



## **INFRASTRUCTURE & ENVIRONMENTAL SERVICES COMMITTEE AGENDA**

**Thursday, May 25, 2023, at 9:00 a.m.**

**W & M Edelbrock Centre, Dufferin Room, 30 Centre Street, Orangeville ON**

The meeting will be live streamed on YouTube at the following link:

<https://www.youtube.com/channel/UCCx9vXkywflJr0LUVkKnYWQ>

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### Land Acknowledgement Statement

*We would like to begin by respectfully acknowledging that Dufferin County resides within the traditional territory and ancestral lands of the Tionontati (Petun), Attawandaron (Neutral), Haudenosaunee (Six Nations), and Anishinaabe peoples.*

*We also acknowledge that various municipalities within the County of Dufferin reside within the treaty lands named under the Haldimand Deed of 1784 and two of the Williams Treaties of 1818: Treaty 18: the Nottawasaga Purchase, and Treaty 19: The Ajetance Treaty.*

*These traditional territories upon which we live and learn, are steeped in rich Indigenous history and traditions. It is with this statement that we declare to honour and respect the past and present connection of Indigenous peoples with this land, its waterways and resources.*

### Roll Call

### Declarations of Pecuniary Interest by Members

### **PUBLIC QUESTION PERIOD**

Members of the public in attendance are able to ask a question. If you unable to attend and would like to submit a question, please contact us at [info@dufferincounty.ca](mailto:info@dufferincounty.ca) or 519-941-2816 x2500 prior to 4:30 p.m. on May 24, 2023.

## **REPORTS**

1. INFRASTRUCTURE & ENVIRONMENTAL SERVICES – May 25, 2023 – ITEM #1  
Financial Report – January 1 – April 30, 2023

A report from the Manager of Corporate Finance, Treasurer, dated May 25, 2023, to provide a financial report up to April 30, 2023 for the following departments:

- Public Works
  - Operations
  - Engineering
- Climate and Energy
- Facilities
- Waste Services
- County Forest

### **Recommendation:**

**THAT the report from the Manager of Corporate Finance, Treasurer, dated May 25, 2023, regarding a financial report up to April 30, 2023, be received.**

2. INFRASTRUCTURE & ENVIRONMENTAL SERVICES – May 25, 2023 – ITEM #2  
County Forest By-Law Enforcement

A report from the Director of Public Works/County Engineer, dated May 25, 2023, to provide information on the current enforcement measurements in place for the forest and review the proposed the set fines.

### **Recommendation:**

**THAT the Report, County Forest By-Law Enforcement, dated May 25, 2023, from the Director of Public Works/County Engineer, be received.**

3. INFRASTRUCTURE & ENVIRONMENTAL SERVICES – May 25, 2023 – ITEM #3  
Household Hazardous Waste Service Review & Future Options

A report from the Director of Public Works/County Engineer, dated May 25, 2023, to provide results of a detailed review of the County's Household Hazardous Waste program.

**Recommendation:**

**THAT the report of the Director of Public Works/County Engineer, dated May 25, 2023, Household Hazardous Waste Service Review and Future Options, be received;**

**AND THAT staff investigate the development of a Dufferin County Mobile Depot from the perspective of logistics, costs, funding, approvals, etc. and report back.**

4. INFRASTRUCTURE & ENVIRONMENTAL SERVICES – May 25, 2023 – ITEM #4  
Nuisance Beaver Program Rates

A report from the Director of Public Works/County Engineer, dated May 25, 2023, to seek an adjustment to the existing nuisance beaver program rates.

**Recommendation:**

**THAT the report of the Director of Public Works/County Engineer, dated May 25, 2023, Nuisance Beaver Program Rates, be received;**

**AND THAT Nuisance Beaver rates be adjusted to \$100 per setup, \$100 per beaver removed, plus the County's mileage allowance.**

5. INFRASTRUCTURE & ENVIRONMENTAL SERVICES – May 25, 2023 – ITEM #5  
Intersection Review – Dufferin Road 10 & Mono/Amaranth Townline

A report from the Director of Public Works/County Engineer, dated May 25, 2023, to detail appropriate measures that have and will be implemented to further enhance safety at the intersection.

**Recommendation:**

**THAT the report of the Director of Public Works/County Engineer, dated May 25, 2023, Intersection Review – Dufferin Road 10 & Mono/Amaranth Townline, be received.**

6. INFRASTRUCTURE & ENVIRONMENTAL SERVICES – May 25, 2023 – ITEM #6  
Intersection Review – Dufferin Road 12 & 20 Sideroad Amaranth

A report from the Director of Public Works/County Engineer, dated May 25, 2023, to detail past measures and recent technical review of the intersection, including a four-way stop warrant investigation.

**Recommendation:**

**THAT the report of the Director of Public Works/County Engineer, dated May 25, 2023, Intersection Review – Dufferin Road 12 & 20 Sideroad Amaranth, be received;**

**AND THAT staff proceed with installing a temporary four-way stop control system for the intersection of Dufferin Road 12 and 20 Sideroad Amaranth;**

**AND THAT staff follow the guidance of the Ontario Traffic Manual to transition the intersection to a two-way stop control for 20 Sideroad with Dufferin Road 12 becoming the through road.**

7. INFRASTRUCTURE & ENVIRONMENTAL SERVICES – May 25, 2023 – ITEM #7  
Wightman Telecom Fibre Installation within County Lands

A report from the Director of Public Works/County Engineer, dated May 25, 2023, to seek direction to formalize an agreement with Wightman Telecom for the installation of fibre lines on County owned property.

**Recommendation:**

**THAT the report of the Director of Public Works/County Engineer, dated May 25, 2023, Wightman Telecom Fibre Installation within County Lands, be received;**

**AND THAT staff be directed to further negotiate mutually beneficial terms between the County of Dufferin and Wightman Telecom to support their use of the County owned Rail Trail lands for installation of fibre infrastructure;**

**AND THAT staff be directed to develop the necessary agreements and/or easements to permit installation of Wightman infrastructure within the County owned former rail corridor lands;**

**AND THAT staff be directed to negotiate, develop, and enter the necessary service level and maintenance agreements between the County of Dufferin and Wightman Telecom to facilitate a long-term service structure for the County.**

8. INFRASTRUCTURE & ENVIRONMENTAL SERVICES – May 25, 2023 – ITEM #8  
Town of Orangeville Transit Terminal Agreement

A report from the Director of Public Works/County Engineer, dated May 25, 2023, to outline the agreement between the Town of Orangeville and Dufferin County for the new transit terminal.

**Recommendation:**

**THAT the report of the Director of Public Works/County Engineer, dated May 25, 2023, Town of Orangeville Transit Hub Agreement, be received;**

**AND THAT the Warden and Clerk be authorized to sign the Town of Orangeville Transit Hub Memorandum of Understanding in substantially the same form as presented.**

**CORRESPONDENCE**

9. INFRASTRUCTURE & ENVIRONMENTAL SERVICES – May 25, 2023 – ITEM #9  
Association of Municipalities of Ontario (AMO) Conference Delegations

Correspondence from the Association of Municipalities of Ontario (AMO), dated May 11, 2023, to advise Municipal Delegation Requests for the 2023 AMO Conference must be submitted by June 9, 2023.

**NOTICE OF MOTIONS**

**Next Meeting**

Thursday, June 22, 2023

W & M Edelbrock Centre, Dufferin Room, 30 Centre Street, Orangeville ON



# FINANCIAL REPORT

JANUARY 1 - APRIL 30, 2023

Infrastructure & Environmental Services Committee

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# INTRODUCTION

This Financial Report offers a comprehensive overview of Dufferin County's financial performance from January 1 to April 30, 2023. The Report is primarily focused on operational highlights with progress on the capital work plan being reported separately. It contains information about the financial plans of various departments and functional areas, and presents updates on revenues, expenses, assets and liabilities.

Dufferin County is committed to supporting a strong, connected community with responsive services for all residents. This report highlights the achievements of divisions to date this year, and initiatives planned for the coming months. It addresses challenges the County has faced during the reporting period, like insufficient funding and staffing and the impact of inflation on the County's financial performance.

The primary goal of this report is to provide a transparent, consumable and accurate account of Dufferin County's financial performance and position. By presenting a comprehensive overview, the County aims to inform stakeholders and highlight its progress.





# PUBLIC WORKS

## PUBLIC WORKS FINANCIAL PLAN

(in 000s)	2022 ACTUAL	APR 2023 ACTUAL	2023 BUDGET	DOLLAR CHANGE	%AGE CHANGE
<b>Revenues</b>					
User Fees	\$110	\$46	\$154	\$108	30.11%
Rent Revenue	\$604	\$209	\$1,279	\$1,070	16.34%
Government Transfers	\$43	\$0	\$0	\$0	0.00%
Other Revenue	\$2,413	\$205	\$1,610	\$1,405	12.70%
<b>Total Revenues</b>	<b>\$3,170</b>	<b>\$460</b>	<b>\$3,043</b>	<b>\$2,583</b>	<b>15.11%</b>
<b>Expenditures</b>					
Salaries and Benefits	\$4,966	\$1,663	\$5,961	\$4,298	27.90%
Administrative and Office	\$644	\$237	\$1,182	\$945	20.04%
Debt Repayment	\$171	\$144	\$433	\$288	33.33%
Service Delivery	\$7,855	\$1,957	\$7,443	\$5,485	26.30%
IT and Communications	\$72	\$18	\$104	\$86	17.25%
Facilities	\$626	\$360	\$1,052	\$692	34.22%
Vehicles and Equipment	\$869	\$285	\$847	\$562	33.67%
Internal Services Recovered	-\$1,215	-\$436	-\$1,237	-\$801	35.25%
COVID	\$18	\$0	\$0	\$0	0.00%
<b>Total Expenditures</b>	<b>\$14,006</b>	<b>\$4,228</b>	<b>\$15,784</b>	<b>\$11,556</b>	<b>26.79%</b>
<b>Transfers</b>					
Transfers from Reserves	-\$88	-\$102	-\$565	-\$463	18.06%
DC Contribution	-\$18	-\$6	-\$96	-\$89	6.62%
Transfers to Reserves	\$1,343	\$288	\$702	\$414	40.99%
<b>Total Transfers</b>	<b>\$1,236</b>	<b>\$179</b>	<b>\$41</b>	<b>-\$139</b>	<b>441.24%</b>
<b>Total Operating Public Works</b>	<b>\$12,073</b>	<b>\$3,948</b>	<b>\$12,782</b>	<b>\$8,834</b>	<b>30.88%</b>
Capital Investment	\$5,215	\$5,440	\$5,440	\$0	100.00%
<b>Total Public Works</b>	<b>\$17,288</b>	<b>\$9,388</b>	<b>\$18,222</b>	<b>\$8,834</b>	<b>51.52%</b>

# PUBLIC WORKS CAPITAL ASSET FUND

	2022 ACTUAL	2023 ACTUAL	2023 BUDGET
<b>Opening Balance</b>	<b>\$8,327</b>	<b>\$10,398</b>	<b>\$10,398</b>
Contributions			
Government Transfers	\$5,228	\$258	\$3,218
Capital Levy	\$5,215	\$5,440	\$5,440
Other Revenue	\$181	\$0	\$4,400
Transfers from Reserves	\$1,550	\$288	\$2,037
DC Contribution	\$484	\$0	\$441
<b>Total Contributions</b>	<b>\$12,658</b>	<b>\$5,986</b>	<b>\$15,537</b>
Capital Work			
Land Improvements	\$19	\$7	\$4,686
Buildings	\$105	\$8	\$1,409
Equipment & Machinery	\$208	\$6	\$333
Vehicles	\$345	\$116	\$980
Roads	\$7,828	\$662	\$7,723
Bridges & Culverts	\$1,811	\$186	\$1,692
Other	\$272	\$0	\$0
<b>Total Capital Work</b>	<b>\$10,587</b>	<b>\$985</b>	<b>\$16,823</b>
<b>Ending Capital Asset Fund Balance</b>	<b>\$10,398</b>	<b>\$15,399</b>	<b>\$9,112</b>

*\*Progress on the capital work plan will be reported separately and will not exist in this report.*



# TRANSPORTATION | OPERATIONS

## AT A GLANCE

<b>4,500</b> Tonnes of salt used	<b>6,000</b> Tonnes of sand used	<b>300</b> Maintenance work orders completed	<b>75</b> Winter Response Days
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## WHAT HAS HAPPENED THUS FAR

- Winter Maintenance Program: 24/7 winter control activities
- Last material application day of April 24th

## WHAT IS GOING ON NOW

- Spring Maintenance Program:
  - Bridges & culverts
  - Hardtop maintenance
- Recruitment of two vacant equipment operator positions
- Heavy truck inspections – CVOR compliance
- Fleet management review

## WHAT IS UP NEXT

- Summer Maintenance Program
  - Safety systems (Guiderail, streetlights, signs & pavement markings)
  - Roadside maintenance (Grass cutting, ditching, shoulder grading)
  - Loose top maintenance (Grading and dust control)
- In-house Dufferin Rail Trail resurfacing
- Southern Operations Centre project

## CHALLENGES

- Aging workforce and historical knowledge transfer
- Capacity limitations
- Inflation impacts on previously contracted agreements

# TRANSPORTATION | ENGINEERING

## AT A GLANCE

<b>13.3 KM</b> Of Capital Construction scheduled	<b>4</b> Capital Structure Projects scheduled	<b>22</b> Broadband Expansion submissions received	<b>33</b> Road Occupancy Permits issued
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## WHAT HAS HAPPENED THUS FAR

- Engineering design of 2023 Capital road and structure projects
- 2023 Capital project tenders have been advertised
- Purchased new traffic counting technology

## WHAT IS GOING ON NOW

- Preparing pavement preservation tender
- Preparing future bridge design and contract administration request for proposal
- Preparing granular materials tender for Rail Trail resurfacing project
- Developing a request for proposal for the Municipal Class Environmental Assessment required to construct additional lanes on Dufferin Road 109 (south arterial road)
- Inspections of the county road network to inform the biennial Roads Needs Study and corresponding 10-year Capital Budget
- Addressing 2022 Capital project deficiencies

## WHAT IS UP NEXT

- 2023 Capital construction and contract administration
- Finalize 2022 Road Rationalization Study report
- Data collection required for 2024 Capital project designs
- Recruitment of a Development Review Lead

## CHALLENGES

- Accurately forecasting Capital project costs
- Managing excess soil generated by Capital construction projects in accordance with Provincial Regulation O.Reg 406/19
- Limited staffing capacity and resources to address increased volume of various development and planning, broadband, and utility applications
- Evolving requirements related to Ontario One Call

# TRANSPORTATION FINANCIAL PLAN

(in 000s)	2022 ACTUAL	APR 2023 ACTUAL	2023 BUDGET	DOLLAR CHANGE	%AGE CHANGE
<b>Revenues</b>					
User Fees	\$17	\$14	\$69	\$55	20.41%
Rent Revenue	\$0	\$0	\$13	\$13	0.00%
Government Transfers	\$33	\$0	\$0	\$0	0.00%
Other Revenue	\$532	\$48	\$689	\$641	6.95%
<b>Total Revenues</b>	<b>\$582</b>	<b>\$62</b>	<b>\$771</b>	<b>\$709</b>	<b>8.04%</b>
<b>Expenditures</b>					
Salaries and Benefits	\$2,858	\$1,027	\$3,326	\$2,299	30.88%
Administrative and Office	\$411	\$137	\$593	\$456	23.08%
Service Delivery	\$1,997	\$717	\$2,032	\$1,315	35.30%
IT and Communications	\$44	\$12	\$62	\$50	19.96%
Facilities	\$117	\$48	\$135	\$87	35.49%
Vehicles and Equipment	\$772	\$261	\$751	\$490	34.72%
<b>Total Expenditures</b>	<b>\$6,215</b>	<b>\$2,202</b>	<b>\$6,900</b>	<b>\$4,697</b>	<b>31.92%</b>
<b>Transfers</b>					
Transfers from Reserves	-\$63	-\$43	-\$203	-\$159	21.33%
Transfers to Reserves	\$723	\$288	\$702	\$414	40.99%
<b>Total Transfers</b>	<b>\$660</b>	<b>\$245</b>	<b>\$499</b>	<b>\$255</b>	<b>48.97%</b>
<b>Total Operating</b>	<b>\$6,294</b>	<b>\$2,385</b>	<b>\$6,628</b>	<b>\$4,243</b>	<b>35.98%</b>
Capital Investment	\$4,903	\$5,129	\$5,129	\$0	100.00%
<b>Total Transportation</b>	<b>\$11,196</b>	<b>\$7,514</b>	<b>\$11,757</b>	<b>\$4,243</b>	<b>63.91%</b>

## FINANCIAL HIGHLIGHTS

- Revenues appear low due to the main generation happening in the fall
- Service delivery is currently over budgeted allocation due to seasonal winter maintenance activities, however on target for the winter maintenance portion
- Facilities expense increased due to additional winter cleaning activity protocols
- Vehicles and equipment are on target, which include heavier use during the winter season activities
- The full tax levy allocation has been applied to 2023 Capital projects explaining why the Capital investment is shown as 100 percent
- Engineering consulting fees include \$5,000 for peer review services and \$25,000 to fund the Key Performance Indicator & Standard Service (KPI-SLA) project which is scheduled to commence later in 2023
- Salaries and benefits appear to be under budget. This is a result of staffing positions that remain vacant within the Engineering and Operations Divisions

# TRANSPORTATION CAPITAL ASSET FUND

	2022 ACTUAL	2023 ACTUAL	2023 BUDGET
<b>Opening Balance</b>	<b>\$6,477</b>	<b>\$8,518</b>	<b>\$8,518</b>
Contributions			
Government Transfers	\$5,119	\$258	\$3,218
Capital Levy	\$4,903	\$5,129	\$5,129
Other Revenue	\$19	\$0	\$3,540
Transfers from Reserves	\$1,550	\$288	\$2,021
DC Contribution	\$484	\$0	\$441
<b>Total Contributions</b>	<b>\$12,075</b>	<b>\$5,675</b>	<b>\$14,349</b>
Capital Work			
Land Improvements	\$4	\$0	\$4,430
Buildings	\$0	\$0	\$305
Equipment & Machinery	\$45	\$6	\$18
Vehicles	\$345	\$116	\$920
Roads	\$7,828	\$662	\$7,723
Bridges & Culverts	\$1,811	\$186	\$1,692
<b>Total Capital Work</b>	<b>\$10,034</b>	<b>\$970</b>	<b>\$15,088</b>
<b>Ending Capital Asset Fund Balance</b>	<b>\$8,518</b>	<b>\$13,223</b>	<b>\$7,779</b>

*\*Progress on the capital work plan will be reported separately and will not exist in this report.*



# CLIMATE AND ENERGY

## AT A GLANCE

**20**

Electric vehicle charging stations for municipal fleets were installed

**5 FARMERS**

Selected to participate in the Experimental Acres Farm Pilot

**8 YOUTH**

Participating in the volunteer Youth Climate Activation Circle

## WHAT HAS HAPPENED THUS FAR

- Dufferin's first Climate Adaptation Strategy adopted by County Council
- The 2022 progress Report Card for the Dufferin Climate Action Plan released
- A joint funding application submitted to the federal government's Codes Acceleration Fund to support the development of a tri-county Green Development Standards (GDS) framework

## WHAT IS GOING ON NOW

- Youth Climate Activation Circle meetings and project planning underway
- Engagement with member municipalities on a Home Retrofit Loan Program (BetterHomes Dufferin)
- Creation of divisional implementation work plans to actionize the Dufferin Climate Adaptation Strategy
- Engagement with the Ivy Network to install the Regional Electric Vehicle Fast-Charging Station Network
- Recruitment of a Corporate Climate Initiatives Coordinator

## WHAT IS UP NEXT

- Submission of an application to the Federation of Canadian Municipalities' Community Efficiency Financing fund to support the BetterHomes Dufferin program
- Engagement with member municipalities to create and adopt local climate implementation plans
- Community engagement at public events, including hosting an upcoming electric vehicle test-drive event

## CHALLENGES

- Limited staffing capacity and resources to fulfil commitments outlined in the Dufferin Climate Action Plan and Dufferin Climate Adaptation Strategy
- Capital to fund projects outlined in the Dufferin Climate Action Plan, including matching funding in grant applications for program development

