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[First Aid Procedure Standard Template 2023 Edited by Mora Nicholls](#)
[Health and Safety Policy Statement Standard Template 2023 Edited by Mora Nicholls](#)
[HS Responsibilities and Accountabilities Procedures Standard Template 2023 Edited by Mora Nicholls](#)
[Workplace Violence and Harassment Policy Statement Standard Template 2023 Edited by Mora Nicholls](#)
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MINUTES
Regular Council
Deseronto Town Hall
Wednesday, May 10, 2023
6:30 PM

PRESENT: Mayor Dan Johnston, Deputy Mayor Steven Everhardus, Councillor Norman Clark, Councillor Kevin Smith, and Councillor Jamie Zieman

REGRETS:

STAFF PRESENT: Town Manager Rob Hedley, Clerk Gail Maracle, and Treasurer Mora Nicholls

1. CALL TO ORDER

1.1. Mayor Johnston called the May 10, 2023 Regular meeting of Council to order at 6:30 pm.

2. ADOPTION OF AGENDA

Resolution 18-23-01

Moved by Deputy Mayor Steven Everhardus
 Seconded by Councillor Norman Clark

THAT the agenda for the May 10, 2023 Regular Council meeting be accepted with the following changes:

- add item 11.2 Association of Ontario Road Supervisors
- add item 113. Large tree at library parking lot
- addition of a legal issue in closed session
- move the OCWA contract from Closed Session to 12.3 and 15.2 in Open Session

Carried

3. DISCLOSURE OF PECUNIARY INTEREST

None noted

4. APPROVAL OF MINUTES

4.1. Minutes of the April 26, 2023 Regular Council Meeting

Resolution 18-23-02

Moved by Councillor Kevin Smith
 Seconded by Councillor Norman Clark

THAT the minutes of the April 26, 2023 Regular meeting of Council be approved as presented.

Carried

5. DEPUTATIONS/PRESENTATIONS

6. UNFINISHED BUSINESS

- 6.1. Public works equipment list & details
- 6.2. Tree Canopy
- 6.3. Derelict properties - how others handle
 The Town Manager advised that he will have 3 draft by-laws for the first meeting in June
- 6.4. Report on OCIF projects/funding

Resolution 18-23-03

Moved by Deputy Mayor Steven Everhardus
 Seconded by Councillor Jamie Zieman

THAT staff come back to the next meeting of Council with definite prices to retrofit and to replace the Mill & Maple lift station.

Carried

Resolution 18-23-04

Moved by Deputy Mayor Steven Everhardus
Seconded by Councillor Norman Clark

THAT Council receive the various pricing estimates for OCIF projects.

Carried

7. VARIANCE REPORT

8. APPROVAL OF ACCOUNTS

8.1. Schedule of Accounts

Resolution 18-23-05

Moved by Councillor Kevin Smith
Seconded by Councillor Norman Clark

THAT Schedule of Accounts numbered 8-2023 in the amount of \$165,085.14 be approved for payment.

Carried

9. STAFF REPORTS

9.1. Community Centre Outdoor Sports Pad

Resolution 18-23-06

Moved by Deputy Mayor Steven Everhardus
Seconded by Councillor Jamie Zieman

THAT staff obtain more detailed information and a definite price on the sports pad coating;
AND FURTHER THAT the Town Manager look into obtaining a grant to cover the cost of the coating.

Carried

9.2. Treasurer's Report on WSIB topics

Resolution 18-23-07

Moved by Deputy Mayor Steven Everhardus
Seconded by Councillor Jamie Zieman

THAT the Management Team review the policies, make the necessary changes as requested by Council and/or staff and bring back to the next meeting of Council.

Carried

9.3. Report from the Pubic Works Supervisor

Resolution 18-23-08

Moved by Deputy Mayor Steven Everhardus
Seconded by Councillor Jamie Zieman

THAT the Pubic Works Supervisor's report be received by Council.

Carried

10. COMMITTEE/BOARD MEETING MINUTES

10.1. Minutes of the By-Law Enforcement Services Board meeting of November 28, 2022

- 10.2. Minutes of the By-Law Enforcement Services Board meeting of January 26, 2023
- 10.3. Minutes of the Building Inspection Services Board meeting of February 23, 2023

Resolution 18-23-09

Moved by Councillor Norman Clark
Seconded by Councillor Jamie Zieman

THAT the minutes of the November 28, 2022 and January 26, 2023 By-law Enforcement Services Board and the February 23, 2023 Building Inspections Services Board be received by Council.

