



Agenda
The Township of Cavan Monaghan
Regular Council Meeting

Monday, November 30, 2015

1:00 p.m.

Council Chambers

Members in attendance are asked to please turn off all electronic devices during the Council Meeting. Any special needs requirements pertaining to accessibility may be directed to the Clerk's Office prior to the meeting.

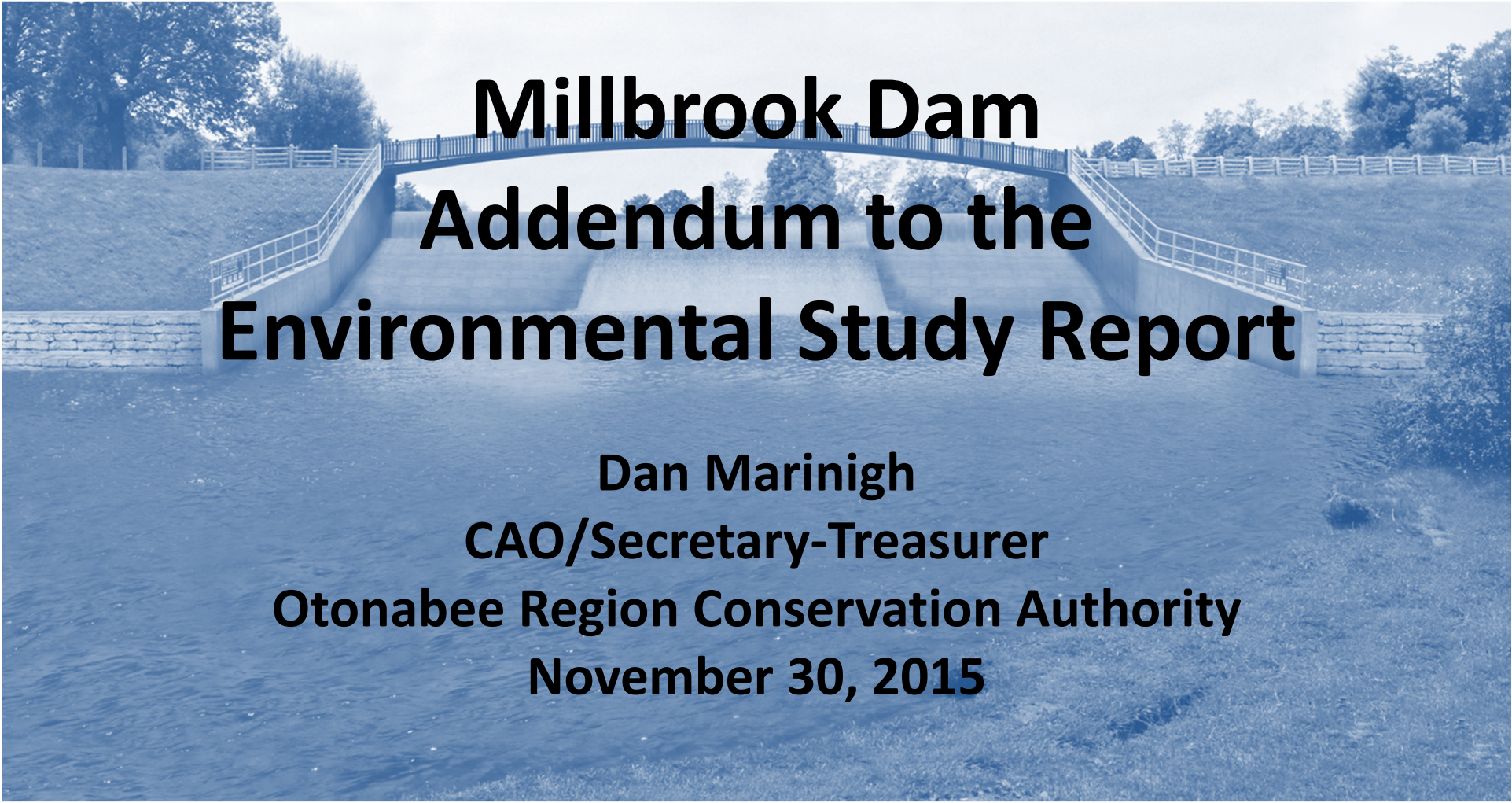
	Pages
1. Open Session	
2. Call to Order	
3. Approval of the Agenda	
4. Disclosure of Pecuniary Interest and the General Nature Thereof	
5. Closed Session	
6. Report from Closed Session	
7. Delegations	
7.1 Dan Marinigh - Chief Administrative Officer/Secretary Treasurer, Otonabee Region Conservation Authority - Millbrook Dam Addendum to the Environmental Study Report	4 - 11
7.2 Robert Ross / John Frizzle - Downtown Millbrook Revitalization Advisory Committee Budget Request	12 - 12
7.3 Jason Becker - BDO Canada LLP - Planning Report to Council - 2016 Audit	13 - 27
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8.1 Gary Scandlan, Director, Watson and Associates Economists Ltd. - Water and Wastewater Rate Study	28 - 60
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9.1 Minutes of the Regular Meeting held November 16, 2015	61 - 69

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10.2	Downtown Millbrook Revitalization Advisory Committee minutes of the meeting held November 19, 2015	76 - 78
10.3	Municipal Heritage Advisory Committee minutes of the meeting held November 19, 2015	79 - 81
11.	Reports	
11.1	Report - Finance-2015-18 2016 Water & Wastewater Rate Study, Financial Plan and the Water & Wastewater User Fees and Charges (K Pope)	82 - 121
11.2	Report - Corporate Services-2015-20 2016 Committees of Council (EA)	122 - 129
11.3	Report - Public Works-2015-28 Waste Collection Program Update (WH)	130 - 176
11.4	Report - CAO-2015 Report & Capital Project Status (YH)	177 - 179
11.5	Council/Committee Verbal Reports	
12.	General Business	
13.	Correspondence for Information	
14.	Correspondence for Action	
14.1	4th Line Theatre - Request for a letter of endorsement	180 - 180
15.	By-laws	
15.1	By-law No. 2015-77 being a by-law to amend By-law No. 2014-61 being a by-law to establish various Committees and Boards for the Township of Cavan Monaghan during the 2014-2018 term of Council	181 - 181
15.2	By-law No. 2015-78 being a by-law to Impose & Consolidate Water & Wastewater User Fees and Charges	182 - 182
16.	Unfinished Business	
17.	Notice of Motion	
18.	Confirming By-law	
18.1	By-law No. 2015-79 being a by-law to confirm the proceedings of the Regular Council meeting held November 30, 2015	183 - 183

19. Adjournment

20. Upcoming Events/Meetings

20.1 Thursday, December 3rd - BIA Board of Management - 8:00 a.m.
Municipal Office



Millbrook Dam Addendum to the Environmental Study Report

**Dan Marinigh
CAO/Secretary-Treasurer
Otonabee Region Conservation Authority
November 30, 2015**

The following community values were identified in the 2013 draft Environmental Study Report for consideration in the evaluation of potential solutions:

- Maintaining the size and water level of Mill Pond
- Headpond sediment removal and restoration of Mill Pond
- Maintenance of public access across the dam via a foot bridge
- Waterfall effect producing sights and sounds similar to existing conditions



Consultation



Re-engagement Letter to Stakeholders

1 written response

Paid Advertisements re: PIC

1X Peterborough Examiner

2X The Millbrook Times

Public Information Centre (PIC)

26 attendees

2 Comment Forms

Information Posting on ORCA Website

Comment Form - 0

Reminder to Stakeholders of Comment
Deadline – **3 Responses**

- The community's reaction to Revised Concept C:
 - Community Values were re-validated:
 - Maintaining the size and water level of Mill Pond
 - Headpond sediment removal and restoration of Mill Pond
 - Maintenance of public access across the dam via a foot bridge
 - Waterfall effect producing sights and sounds similar to existing conditions
 - Feeling that spillway is still too large
 - Headpond sediment removal needs to be done at time of dam re-construction
 - Not concerned about costs, within reason

Estimated 50-Year Life Cycle Costs

<i>Solutions for Achieving Increased Hydraulic Capacity and “Do Nothing” Alternative</i>	<i>2013 Construction Costs</i>	<i>2015 Construction Cost</i>	<i>50-Year Life Cycle Cost ¹</i>
Concept A: Spillway Removal and Channel Restoration	\$ 3,090,000	\$ 3,077,550	\$ 3,637,000
Concept B: Spillway Removal with Off-Line Pond	\$ 3,249,000	\$ 3,214,000	\$3,781,000
Concept C: Spillway Reconstruction with Headpond Retention	\$ 2,948,000	\$ 3,311,000	\$ 3,973,000 ²
Do Nothing	N/A	N/A	\$ 4,886,000

Notes:

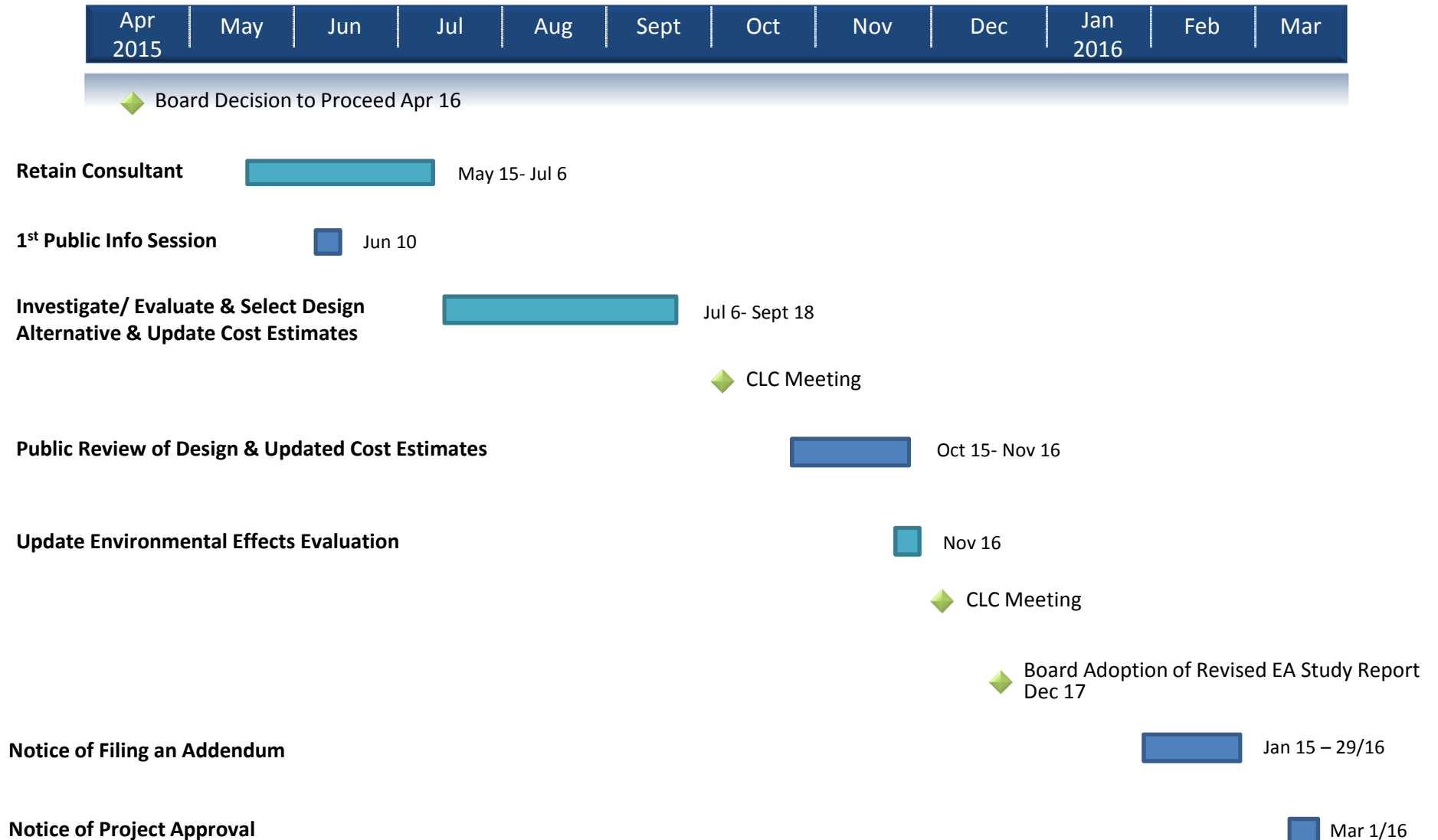
1 – 50 year life cycle cost includes cost of dam safety management program

2 – 50-year life cycle cost for Concept C is based upon a 30m Ogee Crest Weir and Harden Embankment Dam

Based on the results of the Environmental Effects Evaluation,
Concept C: Spillway Reconstruction with Headpond Retention remains the preferred alternative.

	Will Not Result in Significant, Long Term, Adverse Environmental Effects	Legal and Administrative Requirements	Technical Feasibility of Undertaking the Method	Satisfaction of Safety and Liability Issues	Complies with Expressed Community Values	Addresses Dam Condition Problems	Meets Dam Safety Requirements	50-Year Life Cycle Costs
A	Yes	Yes	Yes	Yes	No	Yes	Yes	\$ 3,637,000
B	Yes	Yes	Yes	Yes	No	Yes	Yes	\$3,781,000
C	Yes	Yes	Yes	Yes	Yes	Yes	Yes	\$ 3,973,000
"Do Nothing"	No	N/A	N/A	No	No	No	No	\$ 4,886,000

Proposed Millbrook Dam EA Process & Timeline



Recommendation

- I. Concept C continues as the preferred option
- II. Board adopt the revised Environmental Study Report
- III. Issue the Notice of Addendum
- IV. Work with the Township to coordinate dam reconstruction and sediment removal
- V. Communications plan to keep community informed and engaged



Delegation Request

Please complete the following form. You may submit to the Township of Cavan Monaghan by either:

- * Printing and faxing a copy to 705-932-3458
- * Saving this file to your computer and emailing it to earthurs@cavanmonaghan.net

Once your delegation request is received, the Clerk's Department will contact you to confirm receipt.

Date	NOVEMBER 19, 2015	Meeting date	NOVEMBER 30, 2015
Subject	BUDGET REQUEST (2016)		
Name	ROBERT ROSS JOHN FRIZZEL		
Address	7 PRINCE ST		
Town / City	MILLBROOK		
Province	ON	Postal Code	L0A 1G0
Phone (daytime)	705-932-1231	Phone (evening)	
Fax number		Email address	nate@nexicom.net.

Do you require any Accessibility Accommodation? ☐ Yes ☒ No

Name of group or person(s) being represented, if applicable:

DOWNTOWN MILLBROOK REVITALIZATION ADVISORY COMMITTEE
MILLBROOK BIA

Brief statement of issue or purpose of deputation:

DMRAC IS APPLYING FOR RURAL ECONOMIC DEVELOPMENT (RED) FUNDING, 50/50. THE COMMITTEES ARE REQUESTING UP TO \$30,000 TO MATCH THE 50% GRANT.

Personal information on this form is collected under the legal authority of the Municipal Act, as amended. The information is collected and maintained for the purpose of creating a record that is available to the general public, pursuant to Section 27 of the Municipal Freedom of Information and Protection of Privacy Act. Questions about this collection should be directed to the Township Clerk, Township of Cavan Monaghan 988 County Road 10, Millbrook, ON L0A 1G0 www.cavanmonaghan.net 705-932-9326



Township of Cavan Monaghan

Planning Report to Council

November 30, 2015



Tel: 705 742 4271
Fax: 705 742 3420
www.bdo.ca

BDO Canada LLP
201 George Street N, Suite 202
PO Box 1018
Peterborough ON K9J 7A5 Canada

November 30, 2015

Members of Council
Township of Cavan Monaghan
988 County Road 10
RR 3
Millbrook ON, L0A 1G0

We are pleased to present our audit plan for the audit of the consolidated financial statements of The Township of Cavan Monaghan for the year ending December 31, 2015.

This report is designed to highlight and explain key issues which we believe to be relevant to the audit including audit risks, the nature, extent, timing and results of our audit work and the terms of our engagement, including fees. This report forms a significant part of our overall communication strategy with Council and is designed to promote effective two-way communication throughout the audit process. It is important that we maintain effective two-way communication with Council throughout the entire audit process so that we may both share timely information. The audit process will conclude with a Council meeting and the preparation of our final report to Council.

This report has been prepared solely for the use of Council and should not be distributed without our prior consent. Consequently, we accept no responsibility to a third party that uses this communication.

Council plays an important role in the audit planning process and we look forward to discussing the contents of this report and any other matters that you consider appropriate.

Yours truly,

Jason Becker, CPA, CA, CFP
Partner through a Corporation
BDO Canada LLP
Chartered Professional Accountants
Licensed Public Accountants

Karen Auger, CPA, CA
Senior Manager
BDO Canada LLP
Chartered Professional Accountants
Licensed Public Accountants

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TERMS OF REFERENCE

Our overall responsibility is to form and express an opinion on the consolidated financial statements. These consolidated financial statements are prepared by management, with oversight by those charged with governance. The audit of the consolidated financial statements does not relieve management or those charged with governance of their responsibilities. The scope of our work, as confirmed in our engagement letter, and a summary of proposed fees are set out below.

ENGAGEMENT OBJECTIVES

- Forming and expressing an audit opinion on the consolidated financial statements including the Township, Cavan Monaghan Libraries and Millbrook BIA operations.
- Present significant findings to Council including key audit and accounting issues, any significant deficiencies in internal control and any other significant matters arising from our work.
- Provide timely and constructive management letters. This will include deficiencies in internal control identified during our audit.

INDEPENDENCE

At the core of the provision of external audit services is the concept of independence. Canadian auditing standards require us to communicate to Council at least annually, all relationships between BDO Canada LLP and its related entities and the Township of Cavan Monaghan and its related entities that, in our professional judgment, may reasonably be thought to bear on our independence with respect to the forthcoming audit of the Municipality.

In determining which relationships to report, we have considered the applicable legislation and relevant rules of professional conduct and related interpretations prescribed by the appropriate provincial institute covering such matters as the following:

- holding of a financial interest, either directly or indirectly in a client;
- holding a position, either directly or indirectly, that gives the right or responsibility to exert significant influence over the financial or accounting policies of a client;
- personal or business relationships of immediate family, close relatives, partners or retired partners, either directly or indirectly, with a client;
- economic dependence on a client; and
- provision of services in addition to the external audit engagement.

We are aware of the following relationships between the Municipality and us that, in our professional judgment, may reasonably be thought to bear on our independence.

We provide assistance in the preparation of the financial statements, possibly including adjusting journal entries. These services may create a self-review threat to our independence. We have, therefore, put the following safeguards in place:

- That management creates the source data for all the accounting entries;
- That management develops any underlying assumptions required with respect to the accounting treatment and measurement of the entries;
- That management reviews and approves all journal entries prepared by us, as well as changes to financial statement presentation and disclosure; and
- Our file review policies require that someone other than the preparer review the proposed journal entries and financial statements

We hereby confirm that we are independent with respect to Township of Cavan Monaghan within the meaning of the Rules of Professional Conduct of the Chartered Professional Accountants of Ontario.

RESPONSIBILITIES

It is important for Council to understand the responsibilities that rest with the Municipality and its management, those that rest with the external auditor and the responsibilities of those charged with governance. The oversight and financial reporting responsibilities of management and Council are summarized below:

MANAGEMENT'S RESPONSIBILITIES

- Maintain adequate accounting records and maintain an appropriate system of internal control for the Municipality.
- Select and consistently apply appropriate accounting policies.
- Prepare the annual consolidated financial statements.
- Safeguard the Municipality's assets and take reasonable steps for the prevention and detection of fraud and other irregularities.
- Make available to us, as and when required, all of the Municipality's accounting records and related financial information.

COUNCIL'S RESPONSIBILITIES

- Oversee the work of the external auditor engaged for the purpose of issuing an independent auditor's report.
- Facilitate the resolution of disagreements between management and the external auditor regarding financial reporting matters.
- Pre-approve all non-audit services to be provided to the Municipality by the external auditor.
- Review the consolidated financial statements before the Municipality publicly discloses this information.

AUDITOR'S RESPONSIBILITIES

- Express an opinion as to whether the financial statements present fairly in all material respects, in accordance with Public Sector Accounting Standards the financial position, results of operations and cash flows of the Municipality based on an audit thereof.
- An audit is performed to obtain reasonable, but not absolute, assurance as to whether the financial statements are free of material misstatement and, owing to the inherent limitations of an audit, there is an unavoidable risk that some misstatements of the financial statements will not be detected (particularly intentional misstatements concealed through collusion), even though the audit is properly planned and performed.
- The audit includes:
 - assessing the risks of material misstatement of the financial statements, whether due to fraud or error;
 - obtaining an understanding of the Municipality and its environment including internal control in order to plan the audit and to assess the risk that the financial statements may contain misstatements that, individually or in the aggregate, are material to the financial statements taken as a whole;
 - examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements;
 - assessing the accounting principles used and their application; and
 - assessing the significant estimates made by management.
- When the auditor's risk assessment includes an expectation of the operating effectiveness of controls, sufficient appropriate audit evidence will be obtained through tests of controls to support the assessment, but the scope of the auditor's review of internal control will be insufficient to express an opinion as to the effectiveness or efficiency of the Municipality's controls.
- Further details regarding our responsibilities are outlined in our engagement letter.

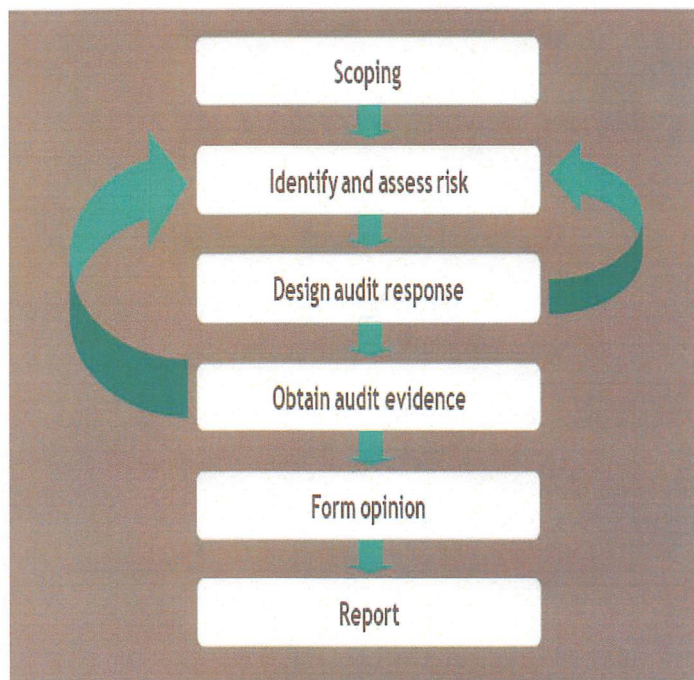
AUDIT APPROACH

Our overall audit strategy involves extensive partner and manager involvement in all aspects of the planning and execution of the audit and is based on our overall understanding of the Municipality.

We will perform a risk based audit which allows us to focus our audit effort on higher risk areas and other areas of concern for management and Council.

To assess risk accurately, we need to gain a detailed understanding of the Municipality's business and the environment it operates in. This allows us to identify, assess and respond to the risks of material misstatement.

To identify, assess and respond to risk, we obtain an understanding of the system of internal control in place in order to consider the adequacy of these controls as a basis for the preparation of the consolidated financial statements, to determine whether adequate accounting records have been maintained and to assess the adequacy of these controls and records as a basis upon which to design and undertake our audit testing.



Based on our risk assessment, we design an appropriate audit strategy to obtain sufficient assurance to enable us to report on the consolidated financial statements.

We choose audit procedures that we believe are the more effective and efficient to reduce audit risk to an acceptable low level. The procedures are a combination of testing the operating effectiveness of internal controls, substantive analytical procedures and other tests of detailed transactions.

Having planned our audit, we will perform audit procedures, maintaining an appropriate degree of professional skepticism, in order to collect evidence to support our audit opinion.

AUDIT SCOPE

We anticipate the scope of our audit of the consolidated financial statements of The Township of Cavan Monaghan for the year ended December 31, 2015 to include the following:

- An audit opinion on the consolidated Municipality
- An audit opinion on the Township of Cavan Monaghan Libraries
- An audit opinion on the Millbrook Business Improvement Area Board
- An audit opinion on the Township of Cavan Monaghan Trust Funds

MATERIALITY

Misstatements, including omitted financial statement disclosures, are considered to be material if they, individually or in aggregate, could reasonably be expected to influence the economic decisions of users taken on the basis of the consolidated financial statements.

Judgments about materiality are made in light of surrounding circumstances and include an assessment of both quantitative and qualitative factors and can be affected by the size or nature of a misstatement, or a combination of both.

For purposes of our audit, we have set preliminary materiality at \$250,000 for the Municipality.

Our materiality calculation is based on the Municipality's preliminary results. In the event that actual results vary significantly from those used to calculate preliminary materiality, we will communicate these changes to Council as part of our year end communication.

We will communicate all corrected and uncorrected misstatements identified during our audit to Council, other than those which we determine to be "clearly trivial". Misstatements are considered to be clearly trivial for purposes of the audit when they are inconsequential both individually and in aggregate.

We encourage management to correct any misstatements identified throughout the audit process.

RISKS AND PLANNED AUDIT RESPONSES

Based on our knowledge of the Municipality's business, our past experience, and knowledge gained from management and Council, we have identified the following significant risks; those risks of material misstatement that, in our judgment, require special consideration.

Significant risks arise mainly because of the complexity of the accounting rules, the extent of estimation and judgment involved in the valuation of these financial statement areas, and the existence of new accounting pronouncements that affect them. We request your input on the following significant risks and whether there are any other areas of concern that Council has identified. We have also provided a brief summary of how we plan to audit these significant risks.

	Audit Risk	Proposed Audit Approach
Grant Revenue Recognition	<p>There is an allocation risk between grant revenue and deferred revenue since grants are generally recorded as revenue when funds are received. Revenue recognition adjustments (if necessary) are not covered by everyday accounting processes.</p> <p>Also, the new government transfers standard causes a risk of completeness of grants and existence of deferred revenue since specific requirements must be met in order to allow revenues to be deferred.</p>	Our planned audit procedures ensure grants are recorded in the correct period and that any deferrals meet the definition of deferred revenue according to the new government transfers standard.
Tax Revenue Recognition	The risk relates to the completeness of supplementary revenues and write-offs since they are required to be accrued in the year to which they relate and have to be estimated.	Our planned audit procedures test the completeness of the supplementary revenue and write-offs accrual. We will also complete a search of the minutes for mention of any large write-offs approved by Council.
Contaminated Sites Recognition	This risk relates to a new standard in place for the 2015 year. There is a risk relating to the completeness and valuation of liabilities relating to contaminated sites that are under the responsibility of the Municipality.	Our planned audit procedures test the completeness of the listing of potential sites. We will audit the assumptions and facts noted in the evaluations performed by any experts in determining if a liability exists. If a liability exists, the valuation of the liability will then also be tested.

Management Override of Controls	Management is in a unique position to perpetrate fraud because of management's ability to directly or indirectly manipulate accounting records and prepare fraudulent financial statements by overriding controls that otherwise appear to be operating effectively.	<p>Our planned audit procedures test the appropriateness of journal entries recorded in the general ledger and other adjustments made in the preparation of financial statements.</p> <p>We will also obtain an understanding of the business rationale for significant transactions that we become aware of that are outside the normal course of operations for the Municipality, or that otherwise appear to be unusual given our understanding of the Municipality and its environment. We will review accounting estimates for biases and evaluate whether the circumstances producing the bias, if any, represented a risk of material misstatement due to fraud.</p>
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OTHER AREAS OF AUDIT INTEREST

In addition to the significant risks noted above, we have also noted certain areas which are of interest to us or Council and will be considered in the planning of our audit approach and procedures.

Area of Interest	Approach
Tangible Capital Assets	Our planned audit procedures take this into account in the approach used to choose the sample of capital expenditures to test to ensure items have been properly capitalized.
Contingencies and Commitments	Our planned audit procedures include communication with management and observation of any available documentation to determine if there is any liability to consider in the financial statements.