# CLIMATE AND ENERGY FINANCIAL PLAN

(in 000s)	2022 ACTUAL	APR 2023 ACTUAL	2023 BUDGET	DOLLAR CHANGE	%AGE CHANGE
Revenues					
Government Transfers	\$3	\$0	\$0	\$0	0.00%
Other Revenue	\$6	\$41	\$31	-\$10	132.29%
<b>Total Revenues</b>	<b>\$9</b>	<b>\$41</b>	<b>\$31</b>	<b>-\$10</b>	<b>132.29%</b>
Expenditures					
Salaries and Benefits	\$240	\$67	\$296	\$229	22.57%
Administrative and Office	\$33	\$14	\$230	\$217	5.98%
Service Delivery	\$48	-\$5	\$67	\$71	-7.26%
IT and Communications	\$7	\$1	\$16	\$15	3.75%
Facilities	\$5	\$0	\$8	\$8	2.75%
<b>Total Expenditures</b>	<b>\$333</b>	<b>\$77</b>	<b>\$617</b>	<b>\$541</b>	<b>12.40%</b>
Transfers					
Transfers from Reserves	\$0	-\$33	-\$150	-\$117	22.22%
<b>Total Transfers</b>	<b>\$0</b>	<b>-\$33</b>	<b>-\$150</b>	<b>-\$117</b>	<b>22.22%</b>
<b>Total Climate and Energy</b>	<b>\$324</b>	<b>\$2</b>	<b>\$436</b>	<b>\$434</b>	<b>0.50%</b>

## FINANCIAL HIGHLIGHTS

- Consultant fees have been partially paid to facilitate the implementation of the Regional Electric Vehicle Charging Network partnership project
- Other consultant fees are scheduled for later in the year
- Energy Management Software contract awarded, payments begin in Q2
- Administrative costs are occurring as planned
- \$15,000 reimbursement from Local Governments for Sustainability (ICLEI) Canada received in support of the volunteer program, the Youth Climate Activation Circle





# FACILITIES

## AT A GLANCE

12 Community Housing Unit Improvements	547 Work Orders Completed	21 After hour Service Calls	18 Facilities Serviced
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## WHAT HAS HAPPENED THUS FAR

- Award of seasonal Maintenance contracts
- Substantial completion of Community Housing balcony restoration
- Parking lot redesign and site improvement recommendations established
- Risk assessment and design of perimeter security measures completed
- Fire and life safety improvements made to five Community Housing locations

## WHAT IS GOING ON NOW

- Recruitment of Facility Coordination position
- Integration of perimeter and access security strategies and measures
- Preparing roofing replacement tender
- Developing project charter for courtroom restoration
- Developing asset inventory and preventative maintenance program

## WHAT IS UP NEXT

- Building condition assessment incorporating a climate lens and energy efficiency
- Historical courtroom 204 Restoration tender and project commencement
- Increasing tenant accommodation within the Community Housing portfolio
- Restoration and surface improvements to select County parking lot
- Development of service level agreements with internal client departments

## CHALLENGES

- Staffing resources to assist with facility asset management and resolution to inventory gaps
- Addressing evolving stakeholder needs resulting from evolving hybrid work/service delivery models

# FACILITIES FINANCIAL PLAN

(in 000s)	2022 ACTUAL	APR 2023 ACTUAL	2023 BUDGET	DOLLAR CHANGE	%AGE CHANGE
Revenues					
Rent Revenue	\$601	\$209	\$1,263	\$1,054	16.54%
Other Revenue	\$84	\$3	\$0	-\$3	0.00%
<b>Total Revenues</b>	<b>\$684</b>	<b>\$212</b>	<b>\$1,263</b>	<b>\$1,051</b>	<b>16.80%</b>
Expenditures					
Salaries and Benefits	\$1,156	\$356	\$1,550	\$1,194	22.96%
Administrative and Office	\$55	\$30	\$111	\$81	26.98%
Debt Repayment	\$171	\$144	\$433	\$288	33.33%
Service Delivery	\$0	\$1	\$0	-\$1	0.00%
IT and Communications	\$16	\$3	\$20	\$17	16.75%
Facilities	\$502	\$312	\$896	\$584	34.77%
Vehicles and Equipment	\$79	\$21	\$77	\$55	27.51%
Internal Services Recovered	-\$1,215	-\$436	-\$1,237	-\$801	35.25%
<b>Total Expenditures</b>	<b>\$768</b>	<b>\$430</b>	<b>\$1,849</b>	<b>\$1,419</b>	<b>23.28%</b>
Transfers					
Transfers from Reserves	-\$3	-\$26	-\$75	-\$49	34.10%
DC Contribution	\$0	\$0	-\$77	-\$77	0.00%
<b>Total Transfers</b>	<b>-\$3</b>	<b>-\$26</b>	<b>-\$152</b>	<b>-\$126</b>	<b>16.86%</b>
<b>Total Operating Facilities</b>	<b>\$81</b>	<b>\$193</b>	<b>\$434</b>	<b>\$242</b>	<b>44.37%</b>
Capital Investment	\$300	\$290	\$290	\$0	100.00%
<b>Total Facilities Management</b>	<b>\$381</b>	<b>\$483</b>	<b>\$724</b>	<b>\$242</b>	<b>66.64%</b>

## FINANCIAL HIGHLIGHTS

- Salaries and benefits currently below budget due to position vacancy and the new position to be added later this year
- Consulting fees include building condition assessment and service level agreement projects planned for later in year
- Facilities operating cost above forecast, typical for this time of year



# FACILITIES CAPITAL ASSET FUND

	2022 ACTUAL	2023 ACTUAL	2023 BUDGET
<b>Opening Balance</b>	<b>\$1,778</b>	<b>\$1,796</b>	<b>\$1,796</b>
Contributions			
Government Transfers	\$109	\$0	\$0
Capital Levy	\$300	\$290	\$290
Other Revenue	\$162	\$0	\$860
<b>Total Contributions</b>	<b>\$572</b>	<b>\$290</b>	<b>\$1,150</b>
Capital Work			
Land Improvements	\$14	\$7	\$250
Buildings	\$105	\$8	\$1,104
Equipment & Machinery	\$163	\$0	\$300
Other	\$272	\$0	\$0
<b>Total Capital Work</b>	<b>\$554</b>	<b>\$15</b>	<b>\$1,654</b>
<b>Ending Capital Asset Fund Balance</b>	<b>\$1,796</b>	<b>\$2,071</b>	<b>\$1,292</b>

*\*Progress on the capital work plan will be reported separately and will not exist in this report.*



# WASTE SERVICES

## AT A GLANCE

<b>5 TONNES</b> Of electronics collected at first HHW event of 2023	<b>376 VEHICLES</b> In attendance at first HHW event of 2023	<b>9623 USERS</b> Of the Dufferin Waste app	<b>745 TONNES</b> Of green bin organics collected from January-March
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## WHAT HAS HAPPENED THUS FAR

- Year's first Household Hazardous and Electronic Waste Event Day held on Earth day - April 22, 2023
- Council received an update on the upcoming blue box transition, which will be implemented for residential and eligible sources

## WHAT IS GOING ON NOW

- A review of the County's household hazardous waste program is being finalized to identify gaps and explore enhancements to the current service model
- Preparation for the blue box transition is underway with the involvement of the Producers and their collections contractor, GFL

## WHAT IS UP NEXT

- Dufferin County's Blue Box program transitions to producer responsibility on July 1, 2023
- Green Bin neighbourhood campaign to encourage participation and increase organics tonnage
- Community engagement through upcoming HHEW Days, Compost Giveaway Days, events and presentations

## CHALLENGES

- Coordinating special waste programs (batteries, electronics, household hazardous waste, etc.) in parallel with transition to full producer responsibility for designated materials
- Planning for 2023-2025 blue box transition to full producer responsibility
- Increasing promotion, education, and customer service due to ever changing needs and areas of focus including increasing green bin usage

# WASTE SERVICES FINANCIAL PLAN

(in 000s)	2022 ACTUAL	APR 2023 ACTUAL	2023 BUDGET	DOLLAR CHANGE	%AGE CHANGE
Revenues					
User Fees	\$93	\$32	\$85	\$53	37.98%
Rent Revenue	\$3	\$0	\$3	\$3	0.00%
Government Transfers	\$5	\$0	\$0	\$0	0.00%
Other Revenue	\$1,723	\$112	\$834	\$722	13.39%
<b>Total Revenues</b>	<b>\$1,823</b>	<b>\$144</b>	<b>\$921</b>	<b>\$777</b>	<b>15.62%</b>
Expenditures					
Salaries and Benefits	\$537	\$148	\$541	\$393	27.40%
Administrative and Office	\$125	\$52	\$222	\$170	23.30%
Service Delivery	\$5,801	\$1,244	\$5,323	\$4,079	23.37%
IT and Communications	\$4	\$1	\$5	\$4	16.04%
Facilities	\$2	\$0	\$2	\$1	15.61%
Vehicles and Equipment	\$13	\$2	\$13	\$11	17.18%
<b>Total Expenditures</b>	<b>\$6,482</b>	<b>\$1,447</b>	<b>\$6,107</b>	<b>\$4,659</b>	<b>23.70%</b>
Transfers					
Transfers from Reserves	-\$23	\$0	-\$73	-\$73	0.00%
DC Contribution	-\$18	-\$6	-\$19	-\$13	33.33%
Transfers to Reserves	\$619	\$0	\$0	\$0	0.00%
<b>Total Transfers</b>	<b>\$579</b>	<b>-\$6</b>	<b>-\$92</b>	<b>-\$86</b>	<b>6.88%</b>
<b>Total Operating Waste</b>	<b>\$5,237</b>	<b>\$1,297</b>	<b>\$5,093</b>	<b>\$3,796</b>	<b>25.47%</b>
Capital Investment	\$7	\$10	\$10	\$0	100.00%
<b>Total Waste Services</b>	<b>\$5,244</b>	<b>\$1,307</b>	<b>\$5,103</b>	<b>\$3,796</b>	<b>25.61%</b>

## BUDGET HIGHLIGHTS

- Due to the timing of invoices, the contract costs for April are not included in the Service Delivery numbers
- Recycling market revenues have remained fairly consistent in the first quarter of the year, and will be reflected in the Revenues as they are received
- The collection and processing costs for residential recycling stops, in addition to revenues for recycling, will end as of June 30th, with the transition of residential blue box services on July 1st, 2023 to full producer responsibility
- Industrial, Commercial and Institutional (IC&I) recycling costs will remain as a County budget item

# WASTE SERVICES CAPITAL ASSET FUND

	2022 ACTUAL	2023 ACTUAL	2023 BUDGET
<b>Opening Balance</b>	\$24	\$31	\$31
Contributions			
Capital Levy	\$7	\$10	\$10
<b>Total Contributions</b>	<b>\$7</b>	<b>\$10</b>	<b>\$10</b>
Capital Work			
Vehicles	\$0	\$0	\$0
<b>Total Capital Work</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Ending Capital Asset Fund Balance</b>	<b>\$31</b>	<b>\$40</b>	<b>\$40</b>

*\*Progress on the capital work plan will be reported separately and will not exist in this report.*



# COUNTY FOREST

## AT A GLANCE

<b>1,066 HECTARES</b> Forested area owned by the County of Dufferin across 14 tracts	<b>543,596 TREES</b> Over 9cm diameter across the County Forest	<b>\$72,546</b> Worth of timber sustainably harvested in 2022	<b>UP TO \$15.6M</b> Estimated value of ecosystem services per year for County Forest Tracts
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## WHAT HAS HAPPENED THUS FAR

- Development of Invasive Species Plan focusing on terrestrial plant species
- Friends of the Dufferin County Forest trail maintenance and litter pick up event completed
- Portable toilets installed at Main Tract
- Communication delivered around spring wild turkey hunting season

## WHAT IS GOING ON NOW

- User agreements for Dufferin Grey ATV Club and Dufferin Rooftop Riders for the Dufferin Rail Trail currently being developed
- Implementation of the Outdoor Recreation Plan

## WHAT IS UP NEXT

- Tree marking underway for 2023 timber sales
- Implementation of Invasive Species Plan, focusing on terrestrial plant species

## CHALLENGES

- Managing increasing recreational activity in the County Forest with limited resources
- Managing increasing communication and enforcement needs arising from increasing recreational activity
- Balancing recreational use with forest management activities that increase forest resilience and improve forest health
- Planning for succession due to upcoming retirement of key personnel

# COUNTY FOREST FINANCIAL PLAN

(in 000s)	2022 ACTUAL	APR 2023 ACTUAL	2023 BUDGET	DOLLAR CHANGE	%AGE CHANGE
<b>Revenues</b>					
Government Transfers	\$3	\$0	\$0	\$0	0.00%
Other Revenue	\$69	\$1	\$57	\$56	1.43%
<b>Total Revenues</b>	<b>\$71</b>	<b>\$1</b>	<b>\$57</b>	<b>\$56</b>	<b>1.43%</b>
<b>Expenditures</b>					
Salaries and Benefits	\$175	\$65	\$247	\$182	26.19%
Administrative and Office	\$20	\$4	\$25	\$21	17.50%
Service Delivery	\$8	\$1	\$21	\$21	2.38%
IT and Communications	\$0	\$1	\$1	\$0	85.76%
Facilities	\$0	\$0	\$11	\$11	0.00%
Vehicles and Equipment	\$6	\$1	\$6	\$5	17.01%
<b>Total Expenditures</b>	<b>\$209</b>	<b>\$71</b>	<b>\$311</b>	<b>\$240</b>	<b>22.95%</b>
<b>Transfers</b>					
Transfers from Reserves	\$0	\$0	-\$65	-\$65	0.00%
<b>Total Transfers</b>	<b>\$0</b>	<b>\$0</b>	<b>-\$65</b>	<b>-\$65</b>	<b>0.00%</b>
<b>Total Operating County Forest</b>	<b>\$138</b>	<b>\$71</b>	<b>\$189</b>	<b>\$119</b>	<b>37.24%</b>
Capital Investment	\$5	\$12	\$12	\$0	100.00%
<b>Total County Forest</b>	<b>\$143</b>	<b>\$83</b>	<b>\$201</b>	<b>\$119</b>	<b>40.98%</b>

## BUDGET HIGHLIGHTS

- The majority of expenses in the Forestry Division are seasonal and will occur between now and the fall
- Most revenues relate to timber sales which are tendered in late summer/early fall

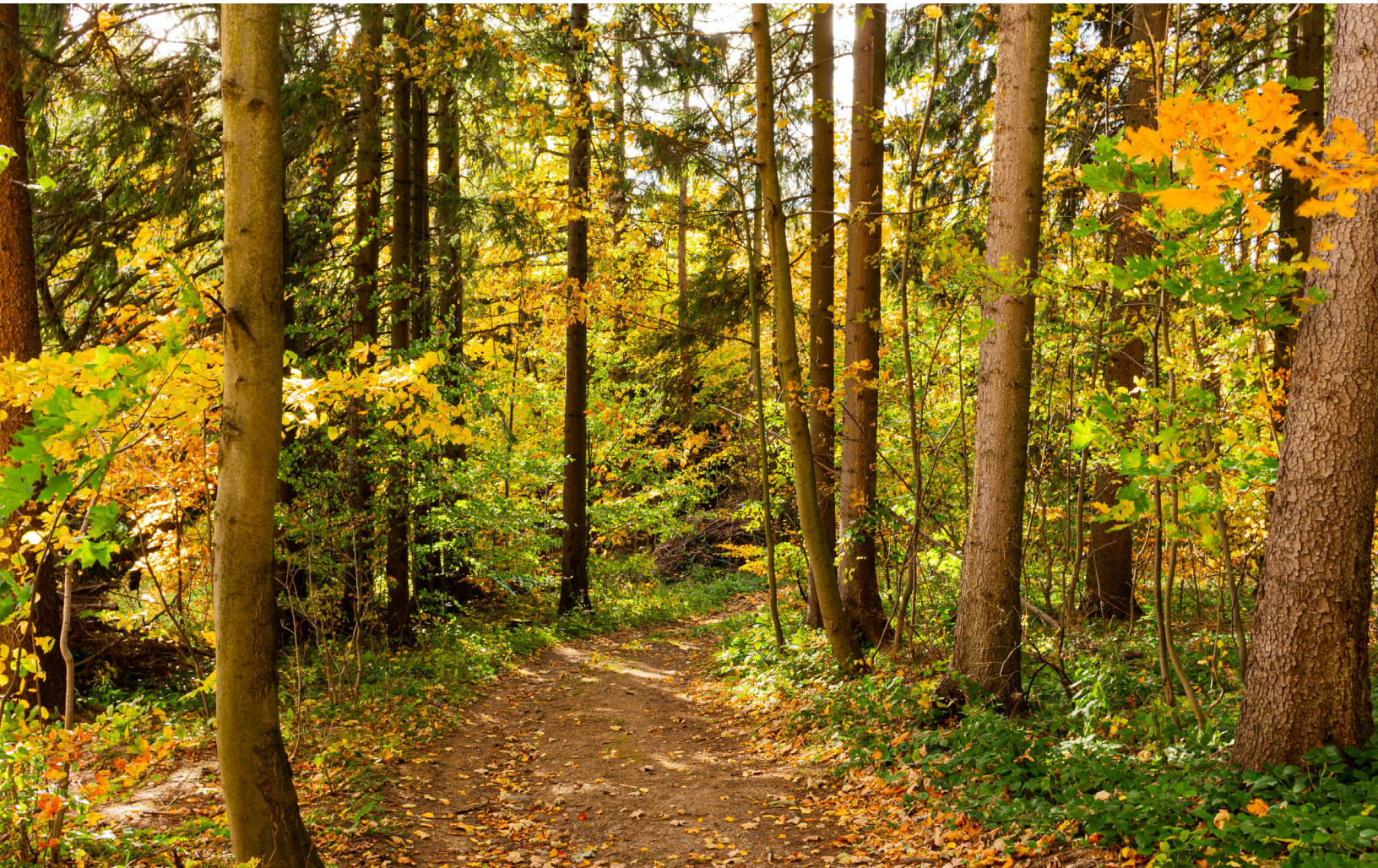




# COUNTY FOREST CAPITAL ASSET FUND

	2022 ACTUAL	2023 ACTUAL	2023 BUDGET
<b>Opening Balance</b>	<b>\$48</b>	<b>\$53</b>	<b>\$53</b>
Contributions			
Capital Levy	\$5	\$12	\$12
Transfers from Reserves	\$0	\$0	\$16
<b>Total Contributions</b>	<b>\$5</b>	<b>\$12</b>	<b>\$28</b>
Capital Work			
Land Improvements	\$0	\$0	\$6
Equipment & Machinery	\$0	\$0	\$15
Vehicles	\$0	\$0	\$60
<b>Total Capital Work</b>	<b>\$0</b>	<b>\$0</b>	<b>\$81</b>
<b>Ending Capital Asset Fund Balance</b>	<b>\$53</b>	<b>\$65</b>	<b>\$0</b>

*\*Progress on the capital work plan will be reported separately and will not exist in this report.*





Report To: Chair Gerrits and Members of the Infrastructure and  
Environmental Services Committee

Meeting Date: May 25, 2023

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**Subject: County Forest By-Law Enforcement**

**From: Scott Burns, Director of Public Works/County Engineer**

### **Recommendation**

**THAT the Report, County Forest By-Law Enforcement, dated May 25, 2023, from the Director of Public Works/County Engineer, be received.**

### **Executive Summary**

During the April 2023 Infrastructure and Environmental Services Committee meeting, staff presented a report explaining updates to the County Forest/Rail Trail By-law 2017-39 as well as related set fines. The Committee asked that a report be presented with information speaking to enforcement measures currently in place for the County Forest and Rail Trail. Further to this, staff were asked to confirm the appropriateness of the proposed set fines. This report explains both the current enforcement methods and confirms that the set fines as presented are appropriate.

### **Background & Discussion**

At the April 25, 2023 Infrastructure and Environmental Services Committee meeting, there was discussion of enforcement of the County Forest By-Law (2017-39), which has recently been expanded to include the Rail Trail. Currently, enforcement of the by-law is based on complaints and occurs through local municipal by-law enforcement and/or Dufferin OPP. In some years, based on volume of complaints, the County has hired paid duty OPP officers to patrol the Main Tract on afternoons/evenings and weekends for illegal use by motorized vehicles. The current staff complement in the Forestry Division is insufficient to provide enforcement. The 2023 budget includes \$5,000 for enforcement, the intent of

which is to hire paid duty OPP officers if needed. An increase in enforcement would require an added budget allocation.

There are three practical options for by-law enforcement, outlined in the table below.

	Rate*	Notes
Paid duty OPP	\$94/hour/person	includes use of patrol vehicle
Contract	\$38.35/hour/person	includes use of off-road vehicle
Staff Position	\$35.79-\$43.55/hour/person	does not include vehicle

\*Rates are based on recent data from the County of Simcoe for enforcement in the Simcoe County Forest.

The main advantages of hiring paid duty OPP are that they can enforce legislation other than the by-law, for example the *Highway Traffic Act*, as well as their presence being a visual deterrent for all illegal activity. However, paid duty OPP may not be able to fulfill all the enforcement time periods/shifts that may be needed by the County, while the other two options would provide the ability to fulfill all scheduled enforcement time periods/shifts. All three options would enable enforcement on evenings and weekends beyond typical office hours.

