FEBRUARY SESSION 2007

MINUTES – REPORTS

BYLAWS – MOTIONS

Cathie Ritchie
Clerk

J.A. (Al) Lunney
Warden
MINUTES

(February 21st, 2007)
Pursuant to adjournment the Council of the Corporation of the County of Lanark met in regular session on Wednesday, February 21\textsuperscript{st}, 2007 at 7:00 p.m.

Chair: Warden Al Lunney

1. **CALL TO ORDER**

   The meeting was called to order at 7:02 p.m.

2. **MOMENT OF SILENT MEDITATION**

3. **ROLL CALL**

   All Councillors present except for Councillors S. Mousseau and P. Dulmage.

4. **DISCLOSURE OF PECUNIARY INTEREST**

   None.

5. **APPROVAL OF COUNCIL MINUTES**

   **MOTION #CC-2007-40**

   MOVED BY: Bob Fletcher
   SECONDED BY: Bruce Horlin

   “THAT, the minutes of the Lanark County Council meeting held on January 31\textsuperscript{st}, 2007 and the minutes of the “Special” Lanark County Council meeting held on February 7\textsuperscript{th}, 2007 be approved as circulated.”

   **ADOPTED**

6. **ADDITIONS AND APPROVAL OF AGENDA**

   i) Under Communications: Recycling Costs.
   ii) Under New/Other Business: Closing of Hershey’s in Smiths Falls.
   iii) Under New/Other Business: Hostels Motion to Reconsider.
   iv) Under New/Other Business: Conversation with Councillor S. Mousseau.
MOTION #CC-2007-41

MOVED BY: Aubrey Churchill
SECONDED BY: James Lowe

“THAT, the agenda be adopted as amended.”

ADOPTED

7. DELEGATIONS/PRESENTATIONS

i) ROMA’s 2006 Year End Review – deferred to a future meeting.
ROMA Chair, Councillor Doug Thompson.

8. COMMUNICATIONS

i) 07-02-16 Councillor Communication Package.

MOTION #CC-2007-42

MOVED BY: Bruce Horlin
SECONDED BY: Bob Fletcher

“THAT, communication items, excluding item (i) for the February 2007 County Council meeting be received as information only.”

ADOPTED

Item (i)


MOTION #CC-2007-43 (verbal)

MOVED BY: Wendy Laut
SECONDED BY: Susan Freeman

“WHEREAS, municipalities are bearing an unfair proportion of the full costs of recycling;

AND WHEREAS, more responsibility on the part of the producers of packaging and printed paper need to be encouraged;

THEREFORE BE IT RESOLVED THAT, the County of Lanark supports the six (6) attached recommendations of the AMO/AMRC Discussion Paper on Strengthening Extended Producer Responsibilities for Ontario’s Blue Box;
AND THAT, this resolution be forwarded to The Honourable Norm Sterling, MPP, the Milena Avramovic, Senior Policy Advisor, Association of Municipalities of Ontario, Glenda Gies, Waste Diversion Ontario and all Lanark County Local Municipalities.”

ADOPTED

9. REPORTS


MOTION #CC-2007-44

MOVED BY: Aubrey Churchill
SECONDED BY: Ed Sonnenburg

“THAT, the Fifth Report of the Corporate Services Committee of the Whole be adopted as presented.”

ADOPTED


MOTION #CC-2007-45

MOVED BY: Susan Freeman
SECONDED BY: Richard Kidd

“THAT, the Second Report of the Community Development Committee of the Whole be adopted as presented.”

ADOPTED


MOTION #CC-2007-46

MOVED BY: Susan Freeman
SECONDED BY: Keith Kerr

“THAT, the Second Report of the Public Works Committee of the Whole be adopted as presented.”

ADOPTED
Chair, Aubrey Churchill.

**MOTION #CC-2007-47**

**MOVED BY:** Aubrey Churchill  
**SECONDED BY:** Ed Sonnenburg

“THAT, the Sixth Report of the Corporate Services Committee of the Whole be adopted as presented.”

ADOPTED

Chair, Keith Kerr.

**MOTION #CC-2007-48**

**MOVED BY:** Keith Kerr  
**SECONDED BY:** Susan Freeman

“THAT, the Second Report of the Community Services Committee of the Whole be adopted as presented.”

ADOPTED

Chair, Aubrey Churchill.

**MOTION #CC-2007-49**

**MOVED BY:** Aubrey Churchill  
**SECONDED BY:** James Lowe

“THAT, the Seventh Report of the Corporate Services Committee of the Whole be adopted as presented, excluding item “B” 4.”

ADOPTED

Item “B” 4

**MOTION #CC-2007-50 (verbal)**

**MOVED BY:** Susan Freeman  
**SECONDED BY:** Richard Kidd

“THAT, item “B” 4 of the Seventh Report of the Corporate Services Committee of the Whole be referred back to the Corporate Services Committee in order for staff to bring forward a separate policy for staff and council.”

ADOPTED
Chair, Aubrey Churchill.

**MOTION #CC-2007-51**

**MOVED BY:** Aubrey Churchill  
**SECONDED BY:** James Lowe

“THAT, the Third Report of the Striking Committee of the Whole be adopted as presented.”

ADOPTED

Chair, Aubrey Churchill.

**MOTION #CC-2007-52**

**MOVED BY:** Aubrey Churchill  
**SECONDED BY:** James Lowe

“THAT, the Eighth Report of the Corporate Services Committee of the Whole be adopted as presented, excluding item “B” 1.”

ADOPTED

Item “B” 1

**MOTION #CC-2007-53**

**MOVED BY:** Aubrey Churchill  
**SECONDED BY:** James Lowe

“THAT, the County of Lanark allow the Perth Farmers’ Market the use of the new Lanark Lodge Parking Lot for the 2007 season, subject to the MOH LTC approval.”

*(See Recorded Vote)*

Councillor J. Fenik called for a Recorded Vote on item “B” 1.

The results of the Recorded Vote are noted below:

For: B. Fletcher (7), B. Horlin (7), A. Lunney (10), B. Hurrle (10),  
P. Kavanagh (3), K. Kerr (8), R. Kidd (6), A. Churchill (7),  
J. Lowe (7) = 65

Against: J. MacTavish (3), J. Fenik (5), W. Laut (5), S. Freeman (8),  
E. Sonnenburg = 29

Absent: S. Mousseau (6), P. Dulmage (8) = 14

Total : 108

ADOPTED
10. BY-LAWS AND MOTIONS


**MOTION #CC-2007-54**

**MOVED BY:** Ed Sonnenburg  
**SECONDED BY:** Aubrey Churchill

“THAT, By-Law 2007-11, being a by-law to Amend By-Law 2007-01 being a by-law to Authorize the Execution of an Agreement for the Provision of Amateur Radio Emergency Services (A.R.E.S.) Between A.R.E.S. (Amateur Radio Emergency Services), Town of Carleton Place, Town of Mississippi Mills, Town of Perth, Township of Beckwith, Township of Drummond/North Elmsley, Township of Lanark Highlands, Township of Montague, Tay Valley Township, the Separated Town of Smiths Falls and the Corporation of the County of Lanark, be read a first and second time.”

**ADOPTED**

**MOTION #CC-2007-55**

**MOVED BY:** Ed Sonnenburg  
**SECONDED BY:** Aubrey Churchill

“THAT, the By-Law just now read a second time, be forth with read a third time short and passed and signed by the Warden and Clerk.”

**ADOPTED**

ii) By-Law No. 2007-12: Authorizing Speed Limits (County Road #29) – attached, page 69.

**MOTION #CC-2007-56**

**MOVED BY:** Brenda Hurrle  
**SECONDED BY:** John MacTavish

“THAT, By-Law 2007-12, being a by-law to Authorizing Speed Limits (County Road #29), be read a first and second time.”

**ADOPTED**

**MOTION #CC-2007-57**

**MOVED BY:** Brenda Hurrle  
**SECONDED BY:** John MacTavish

“THAT, the By-Law just now read a second time, be forth with read a third time short and passed and signed by the Warden and Clerk.”

**ADOPTED**

**MOTION #CC-2007-58**

MOVED BY: Ed Sonnenburg  
SECONDED BY: Aubrey Churchill

“THAT, By-Law 2007-13, being a by-law to Authorize the Execution of an Agreement between Hostels and the Corporation of the County of Lanark and Hostel Guidelines, be read a first and second time.”

ADOPTED

**MOTION #CC-2007-59**

MOVED BY: Ed Sonnenburg  
SECONDED BY: Aubrey Churchill

“THAT, the By-Law just now read a second time, be forth with read a third time short and passed and signed by the Warden and Clerk.”

ADOPTED


**MOTION #CC-2007-60**

MOVED BY: John MacTavish  
SECONDED BY: Peter Kavanagh

“THAT, By-Law 2007-04, being a by-law to Amend By-Law 2003-04 A By-Law to Appoint a Chief Administrative Officer for the Corporation of the county of Lanark, be read a first and second time.”

ADOPTED

**MOTION #CC-2007-61**

MOVED BY: John MacTavish  
SECONDED BY: Peter Kavanagh

“THAT, the By-Law just now read a second time, be forth with read a third time short and passed and signed by the Warden and Clerk.”

ADOPTED

11. NEW BUSINESS

i) Closing of Hershey’s in Smiths Falls.

Councillor B. Hurrle spoke with Mayor D. Staples earlier in the day regarding the closure of Hershey’s and the Rideau Regional Centre. She encouraged the Heads of Council to also give the Mayor a call to lend support.

The Mayor has already spoken with Premier McGuinty and was to speak to the CEO of Hershey Pennsylvania soon.
MOTION #62 (VERBAL)  
MOVED BY: Aubrey Churchill  
SECONDED BY: Brenda Hurrle  

“THAT, Lanark County Council provide support to the Town of Smiths Falls by sending a letter to Premier Dalton McGuinty and the Minister of Agriculture, Food and Rural Affairs expressing the County’s concerns regarding the damaging economic, tourism and social impact to the Town of Smiths Falls due to the closure of the Hershey Plant and in addition the detrimental affects on Lanark County and outlining areas;  

AND THAT, copies of the letter be sent to Hershey’s, MPs, MPP, the Town of Smiths Falls and the CAO’s of all the Lanark County Local Municipalities.”  
ADOPTED

ii) Hostel Motion to Reconsider.  

MOTION #CC-2007-63 (VERBAL)  
MOVED BY: Keith Kerr  
SECONDED BY: Wendy Laut  

“THAT, a Notice of Intention to reconsider Item “B” 14 of the First Report of the Community Services Committee of the Whole regarding Domiciliary Hostels – Tally Ho Manor be placed on the March County Council Agenda;  

AND THAT, a motion to reconsider Item “B” 14 of the First Report of the Community Services Committee of the Whole regarding Domiciliary Hostels – Tally Ho Manor be brought forward at the March County Council meeting.”  
ADOPTED

iii) Conversation with Councillor S. Mousseau.  

Councillor S. Freeman spoke with S. Mousseau who is currently in the Heart Institute in Ottawa after having a heart attack. Councillor S. Mousseau wanted to thank Council and Staff for the flowers that were sent. She is in good spirits, is doing well and is very optimistic.

12. NOTICE OF COMMITTEE MEETINGS  

Agricultural Advisory Sub-Committee: 7:30 p.m. February 22nd, 2007  
Bill 130 Training (Councillors): 8:30 a.m. March 5th, 2007  
Accessibility Advisory Sub-Committee: 3:00 p.m. March 5th, 2007  
Municipal Trails Corporation Board: 5:00 p.m. March 5th, 2007
13. CONFIRM COUNCIL PROCEEDINGS


**MOTION #CC-2007-64**

MOVED BY: Richard Kidd  
SECONDED BY: Susan Freeman

“THAT, By-Law 2007-15, being a by-law to confirm the proceedings of the Council meeting held on February 7th and 21st, 2007, be read a first and second time.”

ADOPTED

**MOTION #CC-2007-65**

MOVED BY: Susan Freeman  
SECONDED BY: Richard Kidd

“THAT, the By-Law just now read a second time, be forth with read a third time short and passed and signed by the Warden and Clerk.”

ADOPTED
14. REQUESTS FOR MEDIA INTERVIEWS

None.

15. ADJOURNMENT

Council adjourned at 8:14 p.m. on motion by Councillors E. Sonnenburg and J. Lowe.

Cathie Ritchie, Clerk
COMMUNICATIONS
TOWN OF PERTH
MOTION

Moved by: Council Chambers, Town Hall
Seconded by: 
Date: February 20, 2007

Subject: Strengthening Extended Producer Responsibilities in Ontario's Blue Box

WHEREAS MUNICIPALITIES ARE BEARING AN UNFAIR PROPORTION OF THE FULL COSTS OF RECYCLING AND THAT MORE RESPONSIBILITY ON THE PART OF THE PRODUCERS OF PACKAGING AND PRINTED PAPER NEED TO BE ENCOURAGED,

THE TOWN OF PERTH SUPPORT THE 6 ATTACHED RECOMMENDATIONS OF THE AMO/AMRC DISCUSSION PAPER ON STRENGTHENING EXTENDED PRODUCER RESPONSIBILITIES FOR ONTARIO'S BLUE BOX;

AND FURTHER, THAT THIS RESOLUTION BE FORWARDED TO THE COUNTY OF LANARK AND ALL OTHER MUNICIPALITIES IN ONTARIO TO SOLICIT THEIR SUPPORT FOR THE MOTION.

_________________  __________________
John Perri, Mayor

Unanimous 
Carried 
Ayes

Corporation of the Town of Perth, 80 Gore St. E., Perth, ON, K7H 1H9

Page 1 of 2

14 of 119
Nayes

Motion number: 2007 - 053
Summary of Recommendations

#1. AMO/AMRC recommend that WDO and the MOE provide an accurate breakdown of the full cost of managing consumer packaging and printer paper in municipal waste management and recovery systems. In addition, it is recommended that the MOE provide municipalities with the total cost of managing all municipal waste in Ontario, indicating what portion of the complete system cost is currently paid by industry stewards.

#2. AMO/AMRC recommend the MOE modify the industry Blue Box funding mechanism to more accurately reflect the full cost of managing all generated consumer printed paper and packaging. This scenario would require that stewards become responsible for 100% of the cost to manage non-diverted CPPP and 50% of the cost to manage diverted CPP.

#3. AMO/AMRC recommend the Province develop incentives for industry to support litter reduction and industry to provide funding for litter management activities related to packaging and print materials. Incentives could be given to industries that support litter reduction campaigns and provide effective litter reduction strategies, while disincentives could be assigned to industries responsible for the production of materials dominant in municipally collected litter, such as quick-serve food packaging waste.

#4a). AMO/AMRC recommend the Province direct the board of Stewardship Ontario to reinstate contributions to the Market Development Fund as part of the 2007 Stewards fees.

#4b). AMO/AMRC recommend the Province commence discussions with the Federal government to establish minimum standards of at least 25% recycled content in new products where possible. This action is intended to stimulate local recycling markets and minimize the uncertainty associated with shipping recyclables to overseas markets.

#5a) AMO/AMRC recommend that the Ontario government, as a first step, encourage stewards to employ better end-of-life considerations in product design. Incentives should be in place for Stewards who demonstrate use of:

i.) End of product design to align with higher levels of AMO/AMRC Waste Management Hierarchy
ii.) Selection of materials that can be easily collected and processed using existing municipal infrastructure
iii.) Recyclable materials that have well-developed domestic markets and generate higher revenue value

#5b). AMO/AMRC recommend that any new CPPP designs introduced into the market are accompanied by a Ministry-approved recyclability plan that outlines how to best collect, process and market that material within the existing programs.
#5c). AMO/AMRC recommend that industry be fully responsible for the cost implications of any new packaging introduced into the Ontario market that does not conform with existing municipal infrastructure. This would include capital costs to retrofit collection vehicles, public drop offs and material recycling facilities.

#6). It is recommended that the Province encourage the federal government to create a national EPRS plan for waste and waste packaging in collaboration with municipalities and industry. This could include:

i.) Standardizing the use of plastic resins used in product design

ii.) Developing financial drivers that encourage industry to reduce the use of multi-laminate products for consumer products

iii.) Encouraging industry to use materials that improve the effectiveness and efficiency of municipal collection and recycling systems.
February 2\textsuperscript{nd}, 2007

Ms. Glenda Gies
45 Sheppard Avenue East, Suite 920
North York, ON M2N 5W9

Dear Ms. Gies:

\textbf{Re: WDO Best Practices Review}

At the regular session of Lanark County Council held on January 31\textsuperscript{st}, 2007, the Corporate Services Committee in their report to Council recommended the following resolution which was adopted by Council:

\textbf{"THAT, the WDO Best Practice review include industrial waste and packaging;}

\textbf{AND THAT, the review seek out best practices in other Provinces."}

If you require any further information, please do not hesitate to contact the undersigned at (613) 267-4200 ext. 102 or clerk@county.lanark.on.ca.

Sincerely,

\begin{center}
\textit{Cathie Ritchie,}
\textit{ Clerk}
\end{center}

\textit{cc: Milena Avramovic, Senior Policy Advisor, Association of Municipalities of Ontario}
AMO Report to Members on November Board Meeting

As part of its commitment to keep members informed, AMO will update members on important issues that are considered at regular meetings of the AMO Board of Directors. Highlights of the November 2006 Board meeting follow:

- **AMO Appointments to the Fiscal and Service Delivery Review Committees**

The Board approved the municipal representatives who will represent AMO on the Fiscal and Service Delivery Review. Please see the November 22, 2006 AMO Alert (06/065).

**Contact:** Patricia Swerhone, Senior Policy Advisor, email: pswerhone@amo.on.ca; ext: 323

- **KPMG WDO Best Practice Report**

KPMG has been engaged by the Municipal-Industry Programs Committee of Waste Diversion Ontario (WDO) to identify best practices for municipal recycling programs in Ontario. A presentation by KPMG provided an overview of the study.

AMO Board members advised KPMG that best practice activities do not necessarily result in lowest costs, and in fact, can be more costly. The study should reflect this if it is to be effective. The Board also noted that a critical part of the best practice project should relate to the stewards and the application of best practices to packaging. The project should also explore the impacts of the cost of marketed material on blue box programs and the role of industry in realizing best practice. The Board also questioned the addition of the LCBO component in the best practices framework given that there will be no concrete data before the project is completed. It was agreed that these concerns should be communicated to WDO.

**Contact:** Milena Avramovic, Senior Policy Advisor, email: milena@amo.on.ca; ext: 342

- **Bill 140 – Long Term Care Act Changes**

The Board unanimously approved the list of concerns which will be presented to the Standing Committee and the Minister. The Bill takes a command and control approach to long-term care, which contrasts with previous statements made by the Premier and the Minister of Health and Long Term Care that acknowledge municipal leadership on the issue.
Member Communication

A foremost concern is the stipulation that operators of long-term care homes would be personally liable for employees’ failure to meet the requirements of the Act (Section 67). It was also noted that there are no new funding commitments to support the new compliance requirements. AMO will request that Section 67 be repealed or amended, and insist that the Province honour its commitment to provide $6,000/resident for care, providing new funding allocations in line with any new requirements. The Committee hearing process is expected to begin in early 2007.

Contact: Petra Wolfbeiss, Senior Policy Advisor, email: pwolfbeiss@amo.on.ca; ext: 329

• Financial Impact of LDC Conservation Efforts

The Board deliberated over the current approach to setting the variable energy charge (¢/kWh), the mechanism through which local distribution companies (LDCs) recover their fixed distribution-related costs. The current approach delivers a disincentive to LDCs for meaningful Conservation and Demand Management (CDM) programs by negatively affecting their overall revenues. The Minister of Energy will be advised of AMO’s support for a modified Lost Revenue Adjustment Mechanism (LRAM) to ensure LDCs are adequately compensated for successful CDM programs.