AUDIT TEAM

In order to ensure effective communication between Council and BDO Canada LLP, we briefly outline below the key members of our audit team and the role they will play:

Name	Role	Phone number	Email address
Jason Becker, CPA, CA, CFP	Partner	(705) 742-4271 ext. 5130	jbecker@bdo.ca
Karen Auger, CPA, CA	Senior Manager	(705) 742-4271 ext. 5150	kauger@bdo.ca
Karen Berends, CPA, CA	Manager	(705) 742-4271 ext. 5101	kberends@bdo.ca
Matt Boyles, CPA, CA	Senior Auditor	(705) 742-4271 ext. 5127	mboyles@bdo.ca
Jessica Wuis	Audit Staff	(705) 742-4271 ext. 5108	jwuis@bdo.ca

TIMING OF THE AUDIT

We anticipate the following schedule for the conduct of the audit:

Audit tasks and deliverables	Dates
Interim audit planning fieldwork	October 13-16, 2015
Interim testing	December 9-10, 2015
Year-end audit fieldwork	February 10-12, 2016 February 22-26, 2016
Review of draft consolidated financial statements with Management	week of March 14, 2016
Review of draft consolidated financial statements with Council	April 2016
Finalization of consolidated financial statements	by April 29, 2016
Release of consolidated financial statements and letters	To be determined
Financial Information Return	by May 23, 2016

As part of the year-end Council meeting, we will provide Council with a copy of our draft audit opinion, discuss our findings, including significant estimates utilized by management, accounting policies, financial statement disclosures and significant transactions completed during the year. We will also report any significant internal control deficiencies identified during our audit and reconfirm our independence.

FRAUD DISCUSSION

Canadian auditing standards require us to discuss fraud risk with Council on an annual basis. We have prepared the following comments to facilitate this discussion.

Required Discussion	BDO Response	Question to Council
Knowledge of actual, suspected or alleged fraud.	Currently, we are not aware of any fraud.	Are you aware of any instances of actual, suspected or alleged fraud affecting the Municipality?

AUDITORS' RESPONSIBILITIES FOR DETECTING FRAUD

We are responsible for planning and performing the audit to obtain reasonable assurance that the consolidated financial statements are free of material misstatements, whether caused by error or fraud, by:

- Identifying and assessing the risks of material misstatement due to fraud;
- Obtaining sufficient and appropriate audit evidence regarding the assessed risks of material misstatement due to fraud, through designing and implementing appropriate responses; and
- Responding appropriately to fraud or suspected fraud identified during the audit.

The likelihood of not detecting a material misstatement resulting from fraud is higher than the likelihood of not detecting a material misstatement resulting from error because fraud may involve collusion as well as sophisticated and carefully organized schemes designed to conceal it.

During the audit, we will perform risk assessment procedures and related activities to obtain an understanding of the entity and its environment, including the Municipality's internal controls, to obtain information for use in identifying the risks of material misstatement due to fraud and make inquiries of management regarding:

- Management's assessment of the risk that the consolidated financial statements may be materially misstated due to fraud, including the nature, extent and frequency of such assessments;
- Management's process for identifying and responding to the risks of fraud in the Municipality, including any specific risks of fraud that management has identified or that have been brought to its attention, or classes of transactions, account balances, or disclosures for which a risk of fraud is likely to exist;
- Management's communication, if any, to those charged with governance regarding its processes for identifying and responding to the risks of fraud in the Municipality; and
- Management's communication, if any, to employees regarding its view on business practices and ethical behaviour.

In response to our risk assessment and our inquiries of management, we will perform procedures to address the assessed risks, which may include:

- Inquiry of management, Municipality and others related to any knowledge of fraud, suspected fraud or alleged fraud;
- Perform disaggregated analytical procedures and consider unusual or unexpected relationships identified in the planning of our audit;
- Incorporate an element of unpredictability in the selection of the nature, timing and extent of our audit procedures; and
- Perform additional required procedures to address the risk of management's override of controls including:
 - Testing internal controls designed to prevent and detect fraud;
 - Testing the appropriateness of a sample of adjusting journal entries and other adjustments for evidence of the possibility of material misstatement due to fraud;
 - Reviewing accounting estimates for biases that could result in material misstatements due to fraud, including a retrospective review of significant prior years' estimates; and
 - Evaluating the business rationale for significant unusual transactions.

BDO RESOURCES

BDO is one of Canada's largest accounting services firms providing assurance and accounting, taxation, financial advisory, risk advisory, financial recovery and consulting services to a variety of publicly traded and privately held companies, non-profit organizations and government entities.

BDO serves its clients through 105 offices across Canada. As a member firm of BDO International Limited, BDO serves its multinational clients through a global network of over 1,000 offices in more than 100 countries. Commitment to knowledge and best practice sharing ensures that expertise is easily shared across our global network and common methodologies and information technology ensures efficient and effective service delivery to our clients.

Outlined below is a summary of certain BDO resources which may be of interest to Council.

ACCOUNTING STANDARDS

BDO National is pleased to introduce a new series of publications titled 'PSAB at a Glance'. Each publication provides a high level overview of different PSAB standards. These publications can be found on the bdo.ca website under [library/services/assurance and accounting/PSAB at a Glance](#).

Township of Cavan Monaghan

Water and Wastewater Rate Study

November 30, 2015

Study Purpose

- ❑ Identify all current and future water and wastewater system capital needs;
- ❑ Identify cost recovery options for capital;
- ❑ Estimate future operating costs over the next 10 years; and
- ❑ Recommend new rates to recover the cost of the water and wastewater systems.

Areas of Discussion

- ❑ Legislation for Water and Wastewater;
- ❑ Consumption and Forecast;
- ❑ Capital Needs and Financing;
- ❑ Lifecycle Costs (Existing Infrastructure);
- ❑ Operating Expenditures;
- ❑ Rates;
- ❑ Policy Matters; and
- ❑ Next Steps.

Legislation for Water and Wastewater

Since Walkerton, new legislation has been passed by the Province to enhance the provision of services. These include the following:

- Safe Drinking Water Act;
- Sustainable Water and Sewage Systems Act;
- O.Reg. 453/07 - Safe Drinking Water Act;
- Clean Water Act; and
- Water Opportunities Act.

Further Requirements:

- Municipal Infrastructure Strategy

Water Opportunities Act, 2010

- The Act provides for the following elements:
 - Foster innovative water, wastewater and stormwater technologies, services and practices in the private and public sectors;
 - Prepare Water Conservation Plans to attain water conservation targets to be established by regulations; and
 - Prepare Sustainability Plans for Water, Wastewater and Stormwater Services.

Water Opportunities Act, 2010

- ❑ On November 29, 2010, Bill 72, The *Water Opportunities Act*, 2010 received Royal Assent (note: Regulations have not been passed at this time).
- ❑ Part 3 of the Act provides for the preparation of sustainability plans:
 - The Act extends from the water financial plans and requires a more detailed review of the water financial plan and requires a full plan for wastewater and storm water services; and
 - Regulations will provide performance targets for each service – these targets may vary based on the jurisdiction of the regulated entity or the class of entity.

Water Opportunities Act, 2010

- The Financial Plan shall include:
 - An asset management plan for the physical infrastructure;
 - A financial plan;
 - For water, a conservation plan;
 - An assessment of risks that may interfere with the future delivery of the municipal service, including, if required by the regulations, the risks posed by climate change and a plan to deal with those risks; and
 - Strategies for maintaining and improving the municipal service to ensure future demand can be satisfied, consider technologies to improve the service and potential increased co-operation with other municipal service providers.

Present Rate Structure

Township of Cavan Monaghan	
2015 - Water Billing Rates - Bi-Monthly	
Base Charge - Bi-Monthly	
15mm	36.34
18mm	51.36
25mm	66.38
40mm	151.00
50mm	351.78
75mm	726.46
100mm	1,288.30

Township of Cavan Monaghan	
2015 - Wastewater Billing Rates - Bi-Monthly	
Base Charge - Bi-Monthly	
15mm	76.42
18mm	109.20
25mm	141.98
40mm	353.04
50mm	837.16
75mm	1,736.36
100mm	3,085.66

Volume Charge	
\$	1.010 per m ³

Volume Charge	
\$	1.570 per m ³

Volume Charge - Bulk Water	
\$	1.710 per m ³

Customer Profile

Metered	Water Route 1	Water Route 2	Water Route 3	Interdepartmental	Water Total
15mm	140	274	175		589
18mm	2	3	1		6
25mm	1	1			2
40mm			1		1
50mm	1	2			3
75mm				1	1
100mm		1			1
Total	144	281	177	1	603

Metered	Wastewater Route 1	Wastewater Route 2	Wastewater Route 3	Interdepartmental	Wastewater Total
15mm	136	273	173		582
18mm		1	1		2
25mm		1			1
40mm			1		1
50mm	1	2			3
75mm					0
100mm		1			1
Total	137	278	175	0	590

Water (and Wastewater) Forecast Users and Billable Volumes

Have assumed an average of 170 m³ per customer for future flows.

Water Customer Forecast	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Existing	603	603	603	603	603	603	603	603	603	603	603
New - Admin Building		1	1	1	1	1	1	1	1	1	1
New - Fire Building					1	1	1	1	1	1	1
New - Growth	1	10	47	110	178	246	313	380	447	514	581
Total	604	614	651	714	783	851	918	985	1,052	1,119	1,186

Water Consumption Forecast (m ³)	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Existing	102,220	102,220	102,220	102,220	102,220	102,220	102,220	102,220	102,220	102,220	102,220
Bulk Water	42,691	42,691	42,691	42,691	42,691	42,691	42,691	42,691	42,691	42,691	42,691
New - Admin Building		1,700	1,700	1,700	1,700	1,700	1,700	1,700	1,700	1,700	1,700
New - Fire Building					269	269	269	269	269	269	269
New - Based on Residential Users	170	1,700	7,990	18,700	30,260	41,820	53,210	64,600	75,990	87,380	98,770
Total	145,081	148,311	154,601	165,311	177,140	188,700	200,090	211,480	222,870	234,260	245,650

Wastewater Customer Forecast	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Existing	590	590	590	590	590	590	590	590	590	590	590
New - Fire Building					1	1	1	1	1	1	1
New - Growth	1	10	47	110	178	246	313	380	447	514	581
Total	591	600	637	700	769	837	904	971	1,038	1,105	1,172

Wastewater Flows Forecast (m ³)	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Existing	100,893	100,893	100,893	100,893	100,893	100,893	100,893	100,893	100,893	100,893	100,893
New - Fire Building					269	269	269	269	269	269	269
New	170	1,700	7,990	18,700	30,260	41,820	53,210	64,600	75,990	87,380	98,770
Total	101,063	102,593	108,883	119,593	131,422	142,982	154,372	165,762	177,152	188,542	199,932

Note: Above flows are water flows on which the wastewater billing will be calculated

Capital Infrastructure

- ❑ Capital needs were developed by Township staff
- ❑ Works were identified based on 2015 budgets and 2015 to 2025 capital forecast and review of capital infrastructure replacement
- ❑ Capital works were identified by
 - Need;
 - Timing; and
 - Costs.
- ❑ The following capital listing is provided – costs have been spread evenly over the forecast period

Water Capital System Needs 2015 – 2025 (\$8.6 million - Inflated)

Description	Total 2015-2025	Years Undertaken
Capital Expenditures		
<u>Water Distribution System (4830)</u>		
Water Main System	1,492,000	2016 - 2024
OCWA Provision for Capital	250,000	2015
Hydrants Provision	218,900	2015 - 2024
King Street Watermain Replacement	300,000	2015
Centennial Lane Reconstruction	200,000	2015
Water Main Valves (Budgeted 15,000 in operating in 2015)	150,000	2016 - 2024
Water Curbstops (Budgeted 15,000 in operating in 2015)	150,000	2016 - 2024
Diesel Generator	66,000	2020
Pioneer Pump	10,000	2020
Remote Meter Read System	51,000	2016
<u>Water Treatment (4831)</u>		
VFD Pump	20,000	2015
Well Inspections	23,000	2018
<u>Buildings</u>		
Water Treatment Plant - Interior Components	53,000	2016 - 2020
<u>Studies:</u>		
Preservicing Studies - from Fraserville Study	474,000	2016
<u>Growth Related:</u>		
Stand by Generator and Electrical Connection at Pump House in Millbrook	82,000	2016
Water Service Extension to Municipal Buildings	41,000	2016
New Water Standpipe	2,955,000	2016
King Street Watermain	1,336,000	2016, 2017
Scada System Upgrades	112,000	2016
RVA Engineering	592,000	2016
Total Capital Expenditures	8,575,900	
Projects receiving BCF		

Wastewater Capital System Needs 2015–2025 (\$25.3 million - Inflated)

Description	Total 2015-2025	Years Undertaken
Capital Expenditures		
WWW Administration (4800)	-	
Remote Meter Read System	51,000	2015, 2016
Wastewater Collection System(4811)		
Sewer System	1,989,000	2016 - 2024
Sewer Relining - 1/2 of sewer system	995,000	2016 - 2024
Centennial Lane Reconstruction	300,000	2015
Growth Related:		
Sewer Service Extension to Municipal Buildings	61,000	2016
Rehabilitation of Millbrook Collection System	1,592,000	2016 - 2020
WWTP Expansion and Pumping Station	16,381,382	2015, 2016
Sanitary Sewer Extension on Tupper Street	408,000	2016
Sanitary Sewer on Towerhill Development	1,632,000	2016
Scada System Upgrades	116,000	2016 - 2020
RVA Engineering Services	1,790,000	2016
Total Capital Expenditures	25,315,382	
Projects receiving BCF		

Capital Financing Options

- ✓ Reserves
- ✓ Debt
- ✓ Operating Budget Transfers
- ✓ Development Charges
- ✓ Grants
- ❑ Municipal Act (Part 12)

Proposed Capital Financing Programs 2015–2025 (Inflated \$)

Description	Water (2015 - 2025)	Wastewater (2015 - 2025)
Capital Financing		
Provincial/Federal Grants - Growth Related	1,951,177	12,091,996
Development Charges Reserve Fund	-	41,419
Non-Growth Related Debenture Requirements	1,833,461	-
Growth Related Debenture Requirements	993,339	3,074,395
Non-Growth Related Debenture Requirements - BCF	586,508	2,462,350
Growth Related Debenture Requirements - BCF	1,121,315	4,128,132
Operating Contributions	-	-
Asset Replacement Reserve Fund	-	41,419
Water Reserve	2,090,100	-
Wastewater Reserve - BCF		12,904
Wastewater Reserve	-	3,462,767
Total Capital Financing	8,575,900	25,315,382

Growth & Non-Growth Related Debt in addition to BCF Debt

Lifecycle Infrastructure Costs

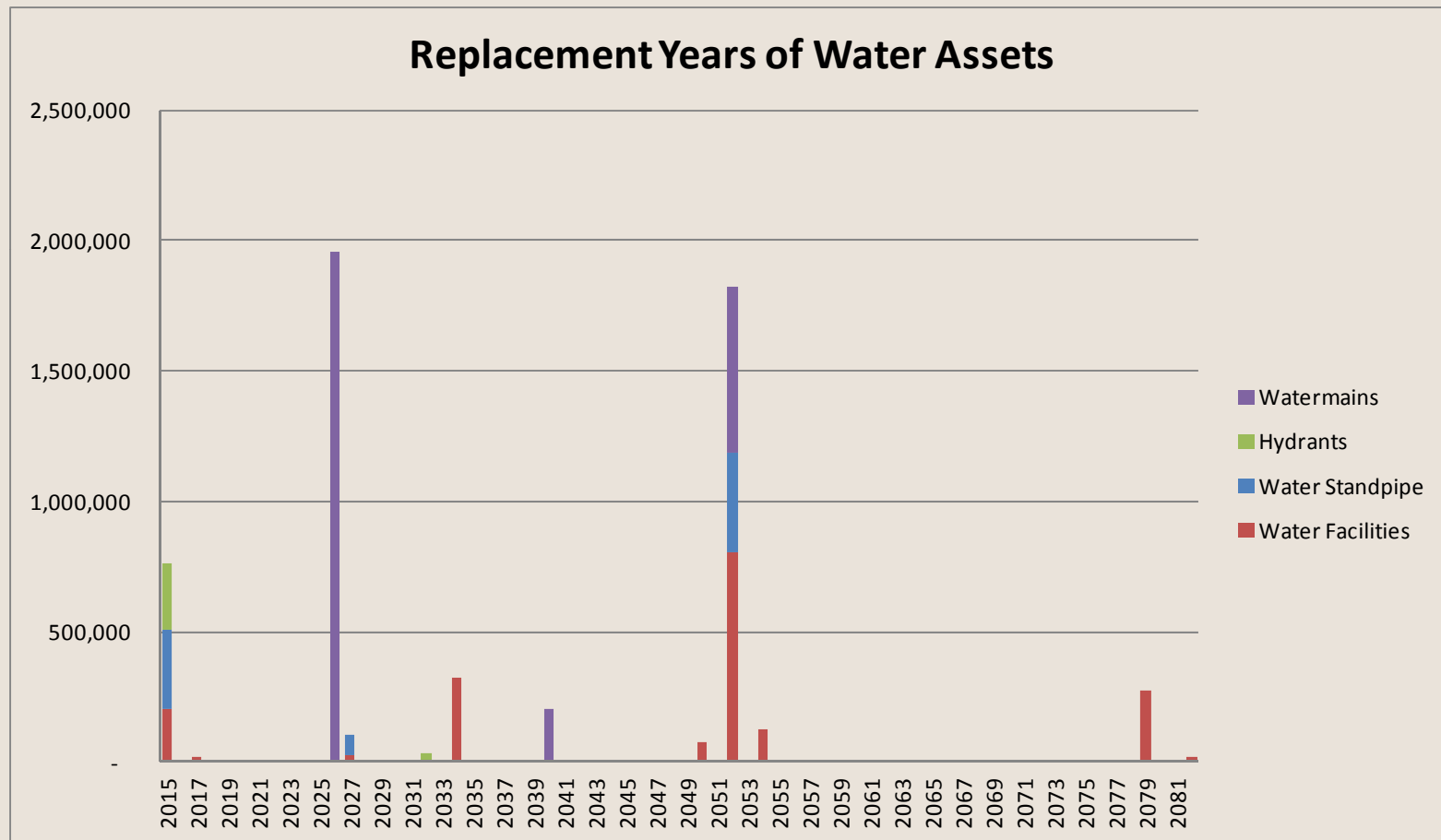
- ❑ The age of the water and wastewater systems date back to the mid 1970's;
- ❑ Total value of existing water infrastructure is \$5.7 million;
- ❑ Total value of existing wastewater infrastructure is \$11.1 million;
- ❑ This provides for a “per customer” investment by the Township of \$9,471 for water and \$18,768 for wastewater.

Summary of Water and Wastewater Asset Inventory

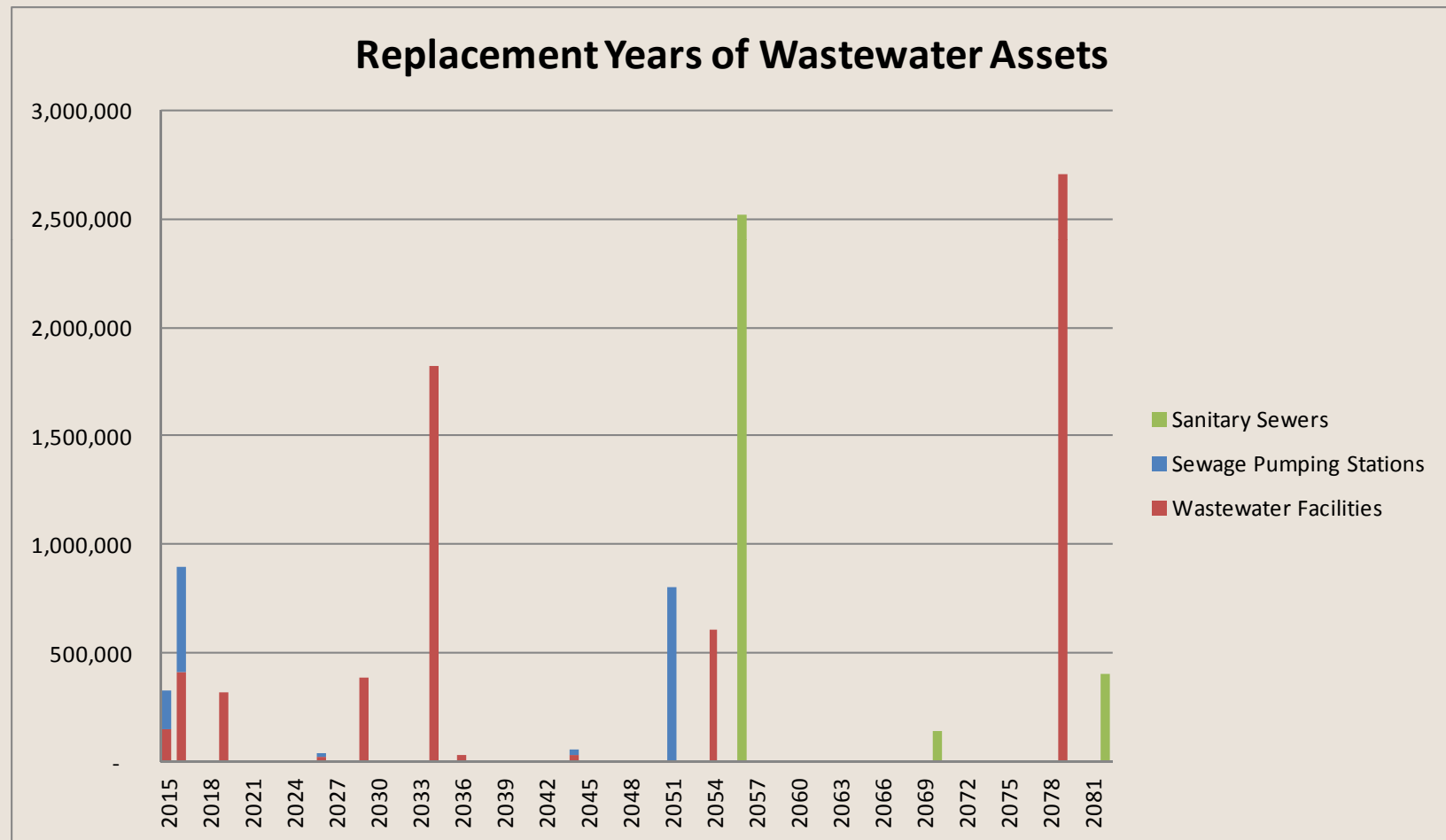
Area	Total Replacement Value	Suggested Amount to be funded in 10 year forecast (Based on Age)	Actual Infrastructure Being Replaced	Net Replacement for Future Lifecycle	Annual Lifecycle Replacement
Water					
Water Facilities	1,876,030	227,420	50,000	1,826,030	69,971
Water Standpipe	751,290	300,520	300,520	-	-
Hydrants	290,750	256,360	200,000	90,750	2,406
Watermains	2,792,740	-	1,785,000	1,007,740	234,613
Total Water	5,710,810	784,300	2,335,520	2,924,520	306,990
Wastewater					
Wastewater Facilities	6,502,690	887,710	1,319,335	5,183,355	252,384
Sewage Pumping Stations	1,500,640	665,320		1,500,640	33,849
Sanitary Sewers	3,069,650	-	1,800,000	1,269,650	106,037
Total Wastewater	11,072,980	1,553,030	3,119,335	7,953,645	392,270
Total	16,783,790	2,337,330	5,454,855	10,878,165	699,260

Investment per customer is \$9,471 for water and \$18,768 for wastewater

Replacement Forecast of Water Assets by Year (2015\$)



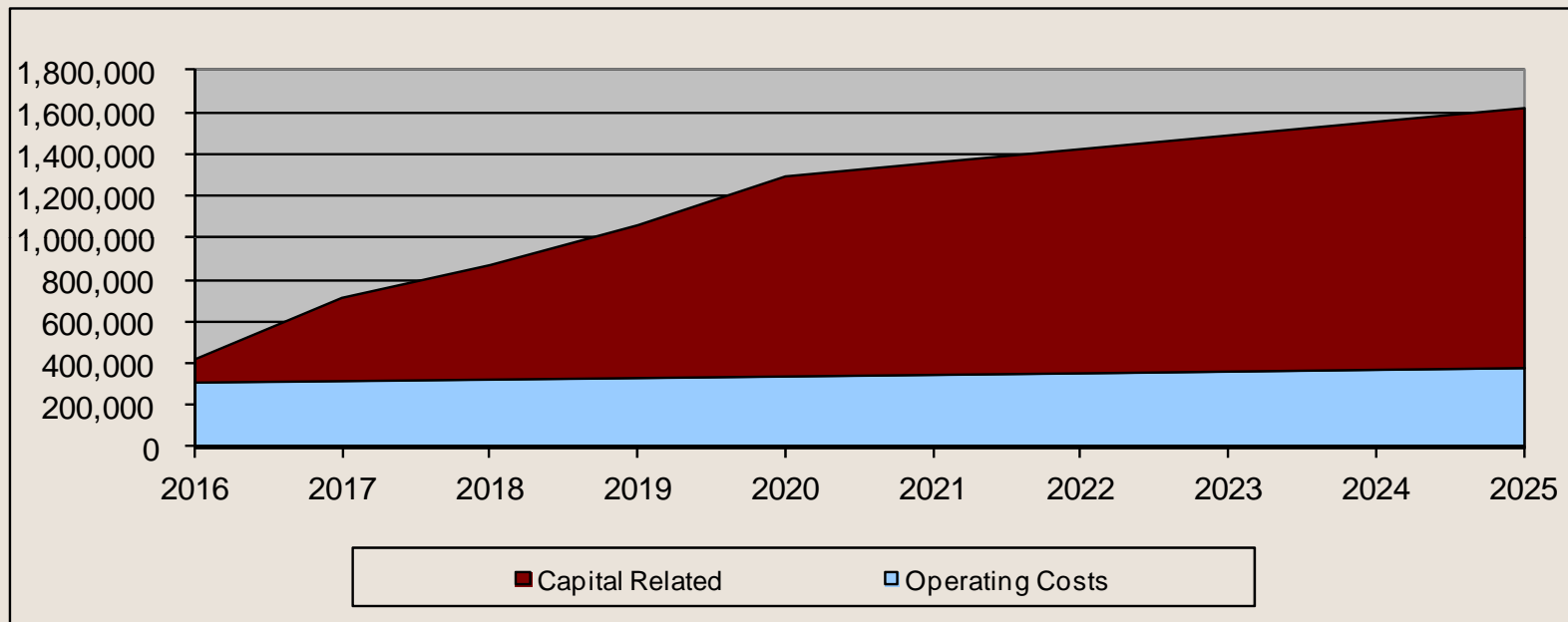
Replacement Forecast of Wastewater Assets by Year (2015\$)



Operating Budgets

- Operating expenditures are increasing over the forecast to recognize:
 - Inflationary Impacts:
 - 5% for Utilities & Materials/Supplies/Chemicals
 - 2% for all other expenditures

Water Operating Budget

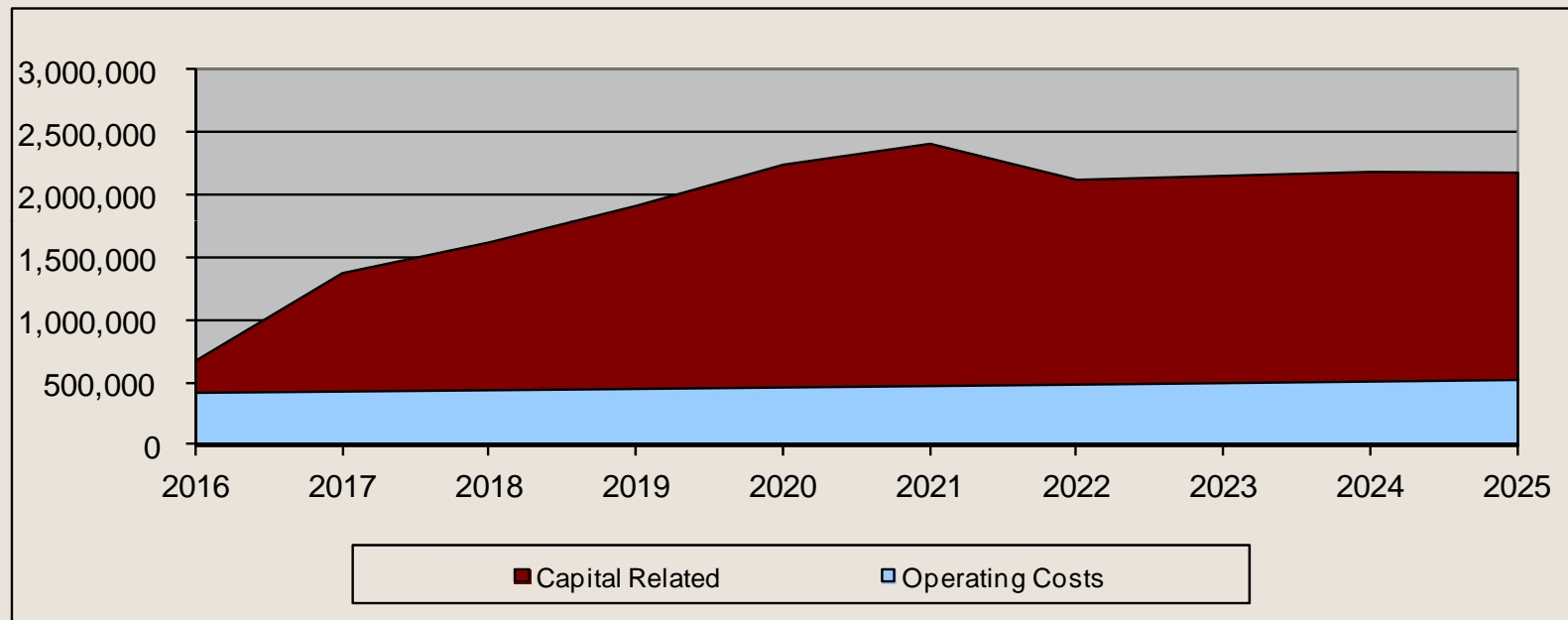


Description	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Operating Costs	318,040	324,990	332,080	339,340	346,780	354,380	362,180	370,190	378,380	386,810
Capital Related	110,589	397,357	545,495	728,522	953,768	1,011,030	1,068,305	1,125,373	1,182,264	1,238,917
Total	428,629	722,347	877,575	1,067,862	1,300,548	1,365,410	1,430,485	1,495,563	1,560,644	1,625,727

Rate Structure - Water

- ❑ Base Charges are increasing at 20% per year from 2016 – 2020 and 0% increases per year from 2021 – 2025.
- ❑ Volume Rates are also increasing at 20% per year from 2016 -2020 and 0% increases per year from 2021 – 2025.
- ❑ Other Rate structures were examined, however, the results caused higher increases in the volume rates which were not in line with the Township staff's goal.