Carried

11. ACTION ITEMS

- 11.1. Communications Protocol

Resolution 18-23-10

Moved by Deputy Mayor Steven Everhardus
Seconded by Councillor Kevin Smith

THAT the map be redacted and that a discussion take place on the process to hook up additional connections.

Carried

- 11.2. Letter from the Association of Ontario Roads Supervisors

Resolution 18-23-11

Moved by Deputy Mayor Steven Everhardus
Seconded by Mayor Dan Johnston

THAT Council direct staff to send a congratulatory letter to M. Humphreys on obtaining his Associate Road Supervisor certification;
AND FURTHER THAT the Clerk inquire which courses M. Humphreys had to take to obtain the designation.

Carried

- 11.3. Large tree at library parking lot

Resolution 18-23-12

Moved by Deputy Mayor Steven Everhardus
Seconded by Councillor Kevin Smith

THAT staff remedy the large Manitoba maple tree that is causing an issue in the library parking lot.

Carried

12. INFORMATION ITEMS

- 12.1. Hastings County Council report of April 25, 2023
- 12.2. Emergency Management 2022 Compliance Results

Resolution 18-23-13

Moved by Councillor Norman Clark
Seconded by Councillor Jamie Zieman

THAT items 12.1 and 12.2 be received by Council.

Carried

- 12.3. Ontario Clean Water Agency (OCWA) contract

Resolution 18-23-14

Moved by Deputy Mayor Steven Everhardus
Seconded by Councillor Norman Clark

THAT the Town enter into a three month emergency contract with the Ontario Clean Water Agency (OCWA)

Carried

13. NEW BUSINESS

14. NOTICES OF MOTION

15. BY-LAWS

- 15.1. By-law XX-2023 to enter into a contract with R. Morden Engineering and Contracting Ltd. for the Deseronto Community Centre upgrades

Resolution 18-23-15

Moved by Deputy Mayor Steven Everhardus
Seconded by Councillor Jamie Zieman

THAT By-law XX-2023, being a by-law to enter into a contract with R. Morden Engineering and Contracting Ltd., having been read a first and second time, for discussion purposes.

Resolution 18-23-16

Moved by Deputy Mayor Steven Everhardus
Seconded by Councillor Kevin Smith

THAT staff ensure that all lines in the contract are either filled in or crossed out and it has been examined by our legal team;
FURTHER THAT Council would like to see protection about time and cost overages built into the contract;
AND FURTHER THAT Council direct staff to have Chris Morden attend the next meeting of Council;

Carried

- 15.2. By-law 31-2023 to enter into a contract with the Ontario Clean Water Agency

Resolution 18-23-17

Moved by Deputy Mayor Steven Everhardus
Seconded by Councillor Norman Clark

THAT By-law 31-2023, being a by-law to enter into an emergency three month contract with the Ontario Clean Water Agency, having been read a first, second and third time, be assigned a number and finally passed this 10th day of May 2023.

Carried

16. ANNOUNCEMENTS

17. CLOSED SESSION

- 17.1. Closed Session Items Under Section 239
2(b) personal matters about an identifiable individual, including municipal or local board employees,
2(f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

Resolution 18-23-18

Moved by Deputy Mayor Steven Everhardus
Seconded by Councillor Norman Clark

THAT Council rise at 8:15 pm, under Section 239 of the Municipal Act and move into Closed Session to discuss two matters; one under 2(b) personal matters about an identifiable individual, including municipal or local board employees, and one under 2(f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

Carried

18. INSTRUCTION TO STAFF

Resolution 18-23-19

Moved by Councillor Norman Clark
Seconded by Councillor Kevin Smith

THAT staff follow the direction of Council as discussed in Closed Session.

Carried

19. BY-LAW TO CONFIRM THE PROCEEDINGS OF COUNCIL

19.1. By-law 32-2023 to confirm the proceedings of Council for May 10, 2023

Resolution 18-23-20

Moved by Deputy Mayor Steven Everhardus
Seconded by Councillor Kevin Smith

THAT By-law 32-2023, being a by-law to confirm the proceedings of the May 10, 2023 Regular Council meeting, having been read a first, second and third time, be assigned a number and finally passed this 10th day of May 2023.