Contact: Scott Vokey, Senior Policy Advisor, email: svokey@amo.on.ca; ext: 334

• OEB Compliance Officer’s Interpretation of the Affiliated Relationship Code (ARC)

The Board also considered a request from the Electricity Distributors Association (EDA) for AMO’s support in challenging compliance orders from the Ontario Energy Board (OEB)’s Chief Compliance Officer (CCO). Compliance with the recent CCO bulletins would require LDCs to change arrangements that were previously described in applications for licenses and rates which were subsequently approved by the Board. LDCs would incur significant costs and rates would increase, without corresponding benefits or protection to consumers and despite the fact that the CCO has not identified any harm to ratepayers flowing from existing arrangements. AMO will support moving the oral hearing on the Affiliated Relationship Code forward.

Contact: Scott Vokey, Senior Policy Advisor, email: svokey@amo.on.ca; ext: 334

• Development Charges Act

The introduction and consideration of Bill 151, the most recent Budget Bill, generated further discussion on the loss of revenue to assist with transit, hospital and other important infrastructure.

The Board discussed the need for immediate action on the government’s outstanding commitment to review and amend the Development Charges Act, 1997, and advised that the matter be brought to the attention of the Premier and the Minister of Municipal Affairs and Housing.

Contact: Patricia Swerhone, Senior Policy Advisor, email: svokey@amo.on.ca; ext: 323
Your Comments and Support Requested  
Re: the AMO/AMRC Discussion Paper on Strengthening Extended Producer Responsibilities for Ontario's Blue Box

**Issue:** The Association of Municipalities of Ontario (AMO) and the Association of Municipal Recycling Coordinators of Ontario (AMRC) are requesting your comments and support of the discussion paper on Strengthening Extended Producer Responsibilities for Ontario's Blue Box.

**Background:**
There is growing concern from residents and environmental groups regarding the widening disconnect between waste diversion objectives and private sector activities. Notwithstanding the recent initiative by the Ministry of the Environment (MOE), to establish a deposit return system for all LCBO containers, there is an increasing trend towards design and production of disposable packaging and non-recyclable products. This type of producer activity is both counter-intuitive and counter-productive to the mutually agreed upon objectives of the *Waste Diversion Act.*

The draft submission endeavours to present a new funding mechanism that more appropriately accounts for the full cost of Consumer Packaging and Printed Paper (CPPP) in municipal waste management systems. As well, this paper provides a list of recommendations of how to improve the effectiveness of the Blue Box through litter reduction initiatives, strengthening of recycling markets and encouraging Extended Producer Responsibility at the federal level.

The discussion paper can be accessed on the [AMO website](http://www.amo.on.ca).

**Action:**
AMO asks its members to pass a resolution at Council conveying their comments and support to this discussion paper. AMO/AMRC are also interested to hear your views on cost sharing for these additional activities.

Please forward your municipality’s resolution by April 2, 2007, to:

**Association of Municipalities of Ontario**
393 University Avenue, Suite 1701
Toronto, Ontario M5G 1E6
Attention: Milena Avramovic, Senior Policy Advisor

Or by Fax to: Milena Avramovic at 416-971-6191
Or by e-mail to: milena@amo.on.ca
And please cc: to mcameron@amo.on.ca

*This information is available in the Policy Issues section of the AMO website at [www.amo.on.ca](http://www.amo.on.ca).*
AMO/AMRC Discussion Paper on Strengthening Extended Producer Responsibilities for Ontario's Blue Box

February 2007

This proposed discussion paper has been prepared by members of the Waste Management Task Force of the Association of Municipalities of Ontario (AMO) and the Association of Municipal Recycling Coordinators (AMRC).
# TABLE OF CONTENTS

PREFACE: .................................................................................................................. 3

TERMS AND DEFINITIONS: ..................................................................................... 3

EXECUTIVE SUMMARY .......................................................................................... 4

SUMMARY OF RECOMMENDATIONS .................................................................. 5

1.0 INTRODUCTION ............................................................................................... 7

2.0 DETERMINING THE FULL COST OF MANAGING CONSUMER PACKAGING AND PRINTED PAPER MATERIAL IN ONTARIO’S WASTE MANAGEMENT SYSTEM ................................................................. 8

2.1 RECOMMENDATION #1: ................................................................................ 9

3.0 ALIGNING FULL COSTS WITH WDA OBJECTIVES ..................................... 9

3.1 RECOMMENDATION #2: .............................................................................. 11

4.0 THE COST OF MANAGING RECYCLABLES AS LITTER .......................... 11

4.1 RECOMMENDATION #3: .............................................................................. 13

5.0 THE COST TO DEAL WITH POORLY DEVELOPED LOCAL MARKETS ........ 13

5.1 RECOMMENDATION #4A: ............................................................................ 14

5.2 RECOMMENDATION #4B: ............................................................................ 14

6.0 THE COST TO MANAGE POST-CONSUMER PRODUCTS WITH POOR END-OF-LIFE DESIGN ................................................................. 14

6.1 RECOMMENDATION #5A: ............................................................................ 15

6.2 RECOMMENDATION #5B: ............................................................................ 16

6.3 RECOMMENDATION #5C: ............................................................................ 16

7.0 THE NEED FOR NATIONAL PACKAGING LEGISLATION IN CANADA .......... 16

7.1 RECOMMENDATION #6: ............................................................................. 17

8.0 CONCLUDING REMARKS ............................................................................. 18
Preface:

Environment Canada defines the primary function of Extended Producer Responsibility as: "the transfer of the costs and/or physical responsibility of waste management from local government authorities and the general taxpayer to the producer. Environmental costs of treatment and disposal could then be incorporated into the cost of the product. This creates the setting for a market to emerge that truly reflects the environmental impacts of the product, and in which consumers could make their selection accordingly." Municipalities support this definition with the understanding that existing municipal infrastructure must be fully integrated into any product management schemes to best achieve effectiveness, convenience, and cost efficiencies.

Terms and Definitions:

For the purpose of this paper, terms commonly used in this document have been defined below:

CPPP (Consumer Packaging and Printed Paper): is any printed paper or packaging generated by industry and managed in municipal waste systems.

Diverted CPPP: is consumer printed paper and packaging that is collected in municipal Blue Box recycling programs, marketed and diverted from disposal.

Litter: is waste comprised mostly of consumer printed paper and packaging material that is discarded inappropriately into the environment or in public litter bins.

Non-Diverted CPPP: is the remaining consumer printed paper and packaging in the waste stream, not collected, processed or marketed as recycled material and is disposed of through non Blue Box municipal waste management systems.

Residual Waste: is post-consumer goods that are not printed paper or packaging.

Waste Management System: is municipal management of residential post-consumer goods through the recycling, composting, landfill and other waste disposal programs, systems and or technologies.

---

Executive Summary

The establishment of the *Waste Diversion Act* (WDA) by the Province of Ontario was an important step in acknowledging and defining the responsibilities of consumer packaging and printed paper stewards. The Act has provided important financial relief to municipalities facing ever increasing waste management costs and has set the stage for implementing Extended Producer Responsibility Systems (EPRS) in Ontario.

There is however growing concern from residents and environmental groups regarding the widening disconnect between waste diversion objectives and private sector activities. Notwithstanding the recent initiative by the Ministry of the Environment (MOE), to establish a deposit return system for all LCBO containers, there is an increasing trend from industry towards design and production of disposable packaging and non-recyclable products. This type of producer activity is both counter-intuitive and counter-productive to the mutually agreed upon objectives of the WDA.

![Figure 1: Present Funding Situation](image1.png)

![Figure 2: Funding Recommendation](image2.png)

Municipal waste management services are paid for by tax contribution from both the public and private industry. Municipalities bear the majority of the cost for managing industry-generated printed paper and packaging as shown in Figure 1. This submission endeavors to present a new funding mechanism (Figure 2) that more appropriately accounts for the full cost of Consumer Packaging and Printed Paper (CPPP) in municipal waste management systems. As well, this paper provides a list of recommendations of how to improve the effectiveness of the Blue Box through litter reduction initiatives, strengthening of recycling markets and encourage EPR at a federal level. AMO/AMRC and their affiliates are eager to work with the provincial government to promote better waste diversion by providing the following considerations:
Summary of Recommendations

#1. AMO/AMRC recommend that WDO and the MOE provide an accurate breakdown of the full cost of managing consumer packaging and printer paper in municipal waste management and recovery systems. In addition, it is recommended that the MOE provide municipalities with the total cost of managing all municipal waste in Ontario, indicating what portion of the complete system cost is currently paid by industry stewards.

#2. AMO/AMRC recommend the MOE modify the industry Blue Box funding mechanism to more accurately reflect the full cost of managing all generated consumer printed paper and packaging. This scenario would require that stewards become responsible for 100% of the cost to manage non-diverted CPPP and 50% of the cost to manage diverted CPPP.

#3. AMO/AMRC recommend the Province develop incentives for industry to support litter reduction and industry to provide funding for litter management activities related to packaging and print materials. Incentives could be given to industries that support litter reduction campaigns and provide effective litter reduction strategies, while disincentives could be assigned to industries responsible for the production of materials dominant in municipally collected litter, such as quick-serve food packaging waste.

#4a). AMO/AMRC recommend the Province direct the board of Stewardship Ontario to reinstate contributions to the Market Development Fund as part of the 2007 Stewards fees.

#4b). AMO/AMRC recommend the Province commence discussions with the Federal government to establish minimum standards of at least 25% recycled content in new products where possible. This action is intended to stimulate local recycling markets and minimize the uncertainty associated with shipping recyclables to overseas markets.

#5a) AMO/AMRC recommend that the Ontario government, as a first step, encourage stewards to employ better end-of-life considerations in product design. Incentives should be in place for Stewards who demonstrate use of:

i.) End of product design to align with higher levels of AMO/AMRC Waste Management Hierarchy
ii.) Selection of materials that can be easily collected and processed using existing municipal infrastructure
iii.) Recyclable materials that have well-developed domestic markets and generate higher revenue value

#5b). AMO/AMRC recommend that any new CPPP designs introduced into the market are accompanied by a Ministry-approved recyclability plan that outlines how to best collect, process and market that material within the existing programs.
#5c). AMO/AMRC recommend that industry be fully responsible for the cost implications of any new packaging introduced into the Ontario market that does not conform with existing municipal infrastructure. This would include capital costs to retrofit collection vehicles, public drop offs and material recycling facilities.

#6). It is recommended that the Province encourage the federal government to create a national EPRS plan for waste and waste packaging in collaboration with municipalities and industry. This could include:

   i.) Standardizing the use of plastic resins used in product design
   ii.) Developing financial drivers that encourage industry to reduce the use of multi-laminate products for consumer products
   iii.) Encouraging industry to use materials that improve the effectiveness and efficiency of municipal collection and recycling systems.
1.0 Introduction

Since its inception in 2002, the Waste Diversion Act (WDA) has helped to encourage Extended Producer Responsibility (EPR) throughout Ontario with the successful establishment of the Blue Box Program Plan. This should, however, be regarded as only a limited success, since to date, the Blue Box has only been able to recover a fraction of the available residential recyclable material. Compounding the problem is the apparent movement by some producers to introduce problematic packaging into the market which cannot be recycled or has disproportionately high diversion costs and is therefore landfilled. Moving forward, AMO and AMRC wish to put forth considerations to the Province that could effectively strengthen the WDA to help further align corporate EPR with the original objectives of the Act.

Currently, Ontario’s municipalities are dissatisfied with the progress industry has made toward EPR practices. Municipalities are the only ones showing leadership on this front, with the exception of the recent decision by the Province to establish a deposit refund system for LCBO containers. The Minister also approved amendments to the Blue Box stewards’ fee structure in 2006\(^2\), however stewards have made no real efforts in recent years to significantly improve the recyclability of their products. There is growing concern from residents and environmental groups that there is a widening disconnect between waste diversion objectives and CPPP steward activities. The gap between responsible product design, (i.e., which takes the environment into consideration), responsible end-of-life management, and the increasing trend towards production of disposable and non-recyclable products continues to grow. Ultimately, this gap leaves the municipal tax base to pick up the costs for an industry generated problem.

As end-of-life considerations appear to be a low priority for industry, the cost to the taxpayer of managing municipal waste in its various forms, (i.e., recycling, litter clean-up and residual waste disposal), continues to increase. Promoting stronger EPR for all Consumer Printed Paper and Packaging (CPPP), that enters or is generated in the province, could provide taxpayers with much needed tax relief and provide municipalities the flexibility to allocate funds to other municipal areas. This would provide an immediate and meaningful reduction in the cost to municipalities to manage these products.

Although recycling is a shared responsibility between the producer and consumer of goods, municipal involvement is paramount to ensuring responsible waste management. Municipal operating decisions are more strongly driven by social and environmental obligations rather than a profit based bottom line. This discussion paper presents a series of recommendations to the Province that reinforce AMO’s call for an integrated waste strategy that works toward promoting positive outcomes for all stakeholders and aims to move the Province toward achieving EPR in Ontario.

2.0 Determining the Full Cost of Managing Consumer Packaging and Printed Paper Material in Ontario’s Waste Management System

Waste Diversion Ontario reported that in 2004, the province diverted 54.8% of available residential consumer packaging and printed paper from landfill. This means that the remainder, or approximately 678,000 tonnes of the available residential recyclables, was not captured. Waste audit data collected by Stewardship Ontario in both 2004 and 2005 supports similar recovery figures.

The relative recovery rates of material types collected in the Blue Box program shown in Figure 3, illustrate the proportions of what municipalities manage in the program with the remainder presumably managed through other waste disposal systems which include landfill.

![Material Recovery Rates for 2004 (WDO, Nov 2005)]

Materials that are not recyclable or have low recovery rates like plastic laminates, plastic film, polystyrene and other plastics have typically cost municipalities between $60/tonne to $100/tonne in disposal fees, with an additional $60/tonne in associated collection costs. Other CPPP, such as food packaging, is being found in municipal organics programs, with an added cost to municipalities of about $150/tonne. Further cost impacts on municipalities for non-recovered CPPP include litter management costs which range significantly between municipalities. The City of Toronto, for example, spends approximately $13 million on its litter program annually. On a provincial scale,

---


http://www.stewardshipontario.ca/edoland/projects/audits/waste_audit_of_lmfresults

this amounts to a conservatively estimated cost of $120 million to the municipal tax base for managing CPPP material that should be going to the Blue Box.

2.1 Recommendation #1:

AMO/AMRC recommend that WDO and the MOE provide an accurate breakdown of the full cost of managing consumer packaging and printer paper in the municipal waste management and recovery systems. In addition, it is recommended that the MOE provide municipalities with the total cost of managing all municipal waste in Ontario indicating what portion of the complete system cost is currently paid by stewards.

3.0 Aligning Full Costs with WDA Objectives

Section 25(1) of the Waste Diversion Act identifies a diversion program as any "activities to reduce, reuse and recycle designated waste". According to the Act, Blue Box stewards are obligated to pay "50% of the total net cost incurred by municipalities" as a result of the program. The current funding mechanism does not, however, provide any substantive drivers for industry to make their consumer packaging recyclable or meet the fundamental objectives of the WDA to divert waste from landfill.

The existing fee structure should, but does not, include the cost to manage non-recovered CPPP. This means that municipalities are paying full costs for managing items such as plastic theft proof packaging and polystyrene "clam-shell" containers that are not collected in most municipal Blue Box programs and that go to waste disposal systems such as landfill. This costs municipalities anywhere from $60/tonne to $100/tonne for disposal fees and up to an additional $60/tonne in collection costs for 678,000 tonnes, amounting to approximately $85 million a year. Included in this estimate is the cost to manage food packaging that ends up in municipal composting operations.

Preliminary audits conducted by the City of Toronto have indicated that packaging and printed paper is approximately 10% of the material collected in their organics program and has cost Toronto alone over $1.5 million annually. Using this figure, it is estimated that Ontario municipalities are paying almost $5 million to manage over 32,000 tonnes of CPPP in organics programs that have an average cost of $150/tonne. In addition to the non-recovered CPPP costs, municipalities are further burdened with paying for CPPP through litter costs (see section 4.0 of this paper for more detail). By not having steward fees that accurately reflect the total cost of managing packaging waste, irrespective of its diversion or disposal method, the current system enables industry to produce more waste with minimal consequence.

Disposal costs are expected to continue to escalate as domestic landfill sites approach capacity. With the Minister's most recent decision to stop shipment of Ontario's waste

---

6 Estimated cost to municipalities for non-diverted CPPP was calculated using 2004 data on collecting the median range average municipal cost for collection and disposal=(125) multiplied by amount of CPPP that was recorded as not diverted in the Blue Box for 2004 = (678,000 tonnes).
to Michigan by 2010, additional pressure grows to locate new landfill capacity and alternative waste disposal technologies before this deadline. These factors, together with a growing population, will leave municipalities challenged to manage increasing quantities of CPPP materials and their associated costs.

The redesign of packaging materials to facilitate reusability and/or recyclability would reduce Blue Box program operating costs and divert much of this material from disposal. Unfortunately, recyclability appears to be rarely considered by industry in the design of packaging for products commonly found on store shelves in Ontario. Industry's design for “Planned Obsolescence” of goods perpetuates a throw away society and compounds the strain on municipal landfills. Some industry stewards have changed packaging designs and consequently avoided higher Blue Box steward fees. However, in doing so, they have also produced materials that have had negative effects on Blue Box program efficiency (refer to the AMO/AMRC August Position Paper titled Improving the Efficiency of the Blue Box Program).

As Figure 4 illustrates, municipalities are currently paying the majority of costs involved in managing all CPPP in the municipal waste system while having little control on the material design. Industry, on the other hand, having complete control of packaging choices, is only levied to contribute up to 50% of the costs for recovered materials (which to date has never fully been paid to municipalities). Industry needs to be more accountable for the packaging decisions they introduce into the market and waste stream. Interestingly enough, municipal waste management services are paid for by tax contributions from both the public and private industry. Therefore, when industry can make better packaging design decisions that work to reduce the strain on municipal waste systems, they also benefit.

---

**Figure 4:** Present Funding Situation

<table>
<thead>
<tr>
<th>Millions</th>
<th>Municipal Costs</th>
<th>Stewards Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>$250</td>
<td>$30</td>
<td>$65</td>
</tr>
<tr>
<td>$200</td>
<td>$90</td>
<td>$55</td>
</tr>
<tr>
<td>$150</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$-</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Figure 5:** Funding Recommendation

<table>
<thead>
<tr>
<th>Millions</th>
<th>Municipal Costs</th>
<th>Stewards Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>$250</td>
<td>$30</td>
<td></td>
</tr>
<tr>
<td>$200</td>
<td>$90</td>
<td></td>
</tr>
<tr>
<td>$150</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$-</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Cost to Manage Litter*  Cost to Manage Non-Diverted CPPP  Cost to Manage Diverted CPPP

---

To help establish drivers that work to achieve objectives of the WDA, a new funding mechanism is needed. AMO/AMRC are proposing a mechanism that would encourage EPR from industry by making industry more accountable for their design decisions.

**Figure 5** proposes that by linking 100% funding obligation to industry for non-diverted CPPP (i.e., the cost of packaging that goes to landfill and composting and or green-bin programs), industry will be more inclined to ensure the recyclability of printed paper and packaging. The implications of basing Blue Box program funding on Best Practices in 2008, will have further impacts on the municipal cost structure and will be addressed separately by AMO/AMRC.

