). The decision as to whether or not there is compliance with this requirement shall be at the discretion of the County staff or its collection contractor;

16) No container shall be filled above the top level;

17) All containers containing containers or container like recyclables shall be labeled appropriately to indicate that they contain containers recyclables;

10.5.5 Every container shall contain containers or container like recyclables exclusively, with no mixing of different types of waste.

10.6 Household Organic Waste

10.6.1 All household organic waste, as listed in Schedule A of this By-law, shall be separated into a Green Bin, as provided by the County;

10.6.2 Every property owner shall ensure that containers used to household organic waste for collection comply with the following requirements:

18) Greenbins, when filled with household organic waste, must not weigh more than 20 kg (44 lbs). The decision as to whether or not there is compliance with this requirement shall be at the discretion of the County staff or its collection contractor;

19) No Greenbin shall be filled above the top level;

20) Every Greenbin shall contain household organic waste exclusively, with no mixing of different types of waste.

10.7 Cardboard placed out at roadside for collection shall be flattened and placed into a container for paper, meeting the specifications listed under section 10.5, or flattened and tied into bundles which do not exceed the dimensions of 76 cm X 76 cm X 25 cm (30 inches X 30 inches X 10 inches)
(3) Half bags of residential waste, for the purposes of half bag tags, as defined in section 11.1 of this By-law, must be contained in grocery bags and must weigh no more than 10 kg (22 lbs).

10.8 No person shall fail to separate recyclables, household organic waste, or household hazardous waste from residential waste items.

10.9 No person shall pick over, interfere with, disturb, remove or scatter any residential waste, recyclables, household organics, or any articles placed out for collection, whether housed in containers or otherwise.

11.0 USER PAY

11.1 (1) Subject to subsection (2), every item or container of residential waste set out for collection shall have a complete valid bag tag affixed to its exterior in a clearly visible location.

(2) A grocery bag, defined as a plastic bag having maximum dimensions of 40 cm by 40 cm, containing residential waste, may, instead of a complete bag tag, have affixed to it one half-bag tag, being a bag tag cut in half lengthwise.

11.2 Where plastic bags are used for residential waste, the bag tag shall be attached to the plastic bag. To enhance the visibility, the bag tag must be positioned so that the collector may easily see the entire bag tag. When containers are used, the bag tags must be attached to a large article positioned at the top, inside of the container so that the collector, upon removal of the container's lid, easily sees it. The County accepts no responsibility for bag tags lost or removed from waste bags or containers.

11.3 Any residential waste item not having the required bag tag, or half bag tag, shall not be collected by the collector.

11.4 Bag tags must be purchased from the County at locations designated by the County at a price established by County Council resolution, as may be amended from time to time, which price constitutes a user fee for the collection of residential waste and recyclables by the County pursuant to this By-law.

11.5 The payment of such fee shall be made to the Corporation of the County of Northumberland through the purchase of residential waste bag tags from the County or its authorized agents.
11.6 The monies so collected shall be used by the County to assist in maintaining a system for the collection, removal and disposal of waste and to assist the County in its initiatives to reduce, reuse and recycle waste products.

11.7 No person shall use counterfeit bag tags. Persons found to be using counterfeit bag tags will be subject to a fine. Upon a repeat offence, curbside collection services may be suspended and/or terminated.

11.8 No person shall use partial bag tags on bags of residential waste unless the requirements of Section 11.1 of this By-law are met. Persons found to be using partial bag tags will be subject to a fine, unless the requirements of Section 11.1 are met.

12.0 SPECIAL PICK-UPS

12.1 The County, by notice to the public, may designate specific days and times for the collection of special items such as leaf and yard waste, or batteries.

12.2 No material from special pick-ups will be collected unless it meets all requirements concerning weight, size and non-collectable restrictions, contained in the notice to the public.

13.0 WASTE STORAGE BINS

13.1 In rural areas, bins may be used to hold residential waste and recyclables for curbside collection purposes. Every owner of property where such a bin is so used shall ensure that every bin complies with the following provisions:

(1) every bin shall be constructed in such a manner as to protect residential waste and recyclables from being exposed to precipitation, animals and insects;

every bin shall be easily accessible to the collector for the removal of residential waste and recyclables by having a proper lid that can be easily opened and stay in an open position, unassisted by the collector while the items are removed;

bins shall be placed as close to the road as possible, and in any event, within 3 metres (10 feet) of the travelled street surface, but remain on private property
unless permission is granted by County staff for an acceptable site on public property or the road allowance;

every bin shall have a bright red coloured, rigid flag of at least 7.5 cm X 7.5 cm (3 inches X 3 inches) mounted on an arm that can be raised and lowered as appropriate. The flag must be in the upright position if the bin contains acceptable residential waste or recyclables for collection. No collection shall occur if the flag is in the down position. The collector shall place the flag in the down position after removing the waste;

if the collector fails or refuses to collect any waste, it shall be the owner's responsibility to remove all uncollected waste from the bin and ensure its proper disposition;

every bin shall be kept in a sanitary condition at all times. Any unsanitary, improperly constructed or unmaintained bins will be tagged by the County with a notice to correct the problem, and no waste shall be collected from the bin until such problem has been corrected. The collector shall notify the County immediately of any unsanitary, improperly constructed or unmaintained bin;

the fact that more than one dwelling unit uses a bin shall not be used to increase the maximum number of residential waste containers produced by any single dwelling unit for collection

any waste deposited in or around the bin from any source will be the responsibility of the owner to remove and dispose of appropriately.

14.0 COLLECTION CONTRACTOR'S RESPONSIBILITIES

The collector shall follow the laid-out routes and conform to all instructions contained in this By-law established by contract, or otherwise as set out by County staff. The work of each route shall be

14.0 COLLECTION CONTRACTOR'S RESPONSIBILITIES

14.1 The collector shall follow the laid-out routes and conform to all instructions contained in this By-law established by contract, or otherwise as set out by County staff. The work of each route shall be completed daily and the collectors shall be courteous and render every reasonable service to the householder for the proper execution of work.
14.2 The collector shall handle all containers with due care. The collector shall not overload any truck or allow any of the contents to fall therefrom and shall carefully gather up any waste which may have been spilled onto the ground.

14.3 Any container damaged by the collector, due to negligence shall be replaced in kind, by the collector, at the collector’s sole expense.

14.4 No person shall salvage waste items set out for curbside collection or waste items in and around the disposal areas.

14.5 In no instances shall the collector be called upon to make collections from any point which is unreasonably inconvenient or dangerous to any employee or equipment, nor shall the collector be required to remove containers from any point other than that designated by or under this By-law.

15.0 GENERAL

15.1 No person shall convey on or through any street any waste, or other refuse, or any swill, liquid waste or offensive matter unless it is secured or properly covered in containers, or in vehicles equipped with canvas covers or tarpaulins which must be placed and fastened in such a manner as to prevent such matter from falling onto the street, or on any public or private lands within the County.