**Set Fines**

As mentioned at the April Committee meeting, the set fines proposed in the report were based on those that were approved for the Simcoe County Forest. Further investigation has revealed that set fines for Bruce County Forest and Halton Region Forest are also in alignment. Staff confirm that it is appropriate to make these comparisons rather than comparing the Dufferin County Forest to an urban park. Violations of many of the activities regulated in Dufferin, including hunting, motorized off-road vehicles, animal excrement, etc., have a much greater impact in a manicured urban park than in a forest environment and therefore would appropriately have much higher fines in that situation. Increased enforcement would give an indication as to whether users of the County Forest consider the fines to be just a form of user fee based upon observation of repeat offenders. Should this be the case, further recommendations will be presented to Committee for consideration.

**Financial, Staffing, Legal, or IT Considerations**

Financial - The 2023 budget includes \$5,000 for enforcement, the intent of which was to hire paid duty OPP officers if needed. An increase in enforcement would require an additional budget allocation.

Staffing - The current staff complement in the Forestry Division is insufficient to provide enforcement.

**In Support of Strategic Plan Priorities and Objectives**

Good Governance – ensure transparency, clear communication, prudent financial management

Sustainable Environment & Infrastructure – protect assets both in the natural and built environment

Respectfully Submitted By:

Scott Burns, P.Eng., C.E.T.  
Director of Public Works/County Engineer

Prepared By:  
Caroline Mach, R.P.F.  
County Forest Manager

Reviewed by: Sonya Pritchard, Chief Administrative Officer



Report To: Chair Gerrits and Members of the Infrastructure and  
Environmental Services Committee

Meeting Date: May 25, 2023

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**Subject: Household Hazardous Waste Service Review and Future Options**

**From: Scott Burns, Director of Public Work/County Engineer**

### **Recommendation**

**THAT the report of the Director of Public Works/County Engineer, dated May 25, 2023, Household Hazardous Waste Service Review and Future Options, be received;**

**AND THAT staff investigate the development of a Dufferin County Mobile Depot from the perspective of logistics, costs, funding, approvals, etc. and report back.**

### **Executive Summary**

Over the past several months staff have been working through a detailed review of the County's Household Hazardous Waste program. The review is supported by a third-party expert consultant and is aimed to recognize service gaps and recommend reasonable program enhancements within the context of funding challenges related to continual change in Producer responsibility. The project is now complete and provides several potential program enhancements meant to complement the existing system. The primary recommendation is to further investigate development of a Mobile Depot for Household Hazardous Waste collection. The Mobile Depot would offer scheduled service throughout the County in parallel with the existing seven event days.

### **Background & Discussion**

Cambium Inc. was retained to complete a review of Dufferin's Household Hazardous Waste system to determine whether the service could be improved or enhanced. Dufferin's Household Hazardous Waste is currently collected through seven Event Days that are held throughout the County annually. These events offer residents a responsible

outlet for specific hazardous household products and greatly reduces the likelihood of them ending up in landfill. The Cambium Inc. project report is now complete (attached) and offers recommendations that are supported by staff.

It is important to note that there are several external forces that impact acceptable program materials and costs. Although the County accepts a wide range of materials through the Household Hazardous Waste program, approximately half are designated under O. Reg 449/21 – Hazardous and Special Products. This means that the remaining non-designated materials are not currently eligible for funding from the producers. Therefore, costs of collection, recycling, and/or disposal are borne by taxpayers. In addition, the historical levels of producer funding for materials that are designated through the regulation are simply not keeping pace with the increasing costs of handling. This again results in subsidization by taxpayers. Furthermore, the methods used to define producer targets for these special wastes are based on the number of collection sites within an area's population as opposed to a weight or volume-based target as with many other programs. This results in many smaller municipalities being excluded from a producer funded service, once again resulting in taxpayer support.

As explained in Cambium's report, there are several possible service options that could be explored by the County. The report specifically recommends further investigating the development of a Mobile Depot to complement the existing hazardous waste program. Mobile and seasonal depots are not currently captured within the accessibility target structure of the regulation and therefore this option will require further investigation by staff to confirm feasibility. Any option should be considered within the context of ever-changing producer responsibility and the desired direction of service by the County. While customer service and accessibility are important, it is also critical to push for a system that holds producers to account with respect to the regulation and municipal compensation. Afterall, it is generally municipal programs that serve producers in reaching their targets.

In line with the Cambium Inc. recommendation for a Dufferin Household Hazardous Waste Mobile Depot, and within the context of ongoing changes to Producer responsibility, staff recommend the following:

- Proceed with the standard Household Hazardous Event Days for 2023;
- Monitor for changes to the number of collection sites, events, return to retail locations, etc. as Producers work to meet their obligations under the regulation as these changes directly impact eligible municipal funding;
- Advocate for improvements to municipal compensation models from Producers;

- Advocate to the Ministry to increase the number of designated materials under the regulation to subsequently improve material capture and secure additional Producer funding;
- Further investigate the Dufferin County Mobile Depot from the perspective of logistics, costs, funding, approvals, etc. acknowledging that this model may not receive adequate Producer funding;
- Review other options as may become viable in line with industry changes, etc.;
- Report back once further details become available and additional staff review is complete.

Although staff are confident that the above work will be fruitful, it is worth noting that municipalities are able to opt out of providing service to the Producers for designated materials. This would result in Producers having to develop all aspects of their collection system to meet their regulatory obligations. Some Ontario municipalities are considering this option should compensation models not adequately improve. Staff are recommending that the County monitor the impacts of the new system, advocate for better compensation, and determine a path forward so that responsible designated and non-designated collection options are available for residents. These options could be either producer led, County led, or a combination of both.

Updates will be provided to Committee and Council as information becomes available.

### **Financial, Staffing, Legal, or IT Considerations**

The Cambium report provides high-level budget implications for the options presented. With rising contract prices, these are estimates over a 10-year period. Depending on the option, additional staffing resources may be required. When considering the Mobile Depot, two dedicated part time staff would be required. As noted in the report, staff are recommending further investigation at this time.

Through the current compensation structure, municipalities are paid on a \$/kg model while Producer targets are based on the number of collection sites within an area's population. This means that events that collect low volumes of designated materials are heavily subsidized by taxpayers, while Producers may have satisfied their obligations with respect to the number of events offered. As Producers continue to change collection methods, these impacts may worsen. As an example, paints offer higher levels of funding due to typical volumes collected at County events. Should Producers shift collection of this one item to a return to retail model, it is questionable whether remaining materials received through the County would provide sufficient funding to support the program.

**In Support of Strategic Plan Priorities and Objectives (Choose all that apply)**

Good Governance – ensure transparency, clear communication, prudent financial management

Sustainable Environment & Infrastructure – protect assets both in the natural and built environment

Service Efficiency & Value – determine the right services for the right price

Inclusive & Supportive Community – support efforts to address current & future needs for a livable community

Respectfully Submitted By:

Scott C. Burns, P.Eng., C.E.T.  
Director of Public Works/County Engineer

Prepared By:

Melissa Kovacs Reid  
Manager of Waste Services

Attachments: Cambium Inc. HHW Report

Reviewed by: Sonya Pritchard, Chief Administrative Officer





# Household Hazardous Waste Program Review and Business Case for Future Options

May 12, 2023

Prepared for:  
The Corporation of the County of Dufferin

Cambium Reference: 16560-001

CAMBIUM INC.

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## **Executive Summary**

The Resource Recovery and Circular Economy Act (RRCEA) was established in Ontario in 2016 to provide a framework for the province to utilize in the process of increasing resource recovery and establishing a circular economy. The implementation of this Act will have a significant impact to municipalities on how diversion materials are collected, processed, and funded. Of particular note is the Ontario Regulation 449/21 – Hazardous and Special Products (HSP) (O. Reg 449/21) implemented under the RRCEA resulting in changes to the framework previously used for managing Household Hazardous Waste (HHW).

The County of Dufferin (County) retained Cambium Inc. to assist with a review of the current HHW Program and the preparation of a business case for future management options (Project).

Five options have been presented in this Project including collection events offered by the County.

- Option 1: Events
- Option 2: Permanent Depot
- Option 3: Mobile Depot
- Option 4: Municipal Agreements
- Option 5: Call-In Service

After reviewing each option individually for levels of service, capture of HHW, ease of implementation, the potential funding implications, and overall costs, Cambium suggests the County consider either Option 3 or 5. While both options are expected to increase costs by approximately \$40,000/year, they build on the existing service and are expected to result in improved collection and diversion of hazardous materials from landfill.

Option 3 is recommended if suitable locations for the mobile depot can be agreed upon for placement and operation of the service.



Option 5 for Call-In Service is recommended if suitable locations cannot be established for the mobile depot.

There are many variations on these services that could be implemented including a combination of these proposed options, however, for the purpose of this Project each option was considered individually. As an example, the County could establish a Call-In service (Option 5) as the primary program with augmentation of seasonal events at select times and locations (Option 1).

Prior to implementing any changes to service, Cambium recommends consulting with producer responsibility organizations (PROs) to ensure that programs will be eligible to receive funding to offset costs or understand implications of establishing programs which may not be funded. Funding should offset 50% of HHW operating costs so it is important to consider in long term program development.



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## **1.0 Introduction**

The County of Dufferin (County) retained Cambium Inc. (Cambium) to assist with reviewing the existing Household Hazardous Waste (HHW) Program and preparing a business case for future management options (Project).

In 2016 in Ontario, the Resource Recovery and Circular Economy Act (RRCEA) was established to provide a provincial strategy focused on developing a Circular Economy and increasing resource recovery. A fundamental part of this legislation designates that producers become responsible for the post consumer management of their products & packaging, which is referred to as Individual Producer Responsibility (IPR). In 2021, Ontario Regulation 449/21 – Hazardous and Special Products (HSP) (O. Reg 449/21) was implemented under the RRCEA, resulting in changes to the framework previously used for managing HHW.

O. Reg 449/21 designates specific materials (described in Section 2.1.4) that require management by producers and sets producer obligations for service and management requirements. As a result of these changes, and an interest in potentially increasing hazardous waste collection services to residents, the County is undertaking this Project.

## **2.0 Background Review**

### **2.1 Existing Program**

The County currently provides HHW services to residents by offering hazardous waste event days (Events). Normally, seven Events are offered each year in different locations throughout the County between May and November.

#### **2.1.1 County Profile**

The population of local Municipalities are show in Table 1. The Town of Orangeville is the largest municipal centre with approximately 34,000 residents. The County's population is increasing at a rate of approximately 1,000 residents per year.



**Table 1 Local Municipal Population**

Municipality	2011	2016	2021
Shelburne	5841	8126	8989
Mono	7546	8609	9421
East Garafraxa	2595	2579	2794
Amaranth	3963	4079	4327
Mulmur	3391	3478	3571
Melancthon	2839	3008	3132
Orangeville	29007	32318	34177
Grand Valley	1476	2956	3851
Total	56658	65153	70262

Source: Statistics Canada Census Profile, 2021.

### 2.1.2 Organization of Hazardous Waste Events

County staff organize the Events by:

- planning the location and facilities that will be used,
- ensuring appropriate operating contracts and environmental approvals are in place,
- tracking the number and local municipality of visitors,
- directing traffic, and
- supporting coinciding diversion events (electronics).

### 2.1.3 Contracts and Agreements

The County has contracted with GFL to provide trained staff to collect HHW during Events, and transport waste from the collection site to a waste processing or disposal facility. The sorting processing facility currently used by GFL is in Hamilton, Ontario.

Compensation for collecting some materials is provided by producer responsibility organizations (PRO)s working on behalf of producers to meet obligated collection and management requirements (further described in Section 2.2). The County operates its HHW program through a set of agreements with service providers and PROs as summarized in Table 2.



**Table 2 Contracts and Agreements**

Name	Agreement Type	Materials Included	Funding	Term
Product Care Association (PCA)	Material Management Agreement	Paints and coatings, pesticides, pressurized containers (non-refillable, non-refillable/non-propane, and refillable propane)	Weight based (\$/tonne) – weighed at receiving facility	Expired – needs to be renewed  Pressurized container service will be terminated June 2023
Automotive Material Stewardship (AMS)	Material Management Agreement	Antifreeze, oil filters, and antifreeze and oil containers	Weight based (\$/tonne) – weighed at receiving facility	Auto renewal annually unless terminated
Call 2 Recycle	Material Management Agreement	Dry cell rechargeable and single use (primary) batteries	Weight based (\$/kg)	Auto renewal annually unless terminated
GFL	Waste Service Provider Agreement	All household hazardous wastes collected	Site services \$/event, and \$/tonne processing/ disposal fee	One year with three one-year extensions (until 2025)

### 2.1.4 Quantities and Types of Materials Managed

Material quantities are tracked in either kilograms or litres and these units are combined for the purposes of representing the types and quantities of HHW materials managed at Events. The annual quantity of HHW material collected between 2018 and 2022 is approximately 100,000 kg/l per year as show in Figure 1.

The County accepts a variety of HHW materials. The amount of each type of material typically received per year between 2018-2022 is show in Figure 2. The materials collected in the largest quantities include flammable liquids, motor oil and filters, and paint.



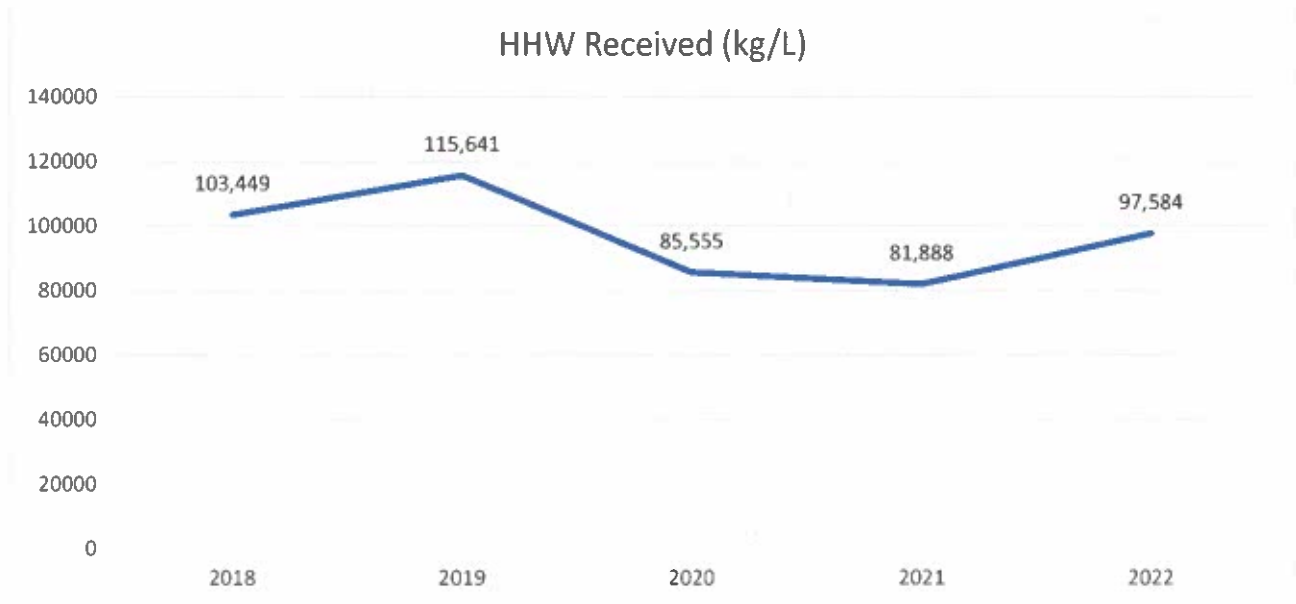


Figure 1 Annual Quantity of Hazardous Waste Received

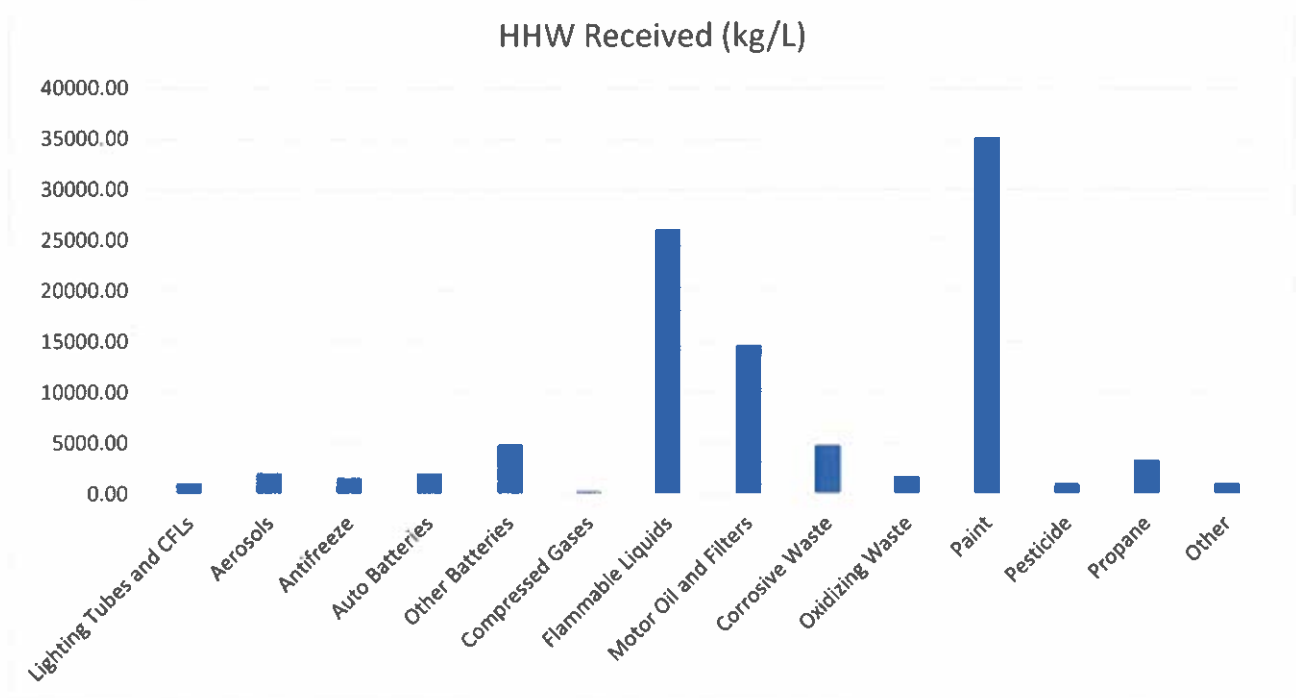
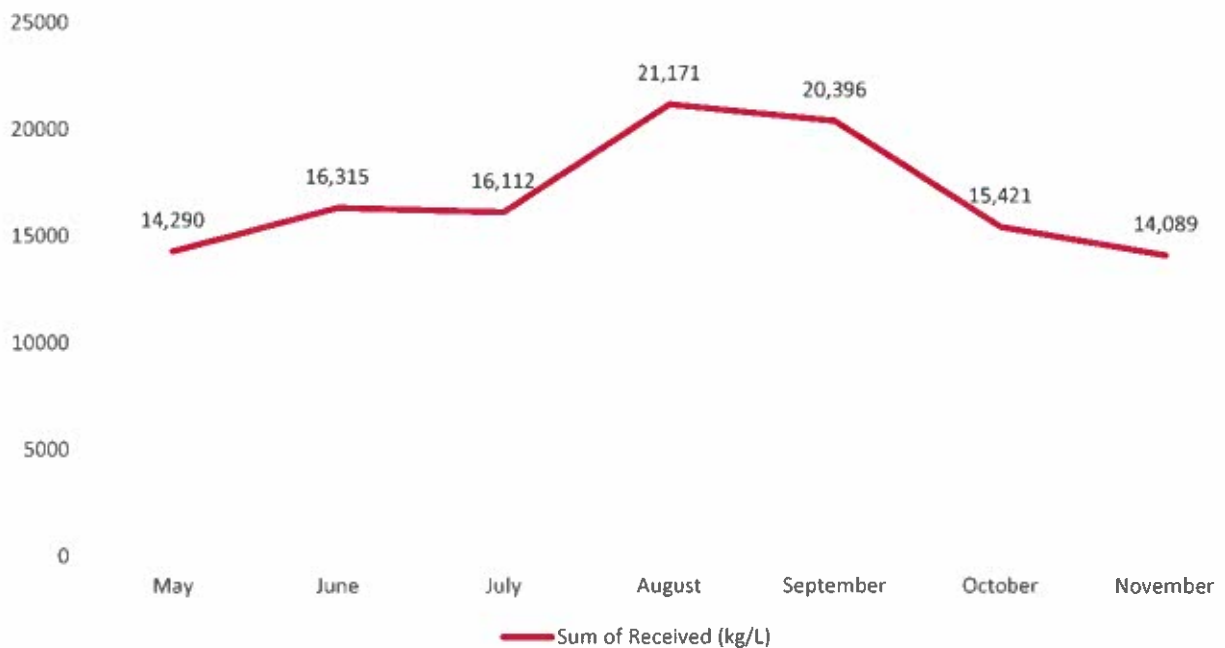