3.1 Recommendation #2:

AMO/AMRC recommend the MOE modify the industry Blue Box funding mechanism to more accurately reflect the full cost of managing all generated CPPP. This scenario would require that stewards become responsible for 100% of the cost to manage non-diverted CPPP, while maintaining their 50% obligation to the cost to manage diverted CPPP as Blue Box.

4.0 The Cost of Managing Recyclables as Litter

The lack of consideration for the environment in product design has significant impacts on municipal operations that extend beyond the Blue Box. Municipal management of litter is a good example of this issue. Municipalities across Ontario spend tens of millions of dollars annually on litter control, only to capture a fraction of the total amount of litter on our streets, and in our streams, fields, parks and open spaces. A Litter Survey Study conducted in 2003 by the Regions of Durham, Peel, York and the City of Toronto revealed that almost 69% of the litter found in their jurisdictions was Blue Box recyclable material\(^9\). The litter surveys done by the participating municipalities of the GTA also found that quick-serve food packaging waste makes up almost 20% of the litter found in the study\(^10\). Management of industry packaging that is discarded as litter costs municipalities in Ontario tens of millions of dollars annually. The City of Toronto spends up to $13 million on city street litter clean up alone, which represents over 7% of the City of Toronto’s entire waste management budget\(^11\). At this time, there is limited data on the full cost of the litter problem in Ontario, suggesting that further research needs to be conducted by Waste Diversion Ontario in this area.

Litter has other indirect cost implications to Ontario’s taxpayers. Studies done by the state of Florida suggest that environmental problems such as litter are factors in

---


‘burglary-decision making’ processes. Similar studies also found that greater amounts of street litter can significantly detract area visitors, and negatively affect the tourism trade.

Ontario’s own tourism industry is an essential revenue generator that is vital to our economy. In 2004, the Ministry of Tourism reported that Ontario generated $6.7 billion in foreign exchange, while events like SARS cost Toronto’s tourism industry alone over $190 million. Impacts like this lead one to consider what the negative economic impact of ongoing packaging litter has on Ontario’s tourism revenues.

Further, the growing trend amongst stewards and brand owners to move away from reusable packaging to disposable and less desirable packaging is counter-productive to the goals the Waste Diversion Act and exacerbates the problem of litter. An example of this is the water bottle industry’s introduction of a 15% PET water jug as a replacement for refillable containers. The ramifications of this decision have already started to impact municipal operations and their costs. Similarly, in other industry areas, more desirable recyclable materials and biodegradable alternatives to plastic films and polystyrene have been readily available to stewards and brand owners for years, yet these materials have not been widely used by the quick-serve food industry. The failure of these industries to provide effective litter reduction strategies or take-back programs has had the undesirable effect of generating more litter. This result means lost potential recovery of diversion programs and rising municipal disposal costs. Communities such as San Francisco, Oakland and Santa Monica have recently announced that they are banning certain material types such as polystyrene for quick-serve packaging to address these concerns. Similar actions like this in Ontario would certainly be movement in the right direction.

Municipalities are constantly challenged with how to responsibly manage the end-of-life of industry-generated materials, while having little or no influence over design decisions. There are packaging stewards that will argue their packaging decisions are dictated by government health regulations and certain products need to be in certain packaging. This argument is not entirely valid, as Section B.23.0001 of the Canadian Food and Drugs Act puts onus on the manufacturer or distributor to use packaging materials that do not impart harmful substances to their contents. This regulation does not prescribe exact packaging types to producers and gives discretion to the producer over the


reusability or recyclability of their products. Certainly producers should be capable of finding suitable packaging that is both easily recyclable and meets health requirements.

4.1 Recommendation #3:

AMO/AMRC recommend the Province develop incentives for industry to support litter reduction and industry to provide funding for litter management activities related to packaging and print materials. Incentives could be given to industries that support litter reduction campaigns and provide effective litter reduction strategies, while disincentives could be assigned to industries responsible for the production of materials dominant in municipally collected litter, such as quick-serve food packaging waste.

5.0 The Cost to Deal with Poorly Developed Local Markets

One of the directives of the Minister in December 2004 was that action be taken by stewards and municipalities to improve markets and revenues of materials collected in the Blue Box. Since this time, a Markets Development fund was established through steward fees collected in 2005 and 2006 in order to strengthen markets for broken glass and plastics in Ontario. Stewardship Ontario’s membership decided in the fall of 2006 to take the market development contribution off the 2007 stewards’ fees\(^\text{19}\). AMO/AMRC feel this action is contrary to the Minister’s directive and negates efforts to assist strengthening Ontario’s recycling markets.

Many of the products currently collected in Ontario’s municipal recycling programs and waste disposal systems need to be more carefully examined in terms of their environmental and financial impacts. Fifteen years after the Province first announced WRAP (the: Waste Reduction Action Plan)\(^\text{20}\), its accompanying goals and waste diversion hierarchy, very few consumer products actually contain significant amounts of post-consumer recycled content. The failure of manufacturers to purchase back the locally recycled post-consumer material has resulted in municipalities having to ship many of their recyclables to foreign buyers. These markets are as far away as China or India where the proper processing of these materials from an environmental and socially responsible perspective can not be assured. The cumulative effects of these factors have left municipalities to deal with unstable revenue values for materials.


The challenge of strengthening local markets while ensuring a balanced playing field for
competition between domestic producers and low-cost importers is difficult. However,
places like Germany\textsuperscript{21} and the State of California\textsuperscript{22} have established packaging
legislation that has effectively strengthened local recycling markets by requiring all
packaging from importers to fit local recycling systems. Similarly, in the State of
Oregon, targets have been exceeded from goals set out by their 1995 Recycling Law,
which required that all plastics have 25% recycled content\textsuperscript{23}. With the proper
mechanism in place, this should also be a target easily set out and achieved in Ontario.
By regulating aspects of the market and providing consumers with better purchasing
choices, the need for municipalities to create "end of pipe" solutions for problems
created by product stewards is eliminated.

5.1 Recommendation #4a:

AMO/AMRC recommend the Province direct the board of Stewardship Ontario to
reinstate contributions to the Market Development Fund as part of the 2007 Stewards
fees.

5.2 Recommendation #4b:

It is recommended that the Province commence discussions with the Federal
government to establish minimum standards of at least 25% recycled content in new
products where possible. This action is intended to stimulate local recycling markets
and minimize the uncertainty associated with shipping recyclables to overseas markets

6.0 The Cost to Manage Post-Consumer Products with Poor End-of-Life Design

Municipal recycling facilities and end-processors are burdened with the cost of poor
end-of-life product design. Products such as aseptic packaging highlight this problem.
This multi-laminated material is composed of layers of paper fiber, aluminum, plastic film
and/or a "polycoat" finish. Being composed primarily of paper fiber, they are traditionally
sent to paper mills for recycling. However, the plastic, aluminum and polycoat layers,
which represent approximately 25% of the total container weight, cannot be recycled in
the traditional paper mills which handle this recyclable material, necessitating
mechanical removal of this portion as waste. The paper mills in this case are burdened
with the higher cost of disposal due to poor product design from stewards. This
increased cost of disposal is passed back to municipalities in the form of a lower price
per tonne paid for the recyclable material.

\textsuperscript{21} Federal Ministry for the Environment, Nature conservation and Nuclear Safety, Germany.(1991). \textit{German Packaging Ordinance}
\textsuperscript{22} State of California, Integrated Waste Management Board, (2006), \textit{Recycled Content Newsprint Program},
\textsuperscript{23} Nielsen, Catherine, (2003). PLASTICS CONTAINER RECYCLING IN OREGON: A SUCCESS, BUT FOR HOW LONG?
PackagingLaw.com (Nov 2003)
Similarly, poor initial product design of plastic packaging has resulted in difficulties at recovery facilities to identify and sort the various types of plastic resins found in the Blue Box. Although Regulation 101/94 does not require municipalities to collect all types of plastic resin, the majority of programs in Ontario strive to meet the demand of their residents to collect a wider range of plastics. As residents continue to request more items be added to the Blue Box, sorting of multiple plastic resin will continue to be a challenge and associated costs to municipalities will continue to escalate. Furthermore, industry needs to be proactive when introducing new materials into the market that later have the potential to go to waste management systems. Industry should be required to provide municipalities with recyclability plans when any new CPPP material is introduced into the waste stream. This plan would outline options of how municipalities can collect, process and market this material using existing municipal infrastructure.

The Waste Management Hierarchy as presented in AMO/AMRC's proposal for a Provincial Integrated Waste Strategy, lays out what municipalities feel industry should be seriously taking into consideration during product design (Figure 6). Industries that have products with end-of-life cycles that align with higher levels of the waste hierarchy (i.e. waste prevention, reduction etc.), should be rewarded for their efforts. Conversely, disincentives should be in place for those producers whose products only option is landfill.

![Figure 6: AMO/AMRC's Waste Management Hierarchy](image)

Municipalities recognize that part of the private sector's success is its ability to stay competitive through continual product innovation. However in order for Ontario to have a successful Blue Box program, it is vital that industry works together with municipalities to design CPPP to fit existing municipal Blue Box infrastructure. Otherwise industry should be prepared to take financial responsibility for the cost implications of new or modified CPPP to municipal waste management systems.

6.1 **Recommendation #5a:**

AMO/AMRC recommend that the Ontario government, as a first step, encourage stewards to employ better end-of-life considerations in product design. Incentives should be in place for Stewards who demonstrate use of:

i.) End of product design to align with higher levels of AMO/AMRC Waste Management Hierarchy

---

ii.) Selection of materials that can be easily collected and processed using existing municipal infrastructure  
iii.) Recyclable materials that have well-developed domestic markets and generate higher revenue value

6.2 Recommendation #5b:  
AMO/AMRC recommend that any new CPPP designs introduced into the market are accompanied by a Ministry approved recyclability plan that outlines how to best collect, process and market for that material within the existing programs.

6.3 Recommendation #5c:  
AMO/AMRC recommend that industry be fully responsible for the cost implications of any new packaging introduced into the Ontario market that does not fit within existing municipal infrastructure. This would include capital costs to retrofit collection vehicles, public drop offs and material recycling facilities.

7.0 The Need for National Packaging Legislation in Canada  

Industry has voiced the argument that product design considerations are decided at the corporate level elsewhere in the world and that Ontario legislation and market demand play a very small part in driving industry change. In fact, the opposite is proving to be true. As global trade and the emergence of multi-national companies has become increasingly common, shareholders have forced publicly traded companies to demonstrate levels of environmental awareness which exceed the minimum regulatory requirements of many of the countries in which they operate25.

Moreover, countries in Europe are working toward national strategies that successfully mandated product packaging to align with national sustainable waste reduction plans. Countries like Sweden and the Netherlands have developed different packaging agreements such as the 'Packaging Covenant'26 and National Packaging Legislation27. Other countries like the United Kingdom28 are quickly following suit to develop and commit to national strategies on waste.

The Dutch Packaging Covenant contains agreements between the Minister, local authorities and industry about packaging and waste. This agreement consists of the integration packaging covenant, the sub-covenant producers/importers, the sub-

27 Swedish Environmental Code, (1999): Chapter 15 sections 6 and 7
covenant on litter and five sub-covenants on material recycling for paper and cardboard, glass, metals, plastics and wood respectively\textsuperscript{29}.

Sweden has had legislation on producer responsibility since 1994. Outlined in Chapter 15 of their Environmental Code, this legislation identifies importers, manufacturers and distributors of goods, responsible for packaging, waste paper, and tires. As the legislation currently stands, statutory producer responsibility means that any person who manufactures, imports, or places a product on the Swedish market bears the responsibility for the entire cost of maintaining a national collection system\textsuperscript{30}.

Compliance has been very high in these countries, as the legislation is seen by producers as their corporate responsibility. This creates good will with their customers, adds competitive advantage between firms, benefits the environment, and can be used in marketing the company as a progressive leader in waste management issues. The objectives of EPR in both countries have been largely obtained in both environmental and economical realms. Surely if countries like Sweden, with a population of just 9 million, can achieve strong compliance from industry, Ontario, with a population of over 12 million, can accomplish the same objectives.

Canada, as the Secretariat to the ISO 14000 family of environmental industry standards, should take the leadership role in promoting environmentally responsible products and product packaging design. The federal government should ensure that any industry doing business within Canada adheres to packaging design regulations that mitigate what goes to our landfills.

7.1 Recommendation #6:

AMO/AMRC recommend the Province strongly advocate for the federal government to work toward establishing a national plan that legislates product packaging to incorporate the concepts of reduction, reusability and recyclability with clear and definable targets. This could be achieved by recommending that the federal government consider the AMO/AMRC Integrated Waste Management Hierarchy, proposed in the AMO/AMRC Proposal for a Provincial Integrated Waste Strategy\textsuperscript{31}.

In addition, the Province could follow the lead of our European counterparts and:

i.) Standardize the use of plastic resins for specific packaging applications, (i.e. using constant resins for all produce clam shell packaging.

ii.) Develop financial drivers that encourage industry to reduce the use of multi-laminate products for residential use.

iii.) Encourage industry to use materials that are most cost effective to collect and manage at recycling facilities.


8.0 Concluding Remarks

'Necessity is the mother of invention'. This statement aptly fits our current situation in regards to creating solutions to waste management dilemmas. The Blue Box Program Plan helped initiate EPR from industry; however it has become apparent that stronger motivation needs to be given to industry. A new funding mechanism is needed to more strongly encourage EPR from industry and assist municipalities to reach best practices. Recycling markets need to be strengthened to make collecting various materials more cost-effective for municipalities. As well, industry must commit to including at least 25% recycled content in their packaging where possible. Along with all of this, the Province needs to advocate for a national plan that legislates product packaging to incorporate the concepts of reduction, reusability and recyclability with clear and definable targets. End-of-life management and disposal of an industry-generated problem should not be laid at the doorstep of municipalities and the Ontario taxpayer to deal with. When stewards make better product design decisions that effectively meet the waste diversion objectives, all stakeholders will benefit from reduced costs and a cleaner environment.

AMO/AMRC and their affiliates are eager to work with the Ontario government to promote stronger EPR by providing our recommendations on regulatory policies that work toward achieving stronger recycling throughout the Province.
To the Members of Lanark County Council.

We, the Members of your Corporate Services Committee of the Whole beg leave to report Section "A" as information and Section "B" as follows:


"B"  1. **MOTION #CP-2007-25**

"THAT, the procedural by-law be amended to identify the Smiths Falls Representatives as a specific group of the Community Services and Corporate Service Committees of the Whole, with specific voting rights as follows:

"and shall be entitled to vote on all matters regarding the specified services contained in Sections 7.5.4.1 and 7.5.4.2";

"During the taking of a vote, for all matters other than those prescribed, the Smiths Falls representatives shall not be included for the purpose of determining a majority vote or quorum."

"A"  2. Budget Priorities.

"B"  2. **MOTION #CP-2007-26**

"THAT, examining County Council size be removed from the 2007 Governance priorities;

AND THAT, a summary of all of the County’s priorities be brought forward to a future meeting for consideration."

All of which is respectfully submitted by:

[Signature]

Aubrey Churchill, Chair
Direction by the Warden:
Council may remove items in Section “B” to be voted on separately prior to introducing a motion to accept the report in its entirety.

Moved and Seconded by:

Moved By: [Signature]
Seconded By: [Signature]

Adopted this 21st day of February 2007

J.A. (Al) Lunney, Warden
Cathie Ritchie, Clerk
To the Members of Lanark County Council:

We, the Members of your Community Development Committee of the Whole beg leave to report Section “A” as information and Section “B” as follows:


**MOTION #CD-2007-11**

“That, the 2007 Leeds & Grenville IPM & Country Festival presentation be received as information only.”


**MOTION #CD-2007-12**

“That, the Update on Contract #39-2006 Forest Management Services be received as information only.”

“A” 3. Communications.

**MOTION #CD-2007-13**

“That, communication items for the February 2007 Community Development Committee meeting be received as information only.”


The purpose of this report is to update Members of the Committee on the activities of the Planning Approvals Department.

**MOTION #CD-2007-14**

“That, Report #PD-02-2007 of the Planning Approvals Administrator be received as information only.”

The purpose of this report is to inform the Committee of recent changes to the planning services offered by one of the planning consulting firms which review subdivision applications for the County and to discuss the need to review the subdivision process as a result of the recent amendments to the Planning Act made by Bill 51.

"B" 5. **MOTION #CD-2007-15**

"THAT, the letter from Trow Associates Inc. dated January 19, 2007 regarding future planning services offered by Trow be received as information;

THAT, staff prepare a report for the April Community Development Committee meeting recommending a work plan for conducting a review of the subdivision process including the preparation of an RFP for professional consulting services;

AND THAT, a copy of Report #PD-03-2007 be circulated to the County C.A.O.'s group."


The purpose of this report is to update Members of the Committee of the Tourism Department's projects and programs to date.

**MOTION #CD-2007-16**

"THAT, Report #T-03-2007 Tourism Information be received as information only."


**MOTION #CD-2007-17**

"THAT, the First Minutes of 2007 Community Forest Sub-Committee be received as information only."


**MOTION #CD-2007-18**

"THAT, the report of the Eastern Ontario Trails Alliance (EOTA) be received as information only."
All of which is respectfully submitted by:

Sharon Mousseau, Chair

Direction by the Warden:
Council may remove items in Section “B” to be voted on separately prior to introducing a motion to accept the report in its entirety.

Moved and Seconded by:

Moved By

Seconded By

Adopted this 21st day of February 2007

J. A. (Al) Lunney, Warden

Cathie Ritchie, Clerk
SECOND
REPORT OF THE PUBLIC WORKS COMMITTEE OF THE WHOLE
February 7th, 2007

To the Members of Lanark County Council.

We, the Members of your Public Works Committee of the Whole beg leave to report Section “A” as information and Section “B” as follows:

“A” 1. Communications.

MOTION #PW-2007-19

“THAT, communication items for the February 2007 Public Works Committee meeting be received as information only.”


The purpose of this report is to inform the Committee of the status of Public Works Contracts.

MOTION #PW-2007-20

“THAT, Report #PW-18-2007 Public Works Contracts Status Report #2 be received as information.”


The purpose of this report is to propose a southerly extension of the 70 kph posted speed zone on County Road #29 through Almonte Ward.

“B” 3. MOTION #PW-2007-21

“THAT, a by-law be presented at the February meeting of County Council to extend the 70 kph posted speed zone on County Road #29, from its current location, southerly to the Almonte Ward limits;

AND THAT, the Clerk send this report to the Town of Mississippi Mills Clerk, for information.”

The purpose of this report is to recommend the disposal of equipment through a Surplus Sale.

“B” 4.  MOTION #PW-2007-22

“THAT, the Public Works Department’s surplus tandem truck and pay loader be advertised for sale in local newspapers, as soon as practicable;

THAT, the surplus equipment advertisement includes reserved bids as follows:
   a)  Tandem Truck:  $ 8,000
   b)  Pay Loader:  $ 16,000

AND THAT, the Clerk sends Report #PW-23-2007 to all local municipalities, for information.”

All of which is respectfully submitted by:

Susan Freeman, Chair

Direction by the Warden:
Council may remove items in Section “B” to be voted on separately prior to introducing a motion to accept the report in its entirety.

Moved and Seconded by:

Moved By

Seconded By

 Adopted this 21st day of February 2007

J.A. (Al) Lunney, Warden

Cathie Ritchie, Clerk
To the Members of Lanark County Council.

We, the Members of your Corporate Services Committee of the Whole beg leave to report
Section “A” as information and Section “B” as follows:

“A” 1. Report #PW-19-2007 County Road 29 (McNeely Avenue): Environmental
Assessment and Construction Options Phasing.