15.2 An owner, lessee, tenant or other person in charge of a hotel, apartment building, tenement, commercial premises, shop, store or public institution who finds the collections established by the County pursuant to this By-law inadequate to keep such premises free of accumulated waste and other refuse, shall make such other arrangements at such person’s own expense for the collection and removal thereof as may be required.

15.3 Where this By-law imposes a duty or requirement upon one or more persons, it shall be the duty and responsibility of every such person to fulfill the duty or requirement or ensure that it is fulfilled.

15.4 (1) The County does not, through the enactment of this By-law, contract for or undertake a duty to collect waste beyond any existing requirements imposed upon in this By-law, and undertakes no liability in respect of any waste not collected;
(2) Failure by any person to comply with any of the requirements of this By-law with respect to waste may result in the refusal by the collector to collect any such waste.

16.0 PROHIBITIONS ON DEPOSITS OF WASTE

16.1 No person shall throw, place or deposit, or cause, permit or allow to be thrown, placed or deposited:

(1) any waste on any highway, street, bridge or in any ditch or culvert on or adjacent to a highway within the municipality;

(2) any waste on any lands owned by the County or any of its local municipalities, or any of their local boards, except with the authority of the Council, or the council of the local municipality, or of the local board, as the case may be;

(3) waste generated at or by a residence, dwelling unit, retail or commercial premises, or other business, in a public area or by means of a garbage or recycling container which has been provided for the use of pedestrians or other public recreational use;

(4) waste at any location other than for collection at the designated pickup point in front of the premises at which it was generated, or at a disposal site, waste collection point, or other location designated by or under the Waste Management By-law for such purpose.

16.2 Where waste belonging to or originating from an identifiable person is found on lands owned by the municipality or on a highway within the municipality, such person shall be presumed, in the absence of evidence to the contrary, to have deposited or permitted the depositing, of the waste, at the place where it is found.

16.3 No person other than the County, or its authorized agents, may sell or otherwise distribute bag tags or make any charge therefore, and the County shall not honour any tag issued, made, sold, transferred or distributed other than in accordance with this By-law.

16.4 No person other than the County, or its authorized printer, shall print bag tags.

17.0 APPLICATION OF BY-LAW

The provisions of this By-law apply throughout the County of Northumberland.
18.0 ENFORCEMENT AND PENALTY

18.1 Any person who contravenes any of the provisions of section 3.2, 3.3, 6.1, 6.2, 9.1, Part 10.0 (all sections), 15.1, 15.2 or 16.1 of this By-law is guilty of an offence and upon conviction, pursuant to the Provincial Offences Act, shall forfeit and pay, in the discretion of the Court, a penalty not exceeding the sum of Five Thousand Dollars ($5,000.00) for each offence, exclusive of costs.

18.2 The provisions of this By-law shall be enforced by one or more by-law enforcement officers, as designated by the County of Northumberland.

18.3 Subject to section 18.4, any police officer or provincial offences officer who believes that a person has contravened any section of this By-law may issue a Certificate of Offence and an Offence Notice indicating the set fine for the offence as indicated in Schedule “G” to this By-law.

18.4 Where the amount of material alleged to have been thrown, placed or deposited in contravention of this By-law exceeds 5 cubic metres, the person charged shall be prosecuted pursuant to Part III of the Provincial Offences Act.

18.5 The municipality may direct that the owner of waste deposited in contravention of this By-law take steps to clean up such waste. Where the owner of such waste fails to carry out such directions, the municipality may, upon giving written notice, carry out the directions at the expense of the person and such expenses may be recovered by the municipality in a like manner as taxes in accordance with the provisions of section 326 of the Municipal Act.

19.0 CONFLICT

19.1 Where the provisions of any other by-law, resolution or action of the Council of the County of Northumberland, or the provisions of any by-law, resolution or action of the council of a local municipality in the County of Northumberland are inconsistent with the provisions of this By-law, the provisions of this By-law shall prevail.

20.0 HEADINGS
20.1 Section headings in this By-law are not to be considered part of this By-law, are included solely for convenience of reference and are not intended to be full or accurate descriptions of the sections of this By-law to which they relate.

21.0 SCHEDULES


22.0 IN FORCE DATES

22.1 This By-law comes into force on September 1, 2019.

That By-law 2018-22 be introduced, and be deemed to be read a first, second and third time, be passed and properly signed and sealed this 20th Day of June, 2018.

_______________________________
Mark Lovshin, Warden

_______________________________
Nancy MacDonald, Clerk
SCHEDULE A TO BY-LAW NO. 2018-22

HOUSEHOLD ORGANIC WASTE

Household Organic Waste includes, but is not limited to:

**Waste Type** Description / Examples

Food Waste  All food (cooked/raw/whole/peelings), baked goods, bread, butter, cake, candy, cereal, cheese, chicken, coffee grounds and filters, cookies, corn cobs and husks, dairy products, dough, eggs, and egg shells, fat, fish and fish parts, flour, fruit, grains, gravy, grease, herbs, jams, jellies, lard, margarine, mayonnaise, meat, muffins, nuts and shells, oatmeal, oats, pasta, peanut butter, pizza, popcorn, rice, salads, sauces, shellfish, sour cream, spices, sugar, tea bags, toast, vegetables, watermelon and yogurt

Soiled Paper  Butcher paper, cardboard (waxed), facial tissues, greasy pizza boxes, microwaveable popcorn bags, muffin paper, paper napkins, paper plates, paper towels and wax paper

Other Waste  Compostable bags, Bones, dried decorative fruits and vegetables, dryer lint, feathers, flowers, garden fruit (e.g. crab apples), gourds, hair, houseplants, natural wreathes, paper food waste bags, pet food, sawdust (in paper bags), shredded paper, toothpicks, wood shavings, and wooden stir sticks

**Unacceptable items include, but are not limited to:**

Animal waste or litter, ashes, biodegradable bags, cigarettes and cigarette butts, cigars and cigar butts, corks, cotton balls and swabs, dead animals, diapers, dirt or earth, disposable dusters, and sweeper cloths, disposable wipes, dryer sheets, feces, feminine hygiene products, garbage, glass, gravel, incontinence products, lumber or treated wood, manure, metal, motor oil, Municipal Hazardous or Special Waste, plastic or plastic coated products of any kind, sawdust (unless contained in a paper bag), stones, topsoil, vacuum bags and contents, wire or metal ties, yardwaste, and any other item which in the opinion of the County, is detrimental to the organics processing system.
SCHEDULE B TO BY-LAW NO. 2018-22

RECYCLABLE ITEMS

Recyclable items, as listed below, or any other material deemed as a recyclable item by the County shall be placed out for collection in Blue Boxes, Grey Boxes, or in containers meeting the specifications laid out in the By-law.