Wastewater Operating Budget



Description	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Operating Costs	431,680	441,870	452,320	463,040	474,090	485,450	497,140	509,140	521,470	534,180
Capital Related	256,433	945,970	1,180,672	1,461,581	1,778,760	1,934,771	1,635,100	1,655,493	1,674,297	1,655,263
Total	688,113	1,387,840	1,632,992	1,924,621	2,252,850	2,420,221	2,132,240	2,164,633	2,195,767	2,189,443

Rate Structure - Wastewater

- ❑ Base Charges are increasing at 15% per year from 2016 – 2020 and 0% increases per year from 2021 – 2025.
- ❑ Volume Rates are also increasing at 15% per year from 2016 -2020 and 0% increases per year from 2021 – 2025.
- ❑ Other Rate structures were examined, however, the results caused higher increases in the volume rates which were not in line with the Township staff's goal.

Residential Rate Forecast and Average Total Bill (Based on 170m³ Annual Volumes)

Average Residential Annual Water Bill based on 170m³ of Volume

Description	Years										
	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Bi-Monthly Base Charge (15mm)	\$ 36.34	\$ 43.61	\$ 52.33	\$ 62.80	\$ 75.35	\$ 90.43	\$ 90.43	\$ 90.43	\$ 90.43	\$ 90.43	\$ 90.43
Volume Rate	\$ 1.01	\$ 1.21	\$ 1.45	\$ 1.74	\$ 2.09	\$ 2.51	\$ 2.51	\$ 2.51	\$ 2.51	\$ 2.51	\$ 2.51
Annual Base Charge	\$ 218.04	\$ 261.65	\$ 313.98	\$ 376.77	\$ 452.13	\$ 542.55	\$ 542.55	\$ 542.55	\$ 542.55	\$ 542.55	\$ 542.55
Annual Volume Charge	\$ 171.70	\$ 205.70	\$ 246.50	\$ 295.80	\$ 355.30	\$ 426.70	\$ 426.70	\$ 426.70	\$ 426.70	\$ 426.70	\$ 426.70
Total Water Bill	\$ 389.74	\$ 467.35	\$ 560.48	\$ 672.57	\$ 807.43	\$ 969.25	\$ 969.25	\$ 969.25	\$ 969.25	\$ 969.25	\$ 969.25

Average Residential Annual Wastewater Bill based on 170m³ of Volume

Description	Years										
	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Bi-Monthly Base Charge (15mm)	\$ 76.42	\$ 87.88	\$ 101.07	\$ 116.23	\$ 133.66	\$ 153.71	\$ 153.71	\$ 153.71	\$ 153.71	\$ 153.71	\$ 153.71
Volume Rate	\$ 1.57	\$ 1.81	\$ 2.08	\$ 2.39	\$ 2.75	\$ 3.16	\$ 3.16	\$ 3.16	\$ 3.16	\$ 3.16	\$ 3.16
Annual Base Charge	\$ 458.52	\$ 527.30	\$ 606.39	\$ 697.35	\$ 801.95	\$ 922.25	\$ 922.25	\$ 922.25	\$ 922.25	\$ 922.25	\$ 922.25
Annual Volume Charge	\$ 266.90	\$ 307.70	\$ 353.60	\$ 406.30	\$ 467.50	\$ 537.20	\$ 537.20	\$ 537.20	\$ 537.20	\$ 537.20	\$ 537.20
Total Wastewater Bill	\$ 725.42	\$ 835.00	\$ 959.99	\$ 1,103.65	\$ 1,269.45	\$ 1,459.45	\$ 1,459.45	\$ 1,459.45	\$ 1,459.45	\$ 1,459.45	\$ 1,459.45

Comparison of Residential Annual Water and Wastewater Bill (based on 170 m³)

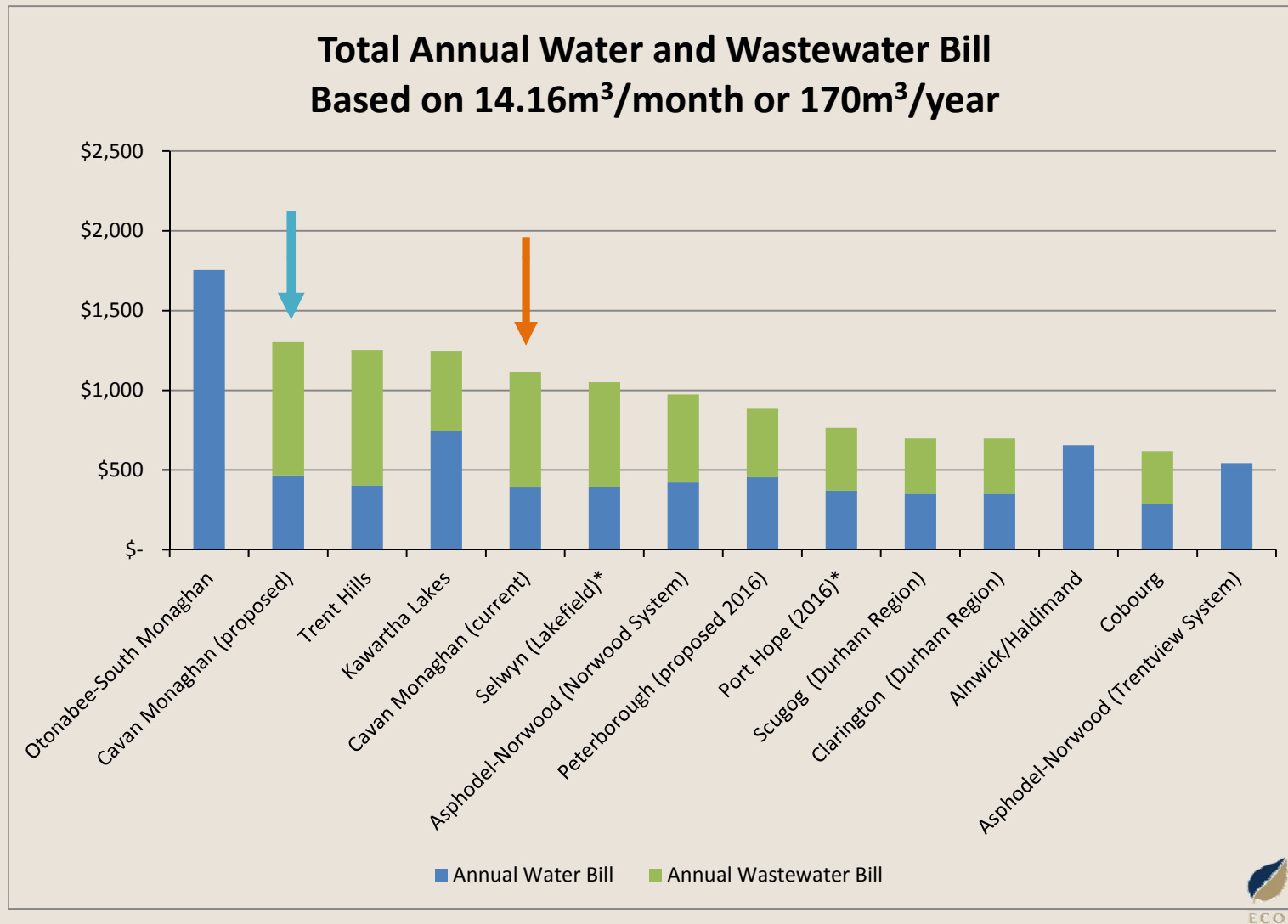
Municipality	Annual Water Bill	Annual Wastewater Bill	Total	Rank
Otonabee-South Monaghan	\$ 1,754.35	\$ -	\$ 1,754.35	1
Cavan Monaghan (proposed)	\$ 467.30	\$ 834.98	\$ 1,302.28	2
Trent Hills	\$ 404.00	\$ 848.40	\$ 1,252.40	3
Kawartha Lakes	\$ 744.24	\$ 503.66	\$ 1,247.90	4
Cavan Monaghan (current)	\$ 389.74	\$ 725.42	\$ 1,115.16	5
Selwyn (Lakefield)*	\$ 391.50	\$ 658.80	\$ 1,050.30	6
Asphodel-Norwood (Norwood System)	\$ 422.40	\$ 552.12	\$ 974.52	7
Peterborough (proposed 2016)	\$ 455.45	\$ 428.53	\$ 883.98	8
Port Hope (2016)*	\$ 370.24	\$ 394.56	\$ 764.80	9
Scugog (Durham Region)	\$ 350.80	\$ 347.87	\$ 698.67	10
Clarington (Durham Region)	\$ 350.80	\$ 347.87	\$ 698.67	10
Alnwick/Haldimand	\$ 656.06	\$ -	\$ 656.06	12
Cobourg	\$ 288.32	\$ 330.14	\$ 618.46	13
Asphodel-Norwood (Trentview System)	\$ 543.32	\$ -	\$ 543.32	14

*Where applicable, use 5/8" charge

Otonabee-South Monaghan, Asphodel-Norwood (Trentview System) and Alnwick/Haldimand do not have Wastewater Charges

Otonabee-South Monaghan does not include Burnham Meadows customers who are on Peterborough water

Comparison of Residential Annual Water and Wastewater Bill (based on 170 m³)



Financial Plan

- ❑ Mandatory Requirement to file with MOE and MMAH
- ❑ As shown on the next slide, the Water License for the Township of Cavan Monaghan will expire on July 30, 2016
- ❑ This means the application for License Renewal (submitting the Financial Plan) is due January 29, 2016

5 Requirements for Municipal Drinking Water Licence

1. Drinking Water Works Permit (DWWP)
2. Accepted Operational Plan, based on the Drinking Water Quality Management Standard (DWQMS)
3. Accreditation of the Operating Authority
4. **Financial Plan**
5. Permit to Take Water (PTTW)

Summary of O. Reg. 453/07 Requirements

A brief summary of key elements of Regulation 453/07 is provided below:

- ❑ The financial plan will represent one of the five key elements for obtaining your Municipal Drinking-Water License
- ❑ The Financial Plan must be completed and submitted along with the application for the Municipal Drinking-Water License six months in advance of the current license expiry date
- ❑ The financial plans shall be for a period of a least six years but longer planning horizons are encouraged
- ❑ As the regulation is under the Drinking Water Act, the preparation of the plan is mandatory for water and encouraged for wastewater
- ❑ The plan is considered a living document but will need to be undertaken at a minimum every five years

Summary of O. Reg. 453/07 Requirements

- ❑ The plan requires Council approval
- ❑ The financial plans must be made available upon request to the public (without charge) and on the municipality's web site
- ❑ The availability of this information must also be advertised
- ❑ Financial Plan to include annual projections of:
 - Financial Position (financial assets, liabilities, net debt, non-financial assets)
 - Operations (revenues, expenses, annual surplus, accumulated surplus)
 - Cash Flows (cash receipts/payments from operations, capital, investing and financing)

Rate Study vs. O.Reg 453.07 Reporting Format

Significant Revision Areas	Rate Study	O.Reg 453.07 Financial Plan
Approach	"Modified Cash Basis"	"Full Accrual Basis"
Capital Requirements	Capital Forecast	Tangible Capital Assets
Previously acquired assets	Lifecycle Cost Analysis (Future Replacement)	Tangible Capital Assets (Historical Cost)
Debt Payments	Principal & Interest Expense	Interest Expense Principal: Debt reduction
Amortization	Not Applicable	Included in Operating Expenses
Reserve Transfers	Included as an expense	Part of "Accumulated Surplus"
Development Charge Reserve Fund Balances	Reserve Fund Continuity Schedule	Deferred Revenue

Matters for Council's Consideration

1. Consider the Capital Program;
2. Consider the Operating Program;
3. Consider the Proposed Water Rates;
4. Consider the Proposed Wastewater Rates; and
5. Consider the upcoming deadline for the Financial Plan submission (January 29, 2016) and give direction & approval to prepare the Financial Plan Report for submission to the Province.

**Minutes
The Township of Cavan Monaghan
Regular Council Meeting**

**Monday, November 16, 2015
1:00 p.m.
Council Chambers**

Those members in attendance were:

Council	Scott McFadden	Mayor
	John Fallis	Deputy Mayor
	Tim Belch	Councillor
	Ryan Huntley	Councillor
	Jordan Landry	Councillor
Staff	Yvette Hurley	CAO
	Elana Arthurs	Clerk
	Cindy Page	Deputy Clerk
	Karen Ellis	Director of Planning
	Kyle Phillips	Chief Building Official/ By-law Enforcement Officer
	Wayne Hancock	Director of Public Works

1. Open Session

2. Call to Order

Mayor McFadden called the Regular Council meeting to order at 1:00 p.m.

3. Approval of the Agenda

3.1 Addition – 6A. Raising of the French Flag

R/16/11/15/01

Moved by: Belch

Seconded by: Huntley

That the agenda for the Regular Council meeting of November 16, 2015 be approved as amended.

Carried

4. Disclosure of Pecuniary Interest and the General Nature Thereof

There were no pecuniary interests noted.

5. Closed Session

There were no closed session items.

6. Report from Closed Session

There was no report from closed session.

6A. Raising of the French Flag

Mayor McFadden on behalf of staff and council expressed condolences to those impacted by the recent terrorist attacks in France. He asked everyone to step outside to take part in the raising of the French Flag to recognize those affected.

7. Public Meeting

7.1 Resolution to open the Public Meeting

That the Public Meeting pursuant to Section 17 of the Planning Act, R.S.O. 1990 P. 13, as amended be opened.

R/16/11/15/02

Moved by: Fallis

Seconded by: Belch

That the Public Meeting pursuant to Section 17 of the Planning Act, R.S.O. 1990 P. 13, as amended be opened.

Carried

7.2 Report - Planning-2015-58 Cycle Salvage Rezoning Application ZBA-12-15

Ms. Ellis presented Report - Planning-2015-58 Cycle Salvage Rezoning Application ZBA-12-15 and reviewed the recommendations.

7.3 Questions from Council

Deputy Mayor Fallis asked about the difference between a temporary and a permanent rezoning and the requirement of a site plan.

Councillor Huntley asked for clarification of the size of the building. The size was confirmed at 36ft x 24ft.

Councillor Belch spoke to the commercial property and his concern with it being used for storage and the visibility of the equipment on the property.

He also spoke to potential fencing and blocks and the visual impact those might have on the area.

Ms. Ellis confirmed all material would be stored indoors and there would be no outdoor storage on the site.

Councillor Landry asked about future plans for the business and alternative locations if they are expanding their business.

Mayor McFadden spoke to the uncertainty of the future of that corner including road patterns and properties located there, and the changes that may be proposed by the Ministry of Transportation of Ontario.

7.4 Members wishing to speak in opposition

Bob Longley, 2241 Davis Road spoke in opposition indicating he is the owner of the Harley Davidson Dealership and he is concerned with the visibility and condition of the property.

Chris Murphy, 2649 Davis Road spoke to his concerns with the look of the site as a location for storage.

7.5 Members wishing to speak in favour

Jerry Young, 6860 Hwy 7 Peterborough spoke to his plans for the site and indicated he is the owner of the property and the Cycle Salvage property and noted additional storage is required.

Rose Murphy, 2649 Davis Road spoke to her spouse's previous comments and although she wasn't opposed she was also not in favour unless the privacy concerns were addressed.

7.6 Consideration of the Report

R/16/11/15/03

Moved by: Fallis

Seconded by: Belch

That Council review and consider all public and agency comments received regarding this application; and

That Council defer the decision on the by-law pending further information from the owner on what is going to be located on site, including privacy fencing.

Carried

7.7 Resolution to Close the Public Meeting

R/16/11/15/04

Moved by: Belch

Seconded by: Fallis

That the Public Meeting be closed.

Carried

8. Delegations

8.1 United Way Peterborough and District - Jim Russell, CEO

Jim Russell, CEO United Way Peterborough and District was not in attendance to present.

8.2 Jamie Schmale, Member of Parliament - Haliburton-Kawartha Lakes-Brock

Jamie Schmale, Member of Parliament for Haliburton-Kawartha Lakes-Brock was in attendance to bring greetings and to offer his services as we work together moving forward.

Council expressed their congratulations on his success in the 2015 Federal Election.

R/16/11/15/05

Moved by: Fallis

Seconded by: Belch

That Council receive the delegation for information.

Carried

8.3 Peterborough Regional Health Centre Update & Strategic Plan Progress - Dr. Peter McLaughlin, Interim President & CEO and Mary Ferguson-Pare, Board Chair

Dr. Peter McLaughlin, Interim President & CEO and Mary Ferguson-Pare, Board Chair were in attendance to provide an update and to speak to the Strategic Plan Progress of the Peterborough Regional Health Centre.

R/16/11/15/06

Moved by: Belch

Seconded by: Landry

That Council receive the delegation for information.

Carried

9. Minutes

9.1 Minutes of the Regular Meeting held October 19, 2015

R/16/11/15/07

Moved by: Fallis

Seconded by: Belch

That Council approve the minutes of the Regular Council meeting of October 19, 2015 as presented.

Carried

9.2 Minutes of the Special Meeting held October 29, 2015

R/16/11/15/08

Moved by: Belch

Seconded by: Huntley

That Council approve the minutes of the Special Council meeting of October 29, 2015 as presented.

Carried

9.3 Minutes of the Regular Meeting held November 2, 2015

R/16/11/15/09

Moved by: Landry

Seconded by: Fallis

That Council approve the Regular Council meeting minutes of November 2, 2015 as presented.

Carried

10. Minutes from Committees and Boards

10.1 Minutes from the Downtown Millbrook Revitalization Advisory Committee held October 15, 2015

R/16/11/15/10

Moved by: Huntley

Seconded by: Landry

That Council adopt the Downtown Millbrook Revitalization Advisory Committee Minutes of October 15, 2015 as presented.

Carried

10.2 Minutes from the Municipal Heritage Committee meeting held October 15, 2015

R/16/11/15/11

Moved by: Belch

Seconded by: Huntley

That Council adopt the Municipal Heritage Committee Minutes of October 15, 2015 as presented.

Carried

10.3 Minutes from the Millbrook Valley Trails Advisory Committee held October 26, 2015

R16/11/15/12

Moved by: Fallis

Seconded by: Belch

That Council adopt the Millbrook Valley Trails Minutes of October 26, 2015.

Carried

11. Reports

11.1 Report - Planning-2015-59 Road Allowance - Cathcart Crescent to Highway 7

R/16/11/15/13

Moved by: Huntley

Seconded by: Fallis

That Council deem the Township road allowance between Cathcart Crescent and Highway 7 in part of Lot 23, Concession 11 of the Cavan Ward surplus;

That Staff begin the process to stop up, to close and to convey the road allowance in accordance with the requirements of the Township's Sale and Disposition of Land By-law No. 2007-64;

That notice of Council's intention to stop up, to close and to sell the property be posted on the Township's website and circulated to adjacent property owners as per the requirements of By-law No. 2007-64;

That Staff be authorized to have the property appraised by a qualified appraiser and surveyed by a licensed Ontario Land Surveyor; and

That all of the costs associated with stopping up, closing and selling the road allowance be the sole responsibility of the purchaser.

Carried

11.2 Report - Planning-2015-60 Stop Up, Close and Sell Unopened Township Road Allowance Between Blocks C and D, Registered Plan 12, Cavan Ward

R/16/11/15/14

Moved by: Huntley

Seconded by: Belch

That this item be deferred until the next meeting.

Carried

11.3 Report - By-law-2015-02 Mottile Site Alteration - 1588 Larmer Line

R/16/11/15/15

Moved by: Fallis

Seconded by: Belch

That Council approve Site Alteration Permit 2015-02 with an additional security deposit of \$5000 for every 2000 cubic meters of fill.

Carried

11.4 Report - Public Works-2015-27 OCWA Second Amending Agreement - One Year Term

R/16/11/15/16

Moved by: Belch

Seconded by: Fallis

That Council approve By-law No. 2015-74 to authorize the Clerk and Mayor to sign a Second Amending Agreement with Ontario Clean Water Agency extending the Agreement between the parties until December 31, 2016.

Carried

11.5 Council/Committee Verbal Reports

Councillor Belch spoke to the BIA Community Dinner at the Legion at 6:00 p.m.

Deputy Mayor Fallis spoke to the Millbrook Valley Trails Advisory Committee meeting and the progress on the trail extension.

R/16/11/15/17

Moved by: Belch

Seconded by: Huntley

That Council receive the Council/Committee verbal reports for information.

Carried

12. General Business

There was no general business.

13. Correspondence for Information

Deputy Mayor Fallis asked for a link to be placed on the Township website to the Peterborough County City Health Unit renaming survey.

14. Correspondence for Action

14.1 Letter from Donna Brands - Safety and Liability Issues of Ever Present Ground Water

R/16/11/15/18

Moved by: Fallis

Seconded by: Belch

That Council receive the letter from Donna Brands regarding safety and liability issues of ever present ground water and direct staff to report back.

Carried

15. By-laws

15.1 By-law No. 2015-72 being a by-law to amend By-law No. 2004-62, as amended, otherwise known as "The Township of Cavan-Millbrook-North Monaghan Zoning By-law"

This by-law was deferred pending additional information.

15.2 By-law No. 2015-74 being a by-law to authorize the execution of the Second Amended Agreement between the Township of Cavan Monaghan and Ontario Clean Water Agency

R/16/11/15/19

Moved by: Landry

Seconded by: Fallis

That By-law No. 2015-74 being a by-law to authorize the execution of the Second Amending Agreement between the Township of Cavan Monaghan and the Ontario Clean Water Agency be read a first, second and third time and passed this 16h day of November, signed and sealed by the Mayor and Clerk and the Corporate Seal attached.

Carried

15.3 By-law No. 2015-75 being a by-law to stop up, to close and to sell unopened Township Road Allowance Parts 1 and 2, Plan 45R-16093 of the Cavan Ward of the Township of Cavan Monaghan

This by-law was deferred pending additional information.

16. Unfinished Business

There was no unfinished business.

17. Notice of Motion

There were no notices of motion.

18. Confirming By-law

18.1 By-law No. 2015-76 being a by-law to confirm the proceedings of the Regular Council Meeting held November 16, 2015

R/16/11/15/20

Moved by: Huntley

Seconded by: Landry

That By-law No. 2015-76 being a by-law to confirm the proceedings of the Regular Council Meeting held November 16, 2015 be read a first, second and third time and passed this 16th day of November, signed by the Mayor and Clerk and the Corporate Seal attached.

Carried

19. Adjournment

R/16/11/15/21

Moved by: Fallis

Seconded by: Belch

That the Regular Council Meeting of the Township of Cavan Monaghan adjourn at 2:49 p.m.

Carried

Scott McFadden
Mayor

Elana Arthurs
Clerk

**Minutes
The Township of Cavan Monaghan
Millbrook Downtown BIA Board of Management**

**Thursday October 8th, 2015
8:00am – 10:00am
Municipal Council Chambers**

Members in attendance are asked to please turn off all electronic devices during the meeting. Any special needs requirements pertaining to accessibility may be directed to the Clerk's Office prior to the meeting.

Those members in attendance were: Jessica Grieve, Brigid Ayotte, Tim Belch, Nancy Fallis, Lance Nachoff, John Frizzle, Kathie Lycett

Guests: Erin Stewart, Bonnie McQuarrie, Lenka Petric.

- 1. Open Session**
- 2. Call to Order**
Meeting was called to order at 8:07am
- 3. Disclosure of Pecuniary Interest and the General Nature Thereof**
- 4. Additions/Deletions to the Agenda**
- 5. Minutes**
 - 5.1 Minutes of the meeting held Thursday August 6th, 2015 and also the minutes from the meeting held Thursday September 3rd, 2015.**

Moved by: Tim Belch

Seconded by: John Frizzle

Minutes from the meeting on Thursday August 6th, 2015 have been approved.

Moved by: Lance Nachoff

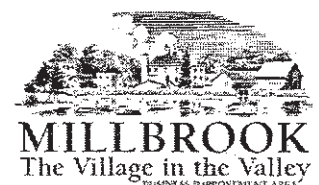
Seconded by: Nancy Fallis

Minutes from the meeting on September 3rd, 2015 have been approved.

6. **Delegations**

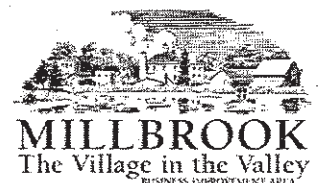
Lenka Petric & Bonnie McQuarrie to discuss the Barn Quilt Tour on behalf Of the Barn Quilt Trail Committee.

- They are quilt blocks painted on board and installed on barns, houses, etc...
- What people have done is created trails based on finding where these barn quilt trails are located. It initially started in the States and it has moved up to Canada in the last few years. Almost every state has a barn quilt tour/attraction. The closest Canadian Barn Quilt trail is in Picton, ON. They would like to create one within our Township. The theme is to tell the story of our community through the barn quilts (want to reflect the people, history and culture of our township). They want to engage the residents, businesses and local organizations in the creation and installation and promotion of the trail. Recognises and values the skills and art of the community and values the contributions of farm families. Recognizes and values the skills and art of our local quilters, artists and craftspeople. It promotes volunteerism and encourages community support.
- Lance Nachoff has intended several of the Barn Quilt Tour meetings and he said this would be beneficial to make it a walking downtown tour as well, not just people driving in the cars throughout the rural community. Bonnie McQuarrie and Susan Rice did a walking tour downtown to determine possible locations and they came up with several possibilities.
- John Frizzle thinks it would be good to incorporate the Trail Committee with this and create a walking tour out of this.
- They are going to apply to the community grants program and would like a letter of support from the BIA.
- If someone is interested in a quilt, they can create it on their own or others to create it for them. They are still working on costs for creation, etc... Sponsorship opportunities may help with this as well. An approximation was \$500 per block for the creation and installation.
- Aiming towards Spring for the first creation. If someone is interested, they should contact Lenka Petric, they have specific guidelines in regards to design, colour, and placement on the building/barn so the visibility will be good. Also from the committee, they are having people work on a site selection and contacting property owners to see if they are of interest.