The purpose of this report is to inform Council of the results of the McNeely
Avenue Environmental Assessment (EA) Public Open House #1 and to propose
a multi-year project to widen McNeely Avenue, with consulting engineering
services provided by National Capital Engineering (NCE) for the first phase of
the project.

“B” 1. MOTION #CP-2007-50

“THAT, the McNeely Avenue Environmental Study Addendum Public Open
House #1 Summary Report dated February 2nd, 2007, is received for
information;

THAT, National Capital Engineering presents the McNeely Avenue
Environmental Assessment Study Addendum Report, including cost sharing
and design recommendations at the March meeting of the Public Works
Committee;

THAT, National Capital Engineering be retained to provide consulting
engineering and contract administration and supervision services to complete
the McNeely Avenue Widening Project (Phase 1) with an upset cost of
$158,000 plus GST;

THAT, the McNeely Avenue Widening Project, as described in Report #PW-19-
2007, be referred for consideration during budget deliberations;

THAT, staff develops Draft Cost Sharing Agreements, with Smart Centres and
the Town of Carleton Place, for the McNeely Avenue Widening Project, Phase
1) for presentation to the Public Works Committee at their March 7th meeting;

AND THAT, the Clerk sends Report #PW-19-2007 to the Town of Carleton
Place Clerk, for information.”
All of which is respectfully submitted by:

Aubrey Churchill, Chair

Direction by the Warden:
Council may remove items in Section “B” to be voted on separately prior to introducing a motion to accept the report in its entirety.

Moved and Seconded by:

Aubrey Churchill

Moved By:

Ed Donnenberg

Seconded By:

Adopted this 21st day of February 2007

J.A. (Al) Lunney, Warden

Cathie Ritchie, Clerk
SECOND
REPORT OF THE COMMUNITY SERVICES COMMITTEE OF THE WHOLE
February 14th, 2007

To the Members of Lanark County Council.

We, the Members of your Community Services Committee of the Whole beg leave to report Section “A” as information and Section “B” as follows:

“A” 1. Youth Centre Coalition Funding Request.

“B” 1. MOTION #CS-2007-22

“THAT, $60,000 be placed in the budget for discussion on an annual basis to support the five Youth Centres in the County.”

“A” 2. Communications.

MOTION #CS-2007-23

“THAT, the February 2007 Community Services Communications be received as information only.”


The purpose of this report is to provide an update on the requirements for a new multi-faceted resident care planning system for Lanark Lodge and recommend a strategy to procure a new system based upon current and future requirements.

“B” 3. MOTION #CS-2007-24

“THAT, staff proceed with the Request for Proposal (RFP) process for the Resident Care Planning System for Lanark Lodge;

AND THAT, the selection committee for the RFP evaluation for the Resident Care Planning system consist of Councillor S. Mousseau, Councillor K. Kerr, Councillor J. Fenik, the Director of Lanark Lodge, the Director of Human Resources, the Treasurer, the Director of Resident Care, one Nurse Manager, the Food Services Manager, the Financial Officer and one IT representative.”

The purpose of this report is to provide the results of the Building and Operational review of Lanark Lodge completed by Bessant -Pelech and Associates in late 2005 and 2006 and to recommend a course of action to be followed with respect to the implementation of these recommendations.

"B" 4. MOTION #CS-2007-25

"THAT, the presentation of the Lanark Lodge and Building Final Report be received;

THAT, the recommendations for Lanark Lodge from the consultant be adopted;

THAT, the CAO be authorized to share with the Management team the recommendations and the final report;

THAT, the CAO be directed to work with the new management team at Lanark Lodge to develop an implementation plan for the consultant's recommendations and report back to the Community Services Committee;

THAT, once Council has approved the implementation plan including a communications strategy that the confidentiality of the consultant’s report be lifted;

AND THAT, upon the lifting of the confidentiality that the communications plan be implemented."


Lanark County, for the purposes of Sections 103 and 106 of the Social Housing Reform Act, 2000 is required to determine the percentage of each fiscal year surplus repayment from Social Housing providers. This amount may be equal to a maximum of 50% of the surplus or a lesser amount. The decision at the discretion of the Service Manager.

"B" 5. MOTION #CS-2007-26

"THAT, Lanark County Council approve a recovery rate of fifty percent (50%) from housing providers of their annual operating surplus as determined through the Annual Information Air (AIR)."

The purpose of this report is to provide information regarding the provision of domiciliary hostel services, new service agreements between the County of Lanark and the domiciliary hostel provider, as well as new domiciliary hostel operator guidelines as per the new provincial government requirements effective April 1, 2007.

“B” 6. **MOTION #CS-2007-27**

“THAT, the per diem rate for domiciliary hostels be increased from $41.20 to $45.00 effective April 1st, 2007;

THAT, Lanark County approves the Domiciliary Hostel Agreement as presented;

THAT, the County of Lanark enters into the Domiciliary Hostel Agreement with Rideau Ferry Country Home, Shardon Manor, Victoria House, Paradise Valley and Country View Lodge for the Provision of Domiciliary Hostel services;

AND THAT, the necessary by-laws be presented at the February meeting of County Council.”


The purpose of this report is to provide program details on the Homeownership component of the Affordable Housing Program and to request permission to implement the program.

“B” 7. **MOTION #CS-2007-28**

“THAT, the Homeownership component of the Affordable Housing Program be implemented in Lanark County by conducting a lottery draw from applications submitted by the deadline of May 15, 2007.”


The purpose of this report is to inform County Council of a request from Mississippi Community Ventures Non Profit Housing Corporation to dissolve their corporation and to outline the options available to Lanark County as their Service Manager.
"B" 8. **MOTION #CS-2007-29**

"THAT, Lanark County Council support the recommendation of the Lanark County Housing Corporation (LCHC) Board of Directors to investigate the option of LCHC purchasing the capital assets of Mississippi Community Ventures Non Profit Housing Corporation;

THAT, the firm of Templeman, Menninga, LLP be contracted to negotiate the purchase of assets;

AND THAT, Lanark County Council authorize the Chair of the Board of Directors of the LCHC to execute a Property Management/Operational Services Agreement with Mississippi Community Ventures Non Profit Housing Corporation until the purchase agreement can be finalized. "


The purpose of the report is to provide the details of a Request for Proposal for the Rental & Supportive component of the Canada-Ontario Affordable Housing Program and request the establishment of an evaluation/selection committee.

"B" 9. **MOTION #CS-2007-30**

"THAT, Lanark County Council approve the issuance of a request for proposal for the provision of Fifteen (15) Rental and Supportive Units under the Canada-Ontario Affordable Housing Program;

AND THAT, the members of the Affordable Housing Steering Committee, Councillors A. Lunney, E. Sonnenburg, W. Laut, B. Hurle and staff members T. Wolters, G. Haughian and S. Grey be appointed as the evaluation /selection committee for successful proponents."


**MOTION #CS-2007-31**

"THAT, the Leeds, Grenville & Lanark District Health Unit Update be received as information only."

All of which is respectfully submitted by:

\[Signature\]

Keith Kerr, Chair

4 of 5

53 of 119
Direction by the Warden:
Council may remove items in Section “B” to be voted on separately prior to introducing a motion to accept the report in its entirety.

And Moved and Seconded by:

Moved By: [Signature]
Seconded By: [Signature]

Adopted this 14th day of February 2007

J.A. (Al) Lunney, Warden

Cathie Ritchie, Clerk
To the Members of Lanark County Council.

We, the Members of your Corporate Services Committee of the Whole beg leave to report Section “A” as information and Section “B” as follows:

“A” 1. Communications.

MOTION #CP-2007-63

“THAT, the communication items for the February 2007 Corporate Services Committee be received as information only.”


MOTION #CP-2007-64

“THAT, the Lanark County Ambulance Service Report dated January 24th, 2007 be received as information only.”


The purpose of this report is to inform Council of the recommendations of the report received by the Emergency Services Sub-Committee from Rod Manley of Community Emergency Management Solutions Inc (CEMS). To inform Council of the recommendation and direction given by the Emergency Services Sub-Committee and to provide rationale to support the conclusions drawn in the report.

“B” 3. MOTION #CP-2007-65

“THAT, the CAO and staff be directed to proceed with development of a definitive inventory of the Emergency Fire Communications Infrastructure;

THAT, a Request for Proposal (RFP) for the replacement of the Emergency Fire Communication Infrastructure be developed and undertaken by the Emergency Services Sub-Committee, to be completed as soon as practicable;
THAT, the Emergency Services Sub-Committee provide a report and obtain support for the implementation plan;

AND THAT, the recommendations in the report “Lanark County Communication Infrastructure Review” be adopted as follows:

i) increase transmitting output from 30 watts to 100 watts
ii) base radio systems with simulcast technology
iii) repeater system implemented
iv) use of talk around on the fire ground
v) encourage portable logging of fire ground operations
vi) channel guard on system (including local municipal equipment)
vii) support narrow band requirements of 12.5kc
viii) support digital pager capability.”


The purpose of this report is to provide a recommendation for an interim Acceptable Use of Information Technology (IT) Resources policy statement that applies to all Councillors and employees of the County of Lanark pending the completion of a full IT policy.

“B” 4. MOTION #CP-2007-67

“THAT, the Notice of Restriction on the Use of County of Lanark IT Resources be implemented”.


MOTION #CP-2007-68

“THAT, the Report of the Association of Municipalities of Ontario (AMO) Board be received as information only.”


MOTION #CP-2007-69

“THAT, the Report of the Accessibility Advisory Committee be received as information only.”

“B” 7. MOTION #CP-2007-74

“THAT, the Warden’s recommendations for the CONFIDENTIAL Personnel Matter – CAO Contract be accepted.”

All of which is respectfully submitted by:

\[Signature\]

Aubrey Churchill, Chair

Direction by the Warden:
Council may remove items in Section “B” to be voted on separately prior to introducing a motion to accept the report in its entirety.

Moved and Seconded by:

\[Signature\]

Moved By:

\[Signature\]

Seconded By

Adopted this 21st day of February 2007

\[Signature\]

J.A. (AI) Lunney, Warden

\[Signature\]

Cathie Ritchie, Clerk
To the Members of Lanark County Council.

We, the Members of your Striking Committee beg leave to report Section “A” as information and Section “B” as follows:

“A” 1. Appointment to Lanark County Accessibility Advisory Sub-Committee.

“B” 1. MOTION #S-2007-09

“WHEREAS, there is a vacant position for a member with a disability on the Lanark County Accessibility Advisory Sub-Committee;

THEREFORE BE IT RESOLVED THAT, Jim Dewis be appointed to the Lanark County Accessibility Advisory Sub-Committee as a member with a disability.”

All of which is respectfully submitted.

Sincerely,

Aubrey Churchill, Chair

Direction by the Warden:
Council may remove items in Section “B” to be voted on separately prior to introducing a motion to accept the report in its entirety.
Moved and Seconded by:

[Signatures]

Moved By: [Signature]
Seconded By: [Signature]

Adopted this 31st day of January 2007

[Signatures]

L.A. (Al) Lunney, Warden
Cathie Ritchie, Clerk
To the Members of Lanark County Council.

We, the Members of your Corporate Services Committee of the Whole beg leave to report Section "A" as information and Section "B" as follows:

"A" 1. Perth Farmers' Market Agreement for the Operation of the Perth Farmers' Market on County of Lanark Property.

"B" 1. **MOTION #CP-2007-87**

"THAT, the County of Lanark allow the Perth Farmers' Market the use of the new Lanark Lodge Parking Lot for the 2007 season, subject to the MOH LTC approval."


To inform Council of the need to amend the ARES Agreement authorized by By-law 2007–01.

"B" 2. **MOTION #CP-2007-89**

"THAT, By-law 2007-01 of the Corporation of the County of Lanark be amended to replace Schedule A with the amended ARES of Lanark County agreement;

AND THAT, a by-law be presented to authorize Lanark County enter into an amended agreement with the Town of Carleton Place, Town of Mississippi Mills, Town of Perth, the Township of Beckwith, Township of Drummond/North Elmsley, Township of Lanark Highlands, Township of Montague, Tay Valley Township and the Separated Town of Smiths Falls with Amateur Radio Emergency Service (A.R.E.S) for the provision of additional communications capability during emergency situations and training exercises."

The purpose of this Report is to seek Council approval of the proposed process to award tenders for the Renovation of the Administration and Public Works Buildings.

“B” 3. “THAT, the Building Renovation Steering Committee meet on March 13th at 12:00 p.m. to consider the first Administration and Public Works Building Renovations tender awards;

AND THAT, the Clerk takes the necessary steps to schedule a Special Public Works and Special County Council meetings on March 14th at 5:00 p.m. to consider the recommendation for Administration and Public Works Building Renovations tender awards.”

All of which is respectfully submitted by:

Aubrey Churchill, Chair

Direction by the Warden:
Council may remove items in Section “B” to be voted on separately prior to introducing a motion to accept the report in its entirety.

Moved and Seconded by:

Aubrey Churchill

J.A. (Al) Lunney, Warden

Cathie Ritchie, Clerk

Adopted this 21st day of February 2007
BY-LAWS
THE CORPORATION OF THE COUNTY OF LANARK
BY-LAW NO. 2007-11


WHEREAS, in accordance with Section 5 Subsection 3 of the Municipal Act, S.O. 2001 c.25 municipal powers shall be exercised by by-law;

AND WHEREAS, in accordance with the Municipal Act, S.O. 2001 c.25 municipalities are authorized to execute agreements on behalf of the Corporation;

AND WHEREAS, the Agreement for the provision of such services has been agreed to by the parties;

AND WHEREAS, the terms of the Amateur Radio Emergency Services Agreement attached to By-law 2007-01 as Schedule “A” requires amending;

NOW THEREFORE BE IT RESOLVED THAT, the Council of the Corporation of the County of Lanark enacts as follows:

1. GENERAL REGULATIONS

THAT, the agreement attached as Schedule “A” to By-law 2007-01 be repealed and replaced by the agreement attached hereto and shall become Schedule “A” to the authorizing by-law.

2. ULTRA VIRES

Should any sections of this by-law, including any section or part of any schedules attached hereto be declared by a court of competent jurisdiction to be ultra vires, the remaining sections shall nevertheless remain valid and binding.

3. BY-LAW AMENDED

By-Law No. 2007-01 is hereby amended.

4. EFFECTIVE DATE

This By-Law will come into effect on the day of its passing.
THE CORPORATION OF THE COUNTY OF LANARK
BY-LAW NO. 2007-11

This By-Law read a first and second time this 21st, day of February, 2007

This By-Law read a third time and finally passed this 21st, February, 2007

Cathie Ritchie, Clerk

J.A. (Al) Lunney, Warden
THE CORPORATION OF THE COUNTY OF LANARK
BY-LAW NO. 2007-11

SCHEDULE “A”

AMATEUR RADIO EMERGENCY SERVICE (A.R.E.S)

An agreement to establish an A.R.E.S. agreement between municipalities within the
County of Lanark and the Amateur Radio Emergency Service.

This agreement made this day of , 2007 between:
A.R.E.S.
County of Lanark
Town of Carleton Place
Town of Mississippi Mills
Town of Perth
Township of Beckwith
Township of Drummond / North Elmsley
Township of Lanark Highlands
Township of Montague
Tay Valley Township
The Separated Town of Smiths Falls

WHEREAS, The Corporation of the County of Lanark, in case of a County or a local
municipal emergency, wishes to engage the Volunteer Members of A.R.E.S. (Amateur
Radio Emergency Service);

WHEREAS, The Corporation of the County of Lanark, wishes to engage the Volunteer
Members of A.R.E.S. (Amateur Radio Emergency Service), in any other mutually
agreed upon circumstances;

AND WHEREAS, the Volunteer Members of A.R.E.S. (Amateur Radio Emergency
Service) have agreed to provide radio communication support services in the event of
a County or municipal emergency;

AND WHEREAS, the Volunteer Members of A.R.E.S. (Amateur Radio Emergency
Service) have agreed to provide radio communication support services for the
Corporation of the County of Lanark;
THE CORPORATION OF THE COUNTY OF LANARK
BY-LAW NO. 2007-11

NOW THEREFORE, the parties agree:

1. The Volunteer Members of A.R.E.S. (Amateur Radio Emergency Service) agree to provide radio communication support services to The Corporation of the County of Lanark in event of a civic emergency or to other mutually agreed upon public service events sponsored by the County of Lanark.

2. If requested, the Volunteer Members of A.R.E.S. (Amateur Radio Emergency Service) agree to provide advice to the County Emergency Control Group and maintain a communication log of events and actions taken on behalf of The Corporation of the County of Lanark.

3. When the Volunteer Members of A.R.E.S. (Amateur Radio Emergency Service) are requested to provide radio communications support by The Corporation of the County of Lanark, or any of the Local Municipalities, the County or the individual Local Municipality will provide the following:
   
   o Liability Insurance for the licensed amateur radio operator(s) who are registered with The Corporation of the County of Lanark during the event.
   
   o A suitable work area for licensed amateur radio operator(s) in the Emergency Control Center, or other locations appropriate to the nature of the operation.
   
   o Assistance, if required outside the capabilities of the volunteer, in ensuring the amateur radio club’s equipment becomes operational to support the County communications needs.

This agreement shall continue in force and effect until terminated.

Any party may at any time terminate this agreement by giving the other parties sixty (60) days written notice.

ON BEHALF OF THE COUNTY OF LANARK

[Signatures]

Warden

Clerk

ON BEHALF OF THE CORPORATION OF THE TOWN OF CARLETON PLACE

[Signatures]

Mayor

Clerk
THE CORPORATION OF THE COUNTY OF LANARK
BY-LAW NO. 2007-11

ON BEHALF OF THE CORPORATION OF THE TOWN OF MISSISSIPPI MILLS

Mayor

Clerk

ON BEHALF OF THE CORPORATION OF THE TOWN OF PERTH

Mayor

Clerk

ON BEHALF OF THE CORPORATION OF THE TOWNSHIP OF BECKWITH

Reeve

Clerk

ON BEHALF OF THE CORPORATION OF THE TOWNSHIP OF DRUMMOND/NORTH
ELMSLEY

Reeve

Clerk

ON BEHALF OF THE CORPORATION OF THE TOWNSHIP OF LANARK HIGHLANDS

Mayor

Clerk

ON BEHALF OF THE CORPORATION OF THE TOWNSHIP OF MONTAGUE

Reeve

Clerk

ON BEHALF OF THE CORPORATION OF TAY VALLEY THE TOWNSHIP

Reeve

Clerk
THE CORPORATION OF THE COUNTY OF LANARK
BY-LAW NO. 2007-11

ON BEHALF OF THE CORPORATION OF THE SEPARATED TOWN OF SMITHS FALLS

__________________________________________  _______________________________________
Mayor                                                                 Clerk

ON BEHALF OF THE AMATEUR RADIO EMERGENCY SERVICE

__________________________________________
Barrie Crampton,
Emergency Coordinator A.R.E.S.
THE CORPORATION OF THE COUNTY OF LANARK
BY-LAW NO. 2007-12

AUTHORIZING SPEED LIMITS
COUNTY ROAD #29

WHEREAS, Section 11 (2) of the Municipal Act 2001 S.O. Chapter 25 provides upper tier municipalities the authority to pass by-laws respecting matters within the spheres of jurisdiction;

AND WHEREAS, subsection 2 of section 128 of the Highway Traffic Act (RSO 1990 Chapter H-8) authorizes the Council of a Municipality by By-law to prescribe a lower or higher rate of speed for motor vehicles on a highway or portion of highway under its jurisdiction than is prescribed in subsection 1 of Section 128;

AND WHEREAS, it is deemed expedient that the speed limit for motor vehicles on certain highways in the Corporation of the County of Lanark be either decreased or increased or both;

NOW THEREFORE BE IT RESOLVED THAT, the Council of the Corporation of the County of Lanark enacts as follows:

1. GENERAL REGULATIONS

1.1 By-Law No. 97-35 is amended as follows:

(a) delete from Schedule “C” (maximum rate of speed 70 kph): County Road #29, from a point 320 metres measured southerly from its intersection with the roadway known as Perth Street in the Town of Almonte.