BLUE BOX MATERIALS:

Metal – aluminum foil, plates and trays, aluminum and steel food and beverage containers and lids, empty aerosol cans, empty and dry metal paint cans

Plastic – “clamshell” style fruit and bakery containers, egg cartons, fabric softener bottles, flower pots and flats, food storage containers, ice cream tubs, laundry detergent bottles, margarine containers, shampoo bottles, soft drink bottles, sour cream containers, water bottles, and yogurt containers

Glass – glass jars and bottles

Polycoated Containers – drink boxes, juice boxes and cartons, milk cartons, paper coffee cups, paper ice cream containers

Plastic Bags and Plastic Wrap – (NOTE: the following items are all to be placed loosely into a clear or clear blue bag and placed on top of, or directly beside your Blue Box, or recyclables containers) grocery bags, sandwich bags, dry cleaning bags, bread bags, rinsed milk bags, plastic overwrap on toilet paper / paper towel, newspaper sleeves

GREY BOX MATERIALS:

Boxboard – cereal boxes, cracker boxes, paper drink trays, frozen food boxes, paper egg cartons, paper towel tubes, toilet paper tubes

Cardboard – clean pizza boxes with no liners or crusts, flattened boxes

Paper – Bristol board, catalogues, office paper, envelopes, fine paper, flyers, greeting cards, books (hard covers removed), junk mail, magazines, newspapers, paper bags soft cover books, telephone books, wrapping paper (non-metallic)
Shredded Paper – NOTE: shredded paper must be placed into a separate clear or clear blue bag and placed on top of, or directly beside your Grey Box, or recyclables containers)

Unacceptable items include, but are not limited to:

Antifreeze containers, DVDs, CDs, VHS cassettes, photographs, photo negatives, bubble wrap, ceramics, cereal or cracker box liners, “crinkly” plastic packaging that does not stretch, crockery, facial tissues, garbage, gift bags, glassware, greasy pizza boxes, household organics, laundry baskets, light bulbs, meat packaging, mirrors, mugs, Municipal Hazardous or Special Waste, oil containers, pet food bags, scrap metal, tissue paper, tools, tool boxes, totes, toys, Styrofoam, textiles, utensils, waste electronic and electrical equipment, window glass, yard waste and any other which, in the opinion of the County, is unacceptable.
SCHEDULE C TO BY-LAW NO. 2018-22

UNACCEPTABLE RESIDENTIAL WASTE COLLECTION ITEMS

Ammunition;
Animal carcasses;
Asbestos;
Asphalt;
Automotive or motorized equipment parts;
Christmas trees;
Combustible material, including oil or gasoline soaked rags;
Construction, demolition or renovation waste including, but not limited to: blocks, brick, concrete, drywall, plaster and tile;
Dirt and earth
Feces, manure or animal waste except from household pets;
Flares;
Gasoline and oil containers;
Grass clippings;
Household Hazardous Waste (as defined in this By-Law);
Household Organics (as defined in this By-Law);
Leaves;
Liquid waste;
Municipal Hazardous or Special Waste (as defined in this By-Law);
Pathological waste;
Railroad ties;
Recyclables (as defined in this By-law)
Rocks;
Sludge;
Sod, soil, sand and stones;
Syringes, lancets and other bio-hazardous sharps;
Tires
Trees and stumps;
Wire, wire mesh and wire fencing;
Yard Waste (as defined in this By-Law);
Any waste set out in such a manner as to pose a health and / or safety hazard to a collection operator or a member of the public;

Any other item which, in the opinion of the County, is detrimental to the collection process or the Waste Management System.
MUNICIPAL HAZARDOUS OR SPECIAL WASTE (MHSW)

Municipal Hazardous or Special Waste includes, but is not limited to:

Any household product, material, or item labeled as “corrosive”, “toxic”, “reactive”, “explosive”, or “flammable”, acid cleaner, adhesives, aerosols containers (if not empty), ammonia, antifreeze and antifreeze containers, auto-body filler, batteries (single use, rechargeable and automotive), bleach, brake fluid, compact fluorescent light (CFL) bulbs, drain cleaner, driveway sealant, empty gasoline containers, fertilizer, fire extinguishers, fluorescent light tubes and ballasts, fungicides, gasoline, grease, helium tanks, herbicides, kerosene, lubricants, mercury switches, thermostats and thermometers, nail polish remover, oil and empty oil containers, oil filters, oven cleaner, paint and empty paint containers, paint stripper, pesticides, pharmaceuticals, pool chemicals, propane tanks and cylinders, roofing tar, shoe polish, solvents and empty solvent container, stains, syringes and needles (in sealed plastic containers), and any other material, which, in the opinion of the County, is deemed to be Municipal Hazardous or Special Waste.

Unacceptable items include, but are not limited to:

Ammunition, asbestos, explosives, flares, and any other item which, in the opinion of the County, is unacceptable.

Items that are not considered hazardous and can be placed in the garbage include:

Broken glass, carbon monoxide detectors, food related items (e.g. salad dressing, vinegar), hair conditioner, hand lotion, incandescent light bulbs, razor blades, shampoo, smoke alarms, soap and any other item which, in the opinion of the County, is deemed not to be hazardous.
SCHEDULE E TO BY-LAW NO. 2018-22

Collection service shall be provided to the central business districts of the Towns of Cobourg and Port Hope twice per week as outlined below:

Cobourg Parameters

- Both sides of King Street business section (front and rear of businesses), from Ball Street to College Street.
- Both sides of Division Street business section (front and rear of businesses), from Chapel Street to Charles Street.
- Downtown sidewalk containers as outlined in the contract.
- All downtown collection will commence no sooner than 7:00 a.m. and be completed by no later than 9:00 a.m.

Port Hope Parameters

- South side of Walton Street, from John to Brown Street.
- Businesses located on Walton and Ontario Streets from Cavan to Mill Street.
- Ontario Street south of Walton Street.
- Brogden's Lane.
- Queen Street from Walton to Augusta Street (rear of buildings).
- Both sides of John Street from Augusta to Walton Street.
- Downtown sidewalk containers as outlined in the contract.
- All downtown collection will commence no sooner than 7:00 a.m. and be completed by no later than 9:00 a.m.
SCHEDULE F TO BY-LAW NO. 2018-22