Figure 2 Average Quantity of Types of HHW Received per Year

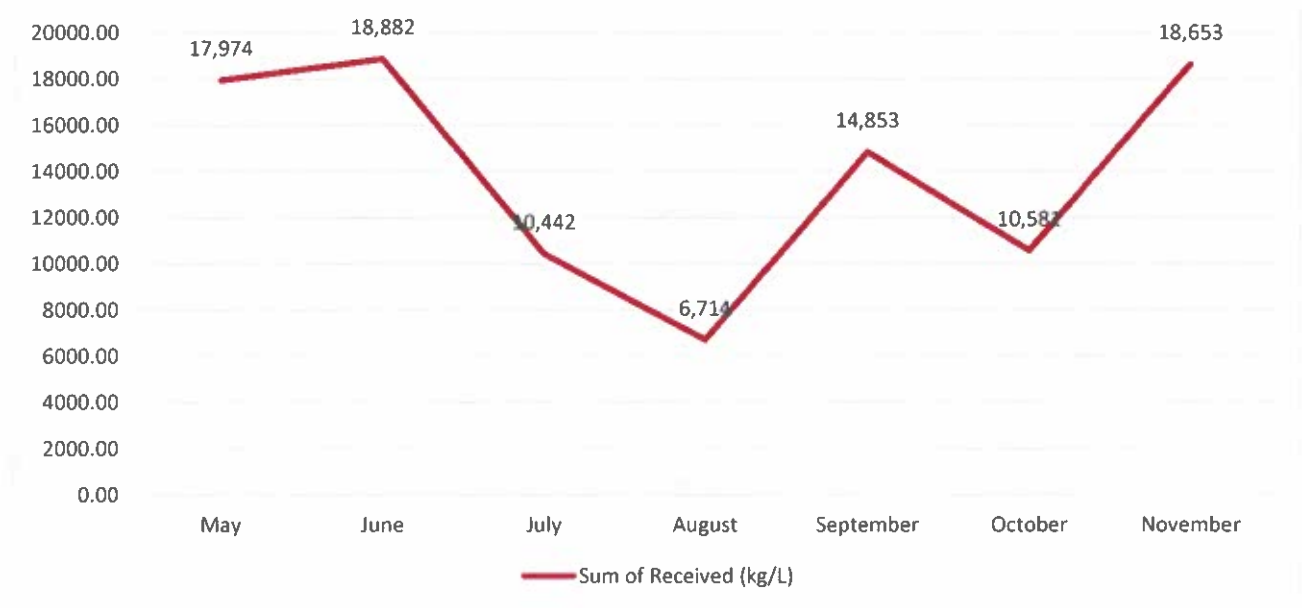


### 2.1.5 Trends in Quantities Materials Managed

Cambium considered the seasonal variation in quantities of materials managed at events. In 2020, Events were delayed due to the pandemic, and when the first event for the year did not occur until August there was a record quantity of HHW received at this single event (27,736 kg/l). Seasonal trends (2018-2022) including and excluding the 2020 data are shown in Figure 3 and Figure 4, respectively. When 2020 is excluded, the data suggests that larger quantities of material are received at Events hosted in the spring and fall, compared to the summer.



**Figure 3 Seasonal Trends in Quantities of HHW Received**



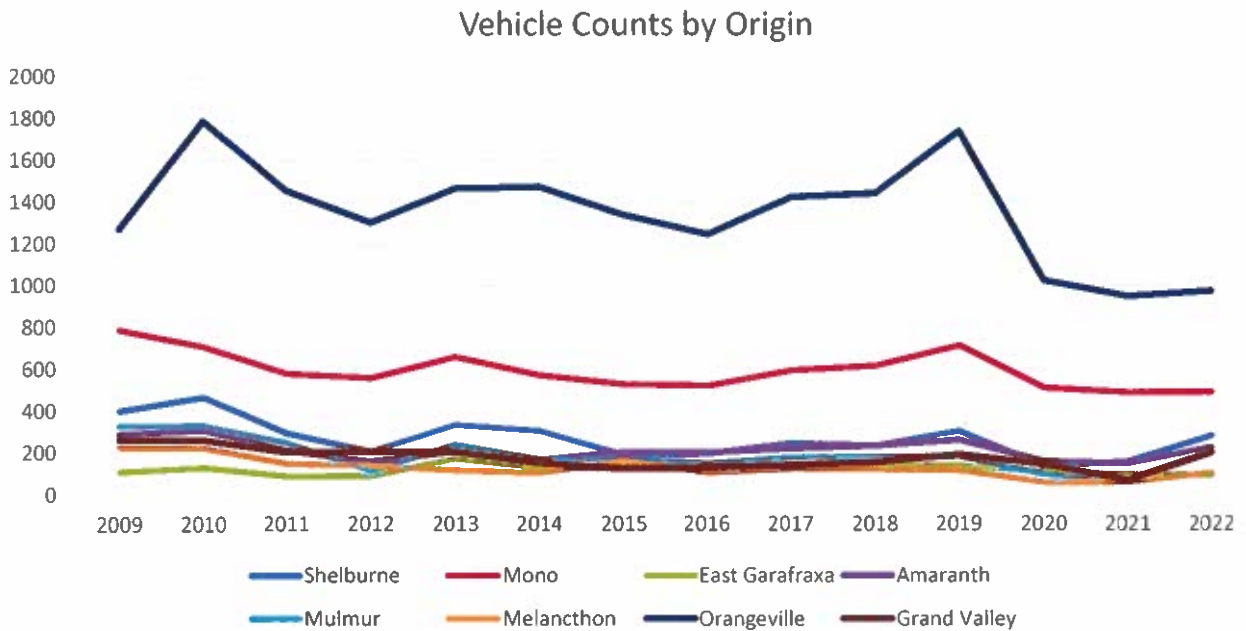
**Figure 4 Seasonal Trends in Quantity of HHW Received (Excluding 2020)**

### 2.1.6 Vehicle Count Trends

Vehicle counts are an important source of information for assessing trends in the County's HHW program. This Section outlines some trends noted from a review of vehicle count data. A summary of vehicle count information is included in Appendix A.

#### 2.1.6.1 Vehicle Origin

During each Event, staff recorded the origin of vehicles as shown in Figure 5. As might be expected, the number of residents from each lower-tier municipality, is highly correlated to the area's population, with the highest number of residents originating from Orangeville, followed by Mono.



**Figure 5 Origin of Vehicles Attending Events**

#### 2.1.6.2 Annual Number of Vehicles

The number of vehicles attending Events annually appears to be slowly decreasing since 2009 (Figure 6). This may be the result of residents slowly eliminating accumulation of hazardous materials in their homes and less frequent visits to dispose of materials.



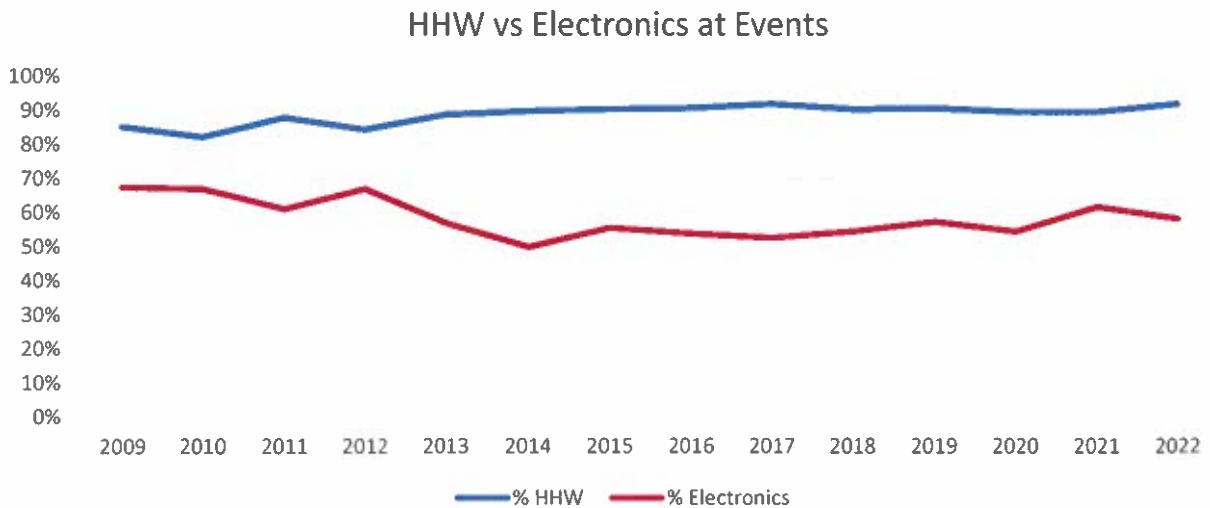
### Annual Trends in Vehicle Counts



**Figure 6 Annual Vehicle Counts Attending Events**

#### 2.1.6.3 HHW vs WEEE

Events are also used to collect used Waste Electrical and Electronic Equipment (electronic equipment). Data is collected from each vehicle attending the site to note whether they have electronics, HHW, or both. The data presented in Figure 7 shows that approximately 90% of residents attending the events are disposing of HHW material compared to 60% of residents disposing of electronics.



**Figure 7 Percent of Vehicles with HHW vs Electronics**

### 2.1.7 Existing Program Costs

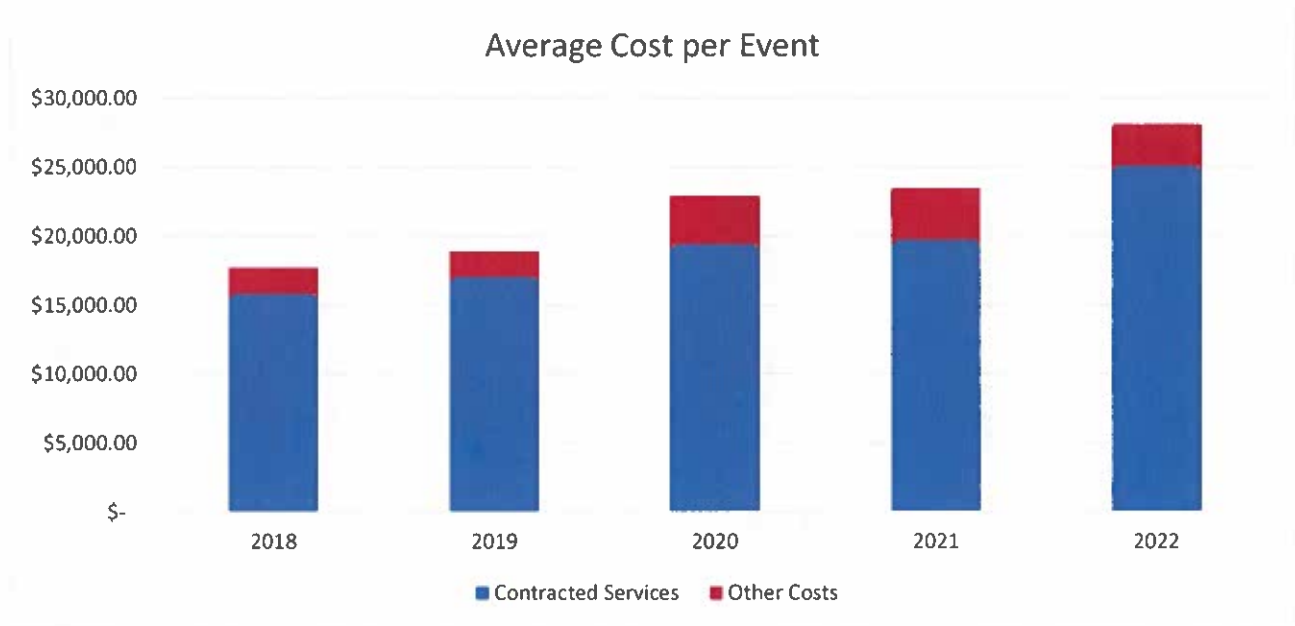
The primary costs for offering Events were the contracted costs for site services (collecting and hauling), and processing/disposal costs, which represented about 35% and 65% of costs, respectively. The contracted costs have been steadily increasing over the past five years with the most significant increase in 2022 because of a new contract, as shown in Figure 8. Other costs include facility costs, portable toilets, seasonal labourers, and promotion. Overall, the producer funding has typically supported about 50% of costs and shows to be decreasing over time. Changes in funding may be the result of changes to funding agreements, factors applied to determine composition of materials collected, and changes in the types of materials collected. Costs are shown as average cost per Event and annual costs in Figure 8 and summarized in Figure 9, respectively. A summary table of costs is included in Appendix A.

A few key notes about costs:

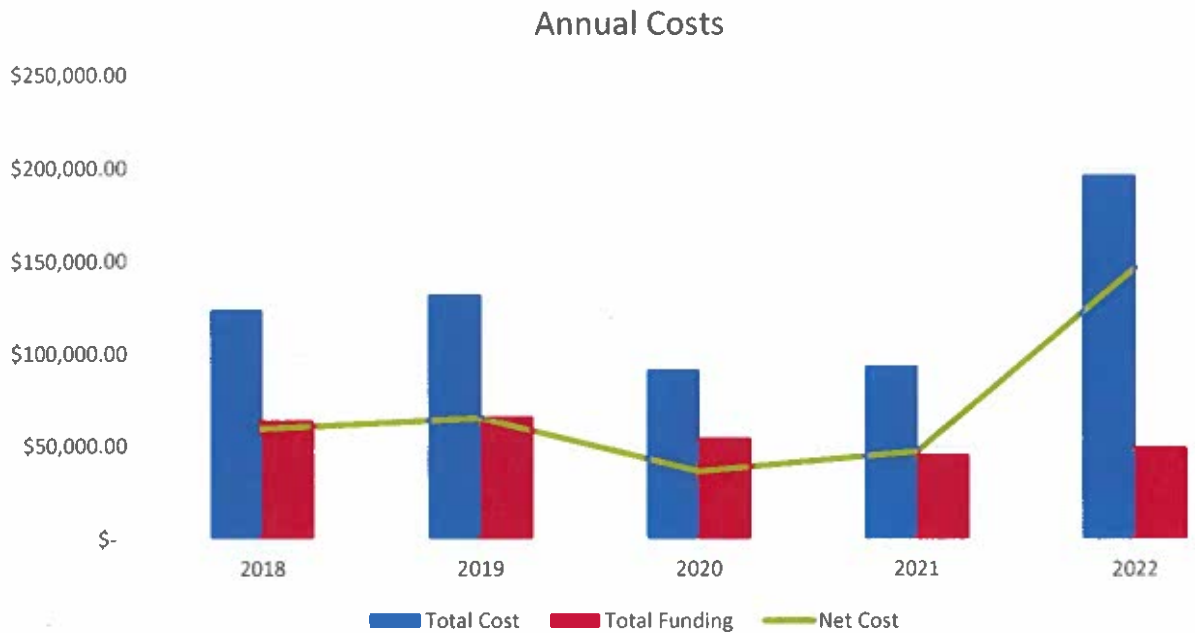
- Producer compensation is not keeping up with increased program costs.
- Some costs and rebates are dependant on the type of material collected.



- As there are fixed fees per Event, the cost per quantity of material collected is lower at larger events.



**Figure 8 Average Costs per Event**



**Figure 9 Overall Annual Hazardous Waste Costs**

## 2.2 Hazardous and Special Products Regulation (HSP)

Hazardous and Special Products (HSPs) are materials designated under O. Reg 449/21 as a material that producers are required to manage – meaning subject to IPR. For clarity, a list of materials currently accepted at Events is sorted into designated and non-designated materials in Table 3. The regulation divides designated materials into five categories (A, B, C, D, E) to reflect different regulatory requirements. Materials that are newly designated, which were not previously included, are mercury containing devices such as thermostats, barometers, and thermometers.





**Table 3 HSP Designated Materials and Non-Designated Materials**

Designated Materials	Non-Designated Materials
<b>Category A</b>	Pharmaceuticals
Non-Refillable Pressurized Containers	Fire Extinguishers
Oil Filters	Corrosive Liquid
<b>Category B</b>	Oxidizing Solids
Antifreeze	Oil
Oil Containers	Oxidizing Solids (nitrates)
Paints and Coatings	Ballasts (PCB)
Refillable Propane Containers	Sharps
Solvents – some flammable liquids (solvents)	Corrosive Liquid
<b>Category C</b>	Flammables Organic
Barometers	
Thermometers	
Thermostats	
<b>Category D</b>	
Fertilizers	
<b>Category E</b>	
Refillable Propane Containers	
CFL lights and tubes*	
Single Use Batteries*	
Rechargeable Batteries*	

Notes: \*These are designated under another RRCEA regulation

A review of the quantities (kg or l) of materials managed by the County determined that less than half (about 45%) of the HHW managed at the events are designated (included) under the HSP regulation. An additional 3% of materials (lights and batteries) are designated by the RRCEA under separate regulations. This is an important consideration when deciding how to manage HHW. To ensure collection and diversion solutions are available for non-designated HHW, it is not recommended that the County simply opt out of providing HHW diversion services.

Until December 31, 2022, the HSP regulation required producers to maintain the same collection system. Starting January 1, 2023, new accessibility targets which are based on the population of the local municipality (Table 1) and described in Section 13 to 24 of O. Reg 449/21.



Large HSP producers will be required to establish a collection location for the items as summarized in Table 4. The requirements are specific to the population of the local municipality (lower-tier population). The regulation also allows a certain percentage of site requirements to be offset by holding one event per year or by providing return to retail locations (e.g. paint products). Only Orangeville meets the population threshold which would require producers to operate a site (e.g. a depot) for all materials within the local municipality.

**Table 4 Summary of Large Producer HHW Site Requirements**

Material		Automotive	Paint	Pesticide	Pressurized Container
Local Municipality	Population (2021 Census)	1 Site per 1,000	1 Site per 40,000 (population over 5,000)	1 Site per 250,000 (population over 10,000)	1 Site per 250,000 (population over 10,000)
Shelburne	8,989	8	1	0	0
Mono	9,421	9	1	0	0
East Garafraxa	2,794	2	0	0	0
Amaranth	4,327	4	0	0	0
Mulmur	3,571	3	0	0	0
Melancthon	3,132	3	0	0	0
Orangeville	34,177	34	1	1	1
Grand Valley	3,851	3	0	0	0
Total		66	3	1	1

*\*Producers may also choose to comply with a service level described in the regulation and based on % of retail locations selling the HSP category of product within the local municipal boundaries.*

*\*\* Mercury containing devices and refillable propane tanks are on a call-in pick up*

*\*\*\*No collection accessibility requirements are noted for fertilizers*

### 2.2.1 Potential Funding Implications

There are several potential producer funding implications that would need to be considered as part of establishing a new HHW service. To be considered an accessible site (i.e. depot) to count towards producers' targets, sites must:

- accept all types of HSP,
- accept material year-round during regular business hours,
- accept a minimum of 25kg/day of each type of HSP, and



- be available to the general public including sources and residents from outside the municipality.

Negotiations with producers for funding may be challenging if the means of collection doesn't align with the accessibility requirements in O. Reg 449/21.

### **2.3 Municipal Comparison**

As part of the evaluation of HHW services provided by the County, Cambium researched programs being provided in similar sized communities. The Blue Box Datacall separates municipalities in Ontario into nine municipal groupings dependant primarily on population and density and secondly on geography and type of blue box service (curbside or depot). The County services were compared to 14 similar municipalities, all included in the same Datacall grouping. A summary of these municipalities and their current HHW services is included in Table 5.

The County is one of four municipalities in this grouping that only offer HHW events. Most municipalities have a depot service of some sort, often coinciding with their other waste management facilities. These depots vary in scale and scope, as some only accept limited quantities of materials, some are seasonal, some are municipally operated, and some are operated by contractors.