(b) insert into Schedule “C” (maximum rate of speed 70 kph): County Road #29 from a point 670 metres southerly from its intersection with the roadway known as Perth Street in Almonte Ward.

1.2. When any highway or portion of highway set out in paragraph 1 is marked in compliance with the regulations under the Highway Traffic Act, the maximum rate of speed thereon shall be the rate of speed prescribed in the schedule.

2. ENFORCEMENT & PENALTIES

The penalties provided in subsection 14 of section 128 of the Highway Traffic Act shall apply to offences against this By-law.
3. **BY-LAW AMENDED**
   
   By-Law No. 97-35 is hereby amended.

4. **ULTRA VIRES**
   
   Should any sections of this by-law, including any section or part of any schedules attached hereto be declared by a court of competent jurisdiction to be ultra vires, the remaining sections shall nevertheless remain valid and binding.

5. **EFFECTIVE DATE**
   
   This By-Law will come into effect on the day of its passing.

By-Law read a first and second time this 21st day of February 2007.

By-Law read a third time and finally passed this 21st day of February 2007.

\[Signature\]

Cathie Richie, Clerk

\[Signature\]

J.A. (Al) Lunney, Warden
## THE CORPORATION OF THE COUNTY OF LANARK
### BY-LAW NO. 2007-12

### SCHEDULE “C”

### MAXIMUM RATE OF SPEED 70 KM PER HOUR

<table>
<thead>
<tr>
<th>County Road</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>43</td>
<td>A point situate 765 metres measured easterly from its intersection with the centerline of the roadway known as Lanark County Road #18</td>
<td>A point situate 520 metres measured westerly from it intersection with the centre line of the said Lanark County Road #18</td>
</tr>
<tr>
<td>29</td>
<td>A point situate 20 metres measured southerly from its intersection with the roadway known as McWatty Road</td>
<td>A point extending southerly there along for a distance of 490 metres</td>
</tr>
<tr>
<td>29</td>
<td>A point situate 390 metres measured northerly from its northerly intersection with roadway known as Lanark County road #20</td>
<td>A point extending northerly there along for a distance of 630 metres</td>
</tr>
<tr>
<td>29</td>
<td>A point situate 670 metres measured southerly from its intersection with the roadway known as Perth Street in Almonte Ward</td>
<td>A point situate 340 metres measured northerly from its intersection with the roadway known as Gleeson Sideroad in the Township of Ramsay</td>
</tr>
</tbody>
</table>
THE CORPORATION OF THE COUNTY OF LANARK
BY-LAW NO. 2007-13

A BY-LAW TO AUTHORIZE THE EXECUTION OF AN AGREEMENT BETWEEN
HOSTELS AND THE CORPORATION OF THE COUNTY OF LANARK AND
HOSTEL GUIDELINES

WHEREAS, in accordance with Section 5 Subsection 3 of the Municipal Act, S.O. 2001 c.25
municipal powers shall be exercised by by-law;

AND WHEREAS, in accordance with the Municipal Act, S.O. 2001 c.25 municipalities are
authorized to execute agreements on behalf of the Corporation;

AND WHEREAS, Domiciliary Hostels Operator's Guidelines where developed in accordance
with policy framework of the Ministry of Community & Social Services;

AND WHEREAS, the terms of the Domiciliary Hostel Agreement between the specified
owners and the Corporation of the County of Lanark for the provision of such services has
been agreed to by the parties;

NOW THEREFORE BE IT RESOLVED THAT, the Council of the Corporation of the County
of Lanark enacts as follows:

1. GENERAL REGULATIONS

1.1 The Domiciliary Hostel Operator's Guidelines attached as Schedule "A"
attached hereto shall be read as an integral part of this by-law as if its terms
and conditions were contained herein;

1.2 The Warden and Clerk are hereby authorized and directed on behalf of the
Corporation of the County of Lanark to execute agreements between Rideau
Ferry Country Home, Shardon Manor, Victoria House, Paradise Valley and
Country View Lodge and the Corporation of the County of Lanark attached as
Schedule "B" and forms part of this by-law.

2. ULTRA VIRES

Should any sections of this by-law, including any section or part of any schedules
attached hereto be declared by a court of competent jurisdiction to be ultra vires, the
remaining sections shall nevertheless remain valid and binding.

3. BY-LAW REPEALED

Any By-Law contrary to, or inconsistent with the providing of this By-Law are hereby
repealed.
THE CORPORATION OF THE COUNTY OF LANARK
BY-LAW NO. 2007-13

4. EFFECTIVE DATE

This By-Law will come into effect on the 1st day of April, 2007.

This By-Law read a first and second time this 21st, day of February, 2007
This By-Law read a third time and finally passed this 21st, February, 2007

Cathie Ritchie, Clerk

J.A. (Al) Lunney, Warden
THE CORPORATION OF THE COUNTY OF LANARK
BY-LAW NO. 2007-13

SCHEDULE “A”

THIS DOMICILIARY HOSTEL AGREEMENT made in triplicate this day of A.D.

BETWEEN:

THE CORPORATION OF THE COUNTY OF LANARK
Hereinafter called the County

OF THE FIRST PART,

- and -

Hereinafter called the Operator

OF THE SECOND PART.

WHEREAS The Operator owns and operates a lodging home at __________________________ in the County of Lanark, Province of Ontario and provides residents with supervised lodging home services, hereinafter referred to as the “Services”.

AND WHEREAS Pursuant to Section 12 of the Ministry of Community and Social Services Act, entered into an agreement with the County regarding funding for the provision of domiciliary hostel services in the County. A domiciliary hostel is a place of board or lodging maintained and operated for the care of persons in need and requiring supervision of their activities of daily living;

NOW THEREFORE THIS AGREEMENT WITNESSETH THAT in consideration of the Premises and the mutual covenants hereby mutually agreed to, the parties hereto covenant and agree with each other as follows:

1. FOR the purpose of this Agreement the following definitions shall apply:

(a) “Lodging Home” or “Domiciliary Hostel” means a place of board and lodging, maintained and operated by a person or organization under an agreement with a municipality, for needy persons, but does not include a Nursing Home or a Home for the Aged under the Homes for the Aged and Rest Home Act, or a charitable Institution other than a Hostel under the Charitable Institution Act.
THE CORPORATION OF THE COUNTY OF LANARK
BY-LAW NO. 2007-13

(b) "Lodging Home Services" means the services provided to the residences in accordance with the requirements of the County of Lanark Social Services Domiciliary Hostel Operator Guidelines, and as set out in the Operators Manual from time to time.

(c) "Operators Guidelines" means the policies and requirements of the County of Lanark for the operation of Lodging homes and the services to be provided to residents under the subject agreement.

(d) "Subsidized Resident" means a person, other than the operator, its Director's, Officers, employees, contractors or volunteers, and who is 18 years of age and older and determined by the County in its sole discretion to be eligible for financial assistance under the domiciliary hostel program.

(e) "Director of Social Services" means the person appointed by the County of Lanark to oversee the day-to-day operation of that agency.

2. This Agreement shall commence on the first day of __________, _____ and remain in force until the 31st day of December, __________, unless terminated by either party in accordance with this Agreement. If at the end of the term herein, either party has not terminated the agreement, then the agreement shall continue in force from month to month until such time as either party terminates the agreement or there is revision to the agreement.

3. The Operator shall comply with all the terms and conditions of the Operator's Guidelines in effect from time to time, a copy of which is attached to this agreement as Schedule "A" hereto. The County shall notify the Operator of any change to the Operator's Manual.

a.) The amount of payment will be determined by the County of Lanark Social Services and will not exceed the amount set from time to time by the province for this purpose. The maximum amount paid shall be $45.00 per day.

b.) Those persons having other income will be responsible for contributing all of their income toward the cost of their care at the hostel, unless their income exceeds the monthly charges. Should this occur, the recipient will have their personal needs benefit decreased to an amount that the combination of available income and personal needs benefit does not exceed full payment for his/her monthly stay.

c.) Residents will be entitled to a personal needs benefit not to exceed $119.00 per month.
THE CORPORATION OF THE COUNTY OF LANARK
BY-LAW NO. 2007-13

4. The Operator shall notify the County within 48 hours of a resident being admitted to hospital, being discharged from the lodging home or being re-admitted to the lodging home.

5. The Operator shall notify the County within 48 hours of any absence by a resident of 24 hours or more. Failure to notify this agency of an absence may result in cancellation of payments for the period of absence.

6. Where proper notice is given to the County of an absence, and that absence is approved by the Director of Social Services, then, the County will pay to the Operator up to 21 days in a 12 month period. This payment is made on condition that the Operator retains a bed for the resident during his absence.

7. The Operator shall maintain a record for each resident in accordance with the Operator's Guidelines.

8. The Operator shall submit a monthly statement of accounts within 10 (ten) working days after the end of each month, if received before months end, the bill will be returned. Payment by the County of Lanark Social Services will be made within 10 (ten) working days of the receipt of the monthly statement.

9. The Director of Social Services or his/her designate may attend to any lodging home at any reasonable time with or without notice, for the purpose of inspecting the operations and client records as described in the Operators Manual and for meeting with the residents.

10. Where the Operator of a lodging home manages money on behalf of any of his/her residents, he/she shall ensure that all funds entrusted to his/her care are held in a secure place and an accurate account maintained with respect to the management of such funds.

11. The Operator shall comply with all relevant municipal by-laws and the Domiciliary Hostel Operator's Guidelines. The Operator shall meet fire, health and small water works regulations/legislation. Proof of a minimum of $1,000,000.00 liability insurance is required.
12. The Operator shall during the term of this agreement ensure that the domiciliary hostel is in compliance with all statutory requirements, regulations, by-laws, codes and any orders made there under which pertain to the construction, establishment, or operation of the facility.

13. The Operator shall notify the Director of Social Services in writing of a proposed sale or transfer of the facility or of a controlling interest in a corporation that operates the facility at least sixty (60) days prior to the closing date of the proposed transaction. The Operator shall notify the proposed purchaser in writing of the fact that the operator has a subsidy agreement with the County and that the County must provide approval for the new operator to receive a subsidy agreement. The Operator shall deliver to the Director proof of notification to the proposed purchaser as set forth above.

14. Either party may terminate this agreement at any time without cause upon not less than ninety (90) days written notice to the other party.

15. If the operator fails to comply with any of the provisions of this agreement, or is not in compliance with the by-laws, legislation or other authorities mentioned in this agreement the County may avail itself of any one or more of the following remedies:

a) cease to refer any new applicants until the breach is rectified by the operator;

b) cease to make any further per diem amount payments to the operator respecting the current subsidized resident (s) until the breach is rectified by the operator;

c) terminate this agreement effective sixty (60) days after the County gives written notice to the operator of its decision to terminate this agreement.
16. All correspondence and notices under this agreement shall be deemed to be sufficient if sent to the parties as set out herein:

a.) To the County:
   Director of Social Services
   PO Box 37, 99 Sunset Blvd.,
   Perth, ON K7H 3E2

b.) To the Operator:
   ________________________________
   ________________________________
   ________________________________

17. All other agreements entered into between the parties with regard to domiciliary hostel services shall be terminated upon execution of this agreement.

IN WITNESS WHEREOF the Parties hereto have affixed their respective corporate seals as attested to by the signature of the Signing Officer of the County and Operator.

SIGNED, SEALED AND DELIVERED

THE CORPORATION OF THE COUNTY OF LANARK

Per: ________________________________ WARDEN: ________________________________ Dated ________________________________

Per: ________________________________ CLERK: ________________________________ Dated ________________________________

Per: ________________________________ Operator ________________________________ Dated ________________________________

Per: ________________________________ Operator ________________________________ Dated ________________________________
THE CORPORATION OF THE COUNTY OF LANARK
BY-LAW NO. 2007-13

SCHEDULE “B”

Lanark County

Domiciliary Hostel Operator’s Guidelines

“Schedule A”

COUNTY OF LANARK SOCIAL SERVICES
PO Box 37, 99 Sunset Blvd.,
Perth, ON K7H 3E2
613-267-4200 (phone)
613-267-3620 (fax)

Website: www.county.lanark.on.ca

November 2006

8 of 45

79 of 119
THE CORPORATION OF THE COUNTY OF LANARK  
BY-LAW NO. 2007-13

INTRODUCTION

The domiciliary hostel program is a homelessness prevention program administered by CMSMs/DSSABs and delivered by primarily for-profit operators. CMSM/DSSAB’s are required to develop standards in 40 areas defined by the province for their local domiciliary hostel program by April 1st, 2007.

Legislation: MCSS Act

The Domiciliary Hostel Program is part of the contractual agreement between the Ministry and the transfer payment agency. The funding agreement is 80% provincial dollars and 20% municipal dollars with a maximum per diem and PNA.

Service Objectives:

The purpose of the Domiciliary Hostels Program is to support municipalities to provide permanent residences, and some support for daily living for people with special needs. Residents are people with special needs who are vulnerable with respect to securing and maintaining permanent housing and support they need for daily living. Individuals may have serious mental health problems, are frail due to age, or may have debilitating addictions or developmental disabilities.
Table of Contents

1.0 Program Administration

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1 Eligibility Criteria</td>
<td>5</td>
</tr>
<tr>
<td>1.2 Home Criteria</td>
<td>5</td>
</tr>
<tr>
<td>1.3 Intake Process</td>
<td>5</td>
</tr>
<tr>
<td>1.4 Tenant Absence</td>
<td>5</td>
</tr>
<tr>
<td>1.5 Confidentiality</td>
<td>6</td>
</tr>
<tr>
<td>1.6 Tenant Files/Logs</td>
<td>6</td>
</tr>
<tr>
<td>1.7 Serious Incidents and/or Occurrences</td>
<td>6</td>
</tr>
<tr>
<td>1.8 Personal Needs Benefit – Process</td>
<td>7</td>
</tr>
<tr>
<td>1.9 Personal Needs Benefit – Management</td>
<td>7</td>
</tr>
<tr>
<td>1.10 Staff Qualifications</td>
<td>7</td>
</tr>
<tr>
<td>1.11 Staffing Levels</td>
<td>7</td>
</tr>
<tr>
<td>1.12 Staff Conduct</td>
<td>7</td>
</tr>
<tr>
<td>1.13 Insurance</td>
<td>8</td>
</tr>
<tr>
<td>1.14 Inspection</td>
<td>8</td>
</tr>
<tr>
<td>1.15 Small Water Works</td>
<td>8</td>
</tr>
</tbody>
</table>

2.0 Hostel Operations

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1 Physical Safety</td>
<td>8</td>
</tr>
<tr>
<td>2.2 Health &amp; Safety</td>
<td>9</td>
</tr>
<tr>
<td>2.3 Medication Management/Drug Storage</td>
<td>9</td>
</tr>
<tr>
<td>2.4 Telephones</td>
<td>9</td>
</tr>
<tr>
<td>2.5 Furnishings</td>
<td>9</td>
</tr>
<tr>
<td>2.6 Bedrooms</td>
<td>9</td>
</tr>
<tr>
<td>2.7 Bathrooms/Washrooms</td>
<td>10</td>
</tr>
<tr>
<td>2.8 Kitchens</td>
<td>10</td>
</tr>
<tr>
<td>2.9 Common Areas</td>
<td>10</td>
</tr>
<tr>
<td>2.10 Linens</td>
<td>10</td>
</tr>
<tr>
<td>2.11 Water</td>
<td>10</td>
</tr>
<tr>
<td>2.12 Heating/Cooling</td>
<td>10</td>
</tr>
<tr>
<td>2.13 Garbage</td>
<td>10</td>
</tr>
</tbody>
</table>

3.0 Hostel Supports – Standard to ensure the provision of support for tenants subsidized under the program.

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.1 Activities of Daily Living</td>
<td>11</td>
</tr>
<tr>
<td>3.2 Tenant Well-Being</td>
<td>11</td>
</tr>
<tr>
<td>3.3 Tenancy Agreements</td>
<td>11</td>
</tr>
<tr>
<td>3.4 Access to Home</td>
<td>11</td>
</tr>
<tr>
<td>3.5 Privacy</td>
<td>11</td>
</tr>
<tr>
<td>3.6 Rights/Responsibilities</td>
<td>12</td>
</tr>
<tr>
<td>3.7 House Meetings</td>
<td>12</td>
</tr>
</tbody>
</table>
THE CORPORATION OF THE COUNTY OF LANARK
BY-LAW NO. 2007-13

3.8 Conflict Resolution 12
3.9 Meals and Nutrition 12
3.10 Menus 12
3.11 Bedrooms – Personal Use 13
3.12 Home Entertainment 13
3.13 Transportation 13

APPENDICES

1.6 Tenant/Resident Log
1.7 Serious Incidents and/or Occurrences
1.15 A guide for owners/operators “Providing Safe Drinking Water to the Public”
3.9 Canada Food Guide
## 1.0 PROGRAM ADMINISTRATION

### 1.1 ELIGIBILITY CRITERIA

In order for a person to be considered eligible for subsidy they must be over the age of 18; must provide verification that their asset level falls below the threshold of $5000; and have a monthly income less than the total of the personal needs benefit and per diem rates.

Tenants must have a current assessment that substantiates that they require assistance with activities of daily living and that the owner/operator can provide adequate care to meet the individual’s needs.

### 1.2 HOME CRITERIA

The owner/operator must demonstrate they are able to provide housing as per the standards outlined in this service agreement with the County of Lanark to enter into a funding agreement.

### 1.3 INTAKE PROCESS

All applications for admission must be made through the County of Lanark Social Services Intake department to determine eligibility and availability of subsidized assistance. Whenever possible applications must be completed prior to approval of subsidy.