PRIVATE ROAD DESIGN SPECIFICATIONS FOR CURBSIDE WASTE COLLECTION

For residential units fronting on a private road, curbside collection may be provided subject to the following requirements:

a) The internal road layout should be designed to permit continuous collection without reversing. Where the requirement for continuous collection cannot be met, a cul-de-sac or "T" turn-around will be permitted in accordance with the specification shown in Figures 1 and 2;

b) All roads shall have a minimum width of 4.0 metres and have lay-bys for two way traffic at a spacing of not more than 300 metres. A By-Law must be passed by the municipality, regulating parking on the road, such that parking will not be permitted along the roadway between the hours of 7:00 a.m. and 5:00 p.m., Monday through Friday, year round. If lay-bys are not provided, the minimum road width shall be 6.0 metres. If the minimum road width is 6.0 metres or greater, a By-Law regulating parking will not be required;

c) The turning radii from the centre line of the road must be a minimum of 13.0 metres on all cul-du-sacs and turning circles;

d) The turning radii for curbs and internal roads must be a minimum of 9 metres;

e) A vertical clearance of 5.0 metres shall be observed throughout the entire access route;

f) The roadway shall be kept in a state of good repair (meaning that it will be free from large pot holes, bumps, depressions, standing water and the like). The roadway shall also be cleared of ice and snow prior to 7:00 a.m. on waste collection day(s);

g) The County will not be responsible for any roadway damage caused by normal use. As such, the access road shall be capable of holding heavy trucks without damage, at all times of year and be constructed to the following minimum standards:
   a. Gravel road
      i. 300 mm of compacted granular “B” base; and
      ii. 150 mm or compacted granular “A” surface.
   b. Paved road
      i. 300 mm of compacted granular “B” sub-base;
      ii. 150 mm of compacted granular “A” base; and
      iii. 50 mm of HL-3 asphalt surface.
FIGURE 1

CUL-DE-SAC SPECIFICATION

MINIMUM REQUIREMENT FOR
COUNTY WASTE COLLECTION VEHICLE

NOTES:
ALL DIMENSIONS ARE IN METRES
FIGURE 2

"T" TURN-AROUND
SPECIFICATION

MINIMUM REQUIREMENT FOR
COUNTY WASTE COLLECTION VEHICLE

NOTES:
ALL DIMENSIONS ARE IN METRES

COUNTY OF NORTHUMBERLAND
TRANSPORTATION AND WASTE DEPARTMENT
## SCHEDULE G TO BY-LAW NO. 2018-22

### OFFENCES AND FINES

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<thead>
<tr>
<th>SHORT FORM OF OFFENCE</th>
<th>DESIGNATION OF PROVISION</th>
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<tbody>
<tr>
<td>Owner fail to provide waste disposal system</td>
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<td>Waste generator fail to provide waste disposal system</td>
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<td>Owner fail to remove remaining waste</td>
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<td>Owner fail to remove remaining waste, after notification</td>
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<td>Owner fail to dispose of uncollectible waste</td>
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<td>Set waste out from wrong property for collection</td>
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<td>Owner fail to secure waste</td>
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<td>Fail to place residential waste in plastic bags</td>
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<tr>
<td>Fail to place recyclables out properly for collection</td>
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<td>Fail to place household organic waste out property for collection</td>
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<td>Put oversize cardboard out for collection</td>
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<td>Fail to separate recyclables from residential waste</td>
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<td>Interference with waste</td>
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<td>Fail to apply appropriate bag tag(s)</td>
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<td>Conveyance of waste in improper container</td>
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By-law 2018-23

A By-Law for the Imposition of an Area-Specific Development Charge on the Cobourg East Community

Whereas the County of Northumberland will experience growth through development and re-development of lands within the Cobourg East Community;

And Whereas development and re-development requires the provision of physical and social services by the County Northumberland;

And Whereas Council desires to ensure that the capital cost of meeting growth-related demands for or burden on municipal roads and related services does not place an excessive financial burden on the County of Northumberland or its existing taxpayers while at the same time ensuring new taxpayers contribute no more than the net capital cost attributable to providing the current level of road and related services;

And Whereas the Development Charges Act, 1997 (the “Act”) provides that the Council of a County may by by-law impose an area-specific development charges against land to pay for increased capital costs required because of increased needs for services;

And Whereas an area-specific development charges background study has been completed in accordance with the Act;

And Whereas the Council of The Corporation of the County of Northumberland has given notice of and held a public meeting on the 16th day of May, 2018 in accordance with the Act and the regulations thereto;

Now Therefore Be It Enacted as a By-law of the Council of the Corporation of the County of Northumberland, as follows:

1. INTERPRETATION

1.1 In this By-law the following items shall have the corresponding meanings:

“Act” means the Development Charges Act, as amended, or any successor thereof;
“accessory use” means where used to describe a use, building, or structure that the use, building or structure is naturally and normally incidental, subordinate in purpose of floor area or both, and exclusively devoted to a principal use, building or structure;

“apartment unit” means any residential unit within a building containing three or more dwelling units where access to each residential unit is obtained through a common entrance or entrances from the street level and the residential units are connected by an interior corridor;

“bedroom” means a habitable room larger than seven square metres, including a den, study or other similar area, but does not include a bathroom, living room, dining room or kitchen;

“benefiting area” means an area defined by map, plan or legal description in a front-ending agreement as an area that will receive a benefit from the construction of a service;

“board of education” has the same meaning as set out in the Education Act, R.S.O. 1990, Chap. E.2, as amended, or any successor thereof;

“bona fide farm uses” means the proposed development will qualify as a farm business operating with a valid Farm Business Registration Number issued by the Ontario Ministry of Agriculture, Food and Rural Affairs and be assessed in the Farmland Realty Tax Class by the Ontario Property Assessment Corporation;


“capital cost” means costs incurred or proposed to be incurred by the County or a local board thereof directly or by others on behalf of and as authorized by the County or local board,

(1) to acquire land or an interest in land, including a leasehold interest,

(2) to improve land,

(3) to acquire, lease, construct or improve buildings and structures,

(4) to acquire, construct or improve facilities including,

(1) furniture and equipment other than computer equipment, and
(2) material acquired for circulation, reference or information purposes by a library board as defined in the Public Libraries Act, R.S.O. 1990, Chap. P.44, as amended, or any successor thereof; and

(3) rolling stock with an estimated useful life of seven years or more, and

(4) to undertake studies in connection with any matter under the Act and any of the matters in clauses (1) to (5) above, including the development charge background study required for the provision of services designated in this by-law within or outside the County, including interest on borrowing for those expenditures under clauses (1) to (5) above that are growth-related;

“Coach House Dwelling Unit” means:

(1) one (1) additional dwelling unit on a lot that is located within an accessory building or structure; and

(2) the accessory building or structure must be located on a residential lot containing a single detached, semi-detached, or townhouse dwelling.