**Table 5 Municipal HHW Services Comparison**

Municipality	Depot(s)	Mobile Depot	Curbside Pick Up	Events
County of Dufferin	N/A	N/A	N/A	7
County of Northumberland	2	N/A	N/A	2
County of Wellington	5	Yes	N/A	N/A
County of Norfolk	N/A	N/A	N/A	4
Quinte Waste Solutions	2	N/A	N/A	19
County of Peterborough1	6	N/A	N/A	2
District Municipality of Muskoka	6	N/A	N/A	N/A
City of North Bay	1	N/A	N/A	N/A
City of Greater Sudbury	1	N/A	Yes	N/A
Blue Water Recycling Association	3	N/A	N/A	3
Bruce Area Solid Waste Recycling	N/A	N/A	N/A	13
City of Kingston	1	N/A	N/A	N/A
Municipality of Chatham-Kent	N/A	N/A	N/A	8
City of Kawartha Lakes	2	N/A	N/A	4
County of Oxford	1	N/A	N/A	N/A

*Note: some depots are seasonal, and some depots only accept limited types of HHW*



### **3.0 Future HHW Management Options**

Cambium worked with County staff to refine the service delivery options for providing HHW services. As explained in Section 2.2, given there are a significant amount of HHW materials that are not designated for producers to collect, the County should continue to provide a HHW collection service. The five primary options considered include the following:

- Option 1: Events
- Option 2: Permanent Depot
- Option 3: Mobile Depot
- Option 4: Municipal Agreements
- Option 5: Call-In Service

#### **3.1 Option 1: Events**

The County would continue providing the existing level of service through Events. The Events would continue to be primarily operated by a contracted third party. A detailed description of the service is included in Existing Program description in Section 2.1.

Events are a well-established HHW collection service delivery method for many municipalities. Municipalities may use Events as their primary method of HHW collection or to supplement depot operations.

#### **3.2 Option 2: Permanent Depot**

The County would establish one permanent HHW depot (Depot). Many municipalities similar in size to the County of Dufferin have established HHW depots as shown in Table 5. There are several operating parameters that can vary and influence service and costs. For the purpose of this Project a few key factors included are as follows:

- A municipally owned property (local municipality or County) would be utilized for the Depot,
- The Depot would be operated by municipal staff,



- Weekly hazardous waste pick-up and processing/disposal requirements are expected, and these services would continue to be contracted,
- HHW collection would be available 2 days per week, all year, and,
- A facility would have to be established to store HHW and likely to include access to plumbed and heated washroom and eyewash station.

### **3.3 Option 3: Mobile Depot**

The County would establish a mobile HHW depot (Mobile Depot). This Mobile Depot would be moved to different locations throughout the municipality.

The County of Wellington and Township of Southgate have both implemented successful Mobile Depots. The County of Wellington operates and relocates their Mobile Depot to 8 various locations over the course of the year for a month at a time. The locations on rotation are either established waste disposal sites, transfer stations, or public works yards. Hauling, processing, and disposal of HHW is contracted and scheduled weekly based on capacity, and materials are not transported in the Mobile Depot when it is moved between locations. The Township of Southgate moves their mobile depot between two waste sites.

Like the Depot option, there are several variables associated with this option that can influence the evaluation. For this Project, key factors included are as follows:

- The Mobile Depot would be set up at municipally owned properties,
- The Mobile Depot would be operated by municipal staff,
- Weekly hazardous waste pick-up and processing/disposal requirements are expected, and these services would continue to be contracted,
- HHW collection would be available 2 days per week, all year,
- A facility would have to be established to store HHW,
- Mobile Depot would rely on existing washroom facilities at each location, and



- The Mobile Depot would be set up at various locations in the Municipality on a regular rotating schedule.

### **3.4 Option 4: Municipal Agreements**

Another option available to increase availability of HHW disposal options in the County would be to piggyback on existing depots in the broader area. The option would require agreement by hosting municipalities and likely Environmental Compliance Approval (ECA) amendments to allow out of municipal boundary materials to be accepted at the locations. If a municipality was amenable to this arrangement, a cost sharing model would be established. The model would likely be dependant on the number of County residents using the facility. An example of this type of arrangement in another municipality includes the Tay Valley and Lanark Highlands shared HHW depot.

Based on a review of services offered in Simcoe County, Region of Peel, Wellington County, and the City of Owen Sound, most adjacent municipalities have a Depot available within 30 - 45 minutes of the County, and some as close as 15 minutes (Caledon and Belwood).

### **3.5 Option 5: Call-In Service**

The final option considered was a call-in collection program for HHW ("Toxic Taxi"). In this option, instead of offering depot hours, a vehicle would collect HHW from residents in the County on a call in/as needed basis. Materials collected in the Toxic Taxi would be taken to a Depot or directly to a HHW processing/disposal facility. This option would likely have to be contracted to a third part with appropriate training and assurances for transporting HHW.

The City of Greater Sudbury and City of Toronto both offer call-in hazardous waste collection. The program in Sudbury includes service 8am to 8pm Monday to Friday. The program is contracted to the same company who operates their Depot (which is available to the public on Saturday only). The program is well received and utilized by residents. Contractors do their best to coordinate pick ups to minimize excessive travel around the municipality.

The City of Toronto's program is operated by municipal staff and collects approximately 10% of HHW materials collected in the City's programs, which also includes Depots and Events. In



2022 the City completed over 6,500 pick ups. Material collected is consolidated at a Depot before being transferred to a contracted processing/disposal facility.

For the purpose of evaluating the Call-In option Cambium assumes that a Depot would have to be established to consolidate materials before transporting for processing/disposal. The Depot could either be open or closed to the public. If this method of service delivery was considered by the County, the procurement process could include pricing options for either using a depot in the County or directly transporting materials to sorting/processing facility to assess cost of both options. Additionally, as the County size and population is about half of the City of Greater Sudbury, hours of operation and therefore costs were assumed to be half of what Sudbury offers.





## 4.0 Option Evaluation

Following the development of each option, an assessment was completed to inform the business case for the preferred option. Key considerations included:

- Level of service/access to HHW collection
- Capture rate of HHW, or amount of HHW diverted from garbage disposal.
- Ease of implementation
- Potential funding implications
- Cost

These key considerations were included as part of a Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis, presented in Appendix B. This tool allows the municipality to consider some of the factors that should be considered in making decisions. Each of the key factors is discussed briefly in the Sections 4.1 to 4.5.

### 4.1 Level of Service

Based on a review of the options, Option 5 – Call-In Service, would be considered the most accessible option to residents, however, could result in scheduling challenges depending on how the service is implemented and may be best combined with a Depot service.

Option 3 – Mobile Depot would also provide a high level of service, as the Mobile Depot would be available on a regular basis all year and reach different local municipalities in the County.

Option 2 –Permanent Depot would provide a location available to residents regularly. A permanent Depot should be in or near Orangeville to make sure it is available to the largest population centre in the County. Therefore, this option is slightly less accessible to residents in other parts of the County than the Mobile Depot.

Option 1 – Events provides the existing level of service. Based on discussions with staff, there is a perception that the existing level of service should be augmented.



Establishing Agreements with adjacent municipalities (Option 5) would provide more regular access to HHW disposal options but at a trade-off of a further travel distance for some residents.

## **4.2 Capture of HHW**

It is expected that more HHW will be captured with an increase in service level. The County of Wellington noted a 14% increase in material captured when they initially transitioned from an Option 1: Event based program to an Option 3: Mobile Depot (Wellington, 2018). Therefore, any options that make collection available weekly and all year are expected to result in the highest capture of HHW.

## **4.3 Ease of Implementation**

Continuing with the existing Events would be the easiest to implement as there is an established process in place and the onus is on the contractor to maintain Ministry of Environment Conservation and Parks (MECP) approvals. There are ongoing challenges associated with this option in terms of finding suitable locations, and traffic considerations.

The Option 5: Call-In Service program for HHW is expected to be relatively easy to operate. The program would be established by hiring a contractor through a tendering process similar to the Events. There would be a requirement to establish a Depot and associated approvals, but limited requirements for coordinating site access, and staffing needs as this would be done by the third party. For the purpose of this assessment, the Depot would not be accessible to the public. If made available to the public, additional servicing costs would be incurred.

Option 2: Permanent Depot and Option 3: Mobile Depot are considered to be moderate effort to implement as they would likely build on the existing Event locations but offer a more regular service. ECAs would have to be obtained but are expected to be relatively straightforward given the existing examples of these service models and approvals. Staff hiring, training, and scheduling and training would have to be coordinated. Similar to Events, these options both involve challenges associated with finding suitable locations to host, and associated traffic considerations.



Although no capital investments are required for Option 4: Municipal Agreements, obtaining approval, and arranging agreements with various municipalities is expected to be more complicated given the various nuances of operations at the different municipalities and depots. The County may consider entering into an agreement with one municipality to enhance Event days if it is determined that the other options aren't feasible.

#### **4.4 Potential Funding Implications**

As discussed in Section 2.2.1, with the transition to the new hazardous waste regulation, there are expected to be changes in funding agreements. These changes are likely to influence any HHW service that does not directly align with accessibility standards outlined in the regulation and determined by regulators. At this time, Option 2: Establish a Depot, in Orangeville is expected to result in the least funding implications, however if the Depot is located outside of the local municipal boundaries there is a risk of not being funded.

It should also be noted that there are discussions that the PCA may move to a per kg compensation model, from the current per hour operating compensation model, which is like event funding. In this scenario, if only 1 kg of material is collected, then the municipality will be responsible for most of the service/operating costs.

Funding for other options is currently unknown, however the County was able to confirm funding would be provided for designated materials collected at all Events in 2023. It was implied during negotiations with funding organizations that all Events may not be funded in the future unless approval is granted from regulators to adjust the accessibility standards.

It is likely that funding will be provided on a cost per quantity of designated materials collected, and therefore options that result in increased collection would conceivably result in more funding to offset costs. On the other hand, regardless of the amount collected, the service fees will still be charged so payment by kg could result in less funding if less kg of product is collected. There is also the potential for less paint to be collected if return to retail options are available.



## 4.5 Cost

The cost for each of the five options were estimated and are summarized in Table 6. Detailed financial evaluation sheets for each option are provided in Appendix C.

**Table 6 Costs Evaluation- Costs over 10 years**

	Option 1 - Events	Option 2 – Permanent Depot	Option 3 - Mobile Depot	Option 4 – Municipal Agreements	Option 5 - Call-In Service
Approval Costs	\$0	\$21,800	\$21,800	\$10,000	\$21,800
Capital Cost <sup>1</sup>	\$0	\$44,000	\$32,000	\$0	\$25,000
Contracted Cost <sup>2</sup>	\$2,383,337	\$2,081,641	\$2,157,109	\$2,050,700	\$2,773,425
Internal Costs <sup>2</sup>	\$303,962	\$755,680	\$755,680	\$125,779	\$125,779
Total Cost - 10 years <sup>2</sup>	\$2,687,299	\$2,903,121	\$2,966,588	\$2,186,479	\$2,946,004

*Note 1. Given the value of capital expenditures, these would come from reserve and not involve borrowing. Capital costs exclude costs associated with any potential land needs.*

*2. 10 years costs include 5% CPI.*

A few key points to note regarding the financial evaluation:

- The Event costs are relatively well understood given the existing information on actual costs.
- Costs for Depots are expected to be relatively accurate given examples from Wellington County and knowledge of the operating parameters.
- Costs for entering into agreements with adjacent municipalities are speculative as actual operating costs and agreement conditions are unknown.
- For costing of all options, the processing and disposal costs was assumed to be the same. However, if the option implemented increases capture of material, then these operating costs will increase. County of Wellington experienced a 14% increase in materials collected. For the County a 14% increase in the quantity of materials collected translates to \$14,000 added cost per year and \$177,000 over the ten-year evaluation period.

## 4.6 Option Evaluation Summary and Considerations

Following consideration and evaluation of the five options included in this Project, Cambium suggests the County consider one of two options.



- 1) Option 3 –Mobile Depot
- 2) Option 5 – Call-In Service (and associated Depot)

Over the longer term these two options are more expensive than some of the options considered (approximately \$40,000/year) when you include the increased processing costs for more materials collected. However, these options build on existing service and are expected to result in improved collection and diversion of hazardous materials from landfill.

Option 3: Mobile Depot, relies less on contractors, potentially reducing costs but increasing administrative burden. This option is recommended if suitable locations can be agreed to for placement and operation of the service.

If finding a suitable location to establish a Mobile Depot can not be confirmed, then the County should consider implementing a Call-In collection program. This program would involve establishing a Depot in a location for consolidating materials. The Depot would not necessarily be available to the public and therefore would reduce concerns regarding traffic and security at the host location. The Depot could also be open to the public to allow for augmenting the collection service, at an additional cost depending on operating hours.

The options to continue with Events (Option 1) or enter into Agreements with adjacent municipalities (Option 4) both offer a lower cost for service, however, they don't necessarily improve accessibility and have their associated challenges.

Establishing a permanent HHW Depot (Option 2) would be similar in costs in the long term, however it would be further for some residents to travel if they live outside of the Orangeville area, as opposed to making service more available to residents throughout the municipality. Siting a permanent Depot location within Orangeville could also be a challenge.

There are many variations on these services that could be implemented including a combination of these proposed options, however, for the purpose of this Project each option was considered individually. For example, the County could establish a Call-In service (Option 5) as the primary program with augmentation of seasonal events at select times and locations (Option 1).



Prior to implementing any changes to service, Cambium recommends consulting with PROs to ensure that programs will be eligible to receive funding to offset costs or understand implications of establishing programs which may not be funded. As mentioned in Section 2.2 less than 50% of HHW materials are eligible for funding to offset operating costs so is important to consider in long term program development. Following discussions with PROs, costs should be confirmed through appropriate procurement processes.



## 5.0 Closing

The County currently operates a HHW program delivered through seven annual events. The program costs are highly dependant on contractor costs and funding for designated materials. The existing program net costs were approximately \$50,000/year until 2022 when costs increased to net approximately \$150,000. The quantities of material collected fluctuates but is approximately 100,000kg//year.

This Project was undertaken to consider changes in HHW regulations and an interest in investigating options to increase level of HHW service.

Based on the results of the Project, the County should consider establishing a Mobile Depot or a Call-In Collection program to increase service delivery. Either of these programs are expected to increase operating costs by approximately \$40,000/year. The County could also consider augmenting a primary service program with a secondary program. For example, the County could establish a Call-In service (Option 5) as the primary program with augmentation of seasonal events at select times and locations (Option 1). The impacts on funding are unknown and should be confirmed with producers.

Cambium trusts that this Project provides sufficient information to understand the costs and considerations for the various HHW service options available to the County.

Respectfully submitted,

**Cambium Inc.**

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Heather Dzurko, M.Sc.  
Project Manager



## References

Wellington, C. o. (2018). *2018 Excellence Award Entry - Mobile Household Hazardous Waste Depot*. County of Wellington.





## Standard Limitations

### Limited Warranty

In performing work on behalf of a client, Cambium relies on its client to provide instructions on the scope of its retainer and, on that basis, Cambium determines the precise nature of the work to be performed. Cambium undertakes all work in accordance with applicable accepted industry practices and standards. Unless required under local laws, other than as expressly stated herein, no other warranties or conditions, either expressed or implied, are made regarding the services, work or reports provided.

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The findings and results presented in reports prepared by Cambium are based on the materials and information provided by the client to Cambium and on the facts, conditions and circumstances encountered by Cambium during the performance of the work requested by the client. In formulating its findings and results into a report, Cambium assumes that the information and materials provided by the client or obtained by Cambium from the client or otherwise are factual, accurate and represent a true depiction of the circumstances that exist. Cambium relies on its client to inform Cambium if there are changes to any such information and materials. Cambium does not review, analyze or attempt to verify the accuracy or completeness of the information or materials provided, or circumstances encountered, other than in accordance with applicable accepted industry practice. Cambium will not be responsible for matters arising from incomplete, incorrect or misleading information or from facts or circumstances that are not fully disclosed to or that are concealed from Cambium during the provision of services, work or reports.

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### Site Assessments

A site assessment is created using data and information collected during the investigation of a site and based on conditions encountered at the time and particular locations at which fieldwork is conducted. The information, sample results and data collected represent the conditions only at the specific times at which and at those specific locations from which the information, samples and data were obtained and the information, sample results and data may vary at other locations and times. To the extent that Cambium's work or report considers any locations or times other than those from which information, sample results and data was specifically received, the work or report is based on a reasonable extrapolation from such information, sample results and data but the actual conditions encountered may vary from those extrapolations.

Only conditions at the site and locations chosen for study by the client are evaluated; no adjacent or other properties are evaluated unless specifically requested by the client. Any physical or other aspects of the site chosen for study by the client, or any other matter not specifically addressed in a report prepared by Cambium, are beyond the scope of the work performed by Cambium and such matters have not been investigated or addressed.

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### Personal Liability

The client expressly agrees that Cambium employees shall have no personal liability to the client with respect to a claim, whether in contract, tort and/or other cause of action in law. Furthermore, the client agrees that it will bring no proceedings nor take any action in any court of law against Cambium employees in their personal capacity.



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**Appendix A**  
**Background Data Tables**

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GL account(s)	Description	2018	2019	2020	2021	2022
	# of events	7	7	4	4	7
13-38000-0000-1250 and 1320	Seasonal Labourers salaries	\$ 4,244.95	\$ 5,896.83	\$ 2,786.67	\$ 2,415.48	\$ 5,163.12
13-38012-0000-2420	Promotions	\$ 5,081.98	\$ 5,742.76	\$ 5,514.17	\$ 6,606.24	\$ 8,422.68
13-38012-0000-3200	Materials - food, gloves etc.	\$ 3,713.08	\$1,266.20	\$ 1,758.29	\$ 967.47	\$ 1,492.44
	Contracts					
13-38012-0000-3100	GFL (EnviroSystems)-HHW services	\$ 108,139.71	\$ 116,409.42	\$ 75,623.47	\$ 77,470.51	\$ 174,535.23
13-38012-0000-3100	GFL - garbage and cardboard roll offs	\$ 2,677.71	\$ 2,731.24	\$ 2,012.41	\$ 1,454.77	\$ 1,077.84
13-38012-0000-3100	Portable Toilets	\$ 137.38	\$137.38	\$ 1,149.88	\$ 1,200.76	\$ 2,167.47
13-38012-0000-3100	Host facility rentals	\$ -	\$ -	2776.30	3701.74	\$ 3,699.99
	Other Contributions (steward funding)					
13-38012-0000-8250	AMS	\$ 6,406.40	\$ 5,030.30	\$ 2,430.60	\$ 2,283.60	\$ 2,063.60
	PCA	\$ 44,952.87	\$ 47,262.43	\$ 41,413.57	\$ 35,214.03	\$ 44,128.31
	SO	\$ 6,188.61	\$ 6,848.60	\$ 3,065.70	\$ 2,283.60	\$ -
	OES - electronic wastes	\$ 6,672.87	\$ 7,477.39	\$ 5,333.84	\$ -	\$ -
	COM2 - electronic wastes				\$ 2,996.63	\$ 2,447.28
	Call 2 Recycle	\$ -	\$ -	\$ 2,614.80	\$ 3,429.60	\$ 1,378.80
	Net Costs	\$ 59,774.06	\$ 65,565.11	\$ 36,762.68	\$ 47,609.51	\$ 146,540.78



Vehicle Counts

Year	HHW	Electronics	Total	% HHW	% Electronics
2009	3122	2473	3659	85%	68%
2010	3474	2829	4221	82%	67%
2011	2846	1976	3233	88%	61%
2012	2348	1864	2779	84%	67%
2013	3012	1930	3388	89%	57%
2014	2753	1531	3063	90%	50%
2015	2564	1576	2836	90%	56%
2016	2426	1440	2674	91%	54%
2017	2817	1612	3064	92%	53%
2018	2815	1699	3117	90%	55%
2019	3293	2082	3634	91%	57%
2020	1992	1209	2224	90%	54%
2021	1806	1243	2017	90%	62%
2022	2344	1484	2550	92%	58%

Vehicles By Origin

	Shelburne	Mono	East Garafrax	Amaranth	Mulmur	Melancthon	Orangeville	Grand Valley
2009	399	788	107	288	327	225	1273	262
2010	466	709	128	309	329	222	1790	261
2011	295	580	88	212	248	149	1457	204
2012	205	559	89	157	115	138	1303	205
2013	331	659	172	206	236	115	1466	203
2014	303	571	128	163	167	103	1474	151
2015	188	528	121	202	173	157	1339	125
2016	195	520	121	201	148	103	1246	129
2017	244	594	142	219	176	122	1425	142
2018	232	616	141	233	178	120	1442	153
2019	302	713	137	259	181	113	1739	190
2020	133	509	106	158	95	57	1023	143
2021	155	487	94	146	65	57	947	66
2022	279	489	90	222	201	100	972	197



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**Appendix B**  
**SWOT Analysis**