Bonnie McQuarrie RE: Christmas in the Village

- The event is a 4 day event (Thurs Dec 4th – Sun Dec 7th). Sunday there is the Community Choir Concert at the Millbrook Christian Assembly. Saturday is the Santa Claus Parade and the library will be doing the Letters to Santa on Saturday morning. Friday night the Township sponsors free skate with Santa at the Millbrook Arena, The Lions Club will be doing their Hot Chocolate, St. Thomas Anglican Church will be doing a big concert will involve some members of the Community Choir and members of the Church. There are some other things going on there as well, but we are waiting on final details. Thursday night they are thinking about the timing event, currently it is from 5pm-9pm and some people are wondering if this needs to be changed. The Christmas tree lighting ceremony is a bust in many people's eyes, there is no build up to it and there is no excitement around it. Brigid Ayotte and Bonnie McQuarrie think we need more action on the street. They were thinking to remove the tree lighting ceremony, They have 2 horse and wagon rides (\$400 each), TD Bank looking after the Christmas Stocking (people bring a food donation to the bank and they get a ballot to win the big stocking, all the merchants give items for the stocking), pictures with Santa (Patrick Benson will be Santa) possibilities of photographer to be discussed, Nexicom has agreed to let their Chambers be used for the possibility of Robert Winslow reading a story, DJ is going to cost \$400 (Bonnie asked Linda Adams if the Legion would like to contribute to that and she said she thinks so), Legion might put a dinner on that night, Craig from Kawartha Barbeque would like to give away the Chestnuts away for free he is looking for some sponsors for that (Karen Graham offered to pay half of it or Bonnie McQuarrie wonders if the BIA just pay for it), Nancy Fallis was looking into have a popcorn machine that night, John Frizzle from Primerica will offer up some Hot Chocolate. Lance Nachoff came up with the idea of Dress your Pet Parade. Brigid Ayotte will look into a professional Ice Sculpture. Tim Belch will look into Tim the Juggler and the Belch family would be interested in sponsoring him if they can track him down. The gingerbread houses, Didi & Madeleine Frizzle have been ordered. There will be a mini farmers market in the masonic lodge. Community Care is going to do a Bake Sale and Silent Auction. Family Centre is doing crafts at Joe the Barber's. Nancy Fallis will ask Karen Graham if she wants to organize the Christmas Window Decorating competition between the merchants. Lance Nachoff will look into a Christmas Cookie Cook Off/Competition. Pat Bar is heading up the Carol Singing. Brigid Ayotte approached Bill Balfour about roasting marshmallows/fire prevention demonstration, she is waiting on his response and she is looking for a sponsorship of chimneys.

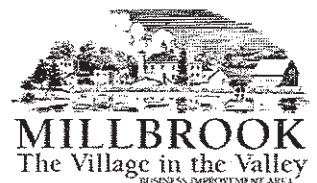


7. Review of Action Items from last meeting

- Brigid Ayotte will bring back any paper work from ordering bike rack. (Waiting for bike rack to come in either today Oct 8th or tomorrow Oct 9th).
- Brigid Ayotte to report back in regards to reaching out to Accessibility Ontario to see if they would come out and do a presentation to be held at the Township Office for BIA Members. – Jessica Grieve to circulate it to all of the BIA Members.

8. Treasurers Update

- Lance to discuss what funding Linda Adams at the Millbrook Legion suggested would be suitable for the cost of the band for the Christmas parade. **At the last BIA meeting on September 3rd, Lance had not heard from Linda. He is to discuss any further updates – We will just give the \$500 because we budgeted for this amount.**
- Did Lance receive a receipt from Ian McQuarrie for prepaid credit card used to promote BIA events via Facebook page. **At the last BIA meeting on September 3rd, Lance had not received a receipt from Ian. Has anything changed since then? Ian McQuarrie did provide a receipt and Lance will pick up cheque to give to him.**
- Lance Nachoff provided a rough draft of the BIA budget that he is working on at the moment.



9. General Business

- Kathie Lycette to further discuss "Dress for the Cause" in support of breast cancer research and awareness. – Kathie scrapped the idea because of the ongoing "Save the Mill" raising money. However she would like to look into it next year.

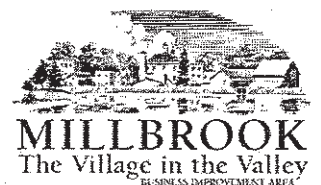
10. Reports on Marketing, Decorating & Special Events

- John Frizzle will further discuss Soccer Day in Millbrook, specifically the financial break down from the raffle ticket sales. – Overall it was a great success, however there was a mixed report from businesses about closing down the street and the success of the festival. They would like to do it again next year. More parents into the stores next year would be nice. Community Dance was good, but it needs to be promoted more to the public.

- Discuss AGM Dinner – Going with the theme of "Safety First" and have someone speak from the PTBO Police, also have Bill Balfour from the Fire Hall come and speak. Also like to showcase the community policing and thank them for the work that they do in our community. We would like to maybe get donations for smoke detectors, carbon monoxide detectors, fire blankets, fire extinguishers etc... Eydie from the Fire Hall said she would be interested in speaking and Brigid would line that up. Approach Circle Organic for Fresh Vegetables and approach Pastry Peddler about dessert. Going to call the BIA Community Dinner. Jessica Grieve will ask Julie Howe to see if someone from Nexicom would talk about Business & Home Security.

11. Correspondence

- Lance Nachoff to discuss email from Otonabee Region Conservation Authority in regards to the Millbrook Dam - There will be a public meeting at the Township Gym.



- Nancy Fallis to review the email from Nexicom in regards to renewal of the millbrookbia.com domain name. – Total \$122.86 coming from Marketing & Promotion Costs Account, Account 3150.

Moved by: Jessica Grieve

Seconded by: John Frizzle

For the renewal of the millbrookbia.com domain name to be paid out of the Marketing & Promotion Costs Account.

12. Action Items for Next Meeting

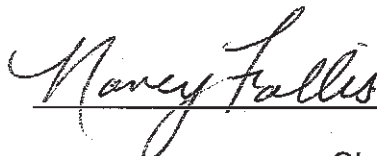
- Everybody report back on their items for Christmas in the Village
- Quick update on the BIA Dinner
- Make a decision on a Fall Festival weekend event in 2016

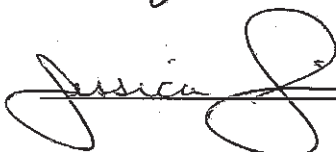
13. Next Meeting Date

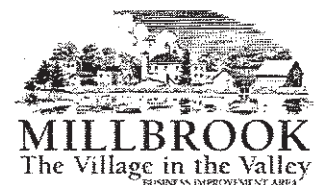
- November 5th, 2015

14. Adjournment

- Adjournment at: 10:33am
Moved by: John Frizzle
Seconded by: Nancy Fallis


Chair
Chair Title


Secretary



Minutes
The Township of Cavan Monaghan
Downtown Millbrook Revitalization Advisory Committee
Thursday, November 19, 2015
9:00 a.m.
Committee Room

Those members in attendance:

Rob Ross	Chair
Ryan Huntley	Vice Chair
Bruce Lepper	
Bonnie McQuarrie	
Peter Ramsay	
John Frizzle	
Linda Amor	
Judy Coward	

Staff members in attendance:

Karen Ellis	Director of Planning
Brigid Ayotte	Economic Development Coordinator
Cindy Page	Deputy Clerk

1. Open Session

2. Call to Order

Rob Ross called the meeting to order. (9:03 a.m.)

3. Approval of the Agenda

Moved by: Lepper

Seconded by: Huntley

That the Downtown Millbrook Revitalization Advisory Committee supports the addition of item 8.4 to discuss staff updates.

Carried

Moved by: Lepper

Seconded by: Huntley

That the Downtown Millbrook Revitalization Advisory Committee agenda be approved as amended.

Carried

4. Disclosure of Pecuniary Interest and the General Nature Thereof

There were no pecuniary interests noted.

5. Closed Session

There were no closed session items.

6. Minutes

6.1 Minutes of the meeting held October 15, 2015

Moved by: Huntley

Seconded by: McQuarrie

That the minutes of the meeting held October 15, 2015 be approved as presented.

Carried

7. Reports

7.1 BIA Report – John Frizzle

John Frizzle was in attendance to discuss the BIA initiatives and provided an update on the upcoming events. He spoke to the BIA Annual Dinner being a success at the Legion on November 17, with Mrs. Millbrook being crowned. The Committee discussed ways to improve the dinner next year. Christmas in the Village will be held from December 3 - 6, with a lot of great events scheduled. A clean-up on the backside of King Street in partnerships of landowners and tenants is being coordinated. The bike rack has arrived; we are planning a spring launch to unveil the bike rack. BIA was in discussion with the Soccer Club and they are interested in another fall event since this year's event was such a success.

Judy Coward from OMAFRA was in attendance, she congratulated the Committee on their accomplishments and suggested putting Downtown Millbrook forward in an initiative called "Community of Practice". The initiative would be a day event, with speakers talking about the challenges and accomplishments of the downtown ending with a walk about downtown to see the accomplishments.

The Committee supports Judy Coward of OMAFRA speaking with Kay Matthews to express our interest and support on putting Downtown Millbrook forward for the "Community of Practice".

8. General Business

8.1 Town of Campbellford – Restoration Project Initiative Update – Linda Amor

Linda Amor was in attendance to speak to the Town of Campbellford – Restoration Project Initiative where she learned about the two programs that Campbellford is utilizing in conjunction with their CIP; this includes a Beautification Program with funding and grant opportunities and a Volunteer program in partnership with the Legion, creating a base of volunteers to complete the labour and construction on re-builds.

8.2 2016 Meeting Schedule

Moved by: Lepper

Seconded by: Amor

That the following meeting schedule be approved for the Downtown Millbrook Revitalization Advisory Committee:

January 21, 2016

February 18, 2016

March 17, 2016

April 21, 2016

May 19, 2016

June 16, 2016

September 15, 2016

October 20, 2016

November 17, 2016

8.3 Community Improvement Plan Program – Brigid Ayotte

Ms. Ayotte spoke to the CIP program that is in place in Selwyn and its components. She spoke to the process to obtain and implement a CIP program and how to create it – do we hire a consultant or try to create one on our own in house? The Committee spoke to the value of a CIP Program and the options that can be offered as incentives and what the expected outcome is. Judy spoke to the CIP that is implemented in Gravenhurst and what their program offers.

8.4 Staff Updates

Ms. Ayotte provided an update on the RED grant; the application is being prepared to submit for the first intake, the deadline is January 2, 2016. The grant would provide 50% funding to retain an architectural consultant to create the detailed designs to be used for façade improvements guidelines and streetscape design. The grant would also provide 50% funding for the development of Community Improvement Plan Program.

9. Adjournment

Moved by: Huntley

Seconded by: McQuarrie

That the Downtown Millbrook Revitalization Advisory Committee adjourn. (10:46 a.m.)

Carried

Rob Ross
Chair

Cindy Page
Deputy Clerk

Minutes
The Township of Cavan Monaghan
Municipal Heritage Advisory Committee
Thursday, November 19, 2015
Council Chambers

Those members in attendance:

Tim Belch	Chair
Ryan Huntley	Vice Chair
Bruce Lepper	
Peter Ramsay	
David Franco	

Staff members in attendance:

Karen Ellis	Director of Planning
Elana Arthurs	Clerk
Brigid Ayotte	Economic Development Coordinator
Kyle Phillips	Chief Building Official / By-law Enforcement Officer

1. Open Session

2. Call to Order

Councillor Belch called the meeting to order. (11:06 a.m.)

3. Additions/Deletions to the Agenda

9.4 Heritage Cataloguing Update

9.5 Future Meetings

Moved by: Huntley

Seconded by: Franco

That the Municipal Heritage Committee Agenda be approved as amended.

Carried

4. Disclosure of Pecuniary Interest and the General Nature Thereof

There were no pecuniary interests noted.

5. Closed Session

There were no closed session items.

6. Minutes

6.1 Minutes of the meeting held October 15, 2015

Moved by: Franco

Seconded by: Lepper

That the minutes of the Municipal Heritage Committee meeting held October 15, 2015 be approved as presented.

Carried

7. Delegation

7.1 Wayne Millett from Nexicom – Re: Railing at 1 King St. E Millbrook

Mr. Millett from Nexicom was unable to attend. Mr. Phillips provided an explanation on the current structural concerns with the Nexicom building. He spoke to the roof of the front porch and the safety concerns associated. He outlined the challenges with maintaining the heritage components in repairing the structure

The Committee discussed writing a letter to Nexicom in support of the removal of the front porch with an expectation and timeline for replacement.

Moved by: Huntley

Seconded by: Franco

That the Committee receive the delegation for information and that staff be directed to add this item to the next agenda for further discussion.

Carried

8. Reports

There were no reports.

9. General Business

8.1 Deyell Parkette

Mr. Ramsay spoke to the Deyell Parkette and provided some background information and the intended vision for the parkette. He spoke to the box planting that was done around the monument and the work involved in upkeep. He noted that there was never an archeological assessment completed on the property and that it was something the committee might want to consider.

9.2 Old Millbrook School Maintenance

Ms. Arthurs spoke to the current condition and deficiencies at the Old Millbrook School including the windows and water moisture affecting the west wall and the roof. She noted staff is unsure of the funds that will be required to repair the

deficiencies although that staff was requesting that council approve funds in the 2016 budget.

9.3 St. Paul's Anglican Church

Ms. Ellis spoke to the work being completed at the Church and suggested that the Committee send a letter recognizing them.

The Committee spoke about the Heritage Awards and the distribution of those awards in February.

9.4 Heritage Property Registry Update

Mr. Ramsay spoke to the properties designated in the municipality and some that might want to consider being designated. He provided an example of what plaques could be purchased and how they might be positioned. Pictures of various properties in the municipality were provided for review.

9.5 Future Meetings

The Committee discussed the future of the committee, including meetings, the mandate and the influence on the Downtown Millbrook Revitalization Committee. The Committee agreed that it was important to maintain the Municipal Heritage Advisory Committee as its own entity but that meetings would be called, as required, by the Chair.

10. Adjournment

Moved by: Huntley

Seconded by: Lepper

That the Municipal Heritage Advisory Committee adjourn. (12:28 p.m.)

Carried

Tim Belch
Chair

Elana Arthurs
Clerk



Regular Council Meeting

To:	Mayor and Council
Date:	November 30, 2015
From:	Kimberley Pope, Finance Department
Report Number:	Finance 2015-18
Subject:	2015 Water & Wastewater Rate Study, Financial Plan and the Water & Wastewater User Fees and Charges

Recommendation:

1. That Council receives the 2015 Water & Wastewater Rate Study as presented by Watson & Associates Ltd.; and
2. That Council approves By-law No. 2015-78 being a by-law to Impose & Consolidate Water & Wastewater User Fees and Charges; and
3. That Council approves the use of the Water & Wastewater Rate Study in the preparation of the Water and Wastewater Financial Plan O.Reg. 453/07 for submission to the province.

Overview:

The purpose of this report is to provide Council with the 2015 Water & Wastewater Rate Study, prepared by Watson & Associates, and to seek Council's approval of By-law No. 2015-78 to Impose & Consolidate Water & Wastewater User Fees and Charges.

Finance Report 2015-05 was approved by Council, on June 1, 2016, which authorized staff to retain the services of Watson and Associates Economists Ltd. to complete an updated Water & Wastewater Financial Plan and an updated Water & Wastewater Rate Study for the Millbrook Water and Wastewater System satisfying the requirements of Ontario Regulation 453/07.

According to Regulation 453/07 under the Safe Drinking Water Act, municipalities are required to charge the full cost of providing safe water, prepare the cost recovery plan, provide a long term financial strategy, which also encourages the full cost recovery for wastewater services to their customers through user fees. The user rates established by the study ensure that the Water & Wastewater reserve is sufficient to replace the aging infrastructure. This report incorporates the changes in infrastructure, the Building Canada Fund projects including expanding and upgrading the Millbrook Wastewater Treatment Plan, the upgrading of the Tupper Street Primary Sewage Pumping Station, the

replacement of the existing standpipe, the construction of a second storage facility and the extension of water and wastewater services along County Road 10.

Over the past few months both staff and Watson & Associates consultants have spent a considerable amount of time reviewing past financial reports, the Building Canada Fund Project, infrastructure, growth and documentation with regards to Water & Wastewater Infrastructure and Operations.

Amendments to the user fees align with the Strategic Plan as per the mission statement, that “the Township of Cavan Monaghan is committed to delivering responsive and cost effective services that provide for the economic, social and environmental well-being of our ratepayers now and into the future”. Water & Wastewater services are fully funded through the user fees and do not affect the municipal tax rate.

Financial Impact:

The proposed changes to existing Water & Wastewater User Fees will increase the base and volume charges by 20% per year from 2016-2020, with 0% increases thereafter. The rate increases will be applied to the first Water and Wastewater billing cycle of 2016.

Attachments:

1. Cavan Monaghan Water & Wastewater Rate Study – Watson & Associates Ltd.
2. By-law No. 2015-78 Water & Wastewater User Fees & Charges
3. Schedule A - Water & Wastewater User Fees & Charges, By-law No. 2015-78
4. Schedule A - Water & Wastewater User Fees & Charges By-law No. 2013-79 (prior)

Respectfully Submitted by,

Reviewed by,

Kimberley Pope
Director of Finance/Treasurer

Yvette Hurley
Chief Administrative Officer

Township of Cavan Monaghan

Water and Wastewater Rate Study

November 30, 2015

Study Purpose

- ❑ Identify all current and future water and wastewater system capital needs;
- ❑ Identify cost recovery options for capital;
- ❑ Estimate future operating costs over the next 10 years; and
- ❑ Recommend new rates to recover the cost of the water and wastewater systems.

Areas of Discussion

- ❑ Legislation for Water and Wastewater;
- ❑ Consumption and Forecast;
- ❑ Capital Needs and Financing;
- ❑ Lifecycle Costs (Existing Infrastructure);
- ❑ Operating Expenditures;
- ❑ Rates;
- ❑ Policy Matters; and
- ❑ Next Steps.

Legislation for Water and Wastewater

Since Walkerton, new legislation has been passed by the Province to enhance the provision of services. These include the following:

- Safe Drinking Water Act;
- Sustainable Water and Sewage Systems Act;
- O.Reg. 453/07 - Safe Drinking Water Act;
- Clean Water Act; and
- Water Opportunities Act.

Further Requirements:

- Municipal Infrastructure Strategy

Water Opportunities Act, 2010

- The Act provides for the following elements:
 - Foster innovative water, wastewater and stormwater technologies, services and practices in the private and public sectors;
 - Prepare Water Conservation Plans to attain water conservation targets to be established by regulations; and
 - Prepare Sustainability Plans for Water, Wastewater and Stormwater Services.

Water Opportunities Act, 2010

- ❑ On November 29, 2010, Bill 72, The *Water Opportunities Act*, 2010 received Royal Assent (note: Regulations have not been passed at this time).
- ❑ Part 3 of the Act provides for the preparation of sustainability plans:
 - The Act extends from the water financial plans and requires a more detailed review of the water financial plan and requires a full plan for wastewater and storm water services; and
 - Regulations will provide performance targets for each service – these targets may vary based on the jurisdiction of the regulated entity or the class of entity.

Water Opportunities Act, 2010

- The Financial Plan shall include:
 - An asset management plan for the physical infrastructure;
 - A financial plan;
 - For water, a conservation plan;
 - An assessment of risks that may interfere with the future delivery of the municipal service, including, if required by the regulations, the risks posed by climate change and a plan to deal with those risks; and
 - Strategies for maintaining and improving the municipal service to ensure future demand can be satisfied, consider technologies to improve the service and potential increased co-operation with other municipal service providers.

Present Rate Structure

Township of Cavan Monaghan	
2015 - Water Billing Rates - Bi-Monthly	
Base Charge - Bi-Monthly	
15mm	36.34
18mm	51.36
25mm	66.38
40mm	151.00
50mm	351.78
75mm	726.46
100mm	1,288.30

Township of Cavan Monaghan	
2015 - Wastewater Billing Rates - Bi-Monthly	
Base Charge - Bi-Monthly	
15mm	76.42
18mm	109.20
25mm	141.98
40mm	353.04
50mm	837.16
75mm	1,736.36
100mm	3,085.66

Volume Charge	
\$	1.010 per m ³

Volume Charge	
\$	1.570 per m ³

Volume Charge - Bulk Water	
\$	1.710 per m ³

Customer Profile

Metered	Water Route 1	Water Route 2	Water Route 3	Interdepartmental	Water Total
15mm	140	274	175		589
18mm	2	3	1		6
25mm	1	1			2
40mm			1		1
50mm	1	2			3
75mm				1	1
100mm		1			1
Total	144	281	177	1	603

Metered	Wastewater Route 1	Wastewater Route 2	Wastewater Route 3	Interdepartmental	Wastewater Total
15mm	136	273	173		582
18mm		1	1		2
25mm		1			1
40mm			1		1
50mm	1	2			3
75mm					0
100mm		1			1
Total	137	278	175	0	590

Water (and Wastewater) Forecast Users and Billable Volumes

Have assumed an average of 170 m³ per customer for future flows.

Water Customer Forecast	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Existing	603	603	603	603	603	603	603	603	603	603	603
New - Admin Building		1	1	1	1	1	1	1	1	1	1
New - Fire Building					1	1	1	1	1	1	1
New - Growth	1	10	47	110	178	246	313	380	447	514	581
Total	604	614	651	714	783	851	918	985	1,052	1,119	1,186

Water Consumption Forecast (m ³)	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Existing	102,220	102,220	102,220	102,220	102,220	102,220	102,220	102,220	102,220	102,220	102,220
Bulk Water	42,691	42,691	42,691	42,691	42,691	42,691	42,691	42,691	42,691	42,691	42,691
New - Admin Building		1,700	1,700	1,700	1,700	1,700	1,700	1,700	1,700	1,700	1,700
New - Fire Building					269	269	269	269	269	269	269
New - Based on Residential Users	170	1,700	7,990	18,700	30,260	41,820	53,210	64,600	75,990	87,380	98,770
Total	145,081	148,311	154,601	165,311	177,140	188,700	200,090	211,480	222,870	234,260	245,650

Wastewater Customer Forecast	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Existing	590	590	590	590	590	590	590	590	590	590	590
New - Fire Building					1	1	1	1	1	1	1
New - Growth	1	10	47	110	178	246	313	380	447	514	581
Total	591	600	637	700	769	837	904	971	1,038	1,105	1,172

Wastewater Flows Forecast (m ³)	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Existing	100,893	100,893	100,893	100,893	100,893	100,893	100,893	100,893	100,893	100,893	100,893
New - Fire Building					269	269	269	269	269	269	269
New	170	1,700	7,990	18,700	30,260	41,820	53,210	64,600	75,990	87,380	98,770
Total	101,063	102,593	108,883	119,593	131,422	142,982	154,372	165,762	177,152	188,542	199,932

Note: Above flows are water flows on which the wastewater billing will be calculated

Capital Infrastructure

- ❑ Capital needs were developed by Township staff
- ❑ Works were identified based on 2015 budgets and 2015 to 2025 capital forecast and review of capital infrastructure replacement
- ❑ Capital works were identified by
 - Need;
 - Timing; and
 - Costs.
- ❑ The following capital listing is provided – costs have been spread evenly over the forecast period

Water Capital System Needs 2015 – 2025 (\$8.6 million - Inflated)

Description	Total 2015-2025	Years Undertaken
Capital Expenditures		
<u>Water Distribution System (4830)</u>		
Water Main System	1,492,000	2016 - 2024
OCWA Provision for Capital	250,000	2015
Hydrants Provision	218,900	2015 - 2024
King Street Watermain Replacement	300,000	2015
Centennial Lane Reconstruction	200,000	2015
Water Main Valves (Budgeted 15,000 in operating in 2015)	150,000	2016 - 2024
Water Curbstops (Budgeted 15,000 in operating in 2015)	150,000	2016 - 2024
Diesel Generator	66,000	2020
Pioneer Pump	10,000	2020
Remote Meter Read System	51,000	2016
<u>Water Treatment (4831)</u>		
VFD Pump	20,000	2015
Well Inspections	23,000	2018
<u>Buildings</u>		
Water Treatment Plant - Interior Components	53,000	2016 - 2020
<u>Studies:</u>		
Preservicing Studies - from Fraserville Study	474,000	2016
<u>Growth Related:</u>		
Stand by Generator and Electrical Connection at Pump House in Millbrook	82,000	2016
Water Service Extension to Municipal Buildings	41,000	2016
New Water Standpipe	2,955,000	2016
King Street Watermain	1,336,000	2016, 2017
Scada System Upgrades	112,000	2016
RVA Engineering	592,000	2016
Total Capital Expenditures	8,575,900	
Projects receiving BCF		

Wastewater Capital System Needs 2015–2025 (\$25.3 million - Inflated)

Description	Total 2015-2025	Years Undertaken
Capital Expenditures		
WWW Administration (4800)	-	
Remote Meter Read System	51,000	2015, 2016
Wastewater Collection System(4811)		
Sewer System	1,989,000	2016 - 2024
Sewer Relining - 1/2 of sewer system	995,000	2016 - 2024
Centennial Lane Reconstruction	300,000	2015
Growth Related:		
Sewer Service Extension to Municipal Buildings	61,000	2016
Rehabilitation of Millbrook Collection System	1,592,000	2016 - 2020
WWTP Expansion and Pumping Station	16,381,382	2015, 2016
Sanitary Sewer Extension on Tupper Street	408,000	2016
Sanitary Sewer on Towerhill Development	1,632,000	2016
Scada System Upgrades	116,000	2016 - 2020
RVA Engineering Services	1,790,000	2016
Total Capital Expenditures	25,315,382	
Projects receiving BCF		

Capital Financing Options

- ✓ Reserves
- ✓ Debt
- ✓ Operating Budget Transfers
- ✓ Development Charges
- ✓ Grants
- ❑ Municipal Act (Part 12)

Proposed Capital Financing Programs 2015–2025 (Inflated \$)

Description	Water (2015 - 2025)	Wastewater (2015 - 2025)
Capital Financing		
Provincial/Federal Grants - Growth Related	1,951,177	12,091,996
Development Charges Reserve Fund	-	41,419
Non-Growth Related Debenture Requirements	1,833,461	-
Growth Related Debenture Requirements	993,339	3,074,395
Non-Growth Related Debenture Requirements - BCF	586,508	2,462,350
Growth Related Debenture Requirements - BCF	1,121,315	4,128,132
Operating Contributions	-	-
Asset Replacement Reserve Fund	-	41,419
Water Reserve	2,090,100	-
Wastewater Reserve - BCF		12,904
Wastewater Reserve	-	3,462,767
Total Capital Financing	8,575,900	25,315,382

Growth & Non-Growth Related Debt in addition to BCF Debt

Lifecycle Infrastructure Costs

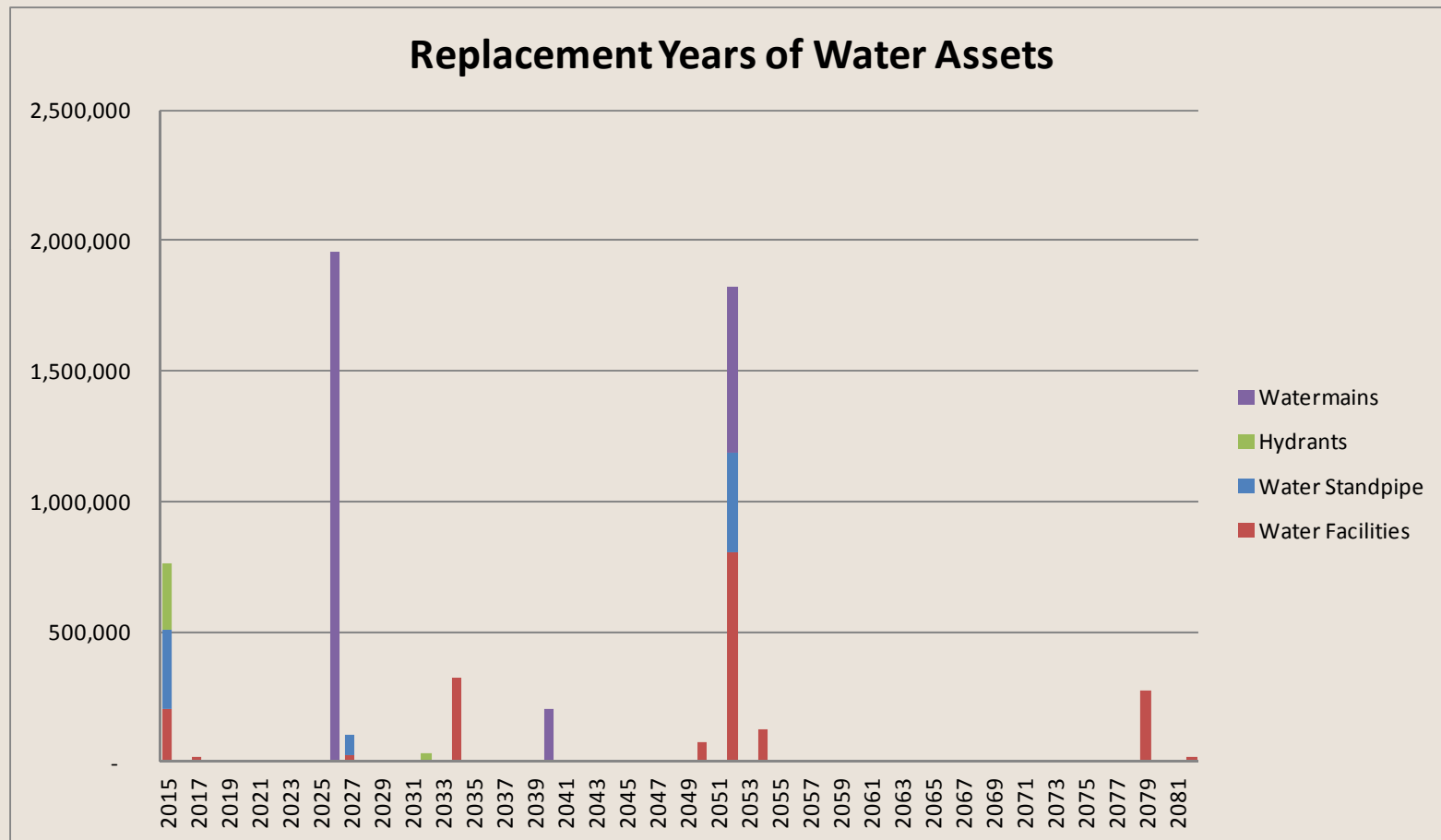
- ❑ The age of the water and wastewater systems date back to the mid 1970's;
- ❑ Total value of existing water infrastructure is \$5.7 million;
- ❑ Total value of existing wastewater infrastructure is \$11.1 million;
- ❑ This provides for a “per customer” investment by the Township of \$9,471 for water and \$18,768 for wastewater.