“Cobourg East Community” means the area within the geographic limits identified in Schedule C herein;

“commercial” means any use of land, structures or buildings for the purposes of buying or selling commodities and services, but does not include industrial or agricultural uses, but does include hotels, motels, motor inns and boarding, lodging and rooming houses;

“Council” means the Council of the County of Northumberland;

“County” means the Corporation of the County of Northumberland and the area within the geographic limits of the County of Northumberland;

“development” means the construction, erection or placing of one or more buildings or structures on land or the making of an addition or alteration to a building or structure that the effect of increasing the size of usability thereof, and includes redevelopment;

“development charge” means a charge imposed with respect to this by-law;

“dwelling unit” means any part of a building or structure used, designed or intended to be used as a domestic establishment in which one or more persons may sleep and are provided with culinary and sanitary facilities for their exclusive use;
“existing” means the number, use and size that existed as of the date this by-law was passed;

“farm building” means that part of a bona fide farming operation encompassing barns, silos and other ancillary development to an agricultural use, but excluding a residential use;

“gross floor area” means:

1. in the case of a residential building or structure, the total area of all floors above grade of a dwelling unit measured between the outside surfaces of exterior walls or between the outside surfaces of exterior walls and the centre line of party walls dividing the dwelling unit from any other dwelling unit or other portion of a building; and

2. in the case of a non-residential building or structure, or in the case of a mixed-use building or structure in respect of the non-residential portion thereof, the total area of all building floors above or below grade measured between the outside surfaces of the exterior walls, or between the outside surfaces of exterior walls and the centre line of party walls dividing a non-residential use and a residential use, except for:
   1. a room or enclosed area within the building or structure above or below that is used exclusively for the accommodation of heating, cooling, ventilating, electrical, mechanical or telecommunications equipment that service the building;
   2. loading facilities above or below grade; and
   3. a part of the building or structure below grade that is used for the parking of motor vehicles or for storage or other accessory use;

“industrial” means lands, buildings or structures used or designed or intended for use for manufacturing, processing, fabricating or assembly of raw goods, warehousing or bulk storage of goods, and includes office uses and the sale of commodities to the general public where such uses are accessory to an industrial use, but does not include the sale of commodities to the general public through a warehouse club;

“institutional” means land, buildings, structures or any part thereof used by any organization, group or association for promotion of charitable, educational or benevolent objectives and not for profit or gain;
“Local Board” means a school board, public utility, commission, transportation commission, public library board, board of park management, local board of health, board of commissioners of police, planning board, or any other board, commission, committee, body or local authority established or exercising any power or authority under any general or special Act with respect to any of the affairs or purposes, including school purposes, of the County of Northumberland or any part or parts thereof;

“local services” means those services, facilities or things which are under the jurisdiction of the County and are related to a plan of subdivision or within the area to which the plan relates in respect of the lands under Sections 41, 51 or 53 of the Planning Act, R.S.O. 1990, Chap. P.13, as amended, or any successor thereof;

“multiple dwellings” means all dwellings other than single-detached, semi-detached and apartment unit dwellings;

“non-residential use” means a building or structure of any kind whatsoever used, designed or intended to be used for other than a residential use;

“Official Plan” means the Official Plan adopted for the County, as amended and approved;

“owner” means the owner of land or a person who has made application for an approval for the development of land upon which a development charge is imposed;

“place of worship” means that part of a building or structure that is exempt from taxation as a place of worship under the Assessment Act, R.S.O. 1990, Chap. A.31, as amended, or any successor thereof;

“rate” means the interest rate established weekly by the Bank of Canada based on Treasury Bills having a term of 91 days;

“regulation” means any regulation made pursuant to the Act;

“residential dwelling” means a building, occupied or capable of being occupied as a home, residence or sleeping place by one or more persons, containing one or more dwelling units but not including motels, hotels, tents, truck campers, tourist trailers, mobile camper trailers or boarding, lodging or rooming houses;

“residential use” means the use of a building or structure or portion thereof for one or more dwelling units. This also includes a dwelling unit on land that is used for an agricultural use;
“row dwelling” means a building containing three or more attached dwelling units in a single row, each of which dwelling units has an independent entrance from the outside and is vertically separated from any abutting dwelling unit;

“semi-detached dwelling” means a dwelling unit in a residential building consisting of two dwelling units having one vertical wall or one horizontal wall, but not other parts, attached or another dwelling unit where the residential unit are not connected by an interior corridor;

“service” means a service designed in Schedule “A” to this by-law, and “services” shall have a corresponding meaning;

“servicing agreement” means an agreement between a landowner and the County relative to the provision of municipal services to specified land within the County;

“single detached dwelling unit” means a residential building consisting of one dwelling unit and not attached to another structure;

“special care dwelling unit” means a building not otherwise defined herein containing more than four dwelling units: where the occupants have the right to use in common, halls, stairs, yards, common room and accessory buildings; which dwelling units may or may not have exclusive sanitary and/or culinary facilities; that is designed to accommodate individuals with specific needs, where meals are provided within the development on a regular basis and includes a bedroom, student residence, retirement home and lodge, nursing home, granny flat, accessory dwelling and group home.

2. DESIGNATION OF SERVICES

2.1 The categories of services for which development charges are imposed under this by-law are as follows:

   (1) Roads and Related Services

2.2 The components of the services designated in section 2.1 are described in Schedule A.
3. APPLICATION OF BY-LAW RULES

3.1 Development charges shall be payable in the amounts set out in this by-law where:

   (1) the lands are located in the area described in section 3.2 and identified in Schedule C; and

   (2) the development of the lands requires any of the approvals set out in subsection 3.4(1).

Area to Which By-law Applies

3.2 Subject to section 3.3, this by-law applies to all lands in the Cobourg East Community of the County of Northumberland whether or not the land or use thereof is exempt from taxation under s.13 or the Assessment Act.

3.3. Notwithstanding clause 3.2 above, this by-law shall not apply to lands that are owned by and used for the purposes of:

   (1) the County of Northumberland or a local board thereof;

   (2) a board of education; or

   (3) the Corporation of the Town of Cobourg or a local board thereof;

Approvals for Development

3.4 (1) Development charges shall be imposed on all lands, buildings or structures that are developed for residential or non-residential uses if the development requires:

   (1) the passing of a zoning by-law or of an amendment to a zoning by-law under section 34 of the Planning Act;

   (2) the approval of a minor variance under section 45 of the Planning Act;

   (3) a conveyance of land to which a by-law passed under subsection 50(7) of the Planning Act applies;

   (4) the approval of a plan of subdivision under section 51 of the Planning Act;

   (5) a consent under section 53 of the Planning Act;
(6) the approval of a description under section 50 of the Condominium Act, R.S.O. 1990, Chap. C.26, as amended, or any successor thereof; or

(7) the issuing of a permit under the Building Code Act in relation to a building or structure.

(2) No more than one development charge for each service designated in subsection 2.1 shall be imposed upon any lands, buildings or structures to which this by-law applies even though two or more of the actions described in subsection 3.4(1) are required before the lands, buildings or structures can be developed.

(3) Despite subsection 3.4(2), if two or more of the actions described in subsection 3.4(1) occur at different times, additional development charges shall be imposed if the subsequent action has the effect or increasing the need for services.

Exemptions

3.5 Notwithstanding the provisions of this by-law, development charges shall not be imposed with respect to:

(1) an enlargement to an existing dwelling unit;

(2) one or two additional dwelling units in an existing single detached dwelling; or

(3) one additional dwelling unit in any other existing residential building;

3.6 Notwithstanding section 3.5(2), development charges shall be imposed if the total gross floor area of the additional one or two units exceeds the gross floor area of the existing dwelling unit.

3.7 Notwithstanding section 3.5, development charges shall be imposed if the additional unit has a gross floor area greater than

(1) in the case of a semi-detached or row dwelling, the gross floor area of the existing dwelling unit; and

(2) in the case of any other residential building, the gross floor area of the smallest dwelling unit contained in the residential building.