County completes 1A & Consent to Verify

### 1.4 TENANT ABSENCE

A period of up to 21 days in a 12 month period may be covered when a resident is away from the hostel due to extraordinary circumstances provided the operator retains a bed for the resident during the absence. (I.E. Incarceration, Hospitalization)

It is the Operator's responsibility to contact the County of Lanark within 3 working days should residency change for any reason.
<table>
<thead>
<tr>
<th>STANDARD</th>
<th>CRITERIA</th>
<th>FORM/APPENDIX</th>
</tr>
</thead>
</table>
| 1.5      | **CONFIDENTIALITY**  
The Operators must have a policy in place identifying the process for ensuring statements concerning the privacy, security and confidentiality of resident information as well as the removal of, or destruction of, hard copy or electronic files, and resident access to personal information and records.  
Resident’s personal information can only be disclosed with a signed consent from the resident and must be on the Tenant File/Log. | Appendix 1.5 Sample “Tenant File/Log” |
| 1.6      | **TENANT/RESIDENT LOG**  
The Operator ensures that an up-to-date, detailed and accurate Tenant/Resident Log is kept to record daily incidents and observations necessary to ensure the safety of residents and orderly operation of the domiciliary hostel. The log is kept at the hostel and may be inspected at any reasonable time by the County.  
Tenant Logs shall contain:  
- Name  
- Trustee if applicable  
- Date of Birth  
- HIN/SIN  
- Medications/Allergies/special diets/requirements  
- Next of kin  
- Doctor  
- Income  
- Admission dates  
- Record of events including in/out (e.g. Hospitalization, etc.) | Appendix 1.6 Sample “Tenant/Resident Log” |
| 1.7      | **SERIOUS INCIDENTS AND/OR OCCURRENCES**  
The Operator must ensure timely recording and reporting of all serious incidents occurring at the hostel. A serious occurrence includes, but is not limited to:  
- Accidents/injuries/death  
- Alleged abuse or abuse of residents or staff  
- Medication error  
- Police intervention  
- Fire | Appendix 1.7 |
<table>
<thead>
<tr>
<th>STANDARD</th>
<th>CRITERIA</th>
<th>FORM/APPENDIX</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.8 PERSONAL NEEDS BENEFIT - PROCESS</td>
<td><strong>A Serious Occurrence</strong> must be reported by the owner/operator to the CMSM within 24 hours of the occurrence or in the case of a weekend on the next business day.</td>
<td></td>
</tr>
<tr>
<td>1.9 PERSONAL NEEDS BENEFIT - MANAGEMENT</td>
<td>The Personal Needs Benefit (PNB) is issued by the County of Lanark directly to the tenant and/or trustee at the beginning of each month. The PNB amount will be paid in accordance with the rate set by the Ministry of Community &amp; Social Services.</td>
<td></td>
</tr>
<tr>
<td>1.10 STAFF QUALIFICATIONS</td>
<td>Tenants subsidized under the domiciliary hostel program are responsible for the management of their Personal Needs Benefit (PNB). The owner/operator may assist in managing tenant's finances with written consent from the tenant. If the owner/operator is assisting with finances, monies kept in a non-interest-bearing trust account and a separate accounting ledger for each tenant.</td>
<td></td>
</tr>
<tr>
<td>1.11 STAFFING LEVELS</td>
<td>Staff working in the home must be 18 years of age or older and preferably have experience working with vulnerable adults. A successful criminal reference check must be completed prior to start date.</td>
<td></td>
</tr>
<tr>
<td>1.12 STAFF CONDUCT</td>
<td>Owner/Operators and staff are in a position of power in their relationship with tenants and as such, must conduct themselves accordingly. Operators are encouraged to develop and post code of conduct/behaviour policies.</td>
<td></td>
</tr>
</tbody>
</table>
# THE CORPORATION OF THE COUNTY OF LANARK
## BY-LAW NO. 2007-13

<table>
<thead>
<tr>
<th>STANDARD</th>
<th>CRITERIA</th>
<th>FORM/APENDIX</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.13 INSURANCE</td>
<td>Owners/Operators must hold a general liability insurance policy that includes coverage for bodily injury and property damage resulting from the operation of the facility, with an inclusive limit of at least $1,000,000.00 per claim. Verification must be submitted annually each year to the County.</td>
<td>Appendix 1.13</td>
</tr>
<tr>
<td>1.14 INSPECTION</td>
<td>The owner/operator shall provide successful/approved inspection reports to the County in the following areas: 1. Health Inspection 2. Fire Inspection Successful inspection reports must be submitted by December 31st each year.</td>
<td>Appendix 1.15</td>
</tr>
<tr>
<td>1.15 SMALL WATER WORKS</td>
<td>All operators on private wells must be in compliance with the Safe Drinking Water Act, 2002 and O. Reg. 170/03. More information may be found at <a href="http://www.ens.gov.on.ca">www.ens.gov.on.ca</a></td>
<td>Appendix 1.15</td>
</tr>
</tbody>
</table>

## 2.0 HOSTEL OPERATIONS

### 2.1 PHYSICAL SAFETY

The owner/operator must ensure the premises are kept clean, sanitary, safe and free of hazards for residents, employees, volunteers and visitors. The owner/operator shall provide handrails, grab bars and non skid finishes where required.

The owner/operator shall ensure that there is an up to date fire safety procedure and an evacuation plan in place and posted.
## THE CORPORATION OF THE COUNTY OF LANARK
### BY-LAW NO. 2007-13

<table>
<thead>
<tr>
<th>STANDARD</th>
<th>CRITERIA</th>
<th>FORM/ APPENDIX</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.2 HEALTH &amp; SAFETY</td>
<td>The owner/operator shall ensure health and safety policies are in place including:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Personal safety</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Occupational health and safety</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- First aid</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Communicable disease control</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Emergencies</td>
<td></td>
</tr>
<tr>
<td>2.3 MEDICATION MANAGEMENT/ DRUG STORAGE</td>
<td>The following procedures must be in place to ensure the safe management of medication and drug storage:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Medication must be kept in a locked area</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- The name of the tenant must be clearly visible on the medication</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Syringes must be disposed of in proper containers</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Tenants will be encouraged to self administer medication in accordance with their physicians advice wherever practical; tenants who are able to self administer must have access to a locked secure area in which to store their medication.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- In circumstances where the tenant is not able to self administer, the owner/operator shall ensure a process is developed to safely provide tenant assistance with all medication.</td>
<td></td>
</tr>
<tr>
<td>2.4 TELEPHONES</td>
<td>The owner/operator shall ensure that access to a telephone for local calls (non pay) is available for tenants use and located in a setting that offers privacy for tenants.</td>
<td></td>
</tr>
<tr>
<td>2.5 FURNISHINGS</td>
<td>Each owner/operator shall maintain home furnishings in a clean, safe and sanitary condition.</td>
<td></td>
</tr>
<tr>
<td>2.6 BEDROOMS</td>
<td>The owner/operator shall provide bedrooms that are comfortable for sleeping and reading and shall be free from hazards. Privacy screens would be desirable in rooms.</td>
<td></td>
</tr>
</tbody>
</table>
## THE CORPORATION OF THE COUNTY OF LANARK
BY-LAW NO. 2007-13

<table>
<thead>
<tr>
<th>STANDARD</th>
<th>CRITERIA</th>
<th>FORM/APPENDIX</th>
</tr>
</thead>
</table>
| **2.7 BATHROOMS/WASHROOMS** | Washrooms/sanitary facilities shall be equipped with:  
   - 1 tub for every 10 tenants  
   - 1 sink for every 8 tenants  
   - 1 toilet for every 8 tenants  
   - Handrail & grab bars where appropriate  
   - Non-skid mat in each bathtub and shower stall  
   - Adequate supply of common toiletries at all times (toilet tissue, dispensing soap, hand towels etc.) | |
| **2.8 KITCHENS** | Kitchen facilities and food preparation areas shall have adequate space, equipment and supplies to ensure safe and sanitary preparation of all food. All cleaning and hazardous materials shall be stored in an area separate from that in which food supplies are stored. | |
| **2.9 COMMON AREAS** | A communal area is provided sufficient to permit the tenants to gather together for the purposes of dining, recreation, crafts, games and conversation. Such area to be available for use by the tenant during reasonable hours. | |
| **2.10 LINENS** | Clean towels, washcloths and bed linens must be provided to each tenant and must be changed at least once per week. | |
| **2.11 WATER** | Owner/operators shall supply an adequate supply of potable and hot water. | |
| **2.12 HEATING/COLING** | The owner/operator must ensure that the heat in the home is maintained at not less than 22 degrees Celsius (71.6 degrees Fahrenheit) in cooler months and that provisions are made for providing cool living areas in summer months. | |
| **2.13 GARBAGE** | Rubbish and garbage must be stored in receptacles that are covered with tight fitting lids and are insect and rodent proof and water tight. | |
### 3.0
HOSTEL SUPPORTS – STANDARDS TO ENSURE THE PROVISION OF SUPPORT FOR TENANTS SUBSIDIZED UNDER THE PROGRAM

<table>
<thead>
<tr>
<th>STANDARD</th>
<th>CRITERIA</th>
<th>FORM/APPENDIX</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.1 ACTIVITIES OF DAILY LIVING</td>
<td>The owner/operator ensures that assistance with the routines of daily life is provided by hostel staff at a level required to meet individual tenant’s needs.</td>
<td></td>
</tr>
<tr>
<td>3.2 TENANT WELL-BEING</td>
<td>Each owner/operator shall provide opportunities for tenants to participate in a regular structured period of recreation within their facility and encourage both inside and outside participation in these matters. The programming should be compatible with tenant’s interest and meet their changing needs.</td>
<td></td>
</tr>
<tr>
<td>3.3 TENANCY AGREEMENTS</td>
<td>The operator enters into a written tenancy agreement with each subsidized individual who is admitted as a tenant of the hostel. The agreement is signed by the resident, retained in the resident record, and a copy provided to the tenant as per Residential Tenancies Act.</td>
<td>To be supplied by hostel operator</td>
</tr>
<tr>
<td>3.4 ACCESS TO HOME</td>
<td>No tenant shall be prohibited access to the home based on hour of entry. Tenants shall observe common courtesies regarding guests and late night access to the home.</td>
<td></td>
</tr>
<tr>
<td>3.5 PRIVACY</td>
<td>The privacy of tenants shall be respected at all times. Bedroom and bathroom doors are lockable from the inside and the owner/operator has an access key to each room for use in an emergency situation and/or for cleaning.</td>
<td></td>
</tr>
<tr>
<td>STANDARD</td>
<td>CRITERIA</td>
<td>FORM/APPENDIX</td>
</tr>
<tr>
<td>--------------------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>---------------</td>
</tr>
<tr>
<td>3.6</td>
<td>Every owner/operator shall establish house rules including tenant rights and responsibilities and shall provide a copy of those rules to each tenant upon intake and shall post house rules in a location that is accessible to tenants and staff.</td>
<td></td>
</tr>
<tr>
<td>3.7</td>
<td>The owner/operator shall offer regular house meetings. The purpose of the meetings is to give tenants the opportunity to discuss the operation of the home and other related matters.</td>
<td></td>
</tr>
<tr>
<td>3.8</td>
<td>The owner/operator must ensure that policies and procedures are in place to manage internal/in-house complaints regarding the home, its services and to respond to requests or suggestions made by a tenant or a tenant's representative.</td>
<td></td>
</tr>
<tr>
<td>3.9</td>
<td>Tenants are served a minimum of three meals a day with snacks available between each meal. Meals are planned to provide balanced nutrition, variety from each of the food groups according to the most up to date version of the Canada's Food Guide to Healthy Eating, published by Health Canada.</td>
<td>Appendix 3.9</td>
</tr>
<tr>
<td></td>
<td>Tenants shall have the option of obtaining a brown bag meal should they be away from the home during a regularly scheduled mealtime.</td>
<td>Canada Food</td>
</tr>
<tr>
<td></td>
<td>Tenants who have approved Special Diet funding from the Ministry of Community &amp; Social Services will provide the operator with the funding and special diet requirements to ensure the special diet is adhered to. (e.g. diabetic)</td>
<td>Guide</td>
</tr>
<tr>
<td>3.10</td>
<td>Menus shall be posted in a conspicuous place within the home minimum 3-5 days in advance.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Tenants are encouraged to participate in menu planning.</td>
<td></td>
</tr>
<tr>
<td>STANDARD</td>
<td>CRITERIA</td>
<td>FORM/APPENDIX</td>
</tr>
<tr>
<td>--------------------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>---------------</td>
</tr>
<tr>
<td>3.11 BEDROOMS-PERSONAL USE</td>
<td>Tenants bedrooms are their personal space and they shall be free to use that space in all manners they see fit (e.g. Decorate, entertain guests) unless this use infringes upon the rights of others or poses a safety hazard.</td>
<td></td>
</tr>
<tr>
<td>3.12 HOME ENTERTAINMENT</td>
<td>Home entertainment equipment for tenants use is to be provided and maintained in good repair by the owner/operator and shall be of a type, quality and quantity adequate to the needs of the tenants and keeping with a home like atmosphere.</td>
<td></td>
</tr>
<tr>
<td>3.13 TRANSPORTATION</td>
<td>The owner/operator will make every attempt to ensure that transportation as necessary is available to all residents in order that they may come to and from medical appointments, social activities and recreational therapeutic programs. The cost of transportation is not necessarily to be borne by the operator directly.</td>
<td></td>
</tr>
</tbody>
</table>
THE CORPORATION OF THE COUNTY OF LANARK  
BY-LAW NO. 2007-13

Appendix 1.6  
Sample "Resident Log"

<table>
<thead>
<tr>
<th>Name</th>
<th>DOB</th>
<th>Admission Date</th>
<th>Health Card #</th>
<th>SIN #</th>
<th>Medical History, Dr, Diet etc.</th>
<th>Next of Kin/Power of Attorney/Public Guardian/Trustee</th>
<th>Financial Information</th>
<th>Reviewed Tenancy Agreement</th>
<th>Copy of Housing Rules</th>
<th>Record of Events (Date of Discharge, Hospitalization, Incarceration, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Doe</td>
<td>Jan 1/85</td>
<td>Feb 10/08</td>
<td>123456789</td>
<td>123 456 789</td>
<td>Diabetic, low sugar, Special diet Dr. Namehere 555-4444</td>
<td>Jane Doe 123 Street Name Town Postal Code 613-555-1111</td>
<td>ODSP $745.00 per month</td>
<td>@ Feb 12th meeting</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
THE CORPORATION OF THE COUNTY OF LANARK
BY-LAW NO. 2007-13

Serious Occurrence Reporting Form - Appendix 1.7

Today's Date: 

Date/Time of Occurrence: 

Facility Name: 

Occurrence reported by: 

Signature: 

Type of Occurrence (please check the appropriate incident)

☐ Weapons & Illegal Activities
☐ Food & Inspection Concerns
☐ Municipal By-Law Conflict
☐ Fire Inspection Concerns
☐ Emergency/Disaster Response
☐ Unresolved Client/Caregiver Complaint

☐ Resident Safety
☐ Insurance Termination
☐ Litigation Dispute
☐ Resident Abuse
☐ Arbitration Award
☐ Theft
☐ OTHER

Describe the Occurrence:

[Blank space for description]
THE CORPORATION OF THE COUNTY OF LANARK
BY-LAW NO. 2007-13

Actions and Resolutions Taken:


Strategies implemented to reduce or eliminate this type of occurrence in the future:


Signature of Supervisor/Manager/Owner:

Date:

County of Lanark
Attention: Director of Social Services
PO Box 37, 99 Sunset Blvd., Perth, ON K7H 3E2 Phone: 613-267-4200 Fax: 613-267-3520
Providing Safe Drinking Water to the Public

What are my responsibilities to ensure safe drinking water under the Safe Drinking Water Act, 2002 and O. Reg. 170/03?

A guide for owners and operators of non-residential and seasonal residential drinking water systems that serve designated facilities

Designated facilities are buildings and places for people who may be more susceptible to illness from drinking water of poor quality. Designated facilities include:

- children's camps
- child and youth care facilities, including day nurseries that serve 8 or more children
- health care facilities including hospitals, nursing homes and seniors' residences
- social care facilities receiving funding from the Ontario government
- hostels and other delivery agent care facilities
- schools and private schools, and
- universities, colleges of applied arts and technology, or institutions with the authority to grant degrees

Important:

Even if your drinking water system only supplies water to a designated facility for a limited time during the year, your system is subject to O. Reg 170/03 requirements year-round.
THE CORPORATION OF THE COUNTY OF LANARK
BY-LAW NO. 2007-13

Table of Contents:  A Drinking Water System Checklist

☐ Summary of requirements  Page 4

☐ Confirm that this guide applies to your drinking water system  Page 5

☐ Determine your water source  Page 5

☐ Nine steps to meet your responsibilities to supply safe drinking water:

  • Step 1: Registration of drinking water system  Page 6
  • Step 2: Selection of a licensed laboratory  Page 6
  • Step 3: Collection and testing of drinking water samples  Page 7
  • Step 4: Meeting treatment requirements  Page 9
  • Step 5: Ensuring maintenance and operational checks are carried out  Page 11
  • Step 6: Notifying authorities of adverse test results and other problems  Page 14
  • Step 7: Taking corrective action if adverse test results or other problems occur  Page 15

  • Step 8: Posting warning notices of potential problems whenever required  Page 18

  • Step 9: Preparation of an annual report and retaining records  Page 19

☐ Who to contact for more information  Page 19

An on-line version of this guide can be found at www.ene.gov.on.ca/envision/water/sdwa/dwsr.htm
A: Introduction

Under the Safe Drinking Water Act, 2002 and the Drinking-Water Systems Regulation (O. Reg. 170/03), owners and operators of drinking water systems that supply water to the public have responsibilities to ensure the water is safe to drink. This guide outlines the responsibilities of owners and operators of non-residential and seasonal residential drinking water systems that serve designated facilities. Designated facilities provide water to people who may be more susceptible to adverse effects from consuming poor quality drinking water, especially children, the elderly, and patients with certain medical conditions. Following this guide and ensuring compliance with the regulation will help to ensure that the health of these Ontarians is protected and that drinking water standards are maintained.

Remember, this guide is only a summary. To be clear about your specific legal requirements, you must refer to the text of the Drinking-Water Systems Regulation (O. Reg. 170/03) and the Safe Drinking Water Act, 2002. You can access these at: www.e-laws.gov.on.ca or by calling our Public Information Centre at: 1-800-565-4928
THE CORPORATION OF THE COUNTY OF LANARK
BY-LAW NO. 2007-13

Summary of requirements

This chart gives a summary of your drinking water system’s requirements. The guide gives further details.

| Registration | All drinking water systems serving designated facilities must register with the Ministry of the Environment. This information is stored in the ministry’s Drinking Water Information System (DWIS). |
| Microbiological sampling/testing of the raw water | Only for systems with a source that is ground water or ground water under the direct influence of surface water (known as a GUDI source). Collect samples every month from each well in the system, prior to any form of treatment, and submit to a licensed laboratory for testing (E. coli and total coliforms only). |
| Microbiological sampling/testing of the drinking water in the distribution system or plumbing | Collect and submit samples once a month to a licensed laboratory for testing if the system is providing treatment according to the regulation (note: additional samples may be required for non-municipal seasonal residential category). Testing for E. coli and total coliforms is required for all systems - heterotrophic plate count (HPC) must also be tested if the distribution system is required to have secondary disinfection (chlorine residual). |
| Chemical sampling/testing | Collect samples from the point where water enters the distribution system or plumbing (unless otherwise specified) and submit to a licensed laboratory. Samples must be tested for nitrate and nitrite once every three months; all other chemical tests are performed once every 60 months. |
| Water treatment | Ensure that treatment equipment is installed and operated in accordance with the regulation. |
| Operational checks | Routine maintenance and operational checks are required to be carried out, and monitoring for chlorine residual and turbidity may be required, depending on your system. A “trained person” (someone who has taken an approved course in the last 3 years) is required for these activities under most circumstances. |
| Engineering evaluation reports | A professional engineer (REng) must prepare a report on treatment equipment that includes a maintenance schedule and a statement confirming that all equipment is being installed in accordance with the regulation. Subsequent reports are only required if alterations are carried out to the system. |
| Annual reports | Must be prepared every year and a copy kept on-site to be made available to the public and the Ministry of the Environment upon request. A copy must also be sent to each designated facility served by the system and the interested authority for each such designated facility. |
| Adverse test results and other problems | Report adverse test results and other problems related to improper disinfection to authorities and take corrective action. |
B: Does this guide apply to my drinking water system?

Answer these 2 questions to determine whether this guide applies to your system:

1. Does your drinking water system serve a designated facility?

These facilities include children's camps; day nurseries as defined in the Day Nurseries Act (i.e. receive six or more children who are not of common parentage); other children and youth care facilities that provide services or are licensed under the Child and Family Services Act or Ministry of Community and Social Services Act (e.g. child development, treatment, or welfare services, young offender services, Ontario Early Years Centres, licensed children's residences, etc.); nursing homes and other health care facilities; schools, private schools and university/collage facilities; social care facilities receiving funding from the Ontario government (e.g. sheltered workshops, employment programs, violence against women programs and places funded under the Aboriginal Healing & Wellness Strategy). Please see the definitions of "designated facility", "children and youth care facility", "delivery agent care facility", "health care facility" and "social care facility" in s. 1 of O.Reg 170/03 for more details on what these terms mean.