Summary of Water and Wastewater Asset Inventory

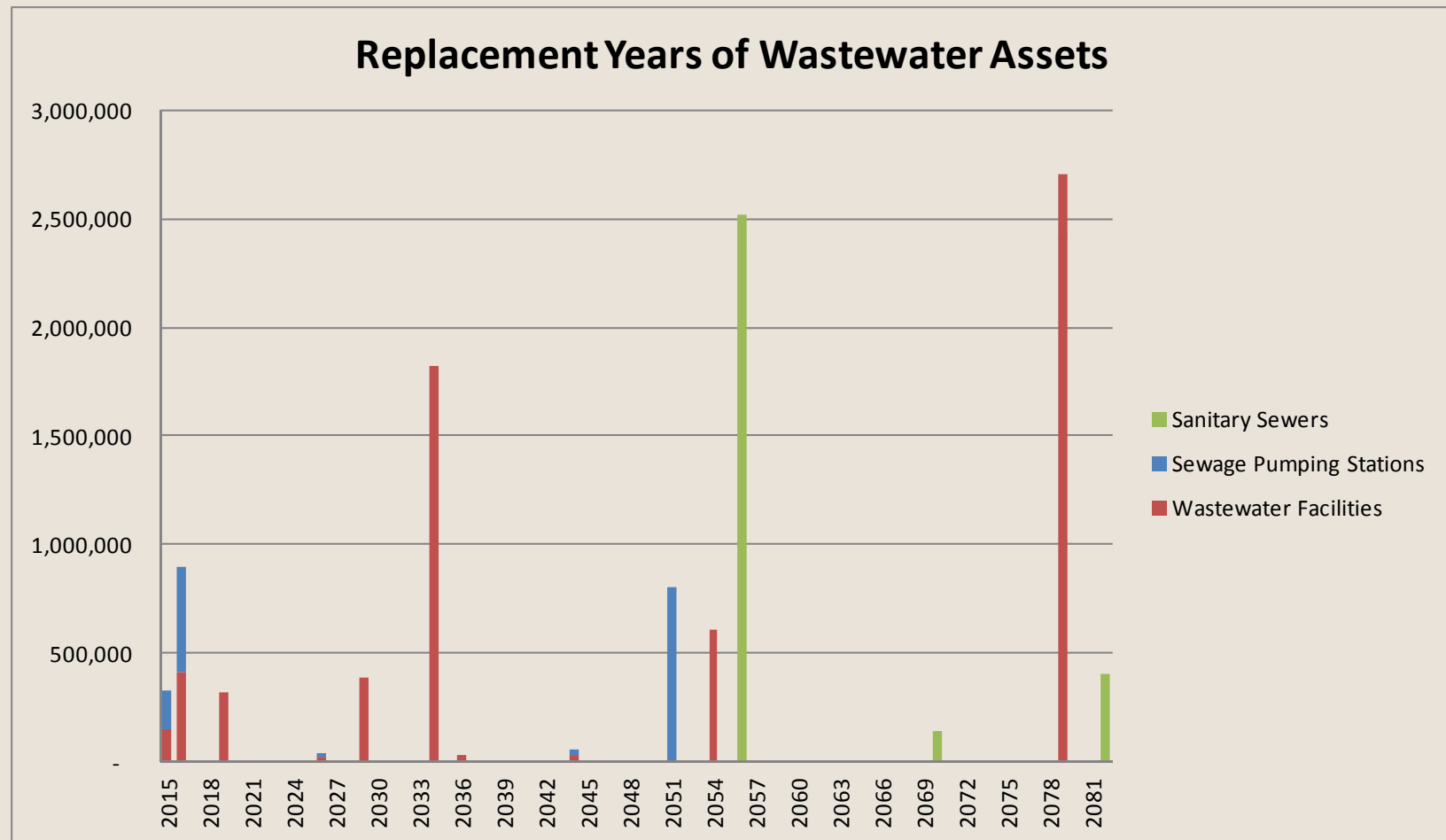
Area	Total Replacement Value	Suggested Amount to be funded in 10 year forecast (Based on Age)	Actual Infrastructure Being Replaced	Net Replacement for Future Lifecycle	Annual Lifecycle Replacement
Water					
Water Facilities	1,876,030	227,420	50,000	1,826,030	69,971
Water Standpipe	751,290	300,520	300,520	-	-
Hydrants	290,750	256,360	200,000	90,750	2,406
Watermains	2,792,740	-	1,785,000	1,007,740	234,613
Total Water	5,710,810	784,300	2,335,520	2,924,520	306,990
Wastewater					
Wastewater Facilities	6,502,690	887,710	1,319,335	5,183,355	252,384
Sewage Pumping Stations	1,500,640	665,320		1,500,640	33,849
Sanitary Sewers	3,069,650	-	1,800,000	1,269,650	106,037
Total Wastewater	11,072,980	1,553,030	3,119,335	7,953,645	392,270
Total	16,783,790	2,337,330	5,454,855	10,878,165	699,260

Investment per customer is \$9,471 for water and \$18,768 for wastewater

Replacement Forecast of Water Assets by Year (2015\$)



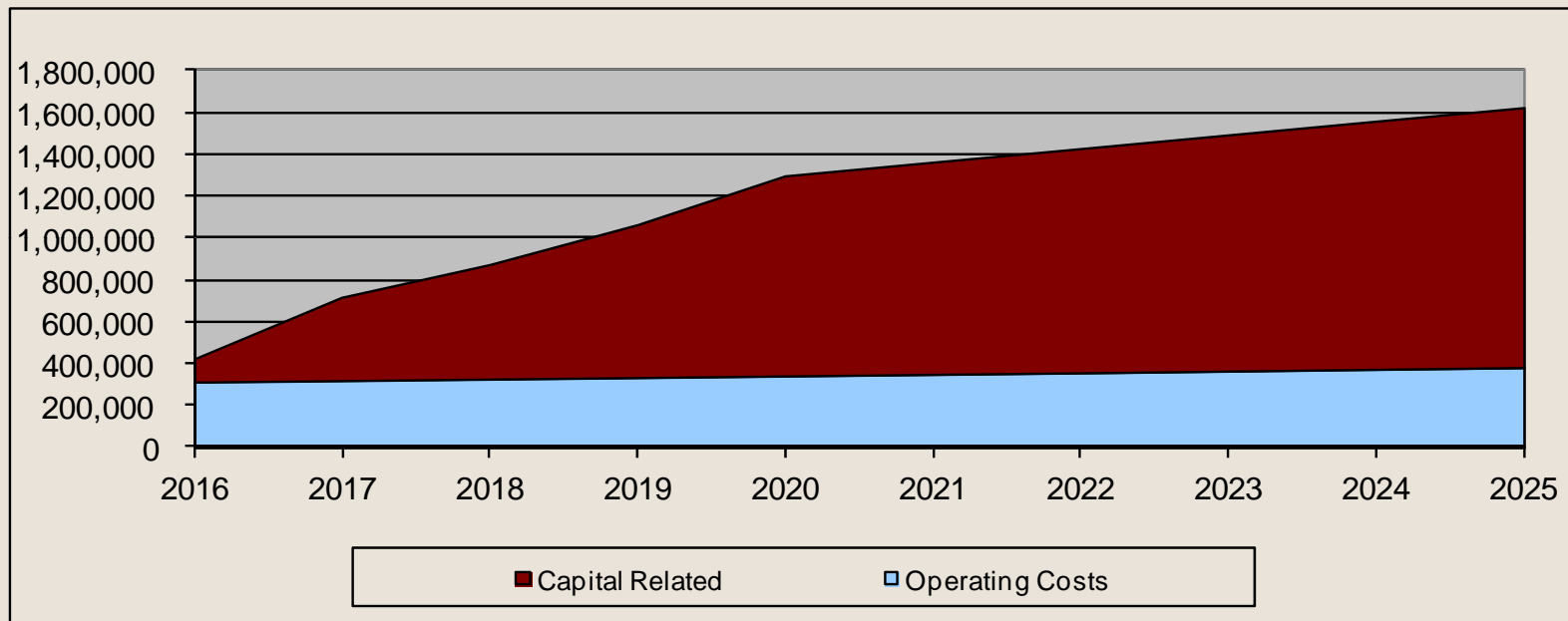
Replacement Forecast of Wastewater Assets by Year (2015\$)



Operating Budgets

- Operating expenditures are increasing over the forecast to recognize:
 - Inflationary Impacts:
 - 5% for Utilities & Materials/Supplies/Chemicals
 - 2% for all other expenditures

Water Operating Budget

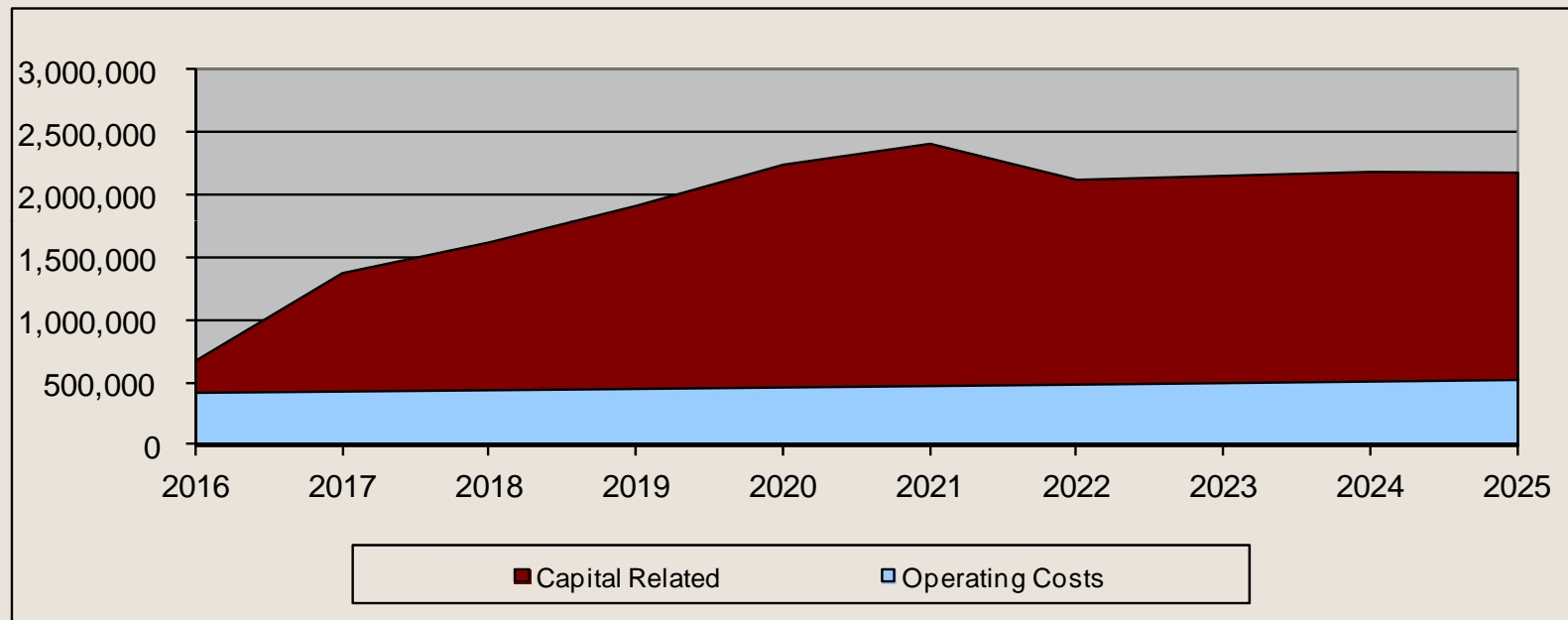


Description	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Operating Costs	318,040	324,990	332,080	339,340	346,780	354,380	362,180	370,190	378,380	386,810
Capital Related	110,589	397,357	545,495	728,522	953,768	1,011,030	1,068,305	1,125,373	1,182,264	1,238,917
Total	428,629	722,347	877,575	1,067,862	1,300,548	1,365,410	1,430,485	1,495,563	1,560,644	1,625,727

Rate Structure - Water

- ❑ Base Charges are increasing at 20% per year from 2016 – 2020 and 0% increases per year from 2021 – 2025.
- ❑ Volume Rates are also increasing at 20% per year from 2016 -2020 and 0% increases per year from 2021 – 2025.
- ❑ Other Rate structures were examined, however, the results caused higher increases in the volume rates which were not in line with the Township staff's goal.

Wastewater Operating Budget



Description	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Operating Costs	431,680	441,870	452,320	463,040	474,090	485,450	497,140	509,140	521,470	534,180
Capital Related	256,433	945,970	1,180,672	1,461,581	1,778,760	1,934,771	1,635,100	1,655,493	1,674,297	1,655,263
Total	688,113	1,387,840	1,632,992	1,924,621	2,252,850	2,420,221	2,132,240	2,164,633	2,195,767	2,189,443

Rate Structure - Wastewater

- ❑ Base Charges are increasing at 15% per year from 2016 – 2020 and 0% increases per year from 2021 – 2025.
- ❑ Volume Rates are also increasing at 15% per year from 2016 -2020 and 0% increases per year from 2021 – 2025.
- ❑ Other Rate structures were examined, however, the results caused higher increases in the volume rates which were not in line with the Township staff's goal.

Residential Rate Forecast and Average Total Bill (Based on 170m³ Annual Volumes)

Average Residential Annual Water Bill based on 170m³ of Volume

Description	Years										
	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Bi-Monthly Base Charge (15mm)	\$ 36.34	\$ 43.61	\$ 52.33	\$ 62.80	\$ 75.35	\$ 90.43	\$ 90.43	\$ 90.43	\$ 90.43	\$ 90.43	\$ 90.43
Volume Rate	\$ 1.01	\$ 1.21	\$ 1.45	\$ 1.74	\$ 2.09	\$ 2.51	\$ 2.51	\$ 2.51	\$ 2.51	\$ 2.51	\$ 2.51
Annual Base Charge	\$ 218.04	\$ 261.65	\$ 313.98	\$ 376.77	\$ 452.13	\$ 542.55	\$ 542.55	\$ 542.55	\$ 542.55	\$ 542.55	\$ 542.55
Annual Volume Charge	\$ 171.70	\$ 205.70	\$ 246.50	\$ 295.80	\$ 355.30	\$ 426.70	\$ 426.70	\$ 426.70	\$ 426.70	\$ 426.70	\$ 426.70
Total Water Bill	\$ 389.74	\$ 467.35	\$ 560.48	\$ 672.57	\$ 807.43	\$ 969.25	\$ 969.25	\$ 969.25	\$ 969.25	\$ 969.25	\$ 969.25

Average Residential Annual Wastewater Bill based on 170m³ of Volume

Description	Years										
	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Bi-Monthly Base Charge (15mm)	\$ 76.42	\$ 87.88	\$ 101.07	\$ 116.23	\$ 133.66	\$ 153.71	\$ 153.71	\$ 153.71	\$ 153.71	\$ 153.71	\$ 153.71
Volume Rate	\$ 1.57	\$ 1.81	\$ 2.08	\$ 2.39	\$ 2.75	\$ 3.16	\$ 3.16	\$ 3.16	\$ 3.16	\$ 3.16	\$ 3.16
Annual Base Charge	\$ 458.52	\$ 527.30	\$ 606.39	\$ 697.35	\$ 801.95	\$ 922.25	\$ 922.25	\$ 922.25	\$ 922.25	\$ 922.25	\$ 922.25
Annual Volume Charge	\$ 266.90	\$ 307.70	\$ 353.60	\$ 406.30	\$ 467.50	\$ 537.20	\$ 537.20	\$ 537.20	\$ 537.20	\$ 537.20	\$ 537.20
Total Wastewater Bill	\$ 725.42	\$ 835.00	\$ 959.99	\$ 1,103.65	\$ 1,269.45	\$ 1,459.45	\$ 1,459.45	\$ 1,459.45	\$ 1,459.45	\$ 1,459.45	\$ 1,459.45

Comparison of Residential Annual Water and Wastewater Bill (based on 170 m³)

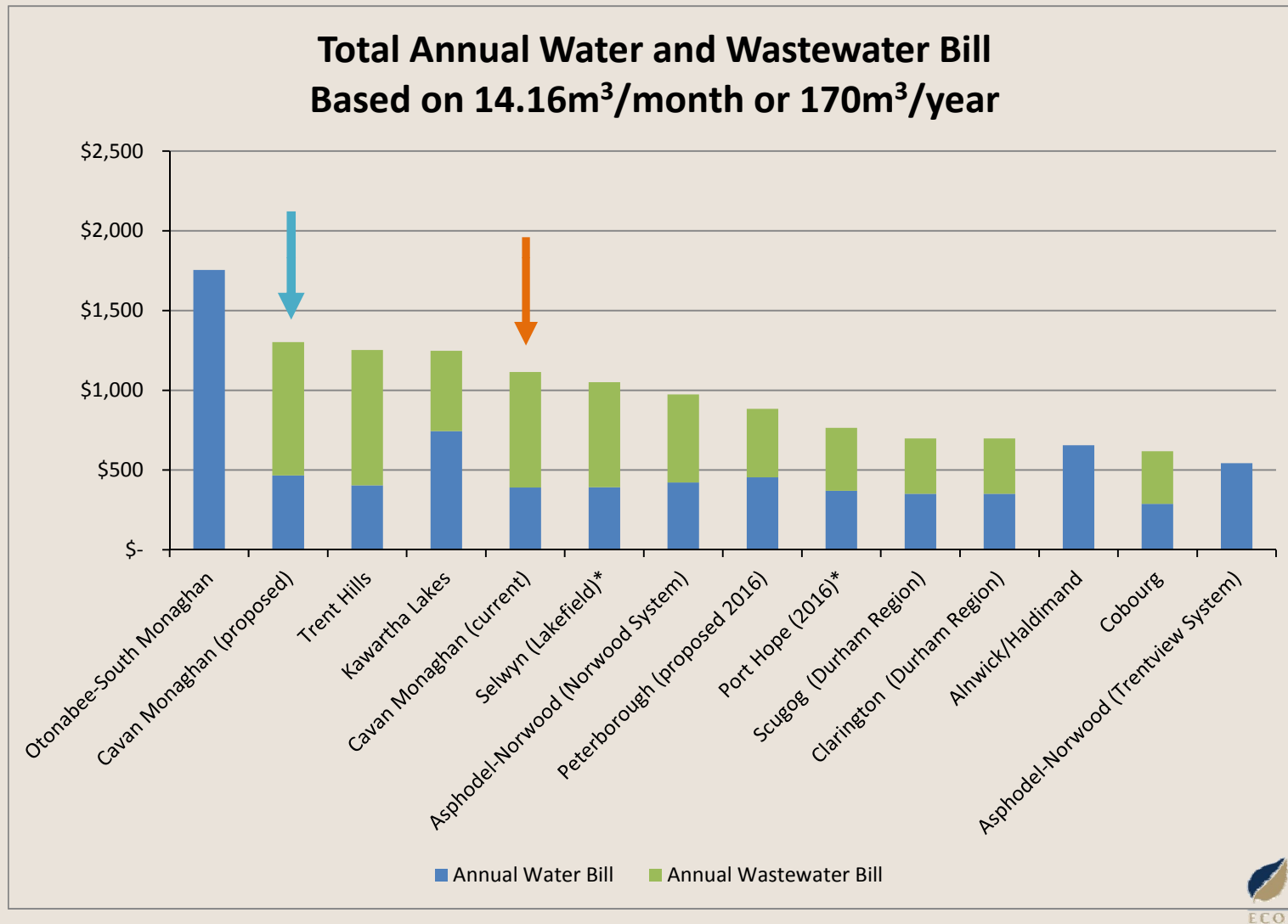
Municipality	Annual Water Bill	Annual Wastewater Bill	Total	Rank
Otonabee-South Monaghan	\$ 1,754.35	\$ -	\$ 1,754.35	1
Cavan Monaghan (proposed)	\$ 467.30	\$ 834.98	\$ 1,302.28	2
Trent Hills	\$ 404.00	\$ 848.40	\$ 1,252.40	3
Kawartha Lakes	\$ 744.24	\$ 503.66	\$ 1,247.90	4
Cavan Monaghan (current)	\$ 389.74	\$ 725.42	\$ 1,115.16	5
Selwyn (Lakefield)*	\$ 391.50	\$ 658.80	\$ 1,050.30	6
Asphodel-Norwood (Norwood System)	\$ 422.40	\$ 552.12	\$ 974.52	7
Peterborough (proposed 2016)	\$ 455.45	\$ 428.53	\$ 883.98	8
Port Hope (2016)*	\$ 370.24	\$ 394.56	\$ 764.80	9
Scugog (Durham Region)	\$ 350.80	\$ 347.87	\$ 698.67	10
Clarington (Durham Region)	\$ 350.80	\$ 347.87	\$ 698.67	10
Alnwick/Haldimand	\$ 656.06	\$ -	\$ 656.06	12
Cobourg	\$ 288.32	\$ 330.14	\$ 618.46	13
Asphodel-Norwood (Trentview System)	\$ 543.32	\$ -	\$ 543.32	14

*Where applicable, use 5/8" charge

Otonabee-South Monaghan, Asphodel-Norwood (Trentview System) and Alnwick/Haldimand do not have Wastewater Charges

Otonabee-South Monaghan does not include Burnham Meadows customers who are on Peterborough water

Comparison of Residential Annual Water and Wastewater Bill (based on 170 m³)



Financial Plan

- ❑ Mandatory Requirement to file with MOE and MMAH
- ❑ As shown on the next slide, the Water License for the Township of Cavan Monaghan will expire on July 30, 2016
- ❑ This means the application for License Renewal (submitting the Financial Plan) is due January 29, 2016

5 Requirements for Municipal Drinking Water Licence

1. Drinking Water Works Permit (DWWP)
2. Accepted Operational Plan, based on the Drinking Water Quality Management Standard (DWQMS)
3. Accreditation of the Operating Authority
4. **Financial Plan**
5. Permit to Take Water (PTTW)

Summary of O. Reg. 453/07 Requirements

A brief summary of key elements of Regulation 453/07 is provided below:

- ❑ The financial plan will represent one of the five key elements for obtaining your Municipal Drinking-Water License
- ❑ The Financial Plan must be completed and submitted along with the application for the Municipal Drinking-Water License six months in advance of the current license expiry date
- ❑ The financial plans shall be for a period of a least six years but longer planning horizons are encouraged
- ❑ As the regulation is under the Drinking Water Act, the preparation of the plan is mandatory for water and encouraged for wastewater
- ❑ The plan is considered a living document but will need to be undertaken at a minimum every five years

Summary of O. Reg. 453/07 Requirements

- ❑ The plan requires Council approval
- ❑ The financial plans must be made available upon request to the public (without charge) and on the municipality's web site
- ❑ The availability of this information must also be advertised
- ❑ Financial Plan to include annual projections of:
 - Financial Position (financial assets, liabilities, net debt, non-financial assets)
 - Operations (revenues, expenses, annual surplus, accumulated surplus)
 - Cash Flows (cash receipts/payments from operations, capital, investing and financing)

Rate Study vs. O.Reg 453.07 Reporting Format

Significant Revision Areas	Rate Study	O.Reg 453.07 Financial Plan
Approach	“Modified Cash Basis”	“Full Accrual Basis”
Capital Requirements	Capital Forecast	Tangible Capital Assets
Previously acquired assets	Lifecycle Cost Analysis (Future Replacement)	Tangible Capital Assets (Historical Cost)
Debt Payments	Principal & Interest Expense	Interest Expense Principal: Debt reduction
Amortization	Not Applicable	Included in Operating Expenses
Reserve Transfers	Included as an expense	Part of “Accumulated Surplus”
Development Charge Reserve Fund Balances	Reserve Fund Continuity Schedule	Deferred Revenue

Matters for Council's Consideration

1. Consider the Capital Program;
2. Consider the Operating Program;
3. Consider the Proposed Water Rates;
4. Consider the Proposed Wastewater Rates; and
5. Consider the upcoming deadline for the Financial Plan submission (January 29, 2016) and give direction & approval to prepare the Financial Plan Report for submission to the Province.

The Township of Cavan Monaghan

By-law No. 2015-78

Being a by-law to impose Water and Wastewater User Fees and Charges

Whereas Section 391 of the Municipal Act, 2001, S.O. c.25 as amended, authorizes municipalities and local boards to impose fees or charges on persons for services or activities provided or done by or on behalf of it; for costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board; and for the use of its property including property under its control;

And Whereas that the costs included in a fee or charge may include costs incurred by the municipality or local board related to administration, enforcement and the establishment, acquisition and replacement of capital assets;

And Whereas that a fee or charge may be imposed whether or not it is mandatory for the municipality or local board imposing the fee or charge to provide or do the service or activity, pay the costs or allow the use of the property;

Now Therefore the Council for the Township of Cavan Monaghan hereby enacts as follows:

1. That Schedule "A" attached hereto shall comprise the list of fees and charges for Water and Wastewater User Fees and Charges By-law for the years 2015 - 2020 for the Township of Cavan Monaghan.
2. That By-law 2013-79 being a by-law to impose Water and Wastewater User Fees and Charges be repealed in its entirety.
3. That this By-law shall be effective the 30th day of November, 2015.