3.8 Exemption for Industrial Development:
3.8.1 Notwithstanding any other provision of this by-law, no development charge is payable with respect to an enlargement of the gross floor area of an existing industrial building where the gross floor area is enlarged by 50 percent or less.

3.8.2 If the gross floor area of an existing industrial building is enlarged by greater than 50 percent, the amount of the development charge payable in respect of the enlargement is the amount of the development charge that would otherwise be payable multiplied by the fraction determined as follows:

1) determine the amount by which the enlargement exceeds 50 percent of the gross floor area before the enlargement;

2) divide the amount determined under subsection (1) by the amount of the enlargement

3.9 For the purpose of section 3.8 herein, “existing industrial building” is used as defined in the Regulation made pursuant to the Act.

3.10 Other Exemptions:

Notwithstanding the provision of this by-law, development charges shall not be imposed with respect to:

1) Commercial and Institutional developments of equal to or less than 4,000 square feet of gross floor area.

2) Coach House Dwelling Units

3.10.1 Notwithstanding section 3.10, paragraph 1., development charges will be imposed on expansions to existing commercial and institutional buildings, and for any commercial or institutional development on the same site as an existing commercial or institutional building.

3.11.2 Notwithstanding section 3.11, paragraph 2., development charges for coach house dwelling units shall be imposed only if the coach house dwelling unit has a gross floor area greater than the gross floor area of the existing dwelling unit.
Amount of Charges

Residential

3.11 The development charges set out in Schedule B shall be imposed on residential uses of lands, buildings or structures, including a dwelling unit accessory to a non-residential use and, in the case of a mixed use building or structure, on the residential uses in the mixed use building or structure, according to the type of residential unit, and calculated with respect to each of the services according to the type of residential use.

Non-Residential

3.12 The development charges described in Schedule B to this by-law shall be imposed on non-residential uses of lands, buildings or structures, and, in the case of a mixed use building or structure, on the non-residential uses in the mixed use building or structure, and calculated with respect to each of the services according to the total floor area of the non-residential use.

Reduction of Development Charges for Redevelopment

3.13 Despite any other provisions of this by-law, where, as a result of the redevelopment of land, a building or structure existing on the same land within 60 months prior to the date of payment of development charges in regard to such redevelopment was, or is to be demolished, in whole or in part, or converted from one principal use to another principal use on the same land, in order to facilitate the redevelopment, the development charges otherwise payable with respect to such redevelopment shall be reduced by the following amounts:

(1) in the case of a residential building or structure, or in the case of a mixed-use building or structure, the residential uses in the mixed-use building or structure, an amount calculated by multiplying the applicable development charge under subsection 3.11 by the number, according to type, of another principal use; and

(2) in the case of a non-residential building or structure or, in the case of mixed-use building or structure, the non-residential uses in the mixed-use building or structure, an amount calculated by multiplying the applicable development charges under subsection 3.12, by the gross floor area that has been or will be demolished or converted to another principal use;

provided that such amounts shall not exceed, in total, the amount of the development charges otherwise payable with respect to the redevelopment.
3.14 The development charge for all services be collected at the time of issuance of the first building permit in relation to a building or structure.

3.15 Notwithstanding subsection 3.14, the timing of calculation and payment of the development charge with respect to an approval of a Plan of Subdivision under Section 51 of the Planning Act, R.S.O., 1990 as amended, shall be addressed in the subdivision agreement, subject to any applicable exemptions contained in this By-law, and calculated in accordance with subsections 3.11 and 3.12 of this bylaw.

3.16 Despite subsections 3.14 and 3.15, Council from time to time, and at any time, may enter into agreements providing for all or any part of a development charge to be paid before or after it would otherwise be payable, in accordance with section 27 of the Act.

Affordable Housing

3.17 Deferrals of all or part of development charges for lands and buildings used for affordable or purpose-built apartment rental housing may be granted under Section 27 of the Development Charges Act, provided that an agreement establishing the pre-conditions, duration, covenants, form of security, and other requirements has been executed satisfactory to the County.

4. PAYMENT BY SERVICES

4.1 Despite the payment required under subsections 3.11 and 3.12, Council may, by agreement, give a credit towards a development charge in exchange for work that relates to a service to which a development charge relates under this by-law.

5. INDEXING

5.1 Development charges imposed pursuant to this by-law shall be adjusted annually, without amendment to this by-law, on the anniversary date of the by-law, in accordance with the prescribed index in the Act.
6. SCHEDULES

6.1 The following schedules shall form part of this by-law:

Schedule A - Components of Services Designated in section 2.1
Schedule B - Residential and Non-Residential Development Charges
Schedule C - Map of Cobourg East Community

7. CONFLICTS

7.1 Where the County and an owner or former owner have entered into an agreement with respect to land within the area to which this by-law applies, and a conflict exists between the provisions of this by-law and such agreement, the provisions of the agreement shall prevail to the extent that there is a conflict.

7.2 Notwithstanding section 7.1, where a development which is the subject of an agreement to which section 7.1 applies, is subsequently the subject of one or more of the actions described in subsection 3.4(1), an additional development charge in respect of the development permitted by the action shall be calculated, payable and collected in accordance with the provisions of this by-law if the development has the effect of increasing the need for services, unless such agreement provides otherwise.

8. SEVERABILITY

8.1 If, for any reason, any provision of this by-law is held to be invalid, it is hereby declared to be the intention of Council that all the remainder of this by-law shall continue in full force and effect until repealed, re-enacted, amended or modified.
9. DATE BY-LAW IN FORCE

9.1 This by-law shall come into effect at 12:01 AM on June 21, 2018.

10. DATE BY-LAW EXPIRES

10.1 This by-law will expire at 12:01 AM on June 21, 2023 unless it is repealed by Council

That By-law No. 2018-23 be introduced and be deemed to be read a first, second and third time and passed, signed and sealed this 20th day of June, 2018.

__________________________
Mark Lovshin, Warden

__________________________
Nancy MacDonald, Clerk
SCHEDULE “A” TO BY-LAW

COMPONENTS OF SERVICES DESIGNATED IN

SUBSECTION 2.1

Cobourg East Community

Roads and Related Services Roads
## SCHEDULE B

### SCHEDULE OF DEVELOPMENT CHARGES FOR THE COBOURG EAST COMMUNITY

<table>
<thead>
<tr>
<th>Service</th>
<th>RESIDENTIAL</th>
<th>NON-RESIDENTIAL</th>
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<tbody>
<tr>
<td></td>
<td>Single and Semi-Detached Dwelling</td>
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<td>Cobourg East Community Area Roads and Related</td>
<td>1,849</td>
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<td>Multiples &amp; Apartments - 2 Bedrooms +</td>
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<td>1,293</td>
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<td>Multiples &amp; Apartments - Bachelor and 1 Bedroom</td>
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<td>Special Care/Special Dwelling Units</td>
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<td></td>
<td>(per sq.ft. of Gross Floor Area)</td>
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<tr>
<td>Total</td>
<td>1,849</td>
<td>1,293</td>
</tr>
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HALIBURTON, KAWARTHA, PINE RIDGE DISTRICT HEALTH UNIT
BOARD OF HEALTH MEETING
April 19, 2018

MINUTES

The meeting was convened by Mr. Lovshin at 10:03 am at the Health Unit office in Port Hope.