If the answer is "YES", then go to question 2 below. If the answer is "NO", this guide does not apply to you.

2. Is your category of drinking water system covered by this guide?

O. Reg. 170/03 divides drinking water systems into various categories of systems. Any category of drinking water system can serve a designated facility, and different categories may have different regulatory requirements. This guide does not apply to your drinking water system that serves a designated facility if your system is a:

- municipal residential system (i.e. a municipal drinking water system that supplies water to six or more private residences) where all the piping of the designated facility is plumbing under the Building Code or
- non-municipal year-round residential system (i.e. a privately owned system that supplies water year-round to 6 or more private residences or 6 or more service connections in a trailer park or campground).

If your system serves a designated facility and falls into any other category, then this guide applies to your system.

This is a basic explanation for determining whether or not this guide applies to your system. If you are still unsure, or need more information, consult O. Reg 170/03 at www.e-laws.gov.on.ca or call the ministry's Public Information Centre at 1-800-565-4928.

C: Determining Your Drinking Water Source

All drinking water systems draw from raw water supplies, such as ground water or surface water, unless they are receiving treated water from another regulated system. This guide describes the specific requirements that apply to the various drinking water sources:

1. Ground water (secure wells)
2. Ground water under direct influence of surface water (GUDI - wells which may be subject to surface water contamination)
3. Surface water (lakes, rivers and streams)
4. Transported water (treated water brought in from other regulated systems and stored on site, e.g. cisterns).

GUDI (Ground Water Under the Direct Influence of surface water) refers to a well which may be subject to surface water contamination
THE CORPORATION OF THE COUNTY OF LANARK
BY-LAW NO. 2007-13

D: Nine steps to providing safe drinking water

Step 1: Register your drinking water system

- All drinking water systems serving designated facilities must be registered with the Ministry of the Environment. Registration information helps meet our shared commitment to safe clean water for the people of Ontario.

- To register, complete the Drinking Water System Categorization Questionnaire and the Drinking Water System Profile Information forms available at www.ene.gov.on.ca/envision/water/dwaw/forms.htm. Once complete, email them to: Reg170_formsubmission@ene.gov.on.ca

- Once you have registered, you will be sent a letter with your drinking water system number (DWSN) and category. Use this DWSN for reference purposes when contacting the registration team.

- While the Ministry of the Environment requires electronic registration, you may be authorized to make paper submissions under special circumstances at the director's discretion. Call the Help Desk at 1-866-783-6585 for more information about paper submissions.

- If your drinking water system was in operation before June 5, 2006, the day the amendments to the regulation came into force, you must register within 60 days of that date, unless you had already registered. If you started operation on or after the day the amendments came into force, you must register within 30 days of beginning operations.

- Any changes to your drinking water system information must be submitted via email to Reg170_formsubmission@ene.gov.on.ca within 10 days of the change.

Step 2: Select a licensed laboratory

- Regulated drinking water systems must have their water tested on a routine basis. Drinking water samples must be sent to a laboratory licensed by the Ministry of the Environment for specific testing of microbiological and/or chemical parameters. (See box on next page for information about finding a licensed laboratory.)

- It is important that you contact the licensed laboratory directly to arrange for testing PRIOR to submitting samples to them.

- Before sending your samples to a licensed laboratory for the first time, you must submit the Laboratory Services Notification form to the ministry (available online at www.ene.gov.on.ca/envision/water/dwaw/forms.htm) which identifies the licensed laboratory(ies) that you have hired and the specific testing they will be performing.

- It is extremely important that your registration information (see Step 1, page 6) is fully completed and up to date at all times. Test results will not be considered by the ministry unless all of this information is included in laboratory submissions. It is strongly recommended that you provide the name of a backup licensed microbiological laboratory on your Laboratory Services Notification form in case the primary laboratory encounters equipment or testing problems. As an owner you are required to submit a Laboratory Services Notification form to the ministry each time you change or hire new laboratories for testing.

- Your licensed laboratories must send a written report of all results to you within 30 days of approving the results. Your results are also submitted electronically to the ministry.

- If the licensed laboratory finds an adverse test result, they must notify you, the Ministry of the Environment, and the local Medical Officer of Health immediately by telephone. The laboratory must then fax the adverse test results to the Ministry of the Environment and the local Medical Officer of Health within 24 hours. Pages 14-17 of this guide explain the procedures you must follow if this happens.
THE CORPORATION OF THE COUNTY OF LANARK
BY-LAW NO. 2007-13

Finding a licensed laboratory
• To hire a licensed laboratory for testing, view the list of licensed laboratories on the ministry's web site:
  www.ene.gov.on.ca/envison/water/edwa/licensedlabs.htm; or contact the Public Information Centre at 1-800-666-4623, or contact a laboratory directly. Be sure to ask them if they are appropriately licensed by the Ministry of the Environment for specific testing of your drinking water.
• While some of the larger laboratories may be licensed for all of the required tests under the regulation, some licensed laboratories only test microbiological parameters (E. coli, total coliforms and HPC) while others test only chemical parameters (e.g. arsenic or benzene, etc.).

Step 3: Take drinking water samples for testing
• Licensed laboratories must provide you with sample containers, and instructions about how to collect, transport, and store the samples taken from your drinking water system.
  Common instructions include: removing screens/filters at any taps, allowing the water to run for at least 2 minutes, not touching or otherwise contaminating sample bottles, capping bottles immediately, leaving airspace so that the bottle does not overflow, and preventing splashing.
• Pay particular attention to the instructions for sample temperature. Do not freeze samples. Make sure that if samples are being transported in a vehicle that they are kept in a cooler with ice packs or other means to keep them cool.
• Whenever a sample is collected, the person taking the sample must record the date and time the sample was taken, the location where the sample was taken and the sampler's name on the Chain of Custody form. (This form can be obtained from your laboratory). The laboratory's Chain of Custody form will be customized for your drinking water system and sent to the sampler with the sampling containers.
• Once the samples are submitted to the licensed laboratory, staff will record details of the samples (i.e. date/time the samples were received, analyst and testing details, final test results, etc.).

What are my MICROBIOLOGICAL sampling and testing requirements?

How often samples need to be taken and submitted for testing
• Raw water sampling:
  - Ground water and GUIDE: once a month from each well
  - Surface water: none required
  - Transformed water: none required, but the storage container that receives the water (e.g. a cistern) must be constructed and maintained in a manner that prevents surface water and other foreign materials from coming into contact with the treated drinking water.

Distribution sampling (drinking water taken from distribution or plumbing fixtures such as taps):
• Once every month if treatment is provided in accordance with the regulation
• Once every two weeks if treatment is not yet provided in accordance with the regulation.

Note: If your system is using point of entry (POE) treatment (see page 10), these distribution samples must be taken on a rotating basis from a location downstream of each POE treatment unit. This ensures that a sample is taken from a location downstream of all the other POE treatment units before returning to a location that has already been sampled.
What licensed laboratories test for
They test for the following bacteria:
* E. coli
* Total coliforms
* Heterotrophic plate count or "HPC" (only for distribution samples and only if the distribution system is required to have secondary disinfection, i.e. chlorine residual – see page 10)

HPC is a microbiological laboratory test that gives a measurement of the general bacterial population present within your distribution system or plumbing. HPC results are a good indicator of overall water quality, but not water safety. Drinking water distribution lines are not sterile and some microorganisms can attach to the inner lining of the pipes and grow. There are no reporting or corrective action requirements specified in O. Reg. 170/03 following HPC test results. It is suggested, however, that you monitor your HPC results in order to develop a good sense of what the normal or 'baseline' levels of HPC measurements are in water from your system.

If you see an abrupt spike in HPC counts it may indicate a problem with your water treatment processes, or perhaps the 'sloughing-off' (detachment) of the organisms that may have attached and grown on the inner lining of the distribution pipes. You should double-check all your treatment and monitoring equipment, and make sure that all of your system's maintenance programs have been rigorously followed. A gradual and steady increase in HPC counts can indicate regrowth of organisms in the system and an overall decline in the water quality.

To solve the problem you may want to raise the frequency with which you flush the distribution lines and increase the overall chlorine residual levels throughout your system. By following these simple steps, the HPC results can be used towards maintaining and improving the overall water quality and management of your system and may help to prevent other problems from occurring.

Note: If your drinking water system is using chlorine, then you must also sample and test for chlorine residual (the chlorine that stays in the lines to prevent microbiological regrowth) using the appropriate analyzer (see page 12) at the same time and location your microbiological distribution samples are taken. You must record the chlorine residual value clearly on your Chain of Custody form provided by your licensed laboratory. In the event there is a microbiological adverse test result, the laboratory is required to tell the Ministry of the Environment and the local Medical Officer of Health what chlorine level was recorded on the form.

How soon samples must be taken
* Existing systems should already be sampling their water.
* New systems must begin sampling as soon as they commence operation and as soon as the Laboratory Services Notification form is submitted.

Notes: If your drinking water system is not in operation for seven days or more, or if, for seven days or more, the system is not supplying water to any designated or public facilities that are open (or to six or more residences or six or more service connections in a trailer park or campground if a non-municipal seasonal residential system), you are not required to sample during that period. However, upon restarting your system you must sample, submit samples to your licensed laboratory and receive the results prior to supplying drinking water to users of the system.
THE CORPORATION OF THE COUNTY OF LANARK
BY-LAW NO. 2007-13

What are my CHEMICAL sampling and testing requirements?

Where to sample:
- A point where water enters the distribution system, except for lead
- Lead must be sampled from a location that is most likely to have higher lead levels (e.g. the oldest pipes).

How often samples need to be taken and submitted for testing
- All organic and inorganic parameters listed in Schedules 23 and 24 of O. Reg. 170/03, lead, sodium and fluoride: at least once every 60 months
- Nitrate and nitrite: at least once every 3 months.

How soon samples must be taken
- Existing systems should already be sampling their water
- New systems must start sampling within 12 months after commencing operation, although nitrate and nitrite needs to be done by the third month of operations (see above).

Note: You are not required to perform any sampling or testing for nitrate and nitrite during a period of 60 or more consecutive days when the system is not in operation or the system is not supplying water to any designated or public facilities that are open.

Step 4: Determine the minimum treatment requirements for your drinking water system

All systems serving designated facilities were required to install treatment equipment in accordance with O. Reg. 170/03 on or before July 1, 2004. If your system is new, treatment equipment must be installed in accordance with O. Reg. 170/03 prior to commencing operation. Treatment processes must also be in accordance with the ministry's Procedure for Disinfection of Drinking Water in Ontario. The procedure is available at: www.ene.gov.on.ca/environment/ww04448e01.pdf.

Treatment Basics

Below is a very basic summary of treatment processes that will reduce or eliminate the potential for the presence of pathogens (organisms that can cause illness) in your drinking water. Different water sources necessitate different levels of treatment.

You may wish to consult with professional engineer (see Engineering Evaluation Report, page 11) about the different types of treatment technologies that are available to meet your specific requirements.

Different treatment methods

Filtration of raw water removes particles that may hide or protect pathogens such as viruses, bacteria and protozoa, and helps to ensure that effective primary disinfection can be carried out.

- Where filtration is required, the filtration process must occur before the primary disinfection process.
- Filtration technologies include conventional chemically assisted rapid sand filtration, direct chemically assisted rapid sand filtration, slow sand filtration, diatomaceous earth filtration, cartridge/bag filters, and membrane filters. Your professional engineer will advise you on the most appropriate technology for your system.
Primary disinfection inactivates pathogens before the water is delivered to the first consumer. Effective disinfection can be accomplished by chemical means such as chlorine, or by alternatives such as ultraviolet (UV) light.

- Where chlorine is used for primary disinfection the process must involve a contact time (e.g., in a holding tank) during which the water is exposed to a specified chlorine dose that must be monitored.

- Where UV or other non-chlorine based primary disinfection equipment is used the equipment must have either an automatic shut-off feature or an alarm that notifies the operator if the equipment malfunctions, loses power or is not providing appropriate levels of disinfection. The alarm must sound where the testing equipment is located. If a person is not always present where the equipment is located, then the alarm must sound in a place where someone is present. If an alarm sounds, a trained person (or certified operator for large systems – see page 12) must be dispatched to take appropriate action as soon as possible.

Secondary disinfection introduces and maintains a chlorine residual in your lines to protect the drinking water from microbiological recontamination or bacterial regrowth.

- Secondary disinfection is required if all parts of the drinking water system and plumbing downstream of the primary disinfection equipment are not enclosed in a building or other protective structure.

- For the purpose of secondary disinfection, chlorination equipment must be operated so that, at all times and at all locations within the distribution system, the free chlorine residual is never less than 0.05 mg/L.

- Often, secondary disinfection is provided by the treatment equipment which supplies primary disinfection. If chlorine-based equipment is used to provide primary disinfection, that equipment may be used to provide secondary disinfection. However, where UV light or other non-chlorine based equipment is used to provide primary disinfection, that equipment is unable to provide secondary disinfection. Therefore, additional chlorine-based equipment would be needed to meet any secondary disinfection requirements.

Point of entry (POE) treatment units

Point of entry treatment units are primary disinfection units that are installed on the plumbing at or near where water from the system enters a building or other structure. Schedule 3 of O. Reg. 170/08 provides a detailed explanation of POE system requirements and obligations that may allow you to be exempt from secondary disinfection (chlorine residual in the distribution system) requirements.

Some things to consider if you plan to use a point of entry approach towards treatment:

- POE units must be installed on the plumbing of every building or other structure that is part of a designated facility or public facility served by the system.

- Notice must be given to occupants of a property where POE units are located whenever permission to enter a property is required.

- Accessible or automatic shut-offs may be required depending on the drinking water system.

- Additional requirements may apply - see Schedule 3 in O.Reg 170/08 for more details.

Treatment requirements depending on the source of your water

Ground water source

Unless you obtain exemptions from treatment requirements, your ground water system must have water treatment equipment that is capable of achieving, at all times, primary disinfection, including at least 99 per cent removal or inactivation of viruses in accordance with the Procedure for Disinfection of Drinking Water in Ontario available at www.ene.gov.on.ca/envision/gp/4448e01.pdf.

Surface water or GUDI source

Unless you obtain exemptions from treatment requirements, you must use filtration and primary disinfection such that the total process is capable at all times of removal or inactivation of 99 per cent of Cryptosporidium oocysts, 99.9 per cent of Giardia cysts, and 99.99 per cent of viruses in accordance with the Procedure for Disinfection of Drinking Water in Ontario available at www.ene.gov.on.ca/envision/gp/4448e01.pdf.
Distribution Systems
Where the treated water is distributed to users through a system of buried pipes, primary disinfection must be followed by secondary disinfection which introduces and maintains a chlorine residual level in the distribution system.

Engineering Evaluation Report
When installing treatment equipment under this regulation, a professional engineer with experience in sanitary engineering or a person under his or her supervision must assess your system in order to determine the proper treatment solution that is needed for compliance with the regulation. The engineer must then prepare an Engineering Evaluation Report that states that the professional engineer or a person under his or her supervision has visited your drinking water system, and that in the engineer's opinion, all equipment needed to comply with the treatment requirements and needed to comply with the operational checks is being provided.

The report must also set out the reasons for the engineer's opinion, must specify the category of the drinking water system, and must include a maintenance schedule for equipment to be inspected, tested and replaced.

Names of some resources that may assist you finding a professional engineer are available at: www.ene.gov.on.ca/environ/gp/6677c.htm.

Existing systems:
The Engineering Evaluation Report must have already been submitted to you within 30 days of the deadline for installation of treatment equipment.

For new systems and altered systems:
An Engineering Evaluation Report must be completed and submitted to you within 30 days after a new system begins operation or an alteration is completed on an existing system.

You must submit written notice to the ministry within 7 days of the day that the Engineering Evaluation Report is required using an Engineering Evaluation Report Notice available on the ministry's website at: www.ene.gov.on.ca/environ/water/6wva/forms.htm. Do not submit the actual Engineering Evaluation Report to the Ministry of the Environment, just the notice. The notice can be submitted via email through Reg170_formsubmissions@ene.gov.on.ca by fax, or by mail. Keep the report on file and make sure it is available upon request. If you require assistance, please call 1-866-783-2888 during normal business hours.

You must also submit the written notice to the interested authority for the designated facility, if applicable. The interested authority is usually the Ontario Government ministry to which the designated facility is responsible, e.g., the Ministry of Health and Long-Term Care if it is a hospital.

Step 5: Ensure maintenance and operational checks are carried out
Proper day-to-day operation of your drinking water system is the responsibility of the system owner. The following operational tasks must be performed by a "certified operator" or a "trained person", depending on the size of the system (see box on right) and in accordance with the regulation:

- conducts tests on-site such as chlorine residual and filter effluent turbidity
- makes all adjustments to the water treatment equipment
- examines the results of continuous monitoring equipment within 72 hours of the water samples being taken
- if disinfection equipment malfunctions, loses power or ceases to provide the appropriate level of disinfection, takes appropriate action at the location where the equipment is installed
- is promptly dispatched if alarms sound due to an equipment malfunction, loss of power or a test result that does not meet the standards established by O. Reg. 170/03.
- performs regular maintenance checks on the water treatment equipment to ensure proper functioning.
<table>
<thead>
<tr>
<th>Type of System</th>
<th>Requires</th>
</tr>
</thead>
<tbody>
<tr>
<td>Large municipal non-residential</td>
<td>&quot;Certified Operator&quot;</td>
</tr>
<tr>
<td>Large non-municipal non-residential</td>
<td>&quot;Trained Person&quot;</td>
</tr>
<tr>
<td>Small municipal non-residential</td>
<td></td>
</tr>
<tr>
<td>Small non-municipal non-residential</td>
<td></td>
</tr>
<tr>
<td>Non-municipal seasonal residential</td>
<td></td>
</tr>
</tbody>
</table>

For large non-residential systems a "certified operator" is a person who holds a Class 1-4 "Water Treatment", "Water Distribution" or "Water Distribution and Supply" certificate or who holds the applicable "Limited Subsystem" certificate issued under O. Reg. 129/04 (Certification of Drinking-Water System Operators and Water Quality Analysts).

For more information on becoming certified, contact the Ontario Environmental Training Consortium at: www.oetc.on.ca or by calling 905-796-2851.

For small non-residential systems a "trained person" is a person who is a "certified operator" or who in the preceding 36 months has successfully completed a course approved by the ministry that relates to the operation and routine maintenance of drinking water systems. A correspondence course entitled "Operation of Small Drinking Water Systems" has been approved for this purpose. For more information on the correspondence course and other training opportunities, please contact the Walkerton Clean Water Centre at www.wcwc.ca or by calling 1-800-615-6550. Other approved courses are listed at www.oetc.on.ca.

Despite these requirements, a person working under the supervision of a "certified operator" is also allowed to perform on-site chlorine residual and turbidity testing, as long as that person has been trained by the certified operator to conduct the test, and the person immediately advises the certified operator of all test results. A person holding a Water Quality Analyst certificate may also perform these tests. Materials for training the "supervised person" may be downloaded from www.ene.gov.on.ca/environment/water/sdwa/downloads.

### Operational Test Basics

Below is a summary of the regulatory requirements related to operational tests to be carried out on the system.