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	Strengths	Weaknesses	Opportunities	Threats
Option 1: Events	<p>Established system</p> <p>Ability to rotate and change locations</p> <p>No capital investment requirement</p>	<p>Only available seasonally</p> <p>Dependant on contracted operators and costs</p>	<p>Can pilot Events in different locations or different times of year</p>	<p>HSP funding organizations may not support this model and only fund a portion of the events</p> <p>Less accessible, not all HHW is being captured or disposed properly</p>
Option 2: Permanent Depot	<p>Available all year with regular hours</p> <p>Likely to increase capture of HHW</p> <p>Establish better H&amp;S controls</p>	<p>Additional staff and training requirements to maintain</p> <p>Capital cost of facility and potentially land purchase/lease</p> <p>May result in traffic concerns depending on location</p>	<p>If successful could potentially accept other materials or expand service hours</p>	<p>Funding may be dependant on Depot location being in Orangeville</p>
Option 3: Mobile Depot	<p>Available all year with regular hours</p> <p>Likely to increase capture of HHW</p> <p>Can rotate to various locations municipal/suitable</p>	<p>Additional staff and training requirements to maintain</p> <p>Capital cost</p>		<p>Funding may be dependant on Depot location being in Orangeville</p> <p>Host locations could become unavailable</p>
Option 4: Municipal Agreements	<p>Available all year with regular hours</p> <p>Likely to increase capture of HHW</p> <p>May reduce County involvement</p>	<p>Hours and requirements will vary depending on municipality and depot</p> <p>Potentially further for residents to travel</p>	<p>If successful could potentially accept other materials or expand service hours</p>	<p>Alteration of the host municipality's ECA with the Ministry of the Environment, Conservation and Parks (MECP), to include access by an outside municipality (i.e. Dufferin), which may impact the host municipalities operations, and may not be approved by the MECP</p>
Option 5: Call-In Service	<p>Available all year as needed. Reduce staffing requirements when not busy</p> <p>Likely to increase capture of HHW</p> <p>Reduces traffic concerns at depot/consolidation location</p>	<p>Require good communication, coordination, and scheduling</p> <p>Dependant on contracted operators and costs</p>	<p>If successful could potentially accept other materials or expand service hours</p>	<p>Funding for this option currently unknown as depends on local tendering process and contractor availability</p> <p>Uptake of this option and therefore costs unknown</p>



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**Appendix C**  
**Financial Review Tables**

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**Option 1 - Events Summary**

	Initial Year	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Total
Approval Costs	\$0										\$0
Capital Cost	\$0										\$0
Contracted Cost	\$172,500	\$184,575	\$197,495	\$211,320	\$226,112	\$241,940	\$258,876	\$276,997	\$296,387	\$317,134	\$2,383,337
Internal Costs	\$22,000	\$23,540	\$25,188	\$26,951	\$28,838	\$30,856	\$33,016	\$35,327	\$37,800	\$40,446	\$303,962
										Total	\$2,687,299

**Option 1 - Events Costing Details**

Approval Costs	\$0
Capital Cost	\$0

Contracted Costs	
Site Servicing	\$63,250
Processing Disposal	\$100,500
Mobilization/Hauling	\$8,750
<b>Total</b>	<b>\$172,500</b>

Internal Costs	
Promotion, labour, materials	\$22,000
<b>Total</b>	<b>\$22,000</b>

Assumptions/Consideration  
 Cost is for 7 events  
 Approvals will be covered by the contractor





Option 2 - Permanent Depot Summary

	Initial Year	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Total
Approval Costs	\$21,800										\$21,800
Capital Cost	\$44,000										\$44,000
Contracted Cost	\$165,500	\$173,775	\$182,464	\$191,587	\$201,166	\$211,225	\$221,786	\$232,875	\$244,519	\$256,745	\$2,081,841
Internal Costs	\$60,080	\$63,084	\$66,238	\$69,550	\$73,028	\$76,679	\$80,513	\$84,539	\$88,766	\$93,204	\$755,680
											Total
											\$2,903,121

Option 2 - Permanent Depot Costing Details

<b>Approvals</b>	
Pre Consultation - Ministry	\$5,000
Design and Operation Plan	\$10,000
ECA application	\$2,500
Adjacent Property Notification	\$2,500
ECA application fee	\$1,800
<b>Total Approval Costs</b>	<b>\$21,800</b>
<b>Site Construction/Establishment Costs</b>	
Shipping Container	\$25,000
Health and Safety Equipment (pump carts, eye wash, first aid, deluge shower)	\$15,000
Signs and Security	\$4,000
<b>Total Waste Disposal Construction Costs</b>	<b>\$44,000</b>
<b>Total Annual Operating Costs -Contracted</b>	
Hazardous Waste Processing/Disposal	\$100,500
Hauling Costs	\$65,000
<b>Total Contracted Costs</b>	<b>\$165,500</b>
<b>Total Annual Operating Costs - Internal</b>	
Staff	\$28,080
Insurance and Administration	\$6,000
Staff Training	\$6,000
Facility Rentals and Services	\$5,000
Materials	\$2,000
Promotions	\$8,000
Site Maintenance (plowing, sign replacement, clean ups, Etc.)	\$5,000
<b>Total Annual Operating Costs</b>	<b>\$60,080</b>

Assumptions:

No municipal zoning approvals required

<b>Operating Hours</b>	
Hours/day	5
Operating days per week	2
2 staff during operating hours	2
staff wages (\$/hr) includes overhead/benefits etc.	27
Number of weeks per year	52
	28080

Option - Modulo (e.g. Thorold)

500000

<b>Hauling Costs</b>	
Cost per pick up	1250
Number of pick ups	52
	65000



Option 3 - Mobile Depot Summary

	Initial Year	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Total
Approval Costs	\$21,800										\$21,800
Capital Cost	\$32,000										\$32,000
Contracted Cost	\$171,500	\$180,075	\$189,079	\$198,533	\$208,459	\$218,882	\$229,826	\$241,318	\$253,384	\$266,053	\$2,157,109
Internal Costs	\$60,080	\$63,084	\$66,238	\$69,550	\$73,028	\$76,679	\$80,513	\$84,539	\$88,766	\$93,204	\$755,680
										Total	\$2,966,588

Option 3 - Mobile Depot Costing Details

Approvals	
Pre Consultation - Ministry	\$5,000
Design and Operation Plan	\$10,000
ECA application	\$2,500
Adjacent Property Notification	\$2,500
ECA application fee	\$1,800
<b>Total Approval Costs</b>	<b>\$21,800</b>

Capital/Set Up Costs	
Shipping Container	\$25,000
Health and Safety Equipment (pump carts, eye wash, first aid)	\$3,000
Signs and Security	\$4,000
<b>Total Construction Costs</b>	<b>\$32,000.0</b>

Total Annual Operating Costs - Contracted	
Hazardous Waste Processing/Disposal	\$100,500
Hauling Costs	\$65,000
Bin Transfer Costs	\$6,000
<b>Total Contracted Costs</b>	<b>\$171,500</b>

Total Annual Operating Costs - Internal	
Staff	\$28,080
Insurance and Administration	\$6,000
Staff Training	\$6,000
Facility Rentals and Services	\$5,000
Materials	\$2,000
Promotions	\$8,000
Site Maintenance (plowing, sign replacement)	\$5,000
<b>Total Annual Operating Costs</b>	<b>\$60,080</b>

Assumptions/Considerations:  
 No municipal zoning approvals required  
 HHW materials are collected weekly (\$1250/pick up)  
 Bin is transferred to new location once a month (\$500/transfer)  
 County uses existing owned roll off bin for transfer

Operating Hours	
Hours/day	5
operating days per week	2
2 staff during operating hours	2
staff wages (\$/hr) includes overhead/benefit	27
Number of weeks per year	52
	28080



**Option 4 - Municipal Agreements Summary**

	Initial Year	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Total
Approval Costs	\$10,000										\$10,000
Capital Cost	\$0										\$0
Contracted Cost	\$163,040	\$171,192	\$179,752	\$188,739	\$198,176	\$208,085	\$218,489	\$229,414	\$240,884	\$252,929	\$2,050,700
Internal Costs	\$10,000	\$10,500	\$11,025	\$11,576	\$12,155	\$12,763	\$13,401	\$14,071	\$14,775	\$15,513	\$125,779
										Total	\$2,186,479

**Option 4 - Municipal Agreements Costing Details**

Approval Costs	
ECA amendments	10000

Capital Cost	0
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Contracted Costs	
Hazardous Waste Processing/Disposal	100500
Costs to Hosting Municipality (s)	62540
<b>Total Contracted Costs</b>	<b>163040</b>

Internal Costs	
Administration	2000
Public Education	8000
<b>Total</b>	<b>10000</b>

**Assumptions/Consideration**  
 Cost for 4 ECA amendments - assuming nearest depot for each adjacent municipality  
 Contracted costs would be a percentage of what was being spent by the operating municipality - assume that the processing disposal costs would be consistent but the contracted costs for operation would be less.

**Distance from Municipality to HHW Depots:**  
 City of Owen Sound – 1 hour – north-west  
 Peel Region - Caledon Community Recycling Centre – 15 minutes  
 Peel Region - Brampton/Heart Lake/Bolton Community Recycling Centres – 30-40 minutes south-east  
 Simcoe County – East Gwillimbury – 45 minutes east  
 Simcoe County – Toronto – 30 minutes northeast  
 Wellington County – Belwood – 20 minutes west  
 Wellington County – Bruceville – 30 minutes  
 Wellington County – Elora – 40 minutes



Household HHW Review and Business Case  
 County of Dufferin  
 Cambium Reference: 16560-001

Option 5 - Call-In Service Summary

	Initial Year	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Total
Approval Costs	\$21,800										\$21,800
Capital Cost	\$25,000										\$25,000
Contracted Cost	\$220,500	\$231,525	\$243,101	\$255,256	\$268,019	\$281,420	\$295,491	\$310,266	\$325,779	\$342,068	\$2,773,425
Internal Costs	\$10,000	\$10,500	\$11,025	\$11,576	\$12,155	\$12,763	\$13,401	\$14,071	\$14,775	\$15,513	\$125,779
											Total
											\$2,946,004

Option 5 - Curbside Service Costing Details

Approvals	
Pre Consultation - Ministry	\$5,000
Design and Operation Plan	\$10,000
ECA application	\$2,500
Adjacent Property Notification	\$2,500
ECA application fee	\$1,800
<b>Total Approval Costs</b>	<b>\$21,800</b>

Capital Cost	
Shipping Container	\$25,000
<b>Total Capital</b>	<b>\$25,000</b>

Contracted Costs	
Hazardous Waste Processing/Disposal	100500
Service Costs	120000
<b>Total Contracted Costs</b>	<b>220500</b>

Internal Costs	
Administration	2000
Public Education	8000
<b>Total Internal Costs</b>	<b>10000</b>

Assumptions/Consideration  
 Program would be contracted - costs based on Greater Sudbury (but half the cost) - expect the service would be available half as frequently and the population is about half the size of Sudbury  
 Contractor would provide truck and other equipment for operation  
 County would provide Depot  
 Processing disposal costs would be consistent but the contracted costs for operation would be less.

Alternative Options - run by the County



Report To: Chair Gerrits and Members of the Infrastructure and  
Environmental Services Committee

Meeting Date: May 25, 2023

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**Subject: Nuisance Beaver Program Rates**

**From: Scott Burns, Director of Public Work/County Engineer**

### **Recommendation**

**THAT the report of the Director of Public Works/County Engineer, dated May 25, 2023, Nuisance Beaver Program Rates, be received;**

**AND THAT Nuisance Beaver rates be adjusted to \$100 per setup, \$100 per beaver removed, plus the County's mileage allowance.**

### **Executive Summary**

The rates for the County's longstanding Nuisance Beaver program have not been adjusted in 12 years. To attract trappers and promote success of the program, the rates need to be updated. This report is asking for a modest adjustment to the existing payment rates.

### **Background & Discussion**

The Nuisance Beaver Program is designed to help mitigate flooding of municipal ditches and municipal drains for all of Dufferin's rural municipalities.

In 2022, a total of 92 nuisance beavers were trapped and removed from drainage infrastructure throughout the County. The following is a breakdown by rural municipality:

- 50 in Amaranth
- 0 in East Garafraxa
- 8 in Grand Valley
- 34 in Melancthon
- 0 in Mono

- 0 in Mulmur

The rates for this service have not changed since 2011, resulting in a lack of interest from qualified trappers participating in this essential program.

The current rate is \$75 per beaver trapped, plus the Dufferin County mileage rate, which is paid per kilometre. Through engagement with trappers, staff recommend that the rate be adjusted to \$100 setup fee plus \$100 per beaver removed plus the mileage rate. This compensation structure will better lend itself to ensuring the availability of trappers when their services are needed by the residents of Dufferin's rural municipalities.

### **Financial, Staffing, Legal, or IT Considerations**

Funds are available in the 2023 Operating Budget to cover costs associated with the proposed compensation rates.

Compensation in 2022 totalled \$9,248 and \$16,000 are included in the 2023 budget.

### **In Support of Strategic Plan Priorities and Objectives**

Sustainable Environment & Infrastructure – protect assets both in the natural and built environment

Service Efficiency & Value – determine the right services for the right price

Respectfully Submitted By:

Scott C. Burns, P.Eng., C.E.T.  
Director of Public Works/County Engineer

Prepared By:  
Scott Martin, B. Tech  
Manager of Operations

Reviewed by: Sonya Pritchard, Chief Administrative Officer



Report To: Chair Gerrits and Members of the Infrastructure and Environmental Services Committee

Meeting Date: May 25, 2023

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**Subject: Intersection Review – Dufferin Road 10 & Mono/Amaranth Townline**

**From: Scott Burns, Director of Public Work/County Engineer**

### **Recommendation**

**THAT the report of the Director of Public Works/County Engineer, dated May 25, 2023, Intersection Review – Dufferin Road 10 & Mono/Amaranth Townline, be received.**

### **Executive Summary**

On January 26, 2023, the Infrastructure and Environmental Services Committee requested a review of the Dufferin Road 10-Mono/Amaranth Townline intersection. Committee discussed several items including a question of whether an all-way stop control is required for the intersection. The intersection is currently two-way stop controlled with the Mono/Amaranth Townline being stopped and Dufferin Road 10 being the through road. The review explained below indicates that an all-way stop control is not warranted at this location. The report further details appropriate measures that have and will be implemented to further enhance safety. All review and enhancement measures align with applicable road/highway standards and best practice.

### **Background & Discussion**

Staff completed a review of the above noted intersection to evaluate further potential safety enhancements beyond those previously installed in 2017, which included:

- Oversized stop signs;
- Oversized stop ahead;
- Lateral warning/rumble strips north and south of the intersection;
- A second overhead lamp;

- An overhead flashing beacon;
- Clearing and brushing; and
- Intersection ahead signs

To provide appropriate and critical analysis, the intersection review is informed by site specific information, traffic data, available collision information, and investigates several measures including all-way stop control. To ensure that the assessment is representative of current day, new traffic data was collected in May 2023. The review objective is to determine any suitable and functional enhancements that support consistent application of standards and best practice.

The Ontario Traffic Manual (OTM) is a principal resource that provides guidance for road authorities in the Province of Ontario. The OTM is a series of technical books with the purpose of providing "...information and guidance for transportation practitioners and to promote uniformity of treatment in the design, application and operation of traffic control devices and systems across Ontario. The objective is safe driving behaviour, achieved by a predictable roadway environment through the consistent, appropriate application of traffic control devices. Further purposes of the OTM are to provide a set of guidelines consistent with the intent of the Highway Traffic Act and to provide a basis for road authorities to generate or update their own guidelines and standards."

In addition to the OTM, Canadian road authorities rely on the Transportation Association of Canada Geometric Design Guide for Canadian Roads (TAC Manual). This critical resource "...has been a fundamental road design reference for decades. It has contributed to the development of regional, provincial, and national road and highway systems by helping planners and designers meet the needs of road users with safety and consistency. The Guide addresses freeways, arterials, collectors, and local roads in both urban and rural contexts, as well as special roads and facilities for walking and cycling."

Municipal road authorities across Ontario and Canada, including Dufferin Public Works, rely on these and other resources for guidance to support, improve, and maintain healthy road networks. These resources are intended for interpretation by practitioners with relevant education, experience, skills, and credentials to ensure consistent application of the principles of road safety and road design. Straying from this approach often leads to inappropriate or sporadic application of measures resulting in irregularities within a road system. These irregularities are often not predictable or easy to interpret for road users and frequently result in additional and unintended risk. Dufferin Public Works currently employs five Certified Engineering Technologists and one Professional Engineer licenced to practice engineering in the Province of Ontario,



who also carries a Certified Engineering Technologist designation. All these dedicated professionals are skilled in this work and several of them, with support from other knowledgeable team members, often collaborate on reviews such as the one discussed in this report. This team is focused on maintaining the safety and integrity of the County's arterial road network.

For this review, the OTM and the TAC Manual were used to determine several factors including whether the intersection satisfies the necessary warrants for all-way stop control. The intersection is currently two-way stop controlled in favour of Dufferin Road 10. The warrant results (attached) show that the intersection does not satisfy the requirements for all-way stop control. However, staff have determined several appropriate enhancements including the following:

- Improving intersection sightlines;
- Refreshing lateral warning/rumble strips;
- Adjusting stop sign height and alignment;
- Installing additional stop signs (left-hand stop signs); and
- Continue monitoring traffic.

These improvements align with recommendations from the OTM, TAC Manual, and support the consistent application of measures.

Further to the above measures, staff have corresponded with representatives from both the Town of Mono and the Township of Amaranth with respect to a more holistic review of the Mono-Amaranth Townline, with focus on intersection signage, lighting, markings, etc. The Mono-Amaranth Townline is under the authority of both the Town and Township, meaning that some intersections fall under the care and control of the Town, some of the Township, and some of the County. This collaborative approach supports the premise of review focused on roadway continuity as opposed to fragmented investigation of standalone items such as any single given intersection. Although it can seem prudent to investigate a standalone element of a roadway, it is often critical to step back and review infrastructure in a way that aligns with the user experience. When considering the motoring public, users understand and interpret roads as a continuous length of travel corridor. This experience translates to an unconscious expectation of consistent and understandable communication from the roadway system through signage, lighting, markings, geometry, etc. It is critical that road authorities make best reasonable efforts to provide this clear continuity through consistent application of standards and best practices. This collaboration will help to support the combined efforts of the three road authorities in providing a safe and functional road system. Staff will work with Town and Township colleagues to support this review.

### **Financial, Staffing, Legal, or IT Considerations**

Funds for the intersection work described in this report are available in the 2023 Operating Budget.

Costs related to a further and more holistic review are unknown, but staff anticipate that costs will be minimal but will require additional staff time.

Consistently implementing measures that align with established guidelines, standards, and best practices ensures that that roadway communication mechanisms support a safe user experience and that decisions are defensible from a legal standpoint. In this instance, all enhancements align with recommendations from the OTM and TAC Manual.

### **In Support of Strategic Plan Priorities and Objectives**

Good Governance – ensure transparency, clear communication, prudent financial management.

Respectfully Submitted By:

Scott C. Burns, P.Eng., C.E.T.  
Director of Public Works/County Engineer

Attachments: OTM All-Way Stop Warrant

Reviewed by: Sonya Pritchard, Chief Administrative Officer

## All-Way Stop Warrant Review:

Book 5 of the OTM states “All-way STOP sign controls disrupt the flow of traffic and introduce delays to all drivers within the intersection and should only be considered at the intersection of two relatively equal roadways having similar traffic volume demand and operating characteristics...” It further explains that all-way stop controls should only be considered for arterial roadways when the following two technical warrants are completely satisfied:

1. All-Way Stop Minimum Volume Warrant (Arterial Roads)
  - a. The total vehicle volume on all intersection approaches exceeds 375 vehicles per hour for each of any eight hours of the day;
  - b. The combined vehicular and pedestrian volume on the minor street exceeds 150 units per hour (all vehicles plus pedestrians wishing to enter the intersection) for each of the same eight hours, with an average delay to traffic on the minor street (either vehicles or pedestrians wishing to enter the intersection) of greater than 30 seconds; and
  - c. The volume split does not exceed 70/30. Volume on the major street is defined as vehicles only. Volume on the minor street includes all vehicles plus any pedestrians wishing to cross the major roadway.
  
2. All-Way Stop Collision Warrant
  - a. For the purposes of this warrant, a high accident frequency is an average of three collisions per year over a three-year period. Only those accidents susceptible to relief through multi-way stop control must be considered (i.e., right angle and turning type collisions). Included in this warrant are those locations where visibility problems exist which limit the safe approach speed to less than 15 km/h, thereby creating an unreasonable accident potential. Special advance warning or overhead flashing lights may be necessary to augment the control if vertical or horizontal alignment is a factor.

<b>Warrant Requirement</b>	<b>Data</b>	<b>Satisfied?</b>
1. a) The total vehicle volume on all intersection approaches exceeds 375 vehicles per hour for each of the highest eight hours of the day; and	281veh/hr	NO
1. b) The combined vehicular and pedestrian volume on the minor street exceeds 150 units per hour (all vehicles plus pedestrians wishing to enter the intersection) for each of the same eight hours as the total volume; and	109 veh/hr (No pedestrians observed)	NO
1. c) The volume split does not exceed 70:30	61:39	YES
2. Three collisions (i.e., right angle and turning type collisions) per year over a three-year period and vertical or horizontal alignment issues.	7 right angle collisions over 3 years and no alignment issues	NO

## All-Way Stop Warrant Review:

### Traffic Count Notes:

- The data was obtained from counts taken on the Mono/Amaranth Townline and Dufferin Road 10 in May of 2023.
- The 8 busiest hours were between 7am-9am and 1pm-5pm.