Those in attendance were Messrs. Lovshin, Logel, Brocanier (left at 11:20 am) and Junkin, Ms. Jaquays, Mrs. Stauble, Mrs. Roberts, Mrs. Herrington, Dr. Noseworthy, Mrs. Masiangelo, Mrs. Tremblay and Mrs. Dickson.

1. ADOPTION OF THE AGENDA

Moved by Mrs. Herrington Seconded by Mr. Logel

THAT the agenda be adopted as presented with the removal of 6.1 (deferred to a later date to be determined) and, THAT the Risk Management Training Session be added to the in-camera session.

2. DECLARATION OF CONFLICT OF INTEREST

No conflicts of interest were identified.

3. ADOPTION OF MINUTES

Moved by Mr. Brocanier Seconded by Mr. Junkin

THAT the minutes of the Board of Health meeting held on March 15, 2018 and the In-Camera minutes from March 15, 2018 meeting be approved.

4. BUSINESS ARISING

None

5. MOH UPDATES

Age Friendly Community Recognition Award

The Ministry of Seniors Affairs, recently awarded the County of Haliburton with the 2018 Ontario Age-Friendly Community Recognition Award under Category 1. This award recognizes communities in Ontario that are working toward becoming age-friendly. The ceremony took place at the inaugural Age Friendly Symposium on
March 26th at the Sheraton Centre Hotel in Toronto where Angela Andrews, Health Promoter with the Health Unit and Chair of the Haliburton Aging Well Committee, and Mayor Dave Burton, Highlands East, were in attendance to accept the award.

The Aging Well Committee has been working with local seniors on age-friendly initiatives since its inception in 2008 and has become a rural leader in this area; an excellent example of Health Promotion work within the community. Health promotion is about supporting community need and being able to assist in planning initiatives and actions that can make a difference in people’s lives. With the age-friendly efforts, we’re making Haliburton County a place that is more accessible and inclusive, allowing seniors to live independently, healthy and active, safe and socially-connected lives, and by doing so, we hope that falls will be prevented among the older adult population.

**Oral Health Month Campaign- April 2018**

In April, the Health Unit is participating in an Oral Health Month Campaign sponsored by the Ontario Association of Public Health Dentistry (OAPHD). The Health Promoter for our Healthy Schools Department was a member of the provincial planning committee for the *Brush up on the Facts* campaign. This campaign is intended to communicate a consistent message to Ontario residents – that oral health is integral to children’s growth and development and that there are free dental programs and services available for eligible children and youth 0-17. This campaign has 35 out of 36 health units participating and thus is the first Health Unit unified campaign in 15 years.

The campaign will be promoted throughout the month of April via social media postings on Twitter and Facebook that direct people to the OAPHD webpage, a media release, and public service announcements. There will also be a mail out to our community partners who work with low income families and dental offices, with a poster and letter explaining the initiative. As part of the province-wide campaign, health units have been asked to track all inquiries (i.e. calls, walk-ins, and emails) related to child oral health as part of an evaluation of the campaign.

**Nicotine Replacement Therapy (NRT) Program**

In late 2017, the Health Unit received $30,000 in funding from the Ministry of Health and Long-Term Care (MOHLTC) to support a Nicotine Replacement Therapy (NRT) program. In previous years, the Health Unit provided community partners with vouchers for NRT that were given to clients so that they could go to a pharmacy and receive NRT. Health Unit staff also supported other cessation services. This process proved to be complex and all the funds were not used. This year, to support our partners, utilize the funding and streamline the process, the Health Unit’s cessation team proposed a new model to community partners and invited them to participate from January to March 2018. The new model involves the Health Unit purchasing NRT from a medical vendor, then providing the purchased NRT (nicotine patches, gum, inhaler, lozenge and spray) to community partners to dispense to clients using their agency’s medical directive and medication policies.
The Health Unit’s cessation team provided four training sessions on cessation counseling to partners, and suggested written resources, video links and telephone support. Partners engaged in the new model include: hospital community mental health services, municipal employees, workplaces and an addictions facility. Client participants include young adults, low income or no income clients, persons with a chronic disease diagnosis, persons with concurrent diagnoses, persons with mental health diagnoses and persons with addictions diagnoses. Aboriginal community members expressed an interest in partnering with the Health Unit in late 2017 but declined to be part of our new NRT program model at this time. Community cessation support was offered and was accepted by our Aboriginal community members. To date approximately 2000 NRT packages have been distributed to community agencies, with 155 clients served from January to March 31, 2018.

**Presentation to the Central East Local Health Integration Network (CELHIN)**

The four Medical Officers of Health for the health units within the CELHIN area have been invited to make presentations to the CELHIN Board. Dr. Noseworthy made a presentation to the CELHIN Board on March 28th, 2018. A copy of the presentation was shared with the Board. The main focus of the presentation was change-change in our programming, legislation, organizational structure, and in the Health Unit’s relationship with the CELHIN. With regard to the latter part, the Health Unit has been more involved in CELHIN initiatives including the development of the CELHIN Opioid Strategy and is a member of its Health Equity Working Group.

**Measles**

The Health Unit was notified of a lab-confirmed case of measles. Staff contacted the case and obtained exposure information during the case’s infectious period, including family/friends/workplace contacts as well as healthcare contacts to determine who would have been susceptible to measles and began a contact follow-up process.

Measles is a highly infectious communicable disease that can be transmitted by airborne droplets, close personal contact or direct contact with the secretions of a case. The virus can live for up to two hours in the air after a person has coughed or sneezed.

The symptoms of measles include fever, cough, runny nose, red eyes, drowsiness and irritability. For susceptible people exposed to a case of measles, symptoms usually begin 7-18 days after exposure to a case, though it may take as long as 21 days after exposure.

People most at risk of complications of measles include children under the age of 12 months, pregnant women and those who have compromised immune systems.
Complications of measles include ear infections, pneumonia, measles encephalitis and rarely death. The best protection against measles is vaccination with a measles-containing vaccine.

Health Unit staff followed up with the case to determine where the case had been during the infectious period. Health Unit staff have followed up, mostly by phone, (including over the weekend) over 400 individuals (contacts of the case) including family members, friends, co-workers) and those who we know were in two local health-care facilities (Doctors’ offices and Life Labs in Lindsay) during very specific time periods around the time the case had attended.

Measles information, including testing recommendations, has been provided to our local Health Care Practitioners.