Read a first, second and third time and passed this 30th day of November, 2015.

Scott McFadden
Mayor

Elana Arthurs
Clerk

Schedule "A" - Water and Wastewater User Fees & Charges By-law No. 2015-78

Water service rates to impose upon owners or occupants of land - Bi Monthly

Millbrook Water Service Rate - Part A

	2015	2016	2017	2018	2019	2020
Volumetric Charge per cubic meter - Constant Rate	\$ 1.01	\$ 1.21	\$ 1.45	\$ 1.74	\$ 2.09	\$ 2.51
Bulk Water Rate	\$ 1.71	\$ 2.05	\$ 2.46	\$ 2.95	\$ 3.55	\$ 4.26
Meter Size (mm) - Fixed Charge - Base Rate						
15 mm meter	\$ 36.34	\$43.61	\$52.33	\$62.80	\$75.35	\$90.43
18 mm meter	\$ 51.36	\$61.63	\$73.96	\$88.75	\$106.50	\$127.80
25 mm meter	\$ 66.38	\$79.66	\$95.59	\$114.70	\$137.65	\$165.17
40 mm meter	\$ 151.00	\$181.20	\$217.44	\$260.93	\$313.11	\$375.74
50 mm meter	\$ 351.78	\$422.14	\$506.56	\$607.88	\$729.45	\$875.34
75 mm meter	\$ 726.46	\$871.75	\$1,046.10	\$1,255.32	\$1,506.39	\$1,807.66
100 mm meter	\$ 1,288.30	\$1,545.96	\$1,855.15	\$2,226.18	\$2,671.42	\$3,205.70

Millbrook Ward Water Service Rate Schedule - Part B

Connection Charges	2015	2016	2017	2018	2019	2020
15 mm meter	\$ 258.00	\$266.00	\$ 274.00	\$ 283.00	\$ 292.00	\$ 301.00
18 mm meter	\$ 277.00	\$286.00	\$ 295.00	\$ 304.00	\$ 314.00	\$ 324.00
25 mm meter	\$ 346.00	\$357.00	\$ 368.00	\$ 380.00	\$ 392.00	\$ 404.00
40 mm meter	\$ 531.00	\$547.00	\$ 564.00	\$ 581.00	\$ 599.00	\$ 617.00
50 mm meter	\$ 849.00	\$875.00	\$ 902.00	\$ 930.00	\$ 958.00	\$ 987.00
75 mm meter	\$ 1,698.00	\$1,749.00	\$ 1,802.00	\$ 1,857.00	\$ 1,913.00	\$ 1,971.00
100 mm meter	\$ 4,244.00	\$4,372.00	\$ 4,504.00	\$ 4,640.00	\$ 4,780.00	\$ 4,924.00

Millbrook Ward Water Service Rate Schedule - Part C

Other Charges	2015	2016	2017	2018	2019	2020
Change of Ownership/Occupancy Changes	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00
Penalty of late Payment	Please refer to the Water & Sewer Fees & Collection Policy					
Installation of a new 15 mm water meter	\$ 361.00	\$ 372.00	\$ 384.00	\$ 396.00	\$ 408.00	\$ 421.00
Installation of a new 18 mm water meter	\$ 412.00	\$ 425.00	\$ 438.00	\$ 452.00	\$ 466.00	\$ 480.00
Installation of a new 25 mm water meter	\$ 464.00	\$ 478.00	\$ 493.00	\$ 508.00	\$ 524.00	\$ 540.00
Installation of a new 50 mm water meter	\$ 1,236.00	\$ 1,274.00	\$ 1,313.00	\$ 1,353.00	\$ 1,394.00	\$ 1,436.00
Connection Fee for existing water service at property line	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
Public Road extension of water service to property line	As per municipal contractor for time and materials paid by property owner.					

Water & Sewer Miscellaneous Charges - Part D

Touch Pad Repair Fee	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00
Returned Payment Fee	Please refer to the current User Fees and Charges By-law					
Meter Accuracy Test (If meter meets specifications)	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
Meter Accuracy Test (If meter does not meet specifications)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Application for Water/Wastewater Allocation Assignment	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
Relocate Touch Pad Admin. Fee	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
Smart Card Fee	\$ 20.00	\$ -	\$ -	\$ -	\$ -	\$ -
Duplicate Invoice or Statement	Please refer to the current User Fees and Charges By-law					
Penalty of Late Payment	Please refer to the Water & Sewer Fees & Collection Policy					
Visa Charge (non cash discounted)	3% of payment					
Payment Transfer between Accounts (Customer Error)	Please refer to the current User Fees and Charges By-law					
PAP Cancellation (< 21 Calendar Days before Due Date)	Please refer to the current User Fees and Charges By-law					
Transfer to Tax Roll for Collection (arrears 90 days or greater)	Please refer to the current User Fees and Charges By-law					

*Taxes not included in the fees and charges. Please add applicable taxes where necessary. The User Fees & Charges quoted within this By-Law has been cash discounted. This cash discount of 3% will not apply to payments made by Credit/Visa.

Schedule "A" - Water and Wastewater User Fees & Charges By-law No. 2015-78

Sewer service rates to impose upon owners or occupants of land - Bi Monthly

Sewer Rates	2015	2016	2017	2018	2019	2020
Volumetric Charge per cubic meter - Constant Rate	\$ 1.57	\$ 1.81	\$ 2.08	\$ 2.39	\$ 2.75	\$ 3.16
Meter Size (mm) - Fixed Charge - Base Rate						
15 mm meter	\$ 76.42	\$87.88	\$101.07	\$116.23	\$133.66	\$153.71
18 mm meter	\$ 109.20	\$125.58	\$144.42	\$166.08	\$190.99	\$219.64
25 mm meter	\$ 141.98	\$163.28	\$187.77	\$215.93	\$248.32	\$285.57
40 mm meter	\$ 353.04	\$406.00	\$466.90	\$536.93	\$617.47	\$710.09
50 mm meter	\$ 837.16	\$962.73	\$1,107.14	\$1,273.22	\$1,464.20	\$1,683.83
75 mm meter	\$ 1,736.36	\$1,996.81	\$2,296.34	\$2,640.79	\$3,036.90	\$3,492.44
100 mm meter	\$ 3,085.66	\$3,548.51	\$4,080.79	\$4,692.90	\$5,396.84	\$6,206.36

Any person(s) discharging and/or depositing clean water either from weeping tiles and/or sump pumps into the sanitary sewer collection system is guilty of an offence under this by-law and may be subject to penalty.

Any person(s) discharging and/or depositing substances other than those intended to be discharged and/or deposited into the sanitary sewer collection system is guilty of an offence under this by-law and may be subject to penalty.

Millbrook Ward Sewer Service Rate Schedule - Part B

Connection Charges	2015	2016	2017	2018	2019	2020
15 mm meter	\$ 258.00	\$ 266.00	\$ 274.00	\$ 283.00	\$ 292.00	\$ 301.00
18 mm meter	\$ 277.00	\$ 286.00	\$ 295.00	\$ 304.00	\$ 314.00	\$ 324.00
25 mm meter	\$ 346.00	\$ 357.00	\$ 368.00	\$ 380.00	\$ 392.00	\$ 404.00
40 mm meter	\$ 531.00	\$ 547.00	\$ 564.00	\$ 581.00	\$ 599.00	\$ 617.00
50 mm meter	\$ 849.00	\$ 875.00	\$ 902.00	\$ 930.00	\$ 958.00	\$ 987.00
75 mm meter	\$ 1,698.00	\$ 1,749.00	\$ 1,802.00	\$ 1,857.00	\$ 1,913.00	\$ 1,971.00
100 mm meter	\$ 4,244.00	\$ 4,372.00	\$ 4,504.00	\$ 4,640.00	\$ 4,780.00	\$ 4,924.00

Millbrook Ward Sewer Service Rate Schedule - Part C

Other Charges	2015	2016	2017	2018	2019	2020
Change of Ownership/Occupancy Changes	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00
Connection Fee for existing sewer service at property line	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
Public Road extension of sewer service to property line	As per municipal contractor for time and materials paid by property owner.					

*Taxes not included in the fees and charges. Please add applicable taxes where necessary. The User Fees & Charges quoted within this By-Law has been cash discounted. This cash discount of 3% will not apply to payments made by Credit/Visa.

Schedule "A" - Water and Wastewater User Fees & Charges By-law No. 2013-79

Water service rates to impose upon owners or occupants of land - Bi Monthly

Millbrook Water Service Rate - Part A

	2014	2015	2016	2017	2018
Volumetric Charge per cubic meter - Constant Rate	\$ 0.97	\$ 1.01	\$ 1.06	\$ 1.11	\$ 1.16
Bulk Water Rate	\$ 1.64	\$ 1.71	\$ 1.80	\$ 1.88	\$ 1.96
Meter Size (mm) - Fixed Charge - Base Rate					
15 mm meter	\$ 35.28	\$ 36.34	\$ 37.44	\$ 38.56	\$ 39.72
18 mm meter	\$ 49.86	\$ 51.36	\$ 52.90	\$ 54.49	\$ 56.13
25 mm meter	\$ 64.44	\$ 66.38	\$ 68.36	\$ 70.42	\$ 72.54
40 mm meter	\$ 146.60	\$ 151.00	\$ 155.52	\$ 160.18	\$ 165.00
50 mm meter	\$ 341.54	\$ 351.78	\$ 362.34	\$ 373.20	\$ 384.40
75 mm meter	\$ 705.30	\$ 726.46	\$ 748.26	\$ 770.70	\$ 793.82
100 mm meter	\$ 1,250.76	\$ 1,288.30	\$ 1,326.94	\$ 1,366.74	\$ 1,407.76

Millbrook Ward Water Service Rate Schedule - Part B

Connection Charges	2014	2015	2016	2017	2018
15 mm meter	\$ 250.00	\$ 258.00	\$ 266.00	\$ 274.00	\$ 283.00
18 mm meter	\$ 268.00	\$ 277.00	\$ 286.00	\$ 295.00	\$ 304.00
25 mm meter	\$ 335.00	\$ 346.00	\$ 357.00	\$ 368.00	\$ 380.00
40 mm meter	\$ 515.00	\$ 531.00	\$ 547.00	\$ 564.00	\$ 581.00
50 mm meter	\$ 824.00	\$ 849.00	\$ 875.00	\$ 902.00	\$ 930.00
75 mm meter	\$ 1,648.00	\$ 1,698.00	\$ 1,749.00	\$ 1,802.00	\$ 1,857.00
100 mm meter	\$ 4,120.00	\$ 4,244.00	\$ 4,372.00	\$ 4,504.00	\$ 4,640.00

Millbrook Ward Water Service Rate Schedule - Part C

Other Charges	2014	2015	2016	2017	2018
Change of Ownership/Occupancy Changes	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00
Penalty of late Payment	Please refer to the Water & Sewer Fees & Collection Policy				
Installation of a new 15 mm water meter	\$ 350.00	\$ 361.00	\$ 372.00	\$ 384.00	\$ 396.00
Installation of a new 18 mm water meter	\$ 400.00	\$ 412.00	\$ 425.00	\$ 438.00	\$ 452.00
Installation of a new 25 mm water meter	\$ 450.00	\$ 464.00	\$ 478.00	\$ 493.00	\$ 508.00
Installation of a new 50 mm water meter	\$ 1,200.00	\$ 1,236.00	\$ 1,274.00	\$ 1,313.00	\$ 1,353.00
Connection Fee for existing water service at property line	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
Public Road extension of water service to property line	As per municipal contractor for time and materials paid by property owner.				

Water & Sewer Miscellaneous Charges - Part D

Touch Pad Repair Fee	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00
Returned Payment Fee	Please refer to the current User Fees and Charges By-law				
Meter Accuracy Test (If meter meets specifictaions)	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
Meter Accuracy Test (If meter does not meet specifictaions)	\$ -	\$ -	\$ -	\$ -	\$ -
Application for Water/Wastewater Allocation Assignment	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
Relocate Touch Pad Admin. Fee	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
Smart Card Fee	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00
Request for Locate for Water/Sewer	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
Duplicate Invoice or Statement	Please refer to the current User Fees and Charges By-law				
Penalty of Late Payment	Please refer to the Water & Sewer Fees & Collection Policy				
Visa Charge (non cash discounted)	3% of payment				
Payment Transfer between Accounts (Customer Error)	Please refer to the current User Fees and Charges By-law				
PAP Cancellation (< 21 Calendar Days before Due Date)	Please refer to the current User Fees and Charges By-law				
Transfer to Tax Roll for Collection (arrear 90 days or greater)	Please refer to the current User Fees and Charges By-law				

*Taxes not included in the fees and charges. Please add applicable taxes where necessary. The User Fees & Charges quoted within this By-Law has been cash discounted. This cash discount of 3% will not apply to payments made by Credit/Visa.

Schedule "A" - Water and Wastewater User Fees & Charges By-law No. 2013-79

Sewer service rates to impose upon owners or occupants of land - Bi Monthly

Sewer Rates	2014	2015	2016	2017	2018
Volumetric Charge per cubic meter - Constant Rate	\$ 1.37	\$ 1.57	\$ 1.78	\$ 2.03	\$ 2.32
Meter Size (mm) - Fixed Charge - Base Rate					
15 mm meter	\$ 74.18	\$ 76.42	\$ 78.70	\$ 81.06	\$ 83.50
18 mm meter	\$ 106.01	\$ 109.20	\$ 112.47	\$ 115.84	\$ 119.32
25 mm meter	\$ 137.84	\$ 141.98	\$ 146.24	\$ 150.62	\$ 155.14
40 mm meter	\$ 342.76	\$ 353.04	\$ 363.62	\$ 374.54	\$ 385.78
50 mm meter	\$ 812.76	\$ 837.16	\$ 862.26	\$ 888.14	\$ 914.78
75 mm meter	\$ 1,685.78	\$ 1,736.36	\$ 1,788.46	\$ 1,842.10	\$ 1,897.36
100 mm meter	\$ 2,995.78	\$ 3,085.66	\$ 3,178.22	\$ 3,273.58	\$ 3,371.78

Any person(s) discharging and/or depositing clean water either from weeping tiles and/or sump pumps into the sanitary sewer collection system is guilty of an offence under this by-law and may be subject to penalty.

Any person(s) discharging and/or depositing substances other than those intended to be discharged and/or deposited into the sanitary sewer collection system is guilty of an offence under this by-law and may be subject to penalty.

Millbrook Ward Sewer Service Rate Schedule - Part B

Connection Charges	2014	2015	2016	2017	2018
15 mm meter	\$ 250.00	\$ 258.00	\$ 266.00	\$ 274.00	\$ 283.00
18 mm meter	\$ 268.00	\$ 277.00	\$ 286.00	\$ 295.00	\$ 304.00
25 mm meter	\$ 335.00	\$ 346.00	\$ 357.00	\$ 368.00	\$ 380.00
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75 mm meter	\$ 1,648.00	\$ 1,698.00	\$ 1,749.00	\$ 1,802.00	\$ 1,857.00
100 mm meter	\$ 4,120.00	\$ 4,244.00	\$ 4,372.00	\$ 4,504.00	\$ 4,640.00

Millbrook Ward Sewer Service Rate Schedule - Part C

Other Charges	2014	2015	2016	2017	2018
Change of Ownership/Occupancy Changes	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00
Connection Fee for existing sewer service at property line	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
Public Road extension of sewer service to property line	As per municipal contractor for time and materials paid by property owner.				

*Taxes not included in the fees and charges. Please add applicable taxes where necessary. The User Fees & Charges quoted within this By-Law has been cash discounted. This cash discount of 3% will not apply to payments made by Credit/Visa.



Regular Council Meeting

To:	Mayor and Council
Date:	November 30, 2015
From:	Elana Arthurs, Clerk
Report Number:	Corporate Services 2015-20
Subject:	Committees & Boards for the 2014-2018 Term – Revised for 2016

Recommendation:

That Council adopt By-law No. 2015-77 being a by-law to amend By-law No. 2014-61 being a by-law to establish various Committees and Boards for the Township of Cavan Monaghan during the 2014-2018 term of Council.

Overview:

The Township of Cavan Monaghan established ten (10) Advisory Committees and Boards for the 2014-2018 term of Council. These committees and boards have staff representation and are comprised of a predetermined number of voting members including Council and other individuals.

Following the establishment of that list, a By-law to provide for the establishment of a Policy for Advisory Committees to the Council of the Township of Cavan Monaghan was adopted. This Policy indicated that it, along with by-laws relating to Advisory Committee matters, should be reviewed annually.

The Township of Cavan Monaghan acknowledges the value of committees and the advice they provide to Council. The creation, amendment, dissolution and administration of committees shall be conducted in a fair and equitable manner and should be established to provide advice to Council as mandated in the Terms of Reference.

Staff has reviewed the established Advisory Committees and the progress over the past year identifying some overlap and lack of necessity in some areas.

The Municipal Heritage Committee and the Downtown Millbrook Revitalization Committee continue to deal with similar issues and it is being recommended that the Municipal Heritage Committee Terms of Reference be modified to have no minimum number of required annual meetings and allow them to work on an as needed basis. Monthly meetings would not be established although should an issue arise that was of a Heritage nature, meetings would occur at the call of the Chair to deal with those issues.

The Economic Development Advisory Committee (EDAC) was initially established prior to the hiring of the Township's Economic & Community Development Co-ordinator, Brigid Ayotte who handles the promoting and responding to enquiries relating to economic development in the Township, subsequently there is little need for a full committee of this nature.

Financial Impact:

There is no financial impact at this time.

Attachments:

1. By-law No. 2015-77 being a by-law to amend By-law No. 2014-61 being a by-law to establish various Committees and Boards for the Township of Cavan Monaghan for the 2014-2018 term of Council
2. Municipal Heritage Committee Terms of Reference

Respectfully submitted by,

Reviewed by,

Elana Arthurs
Clerk

Yvette Hurley
Chief Administrative Officer

The Township of Cavan Monaghan

By-law No. 2015-77

Being a by-law to amend By-law No. 2014-61 being a by-law to establish various Committees and Boards for the Township of Cavan Monaghan for the 2014-2018 term of Council

Whereas under Section 5(3) of the Municipal Act S.O. 2001, c.25, as amended, a municipal power, including a municipality's capacity, rights, powers and privileges under Section 9, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

And Whereas By-law No. 2014-61 is a by-law to establish various Committees and Boards for the Township of Cavan Monaghan.

Now Therefore the Township of Cavan Monaghan deems it advisable to amend the established Committees and Boards by removing the following:

4. Economic Development Advisory Committee (EDAC)

Read a first, second and third time and passed this 30th day of November, 2015.

Scott McFadden
Mayor

Elana Arthurs
Clerk

Municipal Heritage Advisory Committee Terms of Reference

Purpose

The Municipal Heritage Advisory (MHA) Committee is a statutory committee of the Township of Cavan Monaghan Council. The MHA Committee has been appointed to advise Council on matters relating to the protection and promotion of the Township's heritage resources, including those resources of significant architectural, cultural, historical, archeological, natural or scientific interest within the Township in accordance with Parts IV and V of the Ontario Heritage Act.

Operation

The MHA Committee is a volunteer advisory committee whose members are responsible to the Township of Cavan Monaghan Council and bound by these Terms of Reference. Members are subject to a Confidentiality Agreement with the Municipality.

All points of order or procedure for which rules have not been provided in this Terms of Reference shall be decided by the Chair in accordance with the Township's Procedural By-law. The Committee shall also have regard to the policies and guidelines of the Ontario Heritage Act, the Township of Cavan Monaghan Strategic Plan, the Township's Comprehensive Zoning By-law(s) and the Township of Cavan Monaghan Official Plan.

All Committee meetings are open to the Public.

Responsibilities of the Committee

- Advise and make recommendations to Council regarding Part IV and Part V properties under the Ontario Heritage Act;
- Develop and maintain an inventory of the Township's significant heritage buildings, cultural landscapes and cemeteries;
- Encourage and promote heritage awareness, conservation and preservation within the Township;
- Mark or supervise the marking of properties considered to be of historical, architectural, archeological, cultural or aesthetic significance including those designated by Council;

- Make recommendations on applications for consents, zoning by-law amendments, official plan amendments and for subdivisions that have a potential impact on heritage resources;
- Make recommendations on permit applications for specified alterations to designated properties which are likely to affect the property's heritage attributes as set out in the designation by-law;
- Assist property owners with finding viable, economical maintenance and alteration solutions sympathetic to their building's historical integrity;
- Advise property owners on appropriate conservation and maintenance practices;
- Make recommendations for prosecution for failure to comply with the designation criteria;
- Promote relationships with other agencies and ministries;
- Provide input regarding heritage matters on other committees as required;
- Recognize community initiatives for the preservation of historically significant attributes;
- Make recommendations based on annual site visits to historical cemeteries within the Township to assess maintenance and repair requirements;
- Establish well-defined goals and objectives for the upcoming year;
- Work within the annual budget approved by Council.
- Other matters as directed by Council.

Role of the Chair

The Chair is responsible for insuring the smooth and effective operation of the Committee and its roles. The Chair is responsible for:

- Calling of meetings as required to address issues of a heritage nature.
- Provide input in the creation of an agenda in consultation with municipal staff.
- Chair the meetings.
- Review reports from other Committee members and affiliates in consultation with municipal staff designate(s) for inclusion on the agenda.
- Represent the MHA Committee on other Committees when necessary or ensuring an appropriate staff designate(s).
- In the absence of the Chair, these responsibilities will be undertaken by a Committee member designated as Vice-chair.

Role of Committee Members

- Attend and actively participate in all meetings.
- Read and understand all information supplied.
- Prepare information for use in the development of designation related by-laws.
- Make site visits to properties proposed for designation.
- Make site visits to historical cemeteries within the Township to assess maintenance requirements and make recommendations for maintenance/repairs as required.
- Review applications and make recommendations for building permits that affect the identified features of a designated property;

- Promote the heritage resources, architectural preservation and the role of the Committee.
- Contribute input into Committee reports to Council.
- Undertake research of properties for historical designation.
- Undertake training as required to effectively perform their role as a Committee member.
- Be familiar with Municipal, Provincial and Federal legislation that applies to architectural preservation.
- Publicly support all recommendations made by the Committee.
- Work with other members to attempt to reach a consensus on decisions brought before the Committee.

Role of Municipal Staff

- Provide notice of meetings and create the agenda.
- Take minutes of MHA Committee meetings.
- Maintain an up-to-date record of previous MHA Committee meetings, attachments and reports.
- Distribute minutes of previous meetings and the agenda for the upcoming meeting at least 48 hours prior to the next scheduled meeting.
- Act as a resource for the Committee during meetings that may include presenting background reports, distribution of government information pertaining to the mandate of the MHA Committee, etc.
- Undertake an orientation with MHA Committee members at the first meeting after Council's selection of the Committee.
- Facilitate the recommendation of the MHA Committee to Council through the creation of reports.
- Maintain a record of all designated properties within the Municipality that will include copies of the relevant by-laws, reasons for designation, etc.
- Ensure that other Departments of the Municipality, whose responsibilities and actions may impact on designated properties, are aware of designated properties, the implications of a designation and of the role of the MHA Committee.
- Submit a report to Council for budget requests or reallocation of funds.
- Administer the use of allocated funds to the MHA Committee.
- Members of Municipal staff do not have a vote on the Committee.
- Ensure that all members of the MHA Committee have entered into a Confidentiality Agreement with the Municipality at the start of their term.
- Post approved MHA Committee agendas and minutes on the Municipality's website.

Composition

The membership of the Cavan Monaghan MHA Committee shall consist of not fewer than five (5) members appointed by Council as required in the Ontario Heritage Act.

At the first meeting of the new term of the MHA Committee, the members shall appoint, from among their members, a Chair and Vice-Chair.

Members of Subcommittees will be appointed within the existing membership as required.

Term of Office

The term for Citizen members and Council members on the MHA Committee shall run concurrent with the term of Council, or until successors are appointed by Council as required.

Members are required to notify the Chair or designated municipal staff if they are unable to attend a meeting. Should any member of an Advisory Committee neglect to attend four (4) or more meetings, the Council may discharge that member by resolution and appoint another member in his/her place. Members who wish to resign shall notify the Chair and the Township Clerk in writing. Replacement of the member will be through the process outlined in the Advisory Committee Policy.

Quorum

A majority of appointed Committee members will constitute a quorum for the transaction of business.

Minutes and Reporting

Reports including recommendations from the MHA Committee will be sent through the Township Clerk to be included on the next Regular Council Meeting agenda. Minutes will be forwarded to Council in a draft format for adoption and will provide updates to Council on the committee activities.

Subcommittees

The MHA Committee may establish subcommittees from time to time to deal with specific issues. All subcommittees must be comprised of appointed MHA Committee members. The subcommittees make recommendations to the MHA Committee. All appointed members of the subcommittee have the right to vote. The Chair of the subcommittee will be appointed at the first meeting of the subcommittee.

Meeting Times and Locations

The MHA Committee shall hold meetings as required at the call of the Chair for a specific purpose, directly related to a heritage issue in the Township.

Agendas and information packages that will include the minutes from the previous meeting will be sent (via email) to Committee members and affiliates 48 hours prior to the next meeting and will be posted on the Municipal website.

Remuneration

- This is a voluntary position and there is no financial compensation associated with the appointments.
- Reimbursement for expenses incurred by Committee members will be paid for by the Municipality subject to the approval of Council.



Regular Council Meeting

To:	Mayor and Council
Date:	November 30, 2015
From:	Wayne Hancock, Director of Public Works
Report Number:	Public Works 2015-28
Subject:	Waste Collection Program Update

Recommendation:

That the Council of the Township of Cavan Monaghan receive Public Works Report 2015-28, Waste Collection Program Update, for information and that Staff report back to Council on December 14, 2015.

Overview:

In support of the Province to reduce waste the County of Peterborough has introduced a waste management report and draft waste management by-law to County Council on October 21 and November 4, 2015. This by-law has been presented to all Township Councils through June and July of this year. While this is still a draft by-law, it is the intent of the County to ultimately penalize those Townships that do not meet Provincial and County objectives in promoting waste reduction and encourage participation in all municipal solid waste programs.

In 2018, each Township in Peterborough County will be given an annual allowance for the waste they produce. This allowance will be determined by the total kilograms of garbage produced by each Township. Specifically, this will be calculated by total number of residential properties and total number of applicable commercial outlets by an average weight per bag calculated at two bags per residence and four bags per commercial property for a total weight. This calculation will provide for a total volume/weight for each Township per year. A fee of an amount yet to be determined will be charged by the County to those Townships which exceed the annual allowance.

Township Staff will be meeting with County representatives on December 8, 2015 to discuss further options for the implementation of the fee and the effects it will have on Municipalities. Staff will also be providing comments on the draft waste by-law and any changes that may be reflective of waste reduction.

Staff will be requesting further information on the following items;

1. The County to provide background information on the method of calculation of the total tonnage of waste for each Township and verification that it does not include any commercial waste.
2. The method of calculation of the number of residents in each Township and how they intend to modify numbers as it relates to growth and the construction of new dwelling units.
3. The method of calculation of the number of persons per residential dwelling unit.
4. How they will accommodate seasonal residents in these numbers.
5. How they are taking into account landfills owned and operated by the Townships.
6. The method of calculation of the County average tonnage and how this is arrived.
7. Clarification source of recycling numbers.
8. Provide comment on the present system and who does what. For example, we had amended our Certificate of Approval for the Transfer Station and presently look after WEEE products, Styrofoam, tires, and batteries at our transfer station. This is not operated by the County on our site.