Carried

20. ADJOURNMENT

Resolution 18-23-21

Moved by Councillor Kevin Smith

THAT the May 10, 2023 Regular Council meeting be adjourned.

Carried

Mayor

Clerk

START

ASSOCIATE

ARS

CRS

ASSOCIATE ROAD SUPERVISOR

- ▶ Successfully completed T.J. Mahony Road School courses (Construction and Maintenance) **OR**
- ▶ Three (3) years of significant roads related supervisory experience but has not completed T.J. Mahony Road School courses.

CERTIFIED ROAD SUPERVISOR (CRS)

- ▶ Successfully completed both sections of T.J. Mahony Road School (Construction and Maintenance) **OR** successfully taken the challenge exam through AORS; **AND**
- ▶ Successfully completed the PWLDP modules (minimum passing grade 70%): Local Government, Leadership & Supervision, and Customer Service; **AND**
- ▶ A minimum of three (3) years significant roads related supervisory experience.

CRS ACCREDITATION

WE'VE BUILT A SOLID CAREER ROAD FOR YOU!

Certified Road Supervisors (CRS) are distinctive from other public works personnel. They've demonstrated undeniable expertise in the Public Works industry to co-workers, employers, and—most importantly—to themselves.

YOUR CERTIFICATION

AORS → EXPERTISE →

CRS I

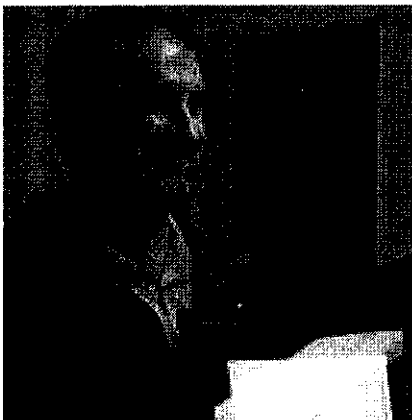
CRS S

CERTIFIED ROAD SUPERVISOR— INTERMEDIATE (CRS-I)

- ▶ Satisfied the CRS requirements; **AND**
- ▶ Successfully completed two mandatory C.S. Anderson Road School Courses: Managing Human Resources **OR** Effective Management **AND**
- ▶ Successfully completed Municipal Health and Safety; **AND**
- ▶ Successfully completed one approved specialized course of your choice; **AND**
- ▶ Successfully completed the PWLDP modules (minimum passing grade 70%): Financial Management and Talent Management; **AND**
- ▶ A minimum of five (5) years significant roads related supervisory experience.

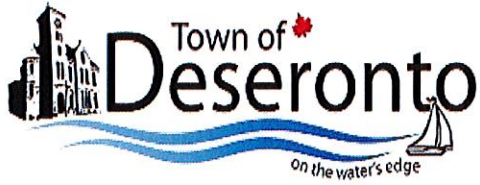
CERTIFIED ROAD SUPERVISOR— SENIOR (CRS-S)

- ▶ Satisfied the CRS and CRS-I requirements; **AND**
- ▶ Successfully completed mandatory course: Basic Report Writing and Presentation Skills (C.S. Anderson Road School); **AND**
- ▶ Successfully completed the PWLDP modules (minimum passing grade 70%): Process Management, Continuous Improvement and Communications; **AND**
- ▶ Successfully completed two other approved Technical/Management courses of your choice; **AND**
- ▶ A minimum of seven (7) years significant roads related supervisory experience.



“Acquiring my CRS-S has been a great tool for my professional development. The required courses and experience have helped me in many ways. I would recommend to anyone considering getting the accreditation that they work their way to CRS-S.”

Perry Kelly CRS-S, Manager of Public Works, Town of Bancroft



2023-05-24

**Corporation of the
TOWN OF DESERONTO**

Schedule of Accounts No. **9-2023**

Moved by: _____

Seconded by _____

"That Schedule of Accounts Numbered **9-2023**
be approved in the amount of \$ 128,109.04

Carried.