A media release was issued to advise the general public if they were in any of the locations mentioned during the times provided to check their immunization records to determine if they have received measles-containing vaccine in the past and also to watch for symptoms of measles over the 21 days after they were exposed. (By the end of April – April 29).

If anyone develops symptoms of what they think might be measles, they are asked to call their health care provider immediately to tell them they have been exposed to measles and to describe the symptoms they are experiencing.

Health Unit staff continue to meet and monitor the situation.

**Suspensions under the Immunization of School Pupils Act, R.S.O. 1990 (ISPA)**

Dr. Noseworthy recently reviewed 735 Orders of Suspension. The number of Orders is now down to 374 (this reduction is due to parents/guardians submitting updated records of immunization to the Health Unit).

Twenty-school-day suspensions commence on April 23, 2018 for Secondary Schools and April 28, 2018 for Elementary Schools.

Parents/guardians can report immunizations through a portal on the Health Unit’s website (Immunization Connect Ontario (ICON)), by telephone (1-866-888-4577 ext. 1507) or by mail or in person to a Health Unit office.

**Activities related to the Provincial Election**

Health Unit staff are collectively updating information and questions for candidates on the Rethink Poverty website

(http://www.hkpr.on.ca/infoSet/adults/poverty.aspx)

The Northumberland Affordable Housing Committee is hosting an All Candidates Coffee Meeting on Tuesday May 8th 8:30 am at the Salvation Army, 59 Ballantine St. Cobourg.
The Port Hope Northumberland Health Centre, the Health Unit, the Northumberland Family Health Team, Northumberland Hills Hospital and Community Care are hosting an All Candidates Meeting Thursday May 10th 6:30pm at the Ganaraska Trails Public School.

The Access to Permanent Housing Committee is having a meeting next week to plan questions, which will be sent to the candidates and responses will be put in the newspaper with an introduction on the issue of affordable housing in the City of Kawartha Lakes (CKL).

The Food Coalition (CKL) will be having meetings with local candidates.

CARP and the Haliburton Chamber of Commerce are hosting an All Candidates meeting May 28th at 7:00pm.

Moved by Mr. Logel Seconded by Mrs. Herrington
THAT the MOH Updates be received for information. 2018-58 carried

6. REPORTS

6.1 Marianne Rock, Manager, Health Protection: Communicable Disease Prevention and Control, was scheduled to provide the Board with an overview of Immunization Connect Ontario (ICON), a secure online tool for submitting updates and viewing immunization records; however, this presentation has been deferred to a later date. Update – Since the meeting, this presentation was rescheduled for the September 20, 2018 Board meeting.

7. NEW BUSINESS

7.1 Statement of Operations

Moved by Mr. Junkin Seconded by Mr. Brocanier
THAT the non-audited Operating Statements for the three-month period ending March 31, 2018 in the amount of $4,109,569 be approved. 2018-59 carried

7.2 Q4-2017 BOH Quarterly Report

Moved by Ms. Jaquays Seconded by Mr. Brocanier
THAT the following Q4-2017 BOH Quarterly Report be received for information. 2018-60 carried
8. BUSINESS FROM BOARD MEMBERS

Mrs. Stauble advised Council for the City of Kawartha Lakes supported the Board of Health’s letter to Minister Helena Jaczek requesting a 2% increase to base funding for the Health Unit at its April 10, 2018 meeting.

Mrs. Roberts advised that Haliburton County Council also supported the Board of Health’s letter to Minister Helena Jaczek at its March 28, 2018 meeting. Mrs. Roberts also shared that she attended Kris Kadwell’s retirement and was honoured to attend as a Board of Health representative. Mr. Kadwell was a Tobacco Officer with Health Unit for many years.

Mrs. Herrington expressed concern about there currently being no water sample drop off sites in Brighton. Mrs. Masciangelo advised that the situation is being looked into and Anne Marie Holt will update Mrs. Herrington after the meeting today.

9. CORRESPONDENCE

Moved by Mr. Logel Seconded by Mr. Brocanier
THAT the following correspondence be received and filed:
- Northumberland County Council Resolution 2018-03-21-54, Base Funding for HKPR District Health Unit
- Memo RE: Third Installment of New Protocols and Guidelines
- Ontario Public Health Standards Online
- Terms of Reference and Membership -Indicator Implementation Task Force
- alPHa Summary of Ontario Budget 2018
- alPHa Letter to the Minister of Finance RE: Ontario Budget 2018
- alPHa Annual Conference – June 10th – 12th

10. IN-CAMERA SESSION

Moved by Mr. Brocanier Seconded by Mrs. Roberts
THAT the Board of Health move in-camera at 10:48 am to discuss personnel and legal matters.

Moved by Mrs. Roberts Seconded by Ms. Jaquays
THAT the in-camera session be dissolved, and the membership return to the Board of Health.

Moved by Mrs. Herrington Seconded by Ms. Jaquays
THAT the staff change outlined in the April 2018 Appendix A be approved.
Moved by Ms. Jaquays  
Seconded by Mr. Junkin  
THAT the legal information communicated in-camera be received for information.  
2018-65 carried

Moved by Mr. Logel  
Seconded by Mr. Brocanier  
THAT the Board of Health take a 15-minute break.  
2018-66 carried

Moved by Mr. Logel  
Seconded by Mrs. Roberts  
THAT the Board of Health be called back to order at 11:36 am and move to in-camera for the Risk Management training session.  
2018-67 carried

Moved by Mrs. Stauble  
Seconded by Mr. Logel  
THAT the in-camera session be dissolved, and the membership return to the Board of Health.  
2018-68 carried

11. DATE OF NEXT MEETING

The next meeting of the Board of Health will be May 17, 2018 in the Lindsay office.

12. ADJOURNMENT

Moved by Mrs. Stauble  
Seconded by Mrs. Roberts  
THAT the meeting be adjourned. The meeting adjourned at 1:39 pm.  
2018-69 carried

Chair  
Recorder

***approved May 17, 2018***
By-law 2018-24

A By-law to Confirm the Proceedings of the Council Meeting held on June 20, 2018

Whereas Section 248 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provides for the adoption of a comprehensive general by-law that consolidates and includes the provisions of any by-law previously passed by the Council;

Now Therefore Be It Enacted as a by-law of the Council of the Corporation of the County of Northumberland as follows:

1. The action of Council at its Council Meeting on Wednesday, June 20, 2018 in respect of each motion, resolution, and other action taken by the Council at its meeting, is, except where the prior approval of the Ontario Municipal Board is required, hereby adopted, ratified and confirmed.

2. The Warden and proper Officers of the Corporation are hereby authorized and directed to do all things necessary, where required, and the Warden and Chief Administrative Officer are hereby directed to execute all documents necessary in that behalf and the Clerk shall hereby be authorized and directed to affix the seal of the Corporation to all such documents.

That By-law 2018-24 be introduced and be deemed to be read a first, second and third time, passed, signed and sealed this 20th day of June, 2018.

____________________________________
Mark Lovshin, Warden

____________________________
Nancy MacDonald, Clerk