Upon review, it should be noted that all collisions taking place since 2020 involve a northbound driver entering the intersection. Furthermore, only one occurrence is associated to the winter season. This supports the removal of vegetation/foliage/visible anomalies/visual distractions within intersection sight triangles for northbound drivers travelling on Mono/Amaranth Townline.

To be conservative, the review is based on traffic data for the worst-case scenario. The results indicate that the intersection does not satisfy warrants for an all-way stop control condition. That said, following the review, there are opportunities to further enhance safety at the intersection under the current configuration. The following OTM and TAC Manual recommended improvements will be implemented at first opportunity:

1. Intersection Sightlines – in cooperation with local landowners, clear, brush, and remove distractions impacting the intersection sight triangles with focus on the northwest, southwest and northeast corners.
2. Intersection Approach Notice – refresh the lateral warning/rumble strips on the Mono/Amaranth Townline, north and south of Dufferin Road 10. Coordination with Town of Mono Public Works will occur such that they are aware of the work.
3. Intersection Approach Notice – Adjust the height and alignment of the northbound stop sign.
4. Intersection Approach Notice – Install additional stop signs on the left-hand side of Mono/Amaranth Townline for both north and southbound traffic.
5. Monitoring- Continue to monitor the traffic volumes with new updated counts in 2023.



Report To: Chair Gerrits and Members of the Infrastructure and  
Environmental Services Committee

Meeting Date: May 25, 2023

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**Subject: Intersection Review – Dufferin Road 12 & 20 Sideroad Amaranth**

**From: Scott Burns, Director of Public Work/County Engineer**

### **Recommendation**

**THAT the report of the Director of Public Works/County Engineer, dated May 25, 2023, Intersection Review – Dufferin Road 12 & 20 Sideroad Amaranth, be received;**

**AND THAT staff proceed with installing a temporary four-way stop control system for the intersection of Dufferin Road 12 and 20 Sideroad Amaranth;**

**AND THAT staff follow the guidance of the Ontario Traffic Manual to transition the intersection to a two-way stop control for 20 Sideroad with Dufferin Road 12 becoming the through road.**

### **Executive Summary**

In late 2022, staff received a resolution from the Township of Amaranth (attached) with attention to the Infrastructure and Environmental Services Committee. The resolution formalizes a request to install four-way stop controls at the intersection of Dufferin Road 12 and 20 Sideroad Amaranth. The intersection is currently two-way stop controlled with Dufferin Road 12 being stopped and 20 Sideroad Amaranth being the through road. This report details past measures and recent technical review of the intersection including a four-way stop warrant investigation. The report further explains that a four-way stop control is not warranted, but that the intersection should be transitioned to a scenario of two-way stop controlled for 20 Sideroad, with Dufferin Road 12 becoming the through road. All review and enhancement measures align with applicable road/highway standards and best practice.

## **Background & Discussion**

Staff completed a review of the above noted intersection to determine whether the Township's request for a four-way stop control is technically warranted and to evaluate further potential safety enhancements beyond those already in place, which include:

- Oversized stop signs;
- Oversized stop ahead signs;
- Lateral warning/rumble strips on the north and south legs of Dufferin Road 12;
- 2 Overhead lamps; and
- Overhead flashing beacon.

To provide appropriate and critical analysis, the intersection review is informed by site specific information, traffic data, available collision information, and investigates several measures including all-way stop control. To ensure that the assessment is representative of current day, new traffic data was collected in May 2023. The review objective is to determine any suitable and functional enhancements that support consistent application of standards and best practice.

The Ontario Traffic Manual (OTM) is a principal resource that provides guidance for road authorities in the Province of Ontario. The OTM is a series of technical books with the purpose of providing "...information and guidance for transportation practitioners and to promote uniformity of treatment in the design, application and operation of traffic control devices and systems across Ontario. The objective is safe driving behaviour, achieved by a predictable roadway environment through the consistent, appropriate application of traffic control devices. Further purposes of the OTM are to provide a set of guidelines consistent with the intent of the Highway Traffic Act and to provide a basis for road authorities to generate or update their own guidelines and standards."

In addition to the OTM, Canadian road authorities rely on the Transportation Association of Canada Geometric Design Guide for Canadian Roads (TAC Manual). This critical resource "...has been a fundamental road design reference for decades. It has contributed to the development of regional, provincial, and national road and highway systems by helping planners and designers meet the needs of road users with safety and consistency. The Guide addresses freeways, arterials, collectors, and local roads in both urban and rural contexts, as well as special roads and facilities for walking and cycling."

Municipal road authorities across Ontario and Canada, including Dufferin Public Works, rely on these and other resources for guidance to support, improve, and maintain healthy road networks. These resources are intended for interpretation by practitioners

with relevant education, experience, skills, and credentials to ensure consistent application of the principles of road safety and road design. Straying from this approach often leads to inappropriate or sporadic application of measures resulting in irregularities within a road system. These irregularities are often not predictable or easy to interpret for road users and frequently result in additional and unintended risk. Dufferin Public Works currently employs five Certified Engineering Technologists and one Professional Engineer licenced to practice engineering in the Province of Ontario who also carries a Certified Engineering Technologist designation. All these dedicated professionals are skilled in this work and several of them, with support from other knowledgeable team members, often collaborate on reviews such as the one discussed in this report. This team is focused on maintaining the safety and integrity of the County's arterial road network.

For this review, the OTM and the TAC Manual were used to determine several factors including whether the intersection satisfies the necessary warrants for all-way stop control. The intersection is currently two-way stop controlled in favour of 20 Sideroad Amaranth. The warrant results (attached) show that the intersection does not satisfy the requirements for all-way stop control. This said, further review of the data indicates that Dufferin Road 12 should transition to become the through road with 20 Sideroad becoming the stop-controlled road. Due to this, the intersection does require the installation of a temporary four-way stop control as an initial stage of this proposed transition.

It is important to note that the current configuration is a remnant of a former County Road structure. Prior to the County's last successful road rationalization study in the late 1990s, portions of 20 Sideroad Amaranth were included in the County Road network. This past project resulted in several roadways transitioning from one authority to another and details including intersection configuration were not subsequently updated.

The Ontario Traffic Manual provides guidance for the recommended transition of Dufferin Road 12 becoming the through road and 20 Sideroad becoming stop controlled. The guidance speaks to first implementing a 60-day introductory four-way stop control scenario during which the intersection will be actively monitored. Following this period, outgoing signage will be removed and new signage including the necessary notice/warning signs will be installed. In a circumstance where the further review indicates that the transition is not suitable, the four-way stop controls will simply remain in place.

### **Financial, Staffing, Legal, or IT Considerations**

Funds for the work described in this report are available in the 2023 Operating Budget. Implementing measures with proper notification and analysis that align with established guidelines, standards, and best practices ensures that roadway communication mechanisms support a safe user experience and that decisions are defensible from a legal standpoint. In this instance, completing ongoing data collection and review during a sufficient transition period will allow for structured analysis and proper response. This analysis will be vetted through applicable resources including the OTM and TAC Manual.

### **In Support of Strategic Plan Priorities and Objectives**

Good Governance – ensure transparency, clear communication, prudent financial management.

Respectfully Submitted By:

Scott C. Burns, P.Eng., C.E.T.  
Director of Public Works/County Engineer

Attachments: OTM All-Way Stop Warrant

Reviewed by: Sonya Pritchard, Chief Administrative Officer





374028 6TH LINE • AMARANTH ON • L9W 0M6

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October 31, 2022

Scott Burns  
County of Dufferin  
55 Zina Street  
Orangeville, Ontario L9W 1E5

Attention: Infrastructure and Environmental Services Committee

Dear Scott,

At the regular meeting of Council held on October 5, 2022 the following resolution was made:

**Resolution #: 8**

**Moved by:** H. Foster

**Seconded by:** S. Niedzwiecki

BE IT RESOLVED THAT:

Council of the Township of Amaranth request from the County of Dufferin the installation of a 4-way stop intersection at 20 Sideroad and County Road 12 and further request that the flashing red indicator be amended to flash red 4 ways.

**CARRIED**

Thank you for your consideration to this matter.

Yours truly,

Nicole Martin, Dipl. M.A.  
CAO/Clerk

## All-Way Stop Warrant Review:

Book 5 of the OTM states "All-way STOP sign controls disrupt the flow of traffic and introduce delays to all drivers within the intersection and should only be considered at the intersection of two relatively equal roadways having similar traffic volume demand and operating characteristics..." It further explains that all-way stop controls should only be considered for arterial roadways when the following two technical warrants are completely satisfied:

### 1. All-Way Stop Minimum Volume Warrant (Arterial Roads)

- a. The total vehicle volume on all intersection approaches exceeds 375 vehicles per hour for each of any eight hours of the day;
- b. The combined vehicular and pedestrian volume on the minor street exceeds 150 units per hour (all vehicles plus pedestrians wishing to enter the intersection) for each of the same eight hours, with an average delay to traffic on the minor street (either vehicles or pedestrians wishing to enter the intersection) of greater than 30 seconds; and
- c. The volume split does not exceed 70/30. Volume on the major street is defined as vehicles only. Volume on the minor street includes all vehicles plus any pedestrians wishing to cross the major roadway.

### 2. All-Way Stop Collision Warrant

- a. For the purposes of this warrant, a high accident frequency is an average of three collisions per year over a three-year period. Only those accidents susceptible to relief through multi-way stop control must be considered (i.e., right angle and turning type collisions). Included in this warrant are those locations where visibility problems exist which limit the safe approach speed to less than 15 km/h, thereby creating an unreasonable accident potential. Special advance warning or overhead flashing lights may be necessary to augment the control if vertical or horizontal alignment is a factor.

<b>Warrant Requirement</b>	<b>Data</b>	<b>Satisfied?</b>
1. a) The total vehicle volume on all intersection approaches exceeds 375 vehicles per hour for each of the highest eight hours of the day; and	214veh/hr	NO
1. b) The combined vehicular and pedestrian volume on the minor street exceeds 150 units per hour (all vehicles plus pedestrians wishing to enter the intersection) for each of the same eight hours as the total volume; and	140 veh/hr (No pedestrians observed)	NO
1. c) The volume split does not exceed 70:30	35:65	YES
2. Three collisions (i.e., right angle and turning type collisions) per year over a three-year period and vertical or horizontal alignment issues.	4 right angle collisions over 3 years and no alignment issues	NO

## All-Way Stop Warrant Review:

### Traffic Count Notes:

- The data was obtained from counts taken on Dufferin Rd 12 and 20 Sideroad in May of 2023.
- The through road is considered the major road (20 Sideroad) and the stop-controlled road is considered the minor road (Dufferin Rd. 12).
- The 8 busiest hours were between 8am-10am and 3pm-7pm.
  - 20 Sideroad: 595 vehicles total
  - Dufferin Rd. 12: 1119 vehicles total

Upon review of the all-way stop warrant performed above, two key takeaways become apparent, as follows:

- 1) The intersection in its current configuration does not satisfy the criteria to become an all-way stop controlled intersection.
- 2) Stop control on 20 Sideroad should be implemented followed by the removal of stop control on Dufferin Rd.12 in order for it to be classified as the Major road.



Report To: Chair Gerrits and Members of the Infrastructure and  
Environmental Services Committee

Meeting Date: May 25, 2023

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**Subject: Wightman Telecom Fibre Installation within County Lands**

**From: Scott Burns, Director of Public Work/County Engineer**

### **Recommendation**

**THAT the report of the Director of Public Works/County Engineer, dated May 25, 2023, Wightman Telecom Fibre Installation within County Lands, be received;**

**AND THAT staff be directed to further negotiate mutually beneficial terms between the County of Dufferin and Wightman Telecom to support their use of the County owned Rail Trail lands for installation of fibre infrastructure;**

**AND THAT staff be directed to develop the necessary agreements and/or easements to permit installation of Wightman infrastructure within the County owned former rail corridor lands;**

**AND THAT staff be directed to negotiate, develop, and enter the necessary service level and maintenance agreements between the County of Dufferin and Wightman Telecom to facilitate a long-term service structure for the County.**

### **Executive Summary**

In recent months, the County and Wightman Telecom have discussed Wightman's interest in seeking access to the County owned Rail Trail for the purpose of expanding their network between Orangeville and Shelburne. This conversation led to a high-level negotiation to determine whether in exchange for access to the County lands for their fibre installation, would Wightman provide some level of dedicated fibre infrastructure and service arrangement to the County of Dufferin. With this discussion progressing and Wightman's desired installation timeline of later this year, staff are seeking direction to

continue the conversation and formalize the necessary agreements should adequate benefit to the County be achieved.

### **Background & Discussion**

In recent years, the reliability and service response related to Dufferin's current fibre provider connection to Dufferin Oaks has decreased. This fibre was installed within the County owned former rail corridor many years ago and no formal service agreement exists. This creates two key issues being reduced reliability due to aging and/or damaged infrastructure, and challenges with obtaining reasonable service response due to lack of formal structure. This situation has led to the County Information Technology team to pursue alternate solutions for a sustainable fibre connection between County buildings in Orangeville and Dufferin Oaks in Shelburne.

Over the past several months, Wightman Telecom reached out to the County Public Works Department seeking access to the County Rail Trail for the purpose of expanding their fibre network. As with any such proposal, the County works to ensure that mutual benefit is secured through detailed negotiation in the interest of Dufferin as a whole. Often these benefits are gained through financial payment for access, exchange of service/infrastructure for access, or both. Considering the situation around the County's existing connection to Dufferin Oaks, staff recommend further pursuit of an equitable exchange of service/infrastructure for Wightman's access to the County Rail Trail.

In addition to the exchange of service/infrastructure for access to the Rail Trail, there may be further opportunity for partnership and mutual benefit between the two parties. The additional items pertain to Wightman's need for a Point of Presence (POP) site along their proposed fibre line. This POP site is described as a small shed within a fenced area with minimal parking and access to an adjacent roadway and their fibre infrastructure (attached). Through discussion between each party, there exists a location at the commencement of the County Rail Trail on the west side of Dufferin Road 16 (Veterans Way) that may suit. With continued development of the County Rail Trail including areas for parking, this location may serve well for periodic parking by Wightman vehicles during service work and facilitate ample parking and trailer turnaround space for trail users, cyclists, ATV Club members, and OFSC members.

Prior to these discussions proceeding further, staff seek direction to pursue development of the necessary agreement, easements, partnerships with Wightman that include, but are not limited, to the items listed in this report. Once staff are satisfied that adequate benefit has been achieved through any combination of compensation, the

necessary documents will be developed, finalized, reviewed by legal counsel, and signed.

**Financial, Staffing, Legal, or IT Considerations**

Financial - Significant financial savings may be realized by the County while achieving real benefit through a new, sustainable, and supported fibre connection.

Staffing - Public Works and Information Technology staff have been and will continue to collaborate to achieve an equitable and sustainable solution for a Corporate County fibre connection to Dufferin Oaks.

Legal - All County legal fees required to reach a satisfactory arrangement will be paid by Wightman Telecom.

Information Technology – Should agreement be achieved; the resulting outcome will provide a long-term and sustainable connection for the County.

**In Support of Strategic Plan Priorities and Objectives**

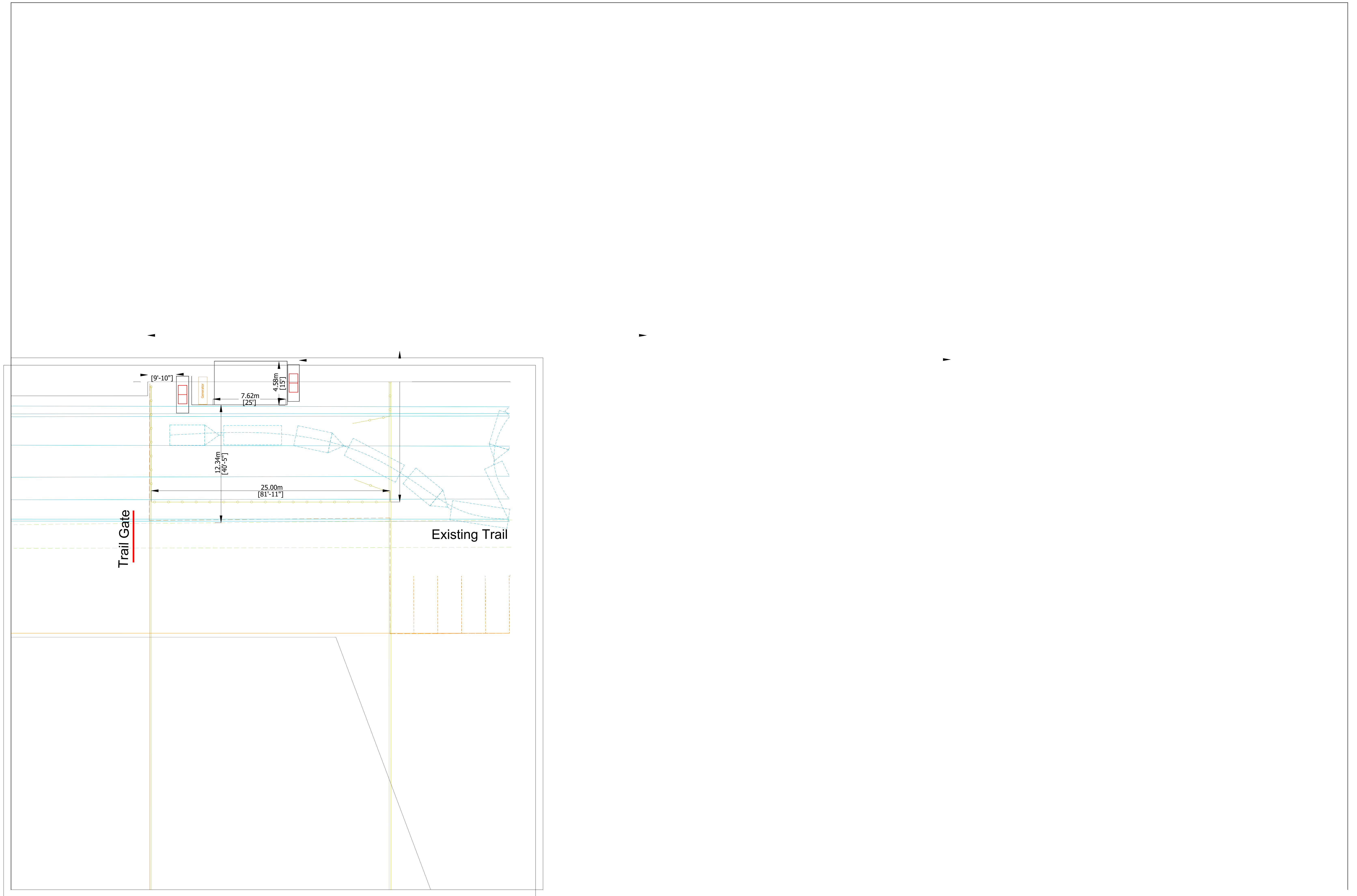
Good Governance – ensure transparency, clear communication, prudent financial management

Respectfully Submitted By:

Scott C. Burns, P.Eng., C.E.T.  
Director of Public Works/County Engineer

Attachments: DRAFT Point of Presence Site Sketch

Reviewed by: Sonya Pritchard, Chief Administrative Officer





Report To: Chair Gerrits and Members of Infrastructure and Environmental Services Committee

Meeting Date: May 25, 2023

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**Subject: Town of Orangeville Transit Hub Agreement**

**From: Scott Burns, Director of Public Work/County Engineer**

### **Recommendation**

**THAT the report of the Director of Public Works/County Engineer, dated May 25, 2023, Town of Orangeville Transit Hub Agreement, be received;**

**AND THAT the Warden and Clerk be authorized to sign the Town of Orangeville Transit Hub Memorandum of Understanding in substantially the same form as presented.**

### **Executive Summary**

In recent months, the Town of Orangeville and the County of Dufferin have been working to develop a Memorandum of Understanding to formalize use of County controlled lands for the Town's new Transit Hub. The document permits the Town to construct and operate the new facility within the norther portion of the County controlled Edelbrock Centre property at 30 Centre Street Orangeville. The Memorandum is now complete, and staff therefore seek Council direction for the document to be approved in substantially the same form as presented. Town staff recently made a similar request to Orangeville Council on May 15, 2023 with unanimous support.