- **Turbidity testing**
  - Use a turbidity meter that measures in Nephelometric Turbidity Units (NTUs).
  - Monitor raw water turbidity (only required for large non-residential systems that have a ground water supply):
    - A turbidity sample must be taken and tested every month from each well from a location before the raw water enters the treatment system.
  - Monitor filter effluent turbidity (only required for systems that require filtration):
    - If continuous monitoring equipment is used, ensure that sampling and testing for turbidity is conducted by continuous monitoring equipment on each filter effluent line, and that requirements of section 6.6 of O. Reg. 170/03 have been met.
    - If continuous monitoring equipment is not required and not used, ensure that a daily water sample is taken on each filter effluent line and tested for turbidity.
    - Exemptions may be available if you have installed UV disinfection equipment with automatic shut-offs. Consult section 8-4 of Schedule 8 or 9 of O.Reg 170/03 for more information.

- **The Procedure for Disinfection of Drinking Water in Ontario**, found at http://www.ene.gov.on.ca/environment/water/sdwa/4448e01.pdf, lists the required frequency of turbidity testing depending on the filtration method used. Cartridge/bag filters and slow sand filtration methods allow the operator the option of monitoring turbidity on a daily basis, whereas other filtration methods are required to have continuous monitoring.
THE CORPORATION OF THE COUNTY OF LANARK
BY-LAW NO. 2007-13

Chlorine residual testing
- Use an electronic direct readout colourimetric or amperometric chlorine analyzer, or another device that a professional engineer considers equivalent.
- If continuous monitoring equipment is used, ensure that requirements of section 8-5 of O. Reg. 170/03 have been met.

Monitor primary disinfection
- If chlorination is used for primary disinfection and continuous monitoring is not used, daily chlorine residual tests are required at a minimum. Samples must be taken from a location where the intended contact time has just been completed.

Monitor secondary disinfection
- If you are required to provide secondary disinfection, you must conduct at least two samples per week for chlorine residual in the distribution system, at least 48 hours apart. Samples must be taken from a location significantly beyond the point at which water enters the distribution system or plumbing and randomly throughout the distribution system.

Flushing for Lead (Schools, Private Schools and Day Nurseries only)

According to Ontario Regulation 173/03 (Schools, Private Schools and Day Nurseries), all schools, private schools and day nurseries must flush their plumbing for lead on at least a weekly basis. Flushing ensures that stale water that may contain higher lead levels is not consumed.

To flush your system, open the last cold-water tap on each branch of plumbing or at the fixtures where water is commonly taken for drinking or food preparation, and allow the water to run for at least one minute.

You are required to:
- flush your system before the facility opens on the first day of each week
- allow flushing to continue until the water temperature stabilizes
- record the date, time and name of the person who performed the flushing and retain the record for 5 years.
THE CORPORATION OF THE COUNTY OF LANARK
BY-LAW NO. 2007-13

Step 6: Notify authorities of adverse test results and other problems

An adverse test result is a test result that exceeds the standards listed in the Technical Support Document for Ontario Drinking Water Standards, Objectives and Guidelines (a guidance document for O. Reg. 108/03 found at www.ene.gov.on.ca/envision/gp/4449e01.pdf). O. Reg. 108/03 can be found at www.e-laws.gov.on.ca. An adverse test result can also be a prescribed adverse result listed in section 16-8 of Schedule 16 of O. Reg. 170/03. Adverse test results and other problems related to improper disinfection are required to be reported to the authorities.

When a water sample is submitted to a licensed laboratory for testing, your laboratory will notify you if you have an adverse test result.

What to do if you have an adverse test result

You should ensure ahead of time that contact information for the Ministry's Spills Action Centre and your local Medical Officer of Health is easily accessible to anyone who may need it.

As soon as you become aware of an adverse test result, either from your licensed laboratory or from a test result of a sample taken on-site, or if you observe that your drinking water system is directing water to users that has not been disinfected in accordance with the ministry's Procedure for Disinfection of Drinking Water in Ontario, found at www.ene.gov.on.ca/envision/gp/4449e01.pdf, you are required to immediately contact your local Medical Officer of Health AND the Ministry of the Environment Spills Action Centre (SAC) at 1-800-268-6060.

See next page and Schedule 16, s.16-3 of O. Reg. 170/03 for more details.
THE CORPORATION OF THE COUNTY OF LANARK
BY-LAW NO. 2007-13

First: Make an immediate report
Immediately report the adverse test result or other problem to:
- the Ministry of the Environment Spills Action Centre (telephone 1-800-268-6061); the Spills Action Centre is open 24 hours/day and 365 days/year
- your local Medical Officer of Health at the local Public Health Unit, by speaking with someone in person or on the telephone. Contact information for your local Public Health Units can be found in your blue pages or at: www.health.gov.on.ca/english/public/contact/phu/phuloc_mn.html; and
- the operator of each designated facility served by your system, by speaking with someone in person or on the telephone, if that operator is someone other than yourself.

Second: Deliver written notice
Within 24 hours of giving the verbal notice, you must deliver written notice to:
- the Ministry of the Environment’s Spills Action Centre by fax at 1-800-268-6061
- the local Medical Officer of Health by fax or in person
- the operator of a designated facility by fax or in person if that operator is someone other than yourself and
- the interested authority for the designated facility by fax.

Use the Notice of Adverse Test Results and Other Problems available at: www.ene.gov.on.ca/envision/gp/4444e.pdf.

Third: Deliver follow-up notice of corrective action taken
Once you have resolved the issue that gave rise to the adverse test result or other problem, you must submit a Notice of Issue Resolution available at: www.ene.gov.on.ca/envision/gp/4444e.pdf within 7 days of resolution.

The follow-up written notice must summarize the corrective action taken and the results achieved.
- Send the notice to the local Medical Officer of Health, and the Ministry of the Environment’s Spills Action Centre within seven days of resolving the issue.
- Send the notice to the interested authority for the designated facility within 30 days.

Step 7: Take corrective action if you have an adverse test result or other problem
If you are required to report an adverse test result or other problem, not only must you notify the appropriate authorities as stated above, but you must also follow corrective actions to resolve the problem and protect the people who are using your water.

You must follow the proper set of corrective actions following the specified adverse result or problem (refer to the chart beginning on the next page).

You can also contact your local Ministry of the Environment office for further advice on any adverse test results. Visit: www.ene.gov.on.ca/envision/op.html#Reg/Dist for contact information.
THE CORPORATION OF THE COUNTY OF LANARK
BY-LAW NO. 2007-13

What Corrective Actions Must You Take Following Adverse Test Results or Other Problems?
(See schedule 18 of O. Reg. 170/03 for more information)

For systems not currently using chlorine, following any adverse microbiological test results take the corrective action as outlined in the ministry’s Procedure for Corrective Action for Systems Not Currently Using Chlorine (available on the ministry’s web site, www.ene.gov.on.ca/environ/gp/4414e01.pdf).

For systems providing chloramination, please refer to O. Reg. 170/03, sections 18-4 to 18-9 for further details on specific corrective actions to be taken.

IN ALL CASES, YOU MUST CONSULT WITH THE LOCAL MEDICAL OFFICER OF HEALTH AND TAKE ANY ADDITIONAL STEPS THAT ARE DIRECTED

<table>
<thead>
<tr>
<th>Adverse test result or other problem</th>
<th>First Step</th>
<th>Second Step</th>
<th>Third Step</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water not disinfected properly is directed to users</td>
<td>Immediately restore the disinfection.</td>
<td>Immediately take all reasonable steps to notify users to use an alternate source of drinking water or, if no alternate source is available, to bring water to a rapid boil for at least one minute before use.</td>
<td></td>
</tr>
<tr>
<td>If filtration is required, the turbidity in filter effluent is more than 1.0 NTU</td>
<td>Immediately check the turbidity monitoring equipment and correct any problems identified. If no problems are identified immediately backwash the nearest filter upstream of the sample location or immediately replace the filter cartridges or filter elements of the nearest filtration equipment upstream of that location, and immediately review other upstream operational processes and correct any faulty processes identified.</td>
<td>Immediately after the first step resample and test. If resample confirms exceedance, immediately take all reasonable steps to notify users to use an alternate source of drinking water or, if no alternate source is available, to bring water to a rapid boil for at least one minute before use.</td>
<td>Follow the manufacturer's recommendations for servicing the filtration equipment upstream of the location, and flush the distribution system and plumbing.</td>
</tr>
<tr>
<td>If secondary disinfection is required, free chlorine residual is less than 0.05 mg/L</td>
<td>Immediately flush the distribution system and any plumbing, and restore secondary disinfection to ensure a free chlorine residual level of at least 0.05 mg/L is quickly achieved at all points in the affected parts of the distribution system and plumbing.</td>
<td>If 0.05 mg/L of free chlorine residual cannot be quickly achieved at all points in the affected parts, immediately take all reasonable steps to notify users to use an alternate source of drinking water or, if no alternate source is available, to bring water to a rapid boil for at least one minute before use.</td>
<td></td>
</tr>
</tbody>
</table>

Continued on next page
<table>
<thead>
<tr>
<th>Adverse test result or other problem</th>
<th>First Step</th>
<th>Second Step</th>
<th>Third Step</th>
</tr>
</thead>
<tbody>
<tr>
<td>E. coli are detected in a test result from a drinking water sample</td>
<td>Immediately take all reasonable steps to notify users to use an alternate source of drinking water or, if no alternate source is available, to bring water to a rapid boil for at least one minute before use.</td>
<td>Immediately resample and test (see note below).</td>
<td>Maintain the chlorine residual concentration in the affected parts of the system and continue to resample and test until E. coli is no longer detected in 2 consecutive sets of samples taken 24 to 48 hours apart.</td>
</tr>
<tr>
<td>Total coliforms are detected in a test result from a drinking water sample</td>
<td>Resample and test as soon as reasonably possible (see note below).</td>
<td>If resample confirms total coliforms, immediately increase the chlorine dose and flush the distribution system and plumbing to ensure that a free chlorine residual of at least 0.2 mg/L is achieved at all points in the affected parts of the distribution system and plumbing.</td>
<td>Maintain the chlorine residual concentration in the affected parts of the system and continue to resample and test until total coliforms are no longer detected in 2 consecutive sets of samples taken 24 to 48 hours apart.</td>
</tr>
<tr>
<td>Exceedance of a chemical or radiological parameter listed in Schedule 2 or 3 of the Ontario Drinking Water Quality Standards Regulation (O. Reg. 169/03)</td>
<td>Resample and test as soon as reasonably possible (see note below).</td>
<td>If resample confirms exceedence, consult with local Medical Officer of Health on further actions.</td>
<td></td>
</tr>
<tr>
<td>Sodium concentration that exceeds 20 mg/L and a report has not been made in the previous 60 months</td>
<td>Resample and test as soon as reasonably possible (see note below).</td>
<td>If resample confirms exceedence, consult with local Medical Officer of Health on further actions.</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** To “resample and test” for a microbiological parameter, it means that you must immediately collect and transport a set of at least 3 drinking water samples for the parameter which caused the adverse test result to your licensed laboratory for analysis. The first sample must be from the same location as the sample that gave rise to the corrective action. The second sample must be from a location that is a significant distance upstream from the location of the adverse result, where reasonably possible, and the third sample must be from a location that is a significant distance downstream from the adverse result, where reasonably possible.

Unless it is a test conducted on-site, to “resample and test” for a parameter that is not a microbiological parameter, it means that you must collect and transport a water sample for the parameter which caused the adverse water quality from the same location as the sample that gave rise to the corrective action to your licensed laboratory for analysis.
THE CORPORATION OF THE COUNTY OF LANARK
BY-LAW NO. 2007-13

Step 9: Prepare an annual report and retain records

All drinking water systems subject to the Drinking-Water Systems Regulation must prepare an annual report each year, a copy of which must be kept on-site. A copy must also be given to each designated facility served by the system, and if applicable, to each interested authority.

For most systems to which this guide applies, the annual report must cover the period from April 1 of the previous year to March 31 of the current year and must be prepared by May 31 of every year.

Different deadlines may apply to some systems – consult section 11 of O.Reg 170/03 for more information. You can either use the Annual Report template available on the ministry’s website at: www.ene.gov.on.ca/envision/water/sdwa/dwre.htm or create your own template. The annual report must include:

- a description of the drinking water system
- a summary of any adverse test notices
- a summary of all tests and their results
- a summary of any corrective actions undertaken and
- a description of any major expenses for the system.

Keep copies of all the test results from your required samples, every order that applies to the system, and your Engineering Evaluation Report (in addition to your annual report) on-site. You must make them available during normal business hours to the public upon request for a period of two years, free of charge. You must also have a copy of O. Reg. 170/03 available to the public.

Records and reports must be kept for certain time periods for review by Ministry of the Environment inspectors and any professional engineers/hydrogeologists preparing an opinion, report or assessment regarding your system for the purposes identified in O. Reg. 170/03.

- Keep the following for at least two years:
  - Operational test results
  - Microbiological test results and
  - Records of maintenance checks and activities.
- Keep the following for at least six years:
  - Nitrate and Nitrite test results and
  - Annual reports.
- Keep the following for at least 15 years:
  - Inorganic, organic, lead, sodium and fluoride test results
  - Any other chemical or radiological, pesticide, and health-related parameter test results and
  - Engineering evaluation reports.

E: Who can I contact for more information?

- If you would like other guides and fact sheets related to drinking water, please contact the Ministry of the Environment’s Public Information Centre at: 1-800-665-4923 or visit the Ministry of the Environment’s website at: www.ene.gov.on.ca
- You can also sign up for drinking water updates by sending an email to: drinking.water@ene.gov.on.ca and requesting that you be added to the mailing list.
THE CORPORATION OF THE COUNTY OF LANARK
BY-LAW NO. 2007-13

Step 8: Post warning notices of potential problems whenever required

You must post approved Ministry of the Environment-issued warning notices if:

• following adverse test results or other problems you are required to notify users to use an alternate source of drinking water or, if no alternate source is available, to bring water to a rapid boil for at least one minute before use; or

• you are not currently meeting your sampling requirements; or

• you have not yet carried out required corrective actions.

Where to obtain official warning notices

Warning notices must be in a form provided by or approved by the ministry. There are two types of warning notices available from the Ministry of the Environment. Ensure with ministry staff that the proper notice is used.

You can obtain Ministry of the Environment-approved warning notices by calling 1-800-565-4023.

If you have not yet obtained warning notices, you can (as an interim measure) post any sign that states: “Public Notice: Do not drink this water” until you have received the ministry-approved warning notices.

Where to post warning notices

• Warning notices must be posted in prominent locations where they are likely to be seen by those using water from the system.

• Warning notices must also be posted at every entrance to every building or structure that is part of a designated facility.

• If you do not own or operate the designated facility, you do not have to post notices in the designated facility as above, but you must ensure that the operator of the facility is provided with:
  - sufficient copies of the warning notices, and
  - instructions to post the warning notices as above.

• If you fail to post a warning notice at your drinking water system, a provincial officer, public health inspector, or agent of the interested authority may do so instead.

Warning Notices do NOT provide an exemption from testing or corrective action! The warning notices required to be posted are a temporary requirement meant to protect users of the system in the short term. The owner must still comply with testing and corrective action requirements as soon as possible, despite posting the warning notices.
### Recommended Number of Food Guide Servings per Day

<table>
<thead>
<tr>
<th>Age in Years</th>
<th>Children</th>
<th>Teens</th>
<th>Adults</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Girls &amp; Boys</td>
<td>Females</td>
<td>Males</td>
</tr>
<tr>
<td>2-3</td>
<td>3</td>
<td>4</td>
<td>6-7</td>
</tr>
<tr>
<td>4-8</td>
<td>4</td>
<td>6</td>
<td>6-7</td>
</tr>
<tr>
<td>9-13</td>
<td>6</td>
<td>6</td>
<td>6-7</td>
</tr>
<tr>
<td>14-18</td>
<td>7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>19-50</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>51+</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The chart above shows how many Food Guide Servings you need from each of the four food groups every day.

Having the amount and type of food recommended and following the tips in Canada's Food Guide will help:

- Meet your needs for vitamins, minerals and other nutrients
- Reduce your risk of obesity, type 2 diabetes, heart disease, certain types of cancer and osteoporosis
- Contribute to your overall health and vitality
THE CORPORATION OF THE COUNTY OF LANARK
BY-LAW 2007-14

A BY-LAW TO AMEND BY-LAW 2003-04 A BY-LAW TO APPOINT A CHIEF
ADMINISTRATIVE OFFICER FOR THE CORPORATION OF THE COUNTY OF LANARK

WHEREAS, the Municipal Act, 2001, S.O. 2001, c.25, Section 229 provides that a
municipality may appoint a Chief Administrative Officer;

AND WHEREAS, in accordance with Section 5 Subsection 3 of the Municipal Act, S.O. 2001
c.25 municipal powers shall be exercised by by-law;

AND WHEREAS, Peter Wagland was appointed Chief Administrative Officer and the terms
and conditions authorized by By-law 2003-04;

AND WHEREAS, the Council of the Corporation of the County of Lanark deems it necessary
to amend the terms of the agreement authorized by By-law 2003-04;

NOW THEREFORE BE IT RESOLVED THAT, the Council of the Corporation of the County
of Lanark enacts as follows:

1. GENERAL REGULATIONS

   1.1 THAT, Section 3 of By-law 2003-04 be amended to authorize an addendum to
   the agreement with the Chief Administrative Officer, describing the terms of the
   appointment as executed by the Warden and the Clerk on behalf of the
   Corporation.

2. ULTRA VIRES

   Should any sections of this by-law, including any section or part of any schedules
   attached hereto be declared by a court of competent jurisdiction to be ultra vires, the
   remaining sections shall nevertheless remain valid and binding.

3. BY-LAWS AMENDED

   3.1 THAT, Section 3 of By-law 2003-04 is hereby amended.

   3.2 Any By-Law contrary to, or inconsistent with the provisions of this By-Law are
   hereby repealed.
THE CORPORATION OF THE COUNTY OF LANARK
BY-LAW NO. 2007-14

4. EFFECTIVE DATE

This By-Law will come into effect on the day of its passing.

This By-Law read a first and second time this 21st, day of February, 2007
This By-Law read a third time and finally passed this 21st, February, 2007

Cathie Ritchie, Clerk

J.A. (Al) Lunney, Warden
THE CORPORATION OF THE COUNTY OF LANARK
BY-LAW NO. 2007-15


WHEREAS, by Section 5 of the Municipal Act, 2001, S.O. 2001, c. 25, the powers of a municipal corporation are to be exercised by its Council;

AND WHEREAS, Subsection 2 of Section 11 of the Municipal Act, 2001, S.O. 2001, c. 25, the powers of every Council are to be exercised by By-Law;

AND WHEREAS, it is deemed expedient that the proceedings of the Council of the corporation of the county of Lanark at this meeting be confirmed and adopted by By-Law;

NOW THEREFORE BE IT RESOLVED THAT, the Council of the Corporation of the County of Lanark enacts as follows;

1. The action of the Council of the Corporation of the County of Lanark at its meetings held on the 7th and 21st days of February, 2007, in respect of each recommendation contained in the reports of the Committees and each motion and resolution passed and other action taken by the council of the Corporation of the County of Lanark at its meetings is hereby adopted and confirmed as if all such proceedings were expressly embodied in this by-law.

2. The Warden and proper officials of the Corporation of the County of Lanark are hereby authorized and directed to do all things necessary to give effect to the action of the council of the Corporation of the County of Lanark referred to in the preceding section hereof.

3. The Warden and Clerk are authorized and directed to execute all documents necessary in that behalf and to affix thereto the seal of the Corporation of the County of Lanark.

By-Law read a first and second time this 21st day of February, 2007.

By-Law read a third time and finally passed this 21st day of February, 2007.

Cathie Ritchie, Clerk

J.A. (Al) Lunney, Warden

119 of 119