BREAKDOWN OF SCHEDULE OF ACCOUNTS

ACCOUNTS PAYABLES
See Attached List

	<u>BATCH</u>		<u>AMOUNT</u>
	2023-00062	\$	88,666.90
	2023-00063	\$	24.72
	2023-00067	\$	39,417.42

TOTAL SCHEDULE OF ACCOUNTS NO. **9-2023** Total **\$ 128,109.04**

Report Date
2023-05-12 11:45 AM

Town of Deseronto
List of Accounts for Approval
As of 2023-05-12
Batch: 2023-00062

Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
Bank Code: GEN - General					
Computer Cheques:					
2975	2023-05-12	1966780 Ontario Inc.	BLD Permit Dep Refund		
	21-21-32 BLD	10-00-00-21805 - Deposits - Road	BLD Permit Dep Refund	700.00	700.00
	21-016 RD	10-00-00-21805 - Deposits - Road	Bld Permit Dep Refund	700.00	700.00
				Payment Total:	1,400.00
2976	2023-05-12	4S Consulting Services Inc	Safety Boards/Green Books		
	4230813	10-10-12-43720 - Admin - Occ. H	Safety Boards/Green Books	671.62	
		10-00-00-12103 - Federal Rebate	HST Tax Code	33.00	
		10-00-00-12104 - Provincial Rebat	HST Tax Code	41.18	745.80
2977	2023-05-12	Bell Mobility	May cell phone bills		
	April2023	10-10-12-43150 - Admin - Telephc	May cell phone bills	112.30	
		15-40-41-43150 - W & S - Telephc	May cell phone bills	72.45	
		10-30-31-43150 - Roads - Telephc	May cell phone bills	108.02	
		10-80-83-43150 - Arena -Telephor	May cell phone bills	35.00	
		10-95-95-43150 - Transit- -Teleph	May cell phone bills	70.00	
		10-00-00-12103 - Federal Rebate	HST Tax Code	14.39	
		10-00-00-12104 - Provincial Rebat	HST Tax Code	17.96	
		10-00-00-12101 - ITC Receivable	HST-ITC Tax Code	5.25	
		10-00-00-12101 - ITC Receivable	HST-ITC Tax Code	8.41	443.78
2978	2023-05-12	Caduceon Enterprises	Testing April		
	I23-002624	15-40-41-44745 - Water - Lab An	Testing April	796.75	
		10-00-00-12103 - Federal Rebate	HST Tax Code	39.15	
		10-00-00-12104 - Provincial Rebat	HST Tax Code	48.86	884.76
	I23000895	15-40-41-44745 - Water - Lab An	Testing March	664.31	
		10-00-00-12103 - Federal Rebate	HST Tax Code	32.64	
		10-00-00-12104 - Provincial Rebat	HST Tax Code	40.74	737.69
	I23-004258	15-40-41-44745 - Water - Lab An	Testing May	771.76	
		10-00-00-12103 - Federal Rebate	HST Tax Code	37.92	
		10-00-00-12104 - Provincial Rebat	HST Tax Code	47.32	857.00
	I23-000557	15-40-41-44745 - Water - Lab An	Testing February	664.40	
		10-00-00-12103 - Federal Rebate	HST Tax Code	32.65	
		10-00-00-12104 - Provincial Rebat	HST Tax Code	40.74	737.79
	I23-002625	15-40-41-44741 - Wastewater - L	Testing April	1,709.54	
		10-00-00-12103 - Federal Rebate	HST Tax Code	84.00	
		10-00-00-12104 - Provincial Rebat	HST Tax Code	104.83	1,898.37
	I23-004259	15-40-41-44741 - Wastewater - L	Testing May	1,501.00	
		10-00-00-12103 - Federal Rebate	HST Tax Code	73.75	
		10-00-00-12104 - Provincial Rebat	HST Tax Code	92.05	1,666.80

Report Date
2023-05-12 11:45 AM

Town of Deseronto
List of Accounts for Approval
As of 2023-05-12
Batch: 2023-00062

Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
123-001290		15-40-41-44741 - Wastewater - Le Testing Mar		920.13	
		10-00-00-12103 - Federal Rebate HST Tax Code		45.21	
		10-00-00-12104 - Provincial Rebat HST Tax Code		56.43	1,021.77
123-000556		15-40-41-44745 - Water - Lab Ana Testing Feb		639.85	
		10-00-00-12103 - Federal Rebate HST Tax Code		31.44	
		10-00-00-12104 - Provincial Rebat HST Tax Code		39.23	710.52
				Payment Total:	8,514.70
2979 14077	2023-05-12	Canadian Tire	Vehicle ramps		
		10-95-95-43600 - Transit - R & M I Vehicle ramps		122.10	
		10-00-00-12103 - Federal Rebate HST Tax Code		6.00	
		10-00-00-12104 - Provincial Rebat HST Tax Code		7.49	135.59
2980 4155018552	2023-05-12	Cintas Canada Limited	Mat Rental Arena x2		
		10-80-83-43180 - Arena -Outside : Mat Rental Arena x2		58.22	
		10-00-00-12101 - ITC Receivable HST-ITC Tax Code		2.91	
		10-00-00-12101 - ITC Receivable HST-ITC Tax Code		4.66	65.79
2981 4323	2023-05-12	Congers Plumbing	Washrooms at Cen Park Work		
		10-80-81-43300 - Parks - Building Washrooms at Cen Park Wor		1,040.07	
		10-00-00-12103 - Federal Rebate HST Tax Code		51.10	
		10-00-00-12104 - Provincial Rebat HST Tax Code		63.78	1,154.95
2982 Marks2023	2023-05-12	Dubeau, Fred	Gloves, Boots, Shirt		
		15-40-41-43710 - W & S - Uniform Gloves, Boots, Shirt		369.35	
		10-00-00-12103 - Federal Rebate HST Tax Code		18.15	
		10-00-00-12104 - Provincial Rebat HST Tax Code		22.65	410.15
2983 22-2114-104	2023-05-12	Ecovue Consulting Services Inc	Tiny Homes Policy Review		
		10-90-91-44200 - Plan & Develop Tiny Homes Policy Rev		549.50	
		10-00-00-12103 - Federal Rebate HST Tax Code		27.00	
		10-00-00-12104 - Provincial Rebat HST Tax Code		33.70	610.20
22-2114-506		10-00-00-12591 - A/R Planning	Park St Subdivision	607.38	607.38
22-2114-212		10-90-91-44200 - Plan & Develop	Final Zoning By-law Updat	2,348.65	
		10-00-00-12103 - Federal Rebate HST Tax Code		115.40	
		10-00-00-12104 - Provincial Rebat HST Tax Code		144.02	2,608.07
				Payment Total:	3,825.65
2984 Apr2023Sewage	2023-05-12	Enbridge Gas	Billing Per Apr5-May2		
		15-40-41-50302 - Waterwater Hea	Billing Per Apr5-May2	29.38	
		15-40-41-50302 - Waterwater Hea	Billing Per Apr5-May2	6.79	
		10-00-00-12103 - Federal Rebate HST Tax Code		1.44	
		10-00-00-12104 - Provincial Rebat HST Tax Code		1.80	39.41
Apr2023OfficeRd		10-30-31-43430 - Roads - Heat	Billing Per Apr-May2	294.98	

Town of Deseronto
List of Accounts for Approval
As of 2023-05-12
Batch: 2023-00062

Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
		10-30-31-43430 - Roads - Heat	Billing Per Apr-May2	6.41	
		10-00-00-12103 - Federal Rebate	HST Tax Code	14.49	
		10-00-00-12104 - Provincial Rebat	HST Tax Code	18.09	333.97
Apr2023Fire		10-20-21-43430 - Fire - Heat	Billing Per Apr5-May2	232.31	
		10-20-21-43430 - Fire - Heat	Billing Per Apr5-May2	8.60	
		10-00-00-12103 - Federal Rebate	HST Tax Code	11.41	
		10-00-00-12104 - Provincial Rebat	HST Tax Code	14.24	266.56
Apr2023Townhall		10-10-12-43430 - Admin - Gas	Billing Per Apr5-May2	73.70	
		10-10-12-43430 - Admin - Gas	Billing Per Apr5-May2	8.35	
		10-00-00-12103 - Federal Rebate	HST Tax Code	3.62	
		10-00-00-12104 - Provincial Rebat	HST Tax Code	4.52	90.19
Apr2023Water		15-40-41-43430 - Water Heat	Billing Per Apr5-May2	759.01	
		15-40-41-43430 - Water Heat	Billing Per Apr5-May2	28.19	
		10-00-00-12103 - Federal Rebate	HST Tax Code	37.29	
		10-00-00-12104 - Provincial Rebat	HST Tax Code	46.54	871.03
Apr2023Transit		10-30-31-43430 - Roads - Heat	Billing Per Apr5-May2	180.70	
		10-95-95-43430 - Transit - Heat	Billing Per Apr5-May2	90.33	
		10-00-00-12103 - Federal Rebate	HST Tax Code	13.32	
		10-00-00-12104 - Provincial Rebat	HST Tax Code	16.62	300.97
				Payment Total:	1,902.13
2985	2023-05-12	2384575 Ontario Inc	Vac truck emer pump Maple St		
5734		15-40-41-43601 - Wastewater - Cr	Vac truck emer pump Maple	1,933.44	
		10-00-00-12103 - Federal Rebate	HST Tax Code	95.00	
		10-00-00-12104 - Provincial Rebat	HST Tax Code	118.56	2,147.00
2986	2023-05-12	Gray's IDA Drug Store	ice river distilled		
407171		15-40-41-43640 - W & S - Lab Eqi	ice river distilled	3.78	3.78
392067		15-40-41-43640 - W & S - Lab Eqi	Water x2	14.98	14.98
				Payment Total:	18.76
2987	2023-05-12	Hydro One Networks Inc	Billing Period Mar31-May2		
Apr2023MBQ		15-40-41-43410 - Water - Hydro	Billing Period Mar31-May2	44.33	
		15-40-41-43410 - Water - Hydro	Billing Period Mar31-May2	5.10	
		10-00-00-12103 - Federal Rebate	HST Tax Code	2.18	
		10-00-00-12104 - Provincial Rebat	HST Tax Code	2.71	44.12
Apr2023NPW		10-30-31-43410 - Roads - Hydro	Billing Period Mar30-Apr3	188.87	
		10-30-31-43410 - Roads - Hydro	Billing Period Mar30-Apr3	21.72	
		10-00-00-12103 - Federal Rebate	HST Tax Code	9.28	
		10-00-00-12104 - Provincial Rebat	HST Tax Code	11.58	188.01
Apr2023Canteen		10-80-81-43410 - Parks - Hydro	Billing Period Mar31-May2	56.29	
		10-80-81-43410 - Parks - Hydro	Billing Period Mar31-May2	6.48	

Report Date
2023-05-12 11:45 AM

Town of Deseronto
List of Accounts for Approval
As of 2023-05-12
Batch: 2023-00062

Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
		10-00-00-12103 - Federal Rebate	HST Tax Code	2.77	
		10-00-00-12104 - Provincial Rebate	HST Tax Code	3.46	56.04
Apr2023Edmon316		10-20-21-43410 - Fire - Hydro		159.11	
		10-20-21-43410 - Fire - Hydro	Billing Period Mar31-May2	18.29	
		10-00-00-12103 - Federal Rebate	HST Tax Code	7.82	
		10-00-00-12104 - Provincial Rebate	HST Tax Code	9.76	158.40
Apr2023Townhall		10-10-12-43410 - Admin - Hydro	Billing Period Mar31-May2	272.79	
		10-10-12-43410 - Admin - Hydro	Billing Period Mar31-May2	31.36	
		10-00-00-12103 - Federal Rebate	HST Tax Code	13.40	
		10-00-00-12104 - Provincial Rebate	HST Tax Code	16.73	271.56
Apr2023Transit		10-30-31-43410 - Roads - Hydro	Billing Period Mar31-May2	89.68	
		10-95-95-43410 - Transit- -Hydro	Billing Period Mar31-May2	44.85	
		10-30-31-43410 - Roads - Hydro	Billing Period Mar31-May2	10.31	
		10-95-95-43410 - Transit- -Hydro	Billing Period Mar31-May2	5.16	
		10-00-00-12103 - Federal Rebate	HST Tax Code	6.61	
		10-00-00-12104 - Provincial Rebate	HST Tax Code	8.25	133.92
				Payment Total:	852.05
2988	2023-05-12	R. Morden Engineering	Final Design		
22-26-04		10-80-83-49100 - Arena -Capital E	Final Design	11,703.95	
		10-00-00-12101 - ITC Receivable	HST-ITC Tax Code	585.20	
		10-00-00-12101 - ITC Receivable	HST-ITC Tax Code	936.31	13,225.46
22-26-03		10-80-83-49100 - Arena -Capital E	Storage Rm Reno Pay #1	27,227.35	
		10-00-00-12101 - ITC Receivable	HST-ITC Tax Code	1,361.37	
		10-00-00-12101 - ITC Receivable	HST-ITC Tax Code	2,178.18	30,766.90
				Payment Total:	43,992.36
2989	2023-05-12	The Napanee Beaver	Yard sale & freecycle day ad		
162084		10-90-92-43825 - Econ Dev- Sunc	Yard sale & freecycle day	245.24	
		10-00-00-12103 - Federal Rebate	HST Tax Code	12.05	
		10-00-00-12104 - Provincial Rebate	HST Tax Code	15.04	272.33
2990	2023-05-12	Newnham Enterprises	Supply instal window and sweep		
3900		10-20-21-43300 - Fire - Building M	Supply instal window and	447.74	
		10-00-00-12103 - Federal Rebate	HST Tax Code	22.00	
		10-00-00-12104 - Provincial Rebate	HST Tax Code	27.46	497.20
2991	2023-05-12	Quadient Leasing Canada Ltd.	June's Payment # 47		
6285902		10-10-12-43140 - Admin - Postage	June's Payment # 47	136.06	
		10-00-00-12103 - Federal Rebate	HST Tax Code	6.69	
		10-00-00-12104 - Provincial Rebate	HST Tax Code	8.34	151.09
2992	2023-05-12	Reliance Home Comfort	Billing Period Apr4-May1		
April2023		10-80-83-43650 - Fitness Centre E	Billing Period Apr4-May1	141.02	