Attached to this report is the Town staff report which includes the Transit Hub Construction Plan & Profile drawing, and the Memorandum of Understanding.



## **Background & Discussion**

Following completion of the Town of Orangeville's recent transit study, the County controlled Edelbrock Centre property at 30 Centre Street Orangeville became the Town's preferred site for a new Transit Hub. County Council has been supportive from project inception and Town/County staff have worked to develop the necessary agreements to formalize the relationship. An initial agreement was established to facilitate some preliminary site work, whereas the current Memorandum of Understanding provides both parties with a long-term structure for the partnership. The Memorandum has been reviewed in detail by both parties and each is satisfied with the terms.

From a high level, the document acknowledges the Town as a formal tenant of the Edelbrock Centre property. In line with the Edelbrock property Donation Agreement, the County holds control over the lands but is not yet the outright owner. County ownership of the lands officially occurs October 13, 2026. The Memorandum acknowledges this future transition by including terms around the development of an easement in favour of the Town following the October 13, 2026 date. In the meantime, the Memorandum provides what is legally required for the project to proceed confidently for both parties.

## **Financial, Staffing, Legal, or IT Considerations**

Financial – All costs associated with the project are borne by the Town of Orangeville.

Staffing - Town of Orangeville and County of Dufferin staff will collaborate throughout the project to ensure success. Through the Memorandum of Understanding and eventual Easement Agreement, the operation of the lands required for the new Transit Hub are under the care and control of the Town of Orangeville.

## **In Support of Strategic Plan Priorities and Objectives**

Good Governance – ensure transparency, clear communication, prudent financial management.

Respectfully Submitted By:

Scott C. Burns, P.Eng., C.E.T.  
Director of Public Works/County Engineer

Attachments: Town of Orangeville staff report, including a construction drawing and the Memorandum of Understanding

Reviewed by: Sonya Pritchard, Chief Administrative Officer

**Subject: Agreement with Dufferin County for Transit Terminal**

**Department: Infrastructure Services**

**Division: Transportation and Development**

**Report #: INS-2023-041**

**Meeting Date: 2023-05-15**

---

### **Recommendations**

**That report INS-2023-041, Agreement with Dufferin County for Transit Terminal, be received;**

**And that Council Direct the Mayor and Clerk to sign the Memo of Understanding, in substantially the same format as the one attached to this report and to the satisfaction of the General Managers of Infrastructure Services and Corporate Services, setting out the terms and conditions for future land use and easement agreements between the Town of Orangeville and the County of Dufferin for the use of the Property at 30 Centre Street, the Edelbrock Centre Lands.**

### **Background and Analysis**

The Town of Orangeville (Town) and the County of Dufferin (County) have been in discussions regarding land uses for the property municipally known as 37 Hillside Drive and 30 Centre Street, Orangeville, Ontario and locally know as the “**Edelbrock Centre Lands**”.

The lands were donated to the County by virtue of Donation Agreement between the Edelbrock Family and the County of Dufferin. Subject to the terms of the Donation Agreement, the County will receive freehold title to the Edelbrock Centre Lands on or before October 13, 2026. For the period prior to the conveyance of freehold title, the County is the tenant of the Edelbrock Centre Lands pursuant to the lease agreement between the two parties.

The Town had studied the feasibility of redeveloping the portion of the Edelbrock Centre Lands shown as shown on Attachment 1 to this report for the purpose of building and developing a new transit transfer terminal for the Town’s municipally owned transit system to serve the residents of the Town of Orangeville. Based on that study and

discussions between the Town and the County, Staff deemed the property to be a prime location for a transit terminal transfer station (terminal) as it was central to its current operations and routes.

Since the County, is not the out right owner of the property and will not be until October of 2026, the County and their solicitor's had suggested that a sub-lease was not appropriate at this time. It was therefore suggested that a Memo of Understanding (Memo) be developed to allow the Town to pursue construction of the transit terminal and continue with its program to provide updated service to its residents. Based on that, Staff from both municipalities, with guidance and assistance from its solicitors, prepared a Memo to outline the terms of the agreement.

The Memo is attachment 2 to this report. It is prudent to note that although the memo has not been "finalized" by both parties, Staff and solicitors have fundamentally agreed to the format and wording in principle. It is for this reason that the recommendation of this report is outlined and written in such a way that it offers flexibility to adjust some wording as may be required. Any changes would be considered minor in nature. However, the form and intent of the agreement will remain and be in substantially the same form as attached to this report.

The Memo also speaks to the transition from that agreement to an easement being granted in favour of the Town when the County takes outright ownership of the lands on October 13, 2026.

Staff are recommending this approach to ensure that construction of the terminal proceeds in a timely manner and is completed in 2023 so that the Town can continue to develop its transit system and update its level of service as previously reported. Essentially this administrative process would proceed concurrently with the physical construction of the terminal to save time and expedite the start of construction. Any changes that may be made to the Memo of Understanding will be highlighted and brought back to a future Council meeting as an information item.

A Contractor for the work has been secured and a contract is being prepared so that construction can begin in June or July of this year. Given previous discussions with the County, Staff are confident that once the Memo is signed by both parties, transition to a lease will be seamless.

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## Strategic Alignment

### Orangeville Forward – Strategic Plan

Priority Area: Municipal Services

Objective: Respectful of Cost and Impact to Community

## **Sustainable Neighbourhood Action Plan**

Theme: Transportation System

Strategy: Promote more sustainable and efficient transportation options

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### **Notice Provisions**

N/A

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### **Financial Impact**

There is no financial impact from this report.

Respectfully submitted

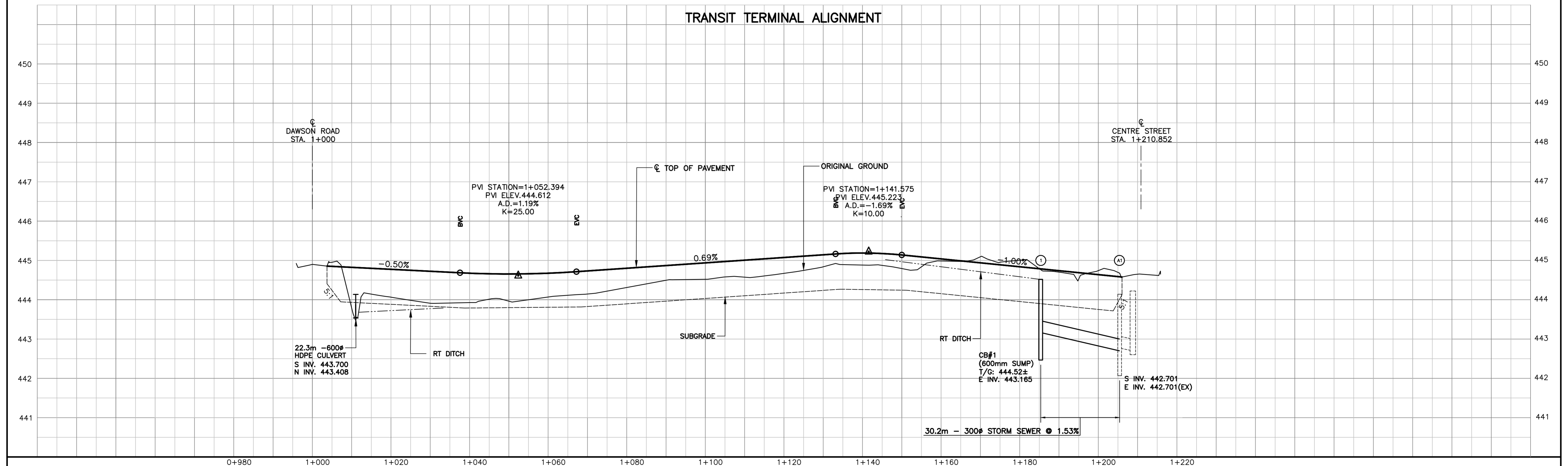
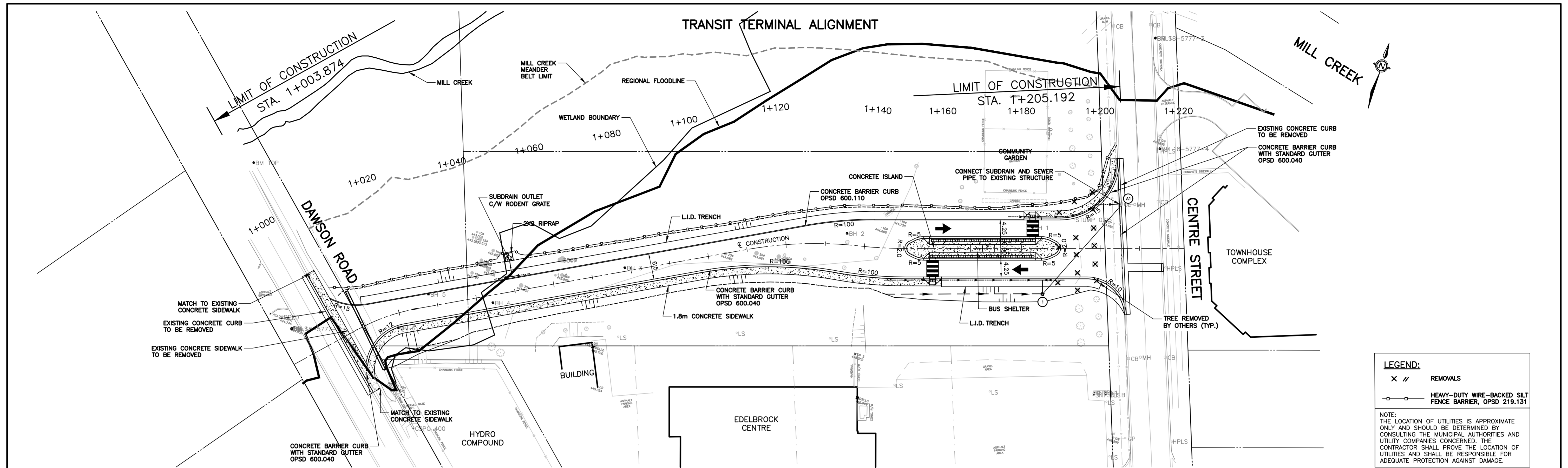
Tim Kocialek, P. Eng., PMP  
General Manager Infrastructure Services

Prepared by

Tony Dulisse, CET  
Manager Transportation & Development

### **Attachment(s):**

1. Memo of Understanding
2. Plan showing the Transit Terminal



NOTES				PROFESSIONAL ENGINEER		TOWN OF ORANGEVILLE		PROJECT No. M5777		SCALES			
05	MAR. 2023	ISSUED FOR CVC APPROVAL - 4TH SUBMISSION	T.J.K.			<b>ORANGEVILLE TRANSIT TERMINAL</b> ROADWAY AND PLATFORM CONSTRUCTION		87 BROADWAY ORANGEVILLE, ONTARIO L9W 1K1		1:500			
04	JAN. 2023	ISSUED FOR CVC APPROVAL - 3RD SUBMISSION	T.J.K.							HORIZONTAL	VERTICAL		
03	NOV. 2022	ISSUED FOR CVC APPROVAL - 2ND SUBMISSION	T.J.K.							<b>CONSTRUCTION PLAN &amp; PROFILE</b>		DRAWN BY: K.J.G.	
02	AUG. 2022	ISSUED FOR TENDER	T.J.K.									CHECKED BY: T.J.K.	
01	JUN. 2022	ISSUED FOR CVC APPROVAL	T.J.K.									APPROVED BY: H.W.W.	
No	DATE	REVISION	INITIAL			DATE: MARCH 2022				DRAWING NUMBER <b>01</b>			

## MEMORANDUM OF UNDERSTANDING

Between: THE CORPORATION OF THE COUNTY OF DUFFERIN (“**County**”) and THE CORPORATION OF THE TOWN OF ORANGEVILLE (“**Town**”). The County and the Town are collectively referred to as the “**Parties**” and each a “**Party**”.

Re: Edelbrock Centre – Town of Orangeville Transit Hub

Date: June \_\_, 2021

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### Background

A. Pursuant to a donation agreement attached hereto as Schedule “A” and dated as of October 13, 2011 between Wilhelm Edelbrock (“**Donor**”) and the County (the “**Donation Agreement**”), the County is eligible to receive title to the lands municipally described as 37 Hillside Drive and 30 Centre Street, Orangeville, Ontario (the “**Edelbrock Centre Lands**”);

B. Subject to the terms of the Donation Agreement, the County will receive freehold title to the Edelbrock Centre Lands on or before October 13, 2026;

C. For the period prior to the conveyance of freehold title, the County is the tenant of the Edelbrock Centre Lands pursuant to the lease attached hereto as Schedule “B” dated December 8, 2011 between the Donor, as landlord, and the County, as tenant (the “**Lease**”);

D. The Town is studying the feasibility of redeveloping the portion of the Edelbrock Centre Lands shown cross-hatched on the plan attached hereto as Schedule “C” (the “**Transit Hub Lands**”) as a new transit transfer terminal for the Town’s municipally owned transit system serving the Town (the “**Purpose**”);

E. In accordance with the terms of the MOU, the Town and the County agree to pursue negotiation of an agreement(s) to document the proposed development of the Transit Hub Lands.

### Agreement

The following are the basic terms as agreed by the Parties:

1. **Recitals:** The Parties confirm that the “Background” recitals set forth above are true and correct.
2. **Definitive Agreements:** Following mutual execution of this MOU the Parties agree to prepare an easement agreement and other related agreements required to execute the transactions contemplated herein for the period after October 13, 2026. (the “**Definitive Agreements**”). Such Definitive Agreements will contain customary representations and warranties, indemnities, conditions, covenants and agreements appropriate to the documents being negotiated.
3. **Confidentiality:**

- (a) **“Confidential Information”** is defined as non-public technical, business, marketing, proprietary, trade secret, personal or other information in any form (oral, written or electronic) reasonably understood to be confidential. Each Party agrees to take reasonable precautions to protect the other Party’s Confidential Information and not to use or disclose it to any third party, except to those of the receiving Party’s employees and contractors who need such access for purposes consistent with the Project and who owe the receiving Party an obligation of confidentiality. No Party shall be bound by confidentiality obligations if the Confidential Information (i) is required to be disclosed pursuant to court or regulatory order, provided that, the Party compelled to such disclosure provides notice to the other Party, to the extent possible, to enable such other Party the opportunity to limit the extent of disclosure; (ii) was known to such Party prior to receiving same from the disclosing Party, free of any restrictions; (iii) is learned from a third party under no apparent, implied or assumed duty of confidentiality and is not otherwise protected under law; or (iv) becomes part of the public domain other than as a result of a breach of this section and is not otherwise protected under law.
- (b) The Parties will each take reasonable precautions not to disclose the Confidential Information of the Project to any third party unless pursuant to the terms of this MOU.

4. **Donation Agreement:**

- (a) The Parties acknowledge the Donation Agreement contains conditions restricting the permitted use of the Edelbrock Centre Lands.
- (b) It shall be a condition of the Definitive Agreements that any necessary approvals, if any, are obtained from the Donor for the use contemplated in this MOU and the Sublease (as defined below) contemplated herein.
- (c) The County shall be responsible for obtaining any necessary consents from the Donor, if any.

5. **Development of Transit Hub vision of Development Responsibilities:**

- (a) The Town shall be responsible for all elements of the planning, construction, permitting, development and operation of the proposed transit hub.
- (b) The County agrees to use commercially reasonable efforts to support the proposed development provided such development is in compliance with the Purpose and the terms of the Definitive Agreements.
- (c) The Transit Hub Lands shall be subleased by the County to the Town in accordance with the term sheet attached hereto as Schedule “D”. Following the transfer of freehold ownership of the Edelbrock Centre Lands to the County pursuant to the Donation Agreement, the sublease shall transition to an easement from the County to the Town.
- (d) Prior to the Town expanding the use of transit hub to serve areas outside of the Town or the use of the transit hub by privately owned transit companies, the consent of the County shall be required.



- (e) Prior to execution of the Definitive Agreements the County shall provide the Town and its contractor(s) access to the Transit Hub Lands for the purpose of inspections, surveying, testing and other pre-construction planning that would be undertaken in support of such efforts as are consistent with the Purpose “**Preparatory Work**”). Any Preparatory Work shall be done at the risk of the Town and in compliance with all applicable laws and other legal requirements. The Town shall, in advance of any access event or Preparatory Work, notify the County in writing of same and the Vendor shall be entitled to have its representatives present. With respect to such Preparatory Work, the Town shall indemnify and save the County harmless from all losses, costs, claims, third party actions, damages and expenses which the County may suffer as a result of same. The Town covenants and agrees to repair any damage occasioned by such access and Preparatory Work.
- (f) The County shall consent to and execute, if necessary, as a consenting party only, all documents reasonably presented to it by the Town which may be required to obtain any necessary rezoning, building permits or other permits required in connection with the development of the Transit Hub, including without limitation any development agreement, collateral agreement or site plan agreement, or any other similar agreement required by any governmental body having jurisdiction over the Transit Hub Lands. The County’s covenants contained in the previous sentence shall be subject to the County being satisfied, acting reasonably, that:
  - (i) any such applications or proposed agreements or other matters are consistent with the Purpose;
  - (ii) the County will not be responsible or liable for any claims, costs or charges associated therewith; and
  - (iii) any and all costs, charges, liens or obligations incurred or arising in connection with any such preliminary applications, agreements or other matters shall be personal to the Town only and shall not affect, encumber, attach to or run with the County’s interest in the Edelbrock Centre Lands.

6. **General:**

- (a) This MOU may be executed in counterparts by manual or electronic means, each of which so executed and delivered, whether in original or electronically, shall be deemed to be an original and which such counterparts together shall constitute one and the same agreement and notwithstanding their date of execution shall be deemed executed on the date hereof.
- (b) This MOU sets forth the entire agreement of the Parties with respect to the matters set forth herein at the date hereof and replaces all prior agreements and understandings with respect to the matters set forth herein.
- (c) This MOU is intended as an expression of interest to enter into the Definitive Agreements to give effect to the Project and is not intended to create legally binding obligations on the Parties. As such, this MOU shall not constitute a binding agreement, save and except for the provisions contained under the heading

entitled "Confidentiality" which provision is intended to and shall be legally binding on the Parties, enforceable against and by each of the parties.

- (d) The invalidity or unenforceability of any provision of this MOU or any covenant herein shall not affect the validity or enforceability of any other provision or covenant hereof or herein contained, and this MOU shall be construed as if such invalid or unenforceable provision or covenant were omitted.
- (e) Either Party may assign this MOU to such Party's affiliate, as "**affiliate**" is defined in subsection 1(4) of the *Business Corporations Act* (Ontario).
- (f) This MOU shall enure to the benefit of and be binding upon the Parties and their respective successors and permitted assigns.
- (g) The Parties undertake to execute and deliver such other documents, papers, matters and assurances that may be reasonably required and requested to carry out the intent of this MOU.
- (h) This MOU shall be interpreted pursuant to the laws of Ontario and the laws of Canada applicable therein.
- (i) Each of the Parties acknowledge that it has been recommended to them and that they have had the opportunity to each seek independent legal advice prior to executing this MOU.

[Signature page follows]

**FOR VALUE** received each of the undersigned agrees with the terms and conditions set forth above, effective as of the date and year first written above.

**THE CORPORATION OF THE COUNTY OF  
DUFFERIN**

By: \_\_\_\_\_

*I have authority to bind the corporation.*

**THE CORPORATION OF THE TOWN OF  
ORANGEVILLE**

By: \_\_\_\_\_

*I have authority to bind the corporation.*

## Michelle Hargrave

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**From:** Clerk  
**Sent:** Thursday, May 11, 2023 4:11 PM  
**To:** Michelle Dunne; Michelle Hargrave  
**Subject:** RE: 2023 Association of Municipalities Ontario (AMO) Delegation Form

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**From:** Delegations (MMAH) <Delegations@ontario.ca>  
**Sent:** Thursday, May 11, 2023 3:33 PM  
**Subject:** 2023 Association of Municipalities Ontario (AMO) Delegation Form

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

Hello/ Bonjour

Please be advised that the Municipal Delegation Request Form for the 2023 Association of Municipalities Ontario (AMO) Annual Conference is available online. Information about delegations and a link to the form are available here: [English](#). The deadline to submit requests is **Friday June 9, 2023**.

Le formulaire pour demander une rencontre avec le ministères pour le Congrès annuel de la AMO (Association of Municipalities Ontario) 2023 est disponible en ligne. Pour plus d'information sur les délégations et le formulaire, veuillez suivre le lien suivant : [français](#). Date limite pour présenter une demande: **vendredi 9 juin 2023**.

Thank you/ Merci

Delegations - Information and Analysis Unit  
Municipal Programs and Analytics Branch  
Ministry of Municipal Affairs and Housing  
[Delegations@ontario.ca](mailto:Delegations@ontario.ca)