In Table 1, it is noted that historically our Township falls below the average for the County of Peterborough and ultimately we will be penalized and will have to pay an annual allowance to the County. Although we have introduced curbside collection throughout the Township and have tried to regulate the waste program through the waste management by-law, we have not fully curtailed unnecessary waste.

Presently, we have a bag tag system and we have included in our waste by-law two bags per residence and four bags per commercial property. Residents and commercial property owners can either put their waste at the curb or take it to the Township Transfer Station on Syer Line.

Staff has reviewed some of the waste reduction programs of our neighbouring Municipalities, including the Township of Asphodel-Norwood, Havelock-Belmont-Methuen, Douro-Dummer and Otonabee-South Monaghan.

Havelock-Belmont-Methuen has weekly curbside pick-up in the Village Ward and all bags are required a bag tag. All residents must buy a sheet of 5 bag tags for \$6.00 (\$1.20 per bag). Residents in all other Wards are required to take their waste to a Transfer Station and each bag disposed of must have a bag tag.

Asphodel-Norwood allows three bags at the curbside for weekly pick-up. Each bag at the curb requires a bag tag and these can be purchased for \$2.00 per tag. Any excess waste can be taken to the Transfer Station and each bag can be disposed for \$4.00 per bag.

Otonabee-South Monaghan provides a curbside program where residents can place two bags at the curb per single residential dwelling each week. There is a fee of \$2.00 per bag of waste taken to the Transfer Station. There are no bag tags utilized and the control of the number of bags is through their contractor at the curb.

Douro-Dummer residents are allotted one bag per week and up to one additional bag with a bag tag. Three free additional bag tags are available upon request at the Municipal Office for permanent residents. Seasonal residents are allotted 20 free bag tags per year. If a permanent or seasonal resident uses up their free bag tags they are required to purchase additional bag tags at \$3.00 per tag. At the Transfer Station, residents have the option to pay by the weight or buy the required bag tag allotment.

Options for consideration and discussion are as follows:

Option 1: The program is to remain the same. The present program provides for two bags of garbage, per residential household, four bags per commercial outlet, per week under the present waste by-law. Residents and commercial owners can place their garbage at the curbside or take it to the Transfer Station on Syer Line. The Township currently issues 104 residential bag tags and 208 commercial bag tags for the use of the waste collection system. Curbside collection is provided throughout the Township and most recently in Cavan Ward as of May 1, 2015. Under this option the Township would continue to issue the bag tags for both residential and commercial and these bag tags would have to be attached to the garbage bags prior to disposing at the curbside or the Transfer Station.

Option 2: The Township would collect as per the waste by-law two bags of residential waste and four bags of commercial waste at the curbside. No bag tags would be issued. Any property owner wishing to dispose of waste at the Transfer Station would be charged \$2.00 per bag. Two bags at the curb, no tag, and charge \$2.00 per bag at the Transfer Station. This option would encourage our curbside program, enhance the recycling program and eliminate misuse of the bag tags.

Option 3: The municipality would collect one bag to be collected at curbside for residential and two bags for commercial on a weekly basis. Property owners wishing to dispose of a second bag would be issued an additional 52 tags for residential and 104 for commercial, at the Transfer Station, upon the property owners request. There would be no fee charged at the Transfer Station and the Transfer Station Attendants would keep a record of which property owners have received their allotted bag tags.

Option 4: The Township would collect two bags of waste for residential and four bags for commercial at the curbside weekly as per the present waste by-law. Those property owners wishing to use the Transfer Station would be issued 52 tags for residential and 104 tags for commercial and these tags would be issued at the Transfer Station. The Transfer Station Attendants would keep a record of which property owners have received allotted bag tags.

Staff will draft a report for the December 14th, 2015 Regular Council meeting with a recommendation given the above options.

The hours of operation at the Transfer Station would remain the same which is 9:00 a.m. to 5:00 p.m. Mondays, Fridays, and Saturdays. Leaf and yard waste collection for

2016 would remain the same which is collected at the curbside both in the spring and fall. The materials collected at the Transfer Station being tires, batteries, WEEE products, etc., would remain the same as well.

Financial Impact:

Under the present approved budget for 2015, Account No. 01-4870-3748, has an allowance of \$3,500.00 for bag tag design, printing, and distribution. In 2014, the Township spent \$3,236.08 on this item. With the proposed change of only eliminating bag tags, the budget would be reduced by \$3,500.00.

If Council approves the control of the waste by-law at the curbside and approves a \$2.00 charge for all bags of waste being disposed of at the Transfer Station, funds would be available to offset any penalty charged by the County for not meeting our average. In the future, many of the issues related to bag tag distribution and complaints would be eliminated. These additional funds collected could be used to also offset the overall cost of operating the Transfer Station which amounts to approximately \$180,000.00 per year of which \$82,800.00 is salaries and benefits.

The ultimate objective must be to reduce waste and encourage recycling. We must change our programs to promote this by implementing tighter controls through our waste by-law.

Attachments:

Attachment No. 1 - Cavan Monaghan and County Comparison

Attachment No. 2 - Letter dated November 19, 2015 from the County of Peterborough

Attachment No. 3 - County Waste Management By-Law Presentation

Attachment No. 4 - County of Peterborough Draft Waste By-law

Respectfully Submitted by,

Reviewed by,

Wayne Hancock
Director of Public Works

Yvette Hurley
Chief Administrative Officer

Comparison: Cavan Monaghan and County of Peterborough

Year	Municipality	Households*	Garbage Per Person hhld (kg/yr)	Blue Box Recycling Per hhld (kg/yr)	Overall Diversion Rate (%)
2013	Cavan Monaghan	3,170	579	252	41
	County	33,114	383	164	49
2014	Cavan Monaghan	3,197	616	242	40
	County	33,286	387	169	53

County of Peterborough



Our History. Your Future.

Public Works Waste Management

Tara Stephen
Manager,
Waste Management

Location:
310 Armour Road
Peterborough, Ontario
K9H 1Y6

Mailing Address:
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Peterborough, Ontario
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www.county.peterborough.on.ca

Cavan Monaghan Council
988 County Road 10
Millbrook, ON. L0A 1G0

To: Mayor Scott McFadden and members of Cavan Monaghan Council

Re: County Waste Management By-Law

This letter is to provide you with an update and further information regarding the proposed County Waste Management By-Law (the By-Law).

The By-Law was brought forward to County Council on October 21 and November 4, 2015. At these meetings, there was concern that Township Councils had not received enough information in order for Council to make a decision regarding the By-Law. The matter was deferred to 2016.

County staff intend to return to Council in the first quarter of 2016 for a decision on the by-law, so I want to ensure that the Townships are well informed and feel that they have had the opportunity to provide comment and have concerns addressed. As such, I am providing:

- a copy of the proposed By-Law;
- a summary of the development and consultation process;
- the presentation made to Cavan Monaghan Council on June 22nd, 2015;
- a summary of all comments received to date; and
- a summary of the requirements of the By-Law.

It is important to note that the County is seeking to pass this by-law **with the exception of Schedule C**. Schedule C will be developed in cooperation with the Townships and would come into effect no sooner than January 1st, 2018.

I want to assure you that the County has consulted with the Townships throughout the development of this By-Law, and that we will continue to do so through the rest of the process.

If you wish to provide any further comment, please forward your thoughts or resolutions to the County by **January 29th, 2016**. If you feel that you need further information, I would be happy to come speak with Cavan Monaghan Council at your convenience.

Yours truly,

Tara Stephen
Manager of Waste Management

Enclosure (5)

cc: Yvette Hurley, CAO



November 19, 2015

County Waste Management By-Law

2015

County of Peterborough



What Do We Have Today?

- County Recycling By-Law (1989)
- County Disposal By-Law (1991)
- County Ban By-Law (1996)
- Township By-Law's (2004-2013)



Our Challenges

- County By-Laws are out of date
- All By-Laws are not aligned (City By-Law)
- Limited enforcement
- Current levy for disposal at PCCWMF not equal with Township disposal amounts
- No connection to Waste Management Master Plan (2012)



Process

- Subcommittee formed in 2012
- Subcommittee reformed in late 2014
- Draft By-Law to MWMC May/June 2015
- By-Law presentations to Township Councils June & July 2015
- By-Law to County Council Oct. 2015
- Schedule C – 2018? or other options?

Options Considered

- County PAYT Bag or Tag
- Townships with Curbside collection
 - all depot garbage transferred pay
- Incentives for low disposal
- Penalties for high disposal
- Clear Bag Options



Comparing the County Diversion

- 2013 Residential Diversion
 - Ontario 47.3%
 - Rural Regional Group 42.9%
 - County of Peterborough 48.5%

2014 County of Peterborough 53%

What is the goal?

- Reduce waste & increase diversion to 60%
- Clarify roles and responsibilities
- Align waste management policy and operational reality
- Motivate action through economics
- Increase blue box capture rates and funding

How do we get there?

- Standardize language in all by-laws
- Work together
 - Improve communications, increase training
- Define and align services for residents
- Understand roles and responsibilities
- Realize economic balance
- Find financial opportunities

What will change?

- Economics of disposal at PCCWMF
 - Schedule C or other options?
- Enhanced screening for Blue Box, MHSW, and WEEE
 - Enforcement in curbside or depot garbage
- Equal opportunity to recycle at Municipal facilities (garbage can & recycling)
- Added Waste Hierarchy

Waste Hierarchy

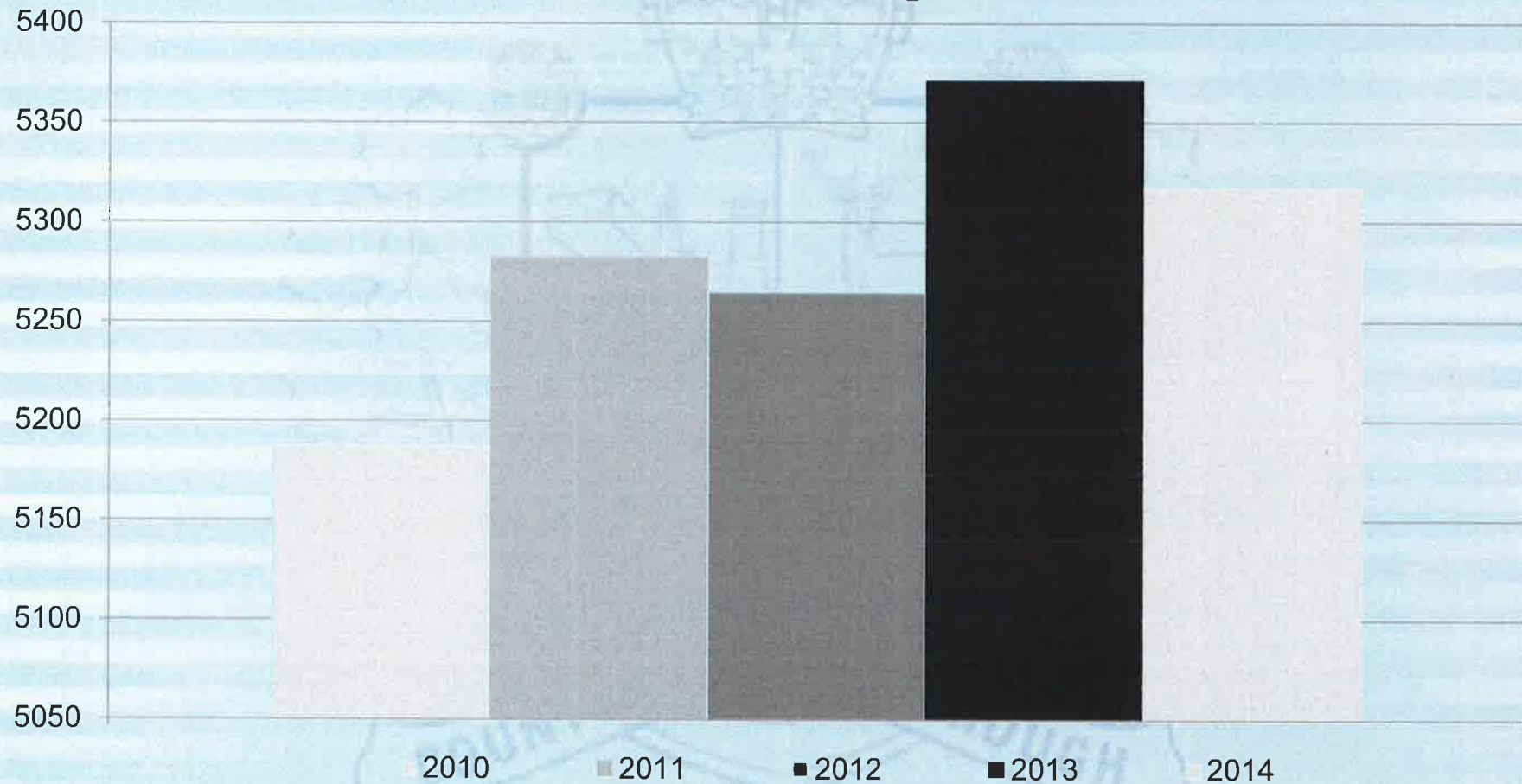


County of Peterborough



Why?

Recycling Going Down

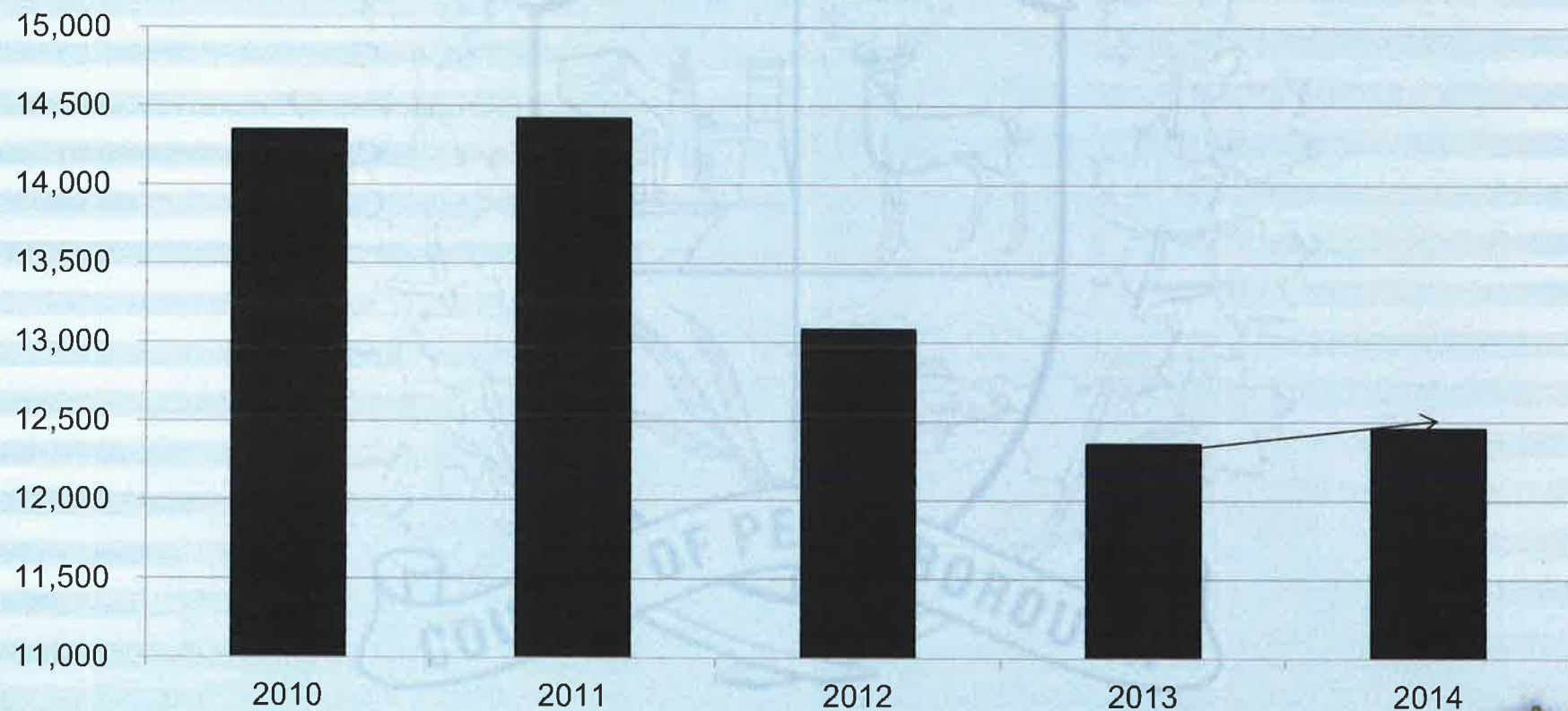


County of Peterborough



Why?

Municipal Garbage Disposal



County of Peterborough



Why?

- Provincial legislation
 - Extended Producer Responsibility (EPR)
- Residents want more with the same
 - need to find \$\$ within the system

Option: Schedule C

Where:

Annual Disposal Allowance = $A \times B \times C$

A = Households (MPAC) and Businesses

B = 2 set-outs per week per household
4 set-outs per week per business

C = Total kgs per set-out

In 2014:

- Total disposed at PCCWMF:
 - 400kgs per household or
 - 7.69kgs per week per household (16.9lbs)

Based on disposal at PCCWMF in 2014

Proposed implementation: January 1, 2018

Set-out

- Total amount of garbage disposed per household per year
 - Adjusted for seasonal residents (MPAC)
- Adjusted kgs for new waste programs (aligned with WMMP)
- Monitored through waste auditing and reporting
- Enforced by Townships



WMMP

If WMMP Diversion	1% =	0.0769		7.69kgs/wk/ hhld
WEEE (2013)		Add 1%	-0.0769	7.61
L&Y (2014)		Add 3%	-0.2307	7.38
C&D (2014-17)		Add 9%	-0.6921	6.69
SSO (by 2028)		Add 11%	-0.8459	5.84

County of Peterborough



Schedule C Calculation: 2014

Township	Total Equivalent Households	Annual Total Estimated Waste Disposal (levied tonnage)	2014 PCCWMF Disposed Tonnage	Balance	Cost at \$90 per Tonne
Asphodel Norwood	1,601	683	459	-224	-\$ 20,160
Cavan Monaghan	3,188	1,369	1,970	602	\$ 54,153
Douro Dummer	3,087	1,284	1,649	365	\$ 32,849
Havelock Belmont Methuen	2,946	1,245	1,224	-21	-\$ 1,907
North Kawartha	2,503	1,054	748	-306	-\$ 27,572
Otonabee South Monaghan	2,551	1,098	1,249	151	\$ 13,611
Selwyn	7,433	3,157	3,135	-22	-\$ 1,976
Trent Lakes	4,224	1,758	2,025	267	\$ 24,013

Disposal Costs: 2014

Township	2014 tn	Current Levy	\$ per tn
Asphodel Norwood	458.60	\$ 14,869.00	\$ 32.42
Cavan Monaghan	1,970.30	\$ 39,581.00	\$ 20.09
Douro Dummer	1,649.39	\$ 47,874.00	\$ 29.03
Havelock Belmont Methuen	1,223.61	\$ 46,198.00	\$ 37.76
North Kawartha	747.61	\$ 56,431.00	\$ 75.48
Otonabee South Monaghan	1,249.04	\$ 30,925.00	\$ 24.76
Selwyn	3,135.24	\$ 109,889.00	\$ 35.05
Trent Lakes	2,025.22	\$ 84,634.00	\$ 41.79

Option: Pay Disposal Fee

- Take disposal fees out of levy
 - Keep capital fees in the levy
- Charge townships \$90 per tonne disposed at PCCWMF



Gold Standard

- Optimal Garbage collection system
- Alternate weekly Garbage and Recycling
- Curbside organics in strategic locations
- Depot organics expanded
- Introduction of Clear Bags

The Corporation of the County of Peterborough

By-law No. 2015 - XX

A By-law to encourage waste reduction and to cooperatively implement municipal solid waste practices within the County of Peterborough and to repeal By-law Nos. 46-1989, 21-1991 and 11-1996

Whereas Section 11(3) of the Municipal Act, S.O. 2001 (hereinafter referred to as the “Act”) provides that an upper-tier municipality may pass by-laws, subject to the rules set out in subsection (4) respecting matters relating to waste management;

And Whereas Section 391(1) of the Act authorizes a municipality to impose fees or charges;

And Whereas at the County Council Meeting of September 6, 1989, County Council passed By-law No. 46-1989, being a by-law to assume the power to implement a program to recover and recycle waste in the County of Peterborough;

And Whereas at the County Council Meeting of March 27, 1991, County Council passed By-law No. 21-1991, being a by-law to authorize the Corporation of the County of Peterborough to assume certain authority currently held by all of the local municipalities forming part of the County of Peterborough for municipal purposes with respect to the disposal of waste;

And Whereas at the County Council Meeting of February 7, 1996, County Council passed By-law No. 11-1996, being a by-law of the Corporation of the County of Peterborough to ban certain items from landfill sites and transfer stations within the County of Peterborough;

And Whereas at the County Council Meeting of December 7, 2011, County Council adopted the Municipal Waste Recycling Strategy (MWRS) dated November 25, 2011 as amended to provide for two or less bags per household limit per week;

And Whereas at the County Council Meeting of January 23, 2013, County Council endorsed the Waste Management Master Plan (WMMP) with a waste diversion goal of 60%;

And Whereas the County of Peterborough is working cooperatively with member Townships to update and implement waste management practices;

Now Therefore the Council of the Corporation of the County of Peterborough in Session duly assembled enacts as follows, that:

County of Peterborough
County Waste Management By-Law
By-law # 2015 - XX

1. Definitions:

- a. **“approved container”** includes a containment unit for the collection of waste materials as defined or outlined in program guidelines or by-laws.
- b. **“ashes”** includes the cooled solid residue of any household fuel after such fuel has been consumed by fire and includes soot, but shall not include ashes which accumulate as a result of building construction or demolition.
- c. **“backyard composting activities”** includes diversion of organic food materials and yard trimmings by composting them in own yard through controlled decomposition of organic matter by bacteria and fungi into a humus-like product.
- d. **“bag limit”** shall mean the number of approved containers allowed for waste materials as defined or outlined in program guidelines or by-laws.
- e. **“bag tag”** includes single use tags issued by a Township and/or the County and affixed to acceptable garbage containers.
- f. **“by-law” or “by-laws”** except where indicated otherwise, includes 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.
- g. **“by-law enforcement officer”** includes a by-law enforcement officer or any other person authorized to enforce the by-laws, and includes a police officer.
- h. **“Certificate of Approval” or “Provisional Certificate of Approval” or “Environmental Compliance Approval”** for the purposes of this By-law means a Certificate issued by the appropriate Provincial or Federal agency permitting the Township and/or County to operate a waste management system or waste disposal site and related activities
- i. **“clean wood”** includes untreated lumber and wood products such as pallets and raw lumber, but does not include painted wood, treated wood, paneling, pressboard or similar products.
- j. **“collection contractor”** includes a company, person, corporation or partnership performing collection and haulage of waste under contract with a municipality.
- k. **“commercial waste”** includes waste generated from industrial, commercial, and institutional facilities outside the jurisdiction of O. Reg. 103/94 IC&I Source Separation Programs.

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- l. **“construction or demolition debris”** includes waste which results from the erection, alteration, or demolition of any structure or part thereof, including earth or stone from excavations.
- m. **“contamination”** means that amount of non-program materials allowed in a waste stream for processing.
- n. **“controlled waste”** is outlined in Schedule B of this By-law.
- o. **“County”** means The Corporation of the County of Peterborough.
- p. **“diversion”** is the prevention and reduction of generated waste through source reduction, recycling, reuse, or composting (does not include waste-to-energy).
- q. **“dwelling” or “household”** means a unit consisting of one or more rooms designed for use as a single housekeeping establishment.
- r. **“garbage container”** is a an approved container for the storage and collection of garbage. One container shall mean one standardized size of garbage bag of dimensions of approximately 24 inches x 36 inches (61 cm x 91 cm) or 17 imperial gallons (77 L).
- s. **“garbage or disposed materials”** means discarded material other than:
 - a. recyclable materials;
 - b. bulky items as defined in Schedule A of this By-law;
 - c. household hazardous waste;
 - d. waste electronics and electrical equipment as defined in Schedule A of this By-law;
 - e. source separated organics (where organics collection programs exist); and
 - f. controlled waste as defined in Schedule B of this By-law; and
 - g. prohibited waste as defined in Schedule B of this By-law.
- t. **“Goods exchange day”** means a designated day when residents may place usable unwanted materials at collection points for removal by other members of the public.
- u. **“Grasscycling”** is the process of recycling lawn clippings by leaving them on lawn to cycle nutrients.

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- v. **“hazardous waste” or “biohazardous” or “household hazardous waste” or “Municipal Hazardous and/or Special Waste (MHSW)”** includes any substance for household or commercial use that is dangerous, corrosive, flammable, poisonous or explosive, including, but not limited to, those items listed in Schedule A to this By-law, and any other similar material.
- w. **“industry supported stewardship program”** is a producer and/or manufacturer of a product or package that provides funding support for end of life management of materials.
- x. **“leaf and yard material”** is listed in Schedule A of this By-Law.
- y. **“organic” or “green bin material” or “source separated organics”** as listed in Schedule A of this By-law.
- z. **“pathological waste or medical waste or biomedical waste”** means tubing, intravenous bags etc. used as part of home care. It includes biomedical waste, whether solid or liquid, including but not limited to: any material which may be hazardous or dangerous; anything designated as pathological waste under R.R.O. 1990 Regulation 347 General Waste Management of the Environmental Protection Act; and any other waste determined by the County to be pathological waste.
- aa. **“pet waste”** means feces from any household pet including, but not limited to, dogs, cats, and birds and also includes all material that has come into direct contact with the feces and all material contaminated with the feces.
- bb. **“prohibited waste” or “non-collectable waste”** includes waste as outlined in Schedule B of this By-Law.
- cc. **“recyclable materials”** as set out in Schedule A in this By-law.
- dd. **“reuse”** refers to the action of taking something and using it again.
- ee. **“set-out”** refers to the total weight of garbage containers as determined by the Township in order to meet Health and Safety requirements as well as annual allowance of disposed materials (see Schedule C).
- ff. **“scavenge” or “salvage”** includes to sort through and collect materials from recyclable materials, leaf and yard materials, household hazardous waste, bulky items, white goods or garbage, that has been placed out for collection or deposited at a waste disposal site without permission.

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- gg. **“scrap metal”** includes but is not limited to metals including: bicycles, bed frames, fencing/posts, filing cabinets, hot water tanks, sinks, nuts/bolts/nails/screws, tire rims, desks, shelves, lawnmowers, siding, automotive parts, pipe fittings, and barbeques.
- hh. **“standards for acceptance”** means the type of materials suitable for management (for example: disposal and/or recycling) and may include an allowable contamination amount. The types of materials may be amended from time to time upon notification to all Townships.
- ii. **“street”** means any public highway, road, lane, alley, square, place, thoroughfare or way within the County of Peterborough.
- jj. **“Township”** means any one of the lower-tier municipalities forming the County of Peterborough for municipal purposes, namely:
1. the Township of Asphodel-Norwood
 2. the Township of Cavan Monaghan
 3. the Township of Douro-Dummer
 4. the Township of Havelock-Belmont-Methuen
 5. the Township of North Kawartha
 6. the Township of Otonabee-South Monaghan
 7. the Township of Selwyn
 8. the Municipality of Trent Lakes
- kk. **“waste disposal site” or “depot” or “transfer station”** includes any area of land designated as such to be used for the waste as approved by the Ministry of the Environment and Climate Change.
- ll. **“waste” or “solid waste” or “municipal solid waste”** includes recyclable materials, household hazardous waste, waste electronic or electrical equipment, source separated organics, leaf and yard material, bulky items, and garbage.
- mm. **“white goods”** includes scrap items that include but not limited to stoves, fridges, refrigerators, freezers, washers and dryers.

2. Interpretation Rules

- a. The words “include” and “including” are not to be read as limiting the meaning of a word or term to the phrases or descriptions that follow.
- b. Statutes: References to laws in this By-law are meant to refer to the statutes, as amended from time to time that are applicable within the Province of Ontario.

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- c. Severability: If a court or tribunal of competent jurisdiction declares any portion of this By-law to be illegal or unenforceable, that portion of this By-law shall be considered to be severed from the balance of the By-law, which shall continue to operate in full force and effect.
- 3. Reuse Activities** - In order to reduce waste disposed, reuse activities are to be promoted and encouraged:
- a. Each Township shall:
 - i. Provide at least one depot for residential reuse and/or;
 - ii. Participate in an annual Goods Exchange Day and/or;
 - iii. Promote local establishments involved in the activities of reuse.
 - b. The County shall:
 - i. Promote reuse activities of Townships;
 - ii. Promote establishments involved in the activities of reuse;
 - iii. Coordinate reuse activities through County events and/or other facilities.
- 4. Recyclable Materials** - In order to recover recyclable materials as defined in Schedule A, Part 1:
- a. Each Township, for materials as set forth in Schedule A, Part 1, a and b, shall:
 - i. Provide at least one depot (seasonal or year-round depending on capacity) for the collection of recyclable materials if waste is being received by the township for transfer or disposal. Additional depots may be required by the County at additional cost to the Township.
 - 1. These materials will be collected through contracts or agreements with the County in a manner to be arranged with the Township;
 - ii. Be responsible for the maintenance of the site [as set out in section 4 (a) (i)], operation and supervision of recyclable material collection at the depots with respect to residents and/or contractors;
 - 1. Ensure site is maintained to provide convenient loading and unloading on a year round basis and it shall be sufficiently large enough to accommodate all infrastructure needed. Grading may also be required.
 - 2. Ensure road access to containers is constructed and maintained to a satisfactory level to allow entrance, movement, and exit on a year round basis.
 - iii. Ensure that the recyclable materials at depots meet standards of acceptance required by the County and/or industry-funded organization, and/or applicable legislation, and/or applicable processing facilities;

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- a. Recyclable materials from depots which do not meet the standards for acceptance may be sorted or may be returned to the Township of origin and that Township will be responsible for any cost or charges to the County, in addition to any extra costs incurred by the County in transporting, disposing of or making the material comply with the standards (as applicable).
- iv. Establish and enforce by-laws that will encourage and maximize recycling.
- v. With assistance from the County, be responsible for ensuring associated staff and collection contractors are aware and trained annually, or as often as required, on recyclable materials as the standards of acceptance may be amended from time to time.
- b. The County shall:
 - i. Enter into agreements, establish and enforce terms and conditions for collection, acceptance, haulage, transfer, processing, and marketing services at curbside and/or depot for recyclable materials (see Schedule D).
 - ii. When warranted, coordinate the purchase of recycling equipment and materials in order to provide to each Township with a uniform system of recyclable material collection throughout the County;
 - 1. Provide adequate notification and training when recyclable materials change.
 - iii. Recover maintenance and capital costs (including acquiring and replacing containers) and expenses in the administering of County associated recyclable materials programs by either:
 - 1. The general levy, according to the traditional apportionment process, based on discounted equalized assessments and/or
 - 2. As mutually agreed through fees charged directly to specific Townships.
 - iv. The County shall retain ownership (where applicable) of all containers, equipment and materials purchased for the collection and transportation of recyclable materials and shall insure them against third party liability while they are in the care and control of the County.
 - 1. Each Township shall insure the said containers, equipment and materials in the care and control of the Township, its servants, agents and contracts or ratepayers, are insured and that the County is named insured on the policy of insurance.
- c. For “Other Recyclables” (Schedule A, Part 1, section c):
 - i. Townships may wish to set up, supervise, staff, and manage material collection at depots independently or in cooperation with the County. This may include acquiring, contracting, operating, and/or maintaining equipment. Such services shall not impede, replace or interfere with the County.

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- ii. Townships may wish to recover costs associated with “Other Recyclables” from residents directly, and/or in partnership with the County and/or from industry supported stewardship programs.
 - iii. Townships shall provide ongoing communications and information to the County regarding other recycling initiatives in order to be included in the Township Waste reporting system.
- 5. Municipal Hazardous and/or Special Wastes (MHSW) - pose risks to human health and the environment if they are not disposed of correctly. As such, provincial legislation and environmental compliance approval permits necessitates special consideration in the management of these materials. Therefore,
 - 1. Each Township shall:
 - i. Operate all waste management activities in a manner in which all waste materials are screened for MHSW
 - ii. Direct MHSW (Schedule A, Part 2a) for collection in designated areas
 - iii. Not accept MHSW materials for disposal and will direct to nearest available collection depot and/or event
 - iv. Promote, support, and assist the County system for MHSW collection
 - 2. The County shall:
 - i. Operate MHSW collection depots and/or events in a cost-effective and strategic manner in order to maximize residential collection opportunities throughout the County
 - ii. Promote the County system for MHSW collection
- 6. Waste Electronics and Electrical Equipment (WEEE) contain precious metals, base metals, toxic metals, plastics and glass components which can be recovered if not disposed. As such, provincial legislation and environmental compliance approval permits necessitates special consideration in the management of WEEE. Therefore,
 - 1. Each Township shall:
 - i. Operate all waste management activities in a manner in which waste materials are screened for WEEE
 - ii. Direct WEEE (Schedule A, Part 2b) for collection in designated areas.
 - iii. Not accept WEEE material for disposal and will direct to nearest available collection depot and/or event
 - iv. Promote, support, and assist the system for WEEE collection

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2. The County shall:
 - i. Operate WEEE collection depots and/or events in a cost-effective and strategic manner in order to maximize residential collection opportunities throughout the County
 - ii. Promote WEEE collection
7. Organics Diversion – Organic material diversion and composting helps to recycle nutrients and organic matter, reduces greenhouse gases, and extends capacity of waste disposal facilities.
 1. Each Township shall:
 - i. Establish a diversion program to manage leaf and yard materials and/or;
 - ii. Promote, support and assist County programs for the management of organic materials, including Backyard Composting Activities (BYC) and;
 - iii. Promote residential Grasscycling
 2. The County shall:
 - i. Promote Backyard Composting activities (BYC)
 - ii. Maximize residential Organics collection opportunities in areas throughout the County in a cost-effective and strategic manner
 - iii. Promote residential Grasscycling
8. Waste Disposal
 1. Each Township shall:
 - i. Ensure that all disposed materials meet the standards for acceptance by the waste disposal facility as set forth in Schedule B.
 1. Ultimately depot materials may be returned to the Township of origin and that Township will be responsible for any cost or charges to the County, in addition to any extra costs incurred by the County in transporting, disposing of or making the material comply with the standards.
 - ii. Ensure that all contracts and agreements for disposal meet the standards for acceptance by the waste disposal facility as set forth in Schedule B.
 - iii. Charge fees to residents for the disposal of Bulky items as listed in Schedule A.
 - iv. Ensure that any Township owned and operated facility or property (for example: municipal offices, trail, community centre, etc.) has equal public access to recycling as to disposal with assistance from the County as requested.

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2. The County may:

- i. Limit Township levied disposed waste at the County disposal facility to two (2) garbage set-outs or less per week per household and four (4) commercial waste set-outs or less per week by January 1, 2016.
- ii. Establish annual fees according to Schedule C for each Township. The fees will vary based on weight of wastes disposed with due consideration of adjusted seasonal population influxes and other economic considerations. Annual fees for disposed materials, in excess of the estimated annual allowance, will come into effect on January 1, 2018.
- iii. Carry out, commission, research, monitor, study, and analyze waste collection and treatment programs and services.
- iv. If directed, cooperatively enter into agreements and contracts with Townships and collection contractors for the provision of waste collection and treatment programs and services, including the continuation of existing programs and services.
- v. be responsible to establish and maintain new systems for the disposal of garbage and other refuse;
- vi. acquire land in any local municipality for purpose described in paragraph (v) or;
- vii. enter into agreements` with one or more municipalities to provide for the joint management and operation of garbage collection and/or disposal systems.

9. Restrictions/Prohibitions

1. No person shall scavenge, salvage, pick-over, interfere with, remove or scatter any waste at any waste site or at street unless authorized by the Township or the County.

10. Permits/Approvals

1. Each Township is responsible for securing any necessary permits and /or approvals from applicable Ministries including but not limited to: Certificates of Approval and/or Environmental Compliance Approvals. When applying for permits, Townships shall involve the County. The County may assist this process in order to ensure consistency of waste management programs.

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11. Force and Effect

1. Each Township and/or the County is responsible for the enforcement of this by-law within its municipal boundary and creating local by-laws that encourage waste reduction. Where provisions of this by-law conflict with the provision of other Township by-laws, the provision of this by-law shall prevail.

12. Committee

1. The County will coordinate a committee of Township representatives that will meet regularly in order to provide ongoing waste management communications and enhanced program cooperation with respect to monitoring, research, operations and promotions.

13. Review

1. This By-law shall be reviewed by County Council, with input from Townships, in conjunction with updates to the County Waste Management Master Plan and/or when necessary.

14. Schedules - Attached hereto and forming an integral part of this By-law are the following schedules:

1. Schedule "A" – Municipal Solid Waste Materials
2. Schedule "B" – Recyclable Material, Controlled and Prohibited Waste
3. Schedule "C" – Annual Allowance of Disposed Materials

15. This By-law shall come into force and effect on the date of final passing.

16. The following County of Peterborough By-laws are hereby repealed:

1. By-law No. 46-1989 passed by County Council on September 6, 1989.
2. By-law No. 21-1991 passed by County Council on March 27, 1991.
3. By-law No. 11-1996 passed by County Council on February 7, 1996.

17. That this By-law shall be commonly called the "County Waste Management By-law".

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Read a first, second and third time and passed in Open Council this XXth day of XX, 201X.

_____ J. Murray Jones	_____ Warden
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c/s

_____ Sally Saunders	_____ Clerk
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County of Peterborough
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Schedule A - Municipal Solid Waste Materials

In this By-law:

1. "Recyclable Materials" includes:

a. Blue box "recyclable containers" (emptied and rinsed) includes but is not limited to:

- (i) food and beverage glass bottles and jars;
- (ii) metal food and beverage cans;
- (iii) aluminium foil and trays;
- (iv) #1 (PET) plastics, #2 (HDPE) plastics, #3 (PVC), #4 (LDPE) plastics, #5 (PP) plastics, and #7 (OTHER PLASTIC) plastics and consisting of bottles, containers, trays, tubs, lids and film, but not including motor oil containers; bale twine, and toys;
- (v) polycoat milk and juice cartons;
- (vi) tetrapak drinking boxes;
- (vii) empty and dry paint, stain and coating cans with lid removed;
- (viii) aerosols (empty); and
- (ix) any other container designated by the County to be a recyclable container.

b. Blue box "recyclable fibre" includes but is not limited to:

- (i) newspaper and insert flyers
- (ii) magazines, catalogues and telephone directories
- (iii) household paper, including junk mail, writing and computer paper and envelopes;
- (iv) paper bags;
- (v) fibre egg cartons
- (vi) paper rolls such as the inserts for toilet paper and paper towels;
- (vii) boxboard and waxed boxboard;
- (viii) hard and soft cover books (hard covers removed);
- (ix) paper cups;
- (x) greeting cards and non-foil gift wrap;
- (xi) "recyclable cardboard" includes, clean, unwaxed corrugated cardboard and
- (xii) any other fibre designated by the County to be recyclable fibre

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c. "Other" recyclable materials also includes but is not limited to:

- (i) tires;
- (ii) scrap metal and Freon-removed white goods;
- (iii) leaf and yard materials;
- (iv) mattresses;
- (v) drywall and clean wood;
- (vi) other construction and demolition debris (optional);
- (vii) #6 Polystyrene (optional);
- (viii) boat wrap (optional);
- (ix) bale wrap (optional);
- (x) carpet and underlay (optional);
- (xi) durable plastics (optional);
- (xii) any other item designated by the County and/or PCCWMF to be recyclable.

2. The following materials are accepted for the purposes of recycling or reclamation and/or appropriate disposal at designated depots or events:

a. MHSW and/or "household hazardous waste" (HHW) includes any household product, material or item labelled as "corrosive" or "toxic"; "reactive"; "explosive"; "oxidizing"; "poisonous"; "infectious"; and or "flammable"; including but not limited to:

- (i) Aerosols (with contents);
- (ii) antifreeze;
- (iii) automotive fluids (all);
- (iv) batteries (all) including: car/vehicle/boat batteries and dry-cell;
- (v) cosmetics/make-up;
- (vi) fertilizers;
- (vii) fuel/gasoline;
- (viii) fire extinguishers;
- (ix) flammable liquids and solids;
- (x) fluorescent light bulbs (compact and tubes);
- (xi) halogenated pesticides;
- (xii) ignitable gas cylinders;
- (xiii) inorganic acids, bases, cyanides, and oxidizers;
- (xiv) isocyanides;
- (xv) medications (all);
- (xvi) mercury switches;
- (xvii) non-basic fire suppressants;
- (xviii) non-ignitable gas cylinders;

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- (xix) non-PCB light ballasts;
- (xx) non-halogenated pesticides;
- (xxi) oil/motor-oil;
- (xxii) oil-filters;
- (xxiii) organics oxidizers;
- (xxiv) paint and stain and paint sludge;
- (xxv) pet care products;
- (xxvi) pool chemicals;
- (xxvii) propane cylinders and small tanks (50kg/100lb max)
- (xxviii) pharmaceuticals;
- (xxix) sealants and glues;
- (xxx) sharps (syringes/lancets)
- (xxxi) soap and toiletries
- (xxxii) thinners
- (xxxiii) any other item designated by the County to be "MHSW"

b. "waste electronic and electrical equipment" or WEEE includes:

- (i) televisions;
- (ii) computers
- (iii) desktop monitors;
- (iv) printers;
- (v) computer components;
- (vi) photocopiers;
- (vii) telephones;
- (viii) tape and disk players;
- (ix) VHS/DVD players;
- (x) cameras;
- (xi) ink jet cartridges;
- (xii) cell phones and PDAs;
- (xiii) any other item designated by the County to be WEEE

3. "Organic" or "green bin" or "source separated organics" means compostable organic material including raw and cooked food waste and may include but is not limited to:

- (i) kitchen or food discards fruit, vegetable and general table scraps, meat and fish/shellfish products, dairy products, eggs and egg shells, herbs, nuts and seeds, sugars and spices, confectionery products, sauces, bones, pet food, bread, grains, rice, pasta, flour, coffee grounds and tea bags.
- (ii) solidified cooking oils and cooked or raw grease and fats

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- (iii) paper fibres: soiled paper towels, tissues, paper plates, coffee filters, soiled paper food packaging items such as boxboard, cardboard, newspaper, wax paper, and other paper fibre packaging;
- (iv) pet waste (no clay-based litter)
- (v) ashes (cool)
- (vi) brown paper bags or County-approved “Compostable” or “Biodegradable” bags
- (vii) Any other item determined by the County from time to time to be organic material

4. “Leaf and Yard material” includes but is not limited to:

- (i) leaves;
- (ii) limited amounts of grass clippings (10% total volume);
- (iii) garden roots and cuttings;
- (iv) hedge and shrub trimmings;
- (v) brush cuttings;
- (vi) twigs and branches;
- (vii) Christmas trees;
- (viii) other plant material; and
- (ix) Any other item determined by the County from time to time to be leaf and yard material.

5. “Bulky items” means large household items which include but are not limited to:

- (i) plastic patio furniture;
- (ii) pianos and other large musical instruments;
- (iii) toilets;
- (iv) sinks;
- (v) furniture;
- (vi) mattresses (see above);
- (vii) carpet and underlay and (see above);
- (viii) any items so designated by the County from time to time

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Schedule B - Recyclable Material, Controlled and Prohibited Waste

Waste generated only in the County of Peterborough and transferred to the County/City disposal facility must adhere to the Corporation of the City of Peterborough By-law regulating the disposal of waste for the Peterborough County-City Waste Management Facility - PCCWMF(07-027, 09-108, and any future amendments).

The following notes are taken from the general provisions of the Corporation of the City of Peterborough by-law regulating disposed waste. The by-law in its entirety must be adhered to. The purpose of the section is to highlight provisions regarding recyclable materials, controlled and prohibited waste.

1. Any load containing more than 10% by volume of recyclable materials may be refused.
2. "Controlled waste" is prohibited from acceptance for disposal at waste transfer stations as it requires special handling. Inquiries regarding disposal may contact the Peterborough County/City Waste Management Facility. Controlled waste includes but is not limited to:
 - (i) asbestos, dry or slurry
 - (ii) Contaminated soil
3. "prohibited waste" is non-acceptable waste materials at solids waste transfer stations and disposal facilities for landfilling and includes but is not limited to:
 - (iii) recyclable materials (see Schedule A) including "recyclable containers" and "recyclable fibres", and other recyclable materials;
 - (iv) dangerous, hazardous or toxic waste;
 - (v) household hazardous waste (MHSW);
 - (vi) waste electronics and/or electrical equipment (WEEE)
 - (vii) pathological waste;
 - (viii) manure originating from agricultural activity;
 - (ix) any waste in liquid form (not solid and which exhibits evidence of free water, or other liquids, whether or not contained) including grease and grease trappings;
 - (x) Sludge or any product from a Waste Water Treatment Plant; and
 - (X) any other item or thing designated as prohibited or controlled waste by the County.

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Schedule C - Annual Allowance of Disposed Materials

In order to promote waste reduction and encourage participation in all municipal solid waste management programs, County Council will determine an “Annual Allowance of Disposed Materials” for each Township.

This will allow the County to recover costs associated with managing waste materials at the Peterborough County City Waste Management Facility (PCCWMF or disposal facility) in excess of waste limits established and reviewed by County Council.

An annual allowance and associated fees for disposed materials will be calculated and recommended to County Council every year, as part of the County budget process, for previous annual tonnages received at the County disposal facility from each Township.

The following calculation will be used:

$$\text{Annual allowance at PCCWMF} = A \times B \times C$$

Where,

A = Total number of household equivalents¹ and applicable commercial properties

B = two (2) garbage set-outs per household per week of collection and four (4) commercial waste set-outs per week of collection

C = total kilograms per garbage set-out²

A fee per tonne of material exceeding the annual allowance will be charged to applicable Townships.

¹ Household equivalent = number of permanent households as determined by MPAC and seasonal households are calculated as 50%, or half, of a permanent household.

² Total kilograms of garbage to be reviewed and reported annually based on local/provincial waste audit information and/or waste statistics for residential and commercial sector, and consideration of Waste Management Master Plan program implementation alignment.

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Schedule D - Guidelines for Blue Box Recycling

1. Blue Box Set out Limits

- a. Residential: no limit
- b. Commercial: 4 blue boxes for containers, 5 blue boxes or bundles of fibres unless otherwise authorized by the County of Peterborough and/or collection contractor

2. Recyclable Materials

- a. Accepted: Items in Schedule A, 1 (a) and 1 (b)
- b. Unacceptable Materials: Items in Schedule A, 2 to 5 and Schedule B

3. Curbside Collection set-outs must:

a. Be sorted into 2 Streams in an approved container:

i. Fibres

- 1. Loose, boxes broken down, bags in a bag tied
- 2. Cardboard and/or boxboard may be bundled no larger than 30"x30"x8" (not applicable for commercial set-outs)

ii. Containers

- 1. Loose, empty and rinsed of food residue,
- 2. all types allowed in one box

b. Use Blue Boxes

- i. Clear bags may be used for overflow and sorting rules apply as above
- ii. Clear bags may be used on private roads and/or for seasonal residents and sorting rules apply as above
- iii. At the discretion of the County of Peterborough (mainly for commercial) 90 gallon carts may be purchased for set out, sorting rules above apply

c. Set out by 7:30am or 7:00am in North Kawartha

- i. Collection times are not guaranteed, recycling may be collected at any time during the day

d. Have in accessible location

- i. Within 1 metre of the curb or travelled roadway or as determined by the collection contractor and/or the County of Peterborough
- ii. Blue Boxes or clear bags may be placed in a Bear Bin with appropriate flagging system to inform the collection contractor that there are materials for collection

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- iii. Located on the right hand side of the laneway when approaching the roadway for easy visibility by the collection contractor in all seasons
- iv. Obstructions such as trees, bushes, grass, parked vehicles and snow banks are the responsibility of the resident
- v. At the discretion of the collection contractor and/or the County of Peterborough, on property collection for commercial may be arranged

4. Depot Collection bins must:

a. Be Sorted into 2 Streams - Fibres and Containers:

i. Fibres

- 1. Loose, boxes broken down, bags in a bag tied
- 2. Separate bin may be available for film plastic bags
- 3. No bags of material in bin

ii. Containers

- 1. Loose, empty and rinsed of food residue
- 2. All types allowed in the containers bin
- 3. No bags of material in bin

Township of Cavan Monaghan

Report & Capital Project Status

Name	Date Requested	Requested By	Resolution/Direction	Due Date
K. Ellis	Feb 5, 2015	Council	Schedule Watershed Presentation	Oct 2015 Nov 2015 Dec 2015
W. Hancock K. Ellis	Jun 22, 2015	Council	Servicing Standards – Frontage Report	Oct 2015 Nov 2015 Jan 2016
K. Ellis W. Hancock Y. Hurley	Jun 22, 2015	Council	Trail Development connecting the new subdivision to Downtown Millbrook Report	Oct 2015 Nov 2015 Dec 2015 Jan 2016
K. Phillips	Sept 14, 2015	Council	Firearms By-law Report	Nov 2015 Jan 2016
E. Arthurs	Oct 13, 2015	CAO	Disposition of Land By-law	Jan 2016

Department	Capital Project	Status
Finance	Financial Plan and Rate Study	Ongoing
Finance	Funding Expression of Interest for OCIP (Sept 11) & SCF (Sept 29) projects	Ongoing
Fire	New Station #1 Fire Hall Design	Tender Awarded - Ongoing

Public Works	Cross Road Culvert Dranoel-Kawartha Lakes	Ongoing
Public Works	WWTP – Sewage Plant, Linear Pipe & Stand Pipe	Ongoing
Public Works	Centennial Lane	Ongoing
Planning	Towerhill Development	Subdivision Plan – Draft Plan Approval
Planning	Zoning By-law	Tendering in 2016
Planning	Brookfield Comprehensive Review	Deferred – County Subdivision Application
Parks & Recreation	TODS Reprint	Ongoing
Parks & Recreation	Old Millbrook School Repairs	Ongoing
CAO / Public Works	Former Millbrook Correctional Facility	Ongoing
CAO / Planning	New Community Centre	Ongoing
CAO	Millbrook Dam	Ongoing
All Departments	Budget Preparations	Ongoing

Parks & Recreation	Bruce Johnston Library	Complete – Sept 2015
Fire	Bunker Gear Trash Pumps Fire Hose	Complete – May 2015
Fire	Old Fire Hall Doors	Complete – Apr 2015
Public Works	LED Street Lights	Complete – Oct 2015
Public Works	Challice Line	Complete – Aug 2015
Public Works	Slurry Seal	Complete – Sept 2015
Planning	Development Charges	Complete – Jun 2015
Planning	Official Plan	Complete – Aug 2015
Parks & Recreation	Maple Leaf Park Screening	Complete – May 2015
Parks & Recreation	Maple Leaf Playground Equipment Boarder	Complete – May 2015

This list does not include the day to day operations, including ongoing research and compliance requirements with provincial and federal legislation and other Council directed initiatives.

Elana Arthurs

Subject:

FW: 4th Line Theatre - Request for a Letter of endorsement?

Attachments:

image003.png

Hi Scott & Brigid,

Hope you are well on this Remembrance Day :)

We are very excited to launch our 25th Anniversary Season in 2016 and hope you may be able to help support us in our efforts to secure funding from the Ontario Cultural Attraction Fund to boost our marketing initiatives around our 25th season events. Would you be willing to write a letter of endorsement? Please see a short summary of our planned enhancements and special events around our 25th Anniversary below which are designed to help us raise funds to help us continue to present high-quality plays about our region's history and increase tourism, overnight stays and visitor expenditure in the region.

4th Line Theatre is a community-based, not-for-profit professional theatre company that, in 2016, will celebrate 25 years of preservation and promotion of our Canadian cultural heritage through the development and presentation of original, regionally-based, environmentally-staged historical dramas. The 25th Anniversary Season program will be a significant expansion of annual programming in order to capitalize on fundraising and partnership opportunities, continue to grow our Capital, Legacy and Planned Giving Campaign, celebrate our volunteers, community partnerships and the creative teams that have come together to produce 25 seasons of original theatre. **Most significantly, our 25th Anniversary Season program will be a hallmark celebration of our creativity, as we present two plays in our summer season based on significant regional historical events; add a shoulder season to present a Halloween-themed play as part of a Millbrook Autumn community festival; and launch our inaugural Ontario tour in November. The season will be enhanced significantly by a year-round special events series, marking our individual giving/membership campaign launch in November and season launch in February.**

We would very much appreciate your support and will certainly extend an invitation to both of our 2016 Opening Night events to you. Please let me know if you have any questions or concerns? Do not hesitate to contact me if you would like to discuss this further.

Thank you for your consideration :)

Best,

Lindy Powell

Administrator

4th Line Theatre

705.932.4506

Administrative Office: 705.932.4448

Gift Certificates for 2016 on Sale Now!
Call 705-932-4445 or visit us online

The Township of Cavan Monaghan

By-law No. 2015-77

Being a by-law to amend By-law No. 2014-61 being a by-law to establish various Committees and Boards for the Township of Cavan Monaghan for the 2014-2018 term of Council

Whereas under Section 5(3) of the Municipal Act S.O. 2001, c.25, as amended, a municipal power, including a municipality's capacity, rights, powers and privileges under Section 9, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

And Whereas By-law No. 2014-61 is a by-law to establish various Committees and Boards for the Township of Cavan Monaghan.

Now Therefore the Township of Cavan Monaghan deems it advisable to amend the established Committees and Boards by removing the following:

4. Economic Development Advisory Committee (EDAC)

Read a first, second and third time and passed this 30th day of November, 2015.

Scott McFadden
Mayor

Elana Arthurs
Clerk

The Township of Cavan Monaghan

By-law No. 2015-78

Being a by-law to impose Water and Wastewater User Fees and Charges

Whereas Section 391 of the Municipal Act, 2001, S.O. c.25 as amended, authorizes municipalities and local boards to impose fees or charges on persons for services or activities provided or done by or on behalf of it; for costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board; and for the use of its property including property under its control;

And Whereas that the costs included in a fee or charge may include costs incurred by the municipality or local board related to administration, enforcement and the establishment, acquisition and replacement of capital assets;

And Whereas that a fee or charge may be imposed whether or not it is mandatory for the municipality or local board imposing the fee or charge to provide or do the service or activity, pay the costs or allow the use of the property;

Now Therefore the Council for the Township of Cavan Monaghan hereby enacts as follows:

1. That Schedule "A" attached hereto shall comprise the list of fees and charges for Water and Wastewater User Fees and Charges By-law for the years 2015 - 2020 for the Township of Cavan Monaghan.
2. That By-law 2013-79 being a by-law to impose Water and Wastewater User Fees and Charges be repealed in its entirety.
3. That this By-law shall be effective the 30th day of November, 2015.

Read a first, second and third time and passed this 30th day of November, 2015.

Scott McFadden
Mayor

Elana Arthurs
Clerk

The Township of Cavan Monaghan

By-law No. 2015-79

Being a by-law to confirm the proceedings of the meeting of the Council of the Township of Cavan Monaghan held on the 30th day of November, 2015

Whereas the Municipal Act, 2001, S.O., 2001, c.25, S.5, S. 8 and S. 11 authorizes Council to pass by-laws;

Now Therefore the Council of the Township of Cavan Monaghan hereby enacts as follows:

1. That the actions of the Council at its meeting held on the 30th day of November, 2015 in respect to each recommendation and action by the Council at its said meetings except where prior approval of the Ontario Municipal Board or other statutory authority is required are hereby adopted ratified and confirmed.
2. That the Mayor and Clerk of the Township of Cavan Monaghan are hereby authorized and directed to do all things necessary to give effect to the said actions or obtain approvals where required, and to execute all documents as may be necessary in that behalf and the Clerk is hereby authorized and directed to affix the Corporate Seal to all such documents.

Read a first, second and third time and passed this 30th day of November, 2015

Scott McFadden
Mayor

Elana Arthurs
Clerk