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		10-00-00-12101 - ITC Receivable	HST-ITC Tax Code	7.05	
		10-00-00-12101 - ITC Receivable	HST-ITC Tax Code	11.28	159.35
2993	2023-05-12	Uline Canada Corporation	Gloves,vapor combo,face resp		
12216138		15-40-41-44755 - W & S - Safety	Gloves,vapor combo,face r	1,457.81	
		10-00-00-12103 - Federal Rebate	HST Tax Code	71.63	
		10-00-00-12104 - Provincial Rebat	HST Tax Code	89.40	1,618.84
2994	2023-05-12	Ultramar	Fuel 588.90L		
20069		10-30-31-43209 - Roads Materials	Fuel 588.90L	869.65	
		10-00-00-12103 - Federal Rebate	HST Tax Code	42.73	
		10-00-00-12104 - Provincial Rebat	HST Tax Code	53.33	965.71
2995	2023-05-12	Universal Supply Group	Commercial battery For Generat		
882-70435		15-40-41-43603 - Wastewater - Tr	Commercial battery Genato	722.35	
		10-00-00-12103 - Federal Rebate	HST Tax Code	35.49	
		10-00-00-12104 - Provincial Rebat	HST Tax Code	44.30	802.14
882-704036		15-40-41-43603 - Wastewater - Tr	Commercial battery Genera	722.35	
		10-00-00-12103 - Federal Rebate	HST Tax Code	35.49	
		10-00-00-12104 - Provincial Rebat	HST Tax Code	44.30	802.14
042923		15-40-41-43603 - Wastewater - Tr	interest for 704035/036	32.09	32.09
				Payment Total:	1,636.37
2996	2023-05-12	Waste Connection of Canada In	Curbside PU April		
7150-0000419627		10-40-43-44750 - Contract Service	Curbside PU April	5,517.08	
		10-40-43-44730 - Waste Contract	Residential waste pick-up	8,824.29	
		10-00-00-12103 - Federal Rebate	HST Tax Code	704.67	
		10-00-00-12104 - Provincial Rebat	HST Tax Code	879.42	15,925.46
7150-0000420388		10-80-83-44400 - Arena -Waste C	Bins PU April	303.22	
		15-40-41-44400 - W & S - Waste	(Bins PU April	239.41	
		10-30-31-44400 - Roads - Waste	(Bins PU April	239.42	
		10-00-00-12103 - Federal Rebate	HST Tax Code	23.53	
		10-00-00-12104 - Provincial Rebat	HST Tax Code	29.35	
		10-00-00-12101 - ITC Receivable	HST-ITC Tax Code	15.16	
		10-00-00-12101 - ITC Receivable	HST-ITC Tax Code	24.26	874.35
				Payment Total:	16,799.81
Other:					
25-Man	2023-05-05	Foss National Leasing	Gas Charges Mar/Apr, 2023		
May 5/23		10-30-31-43209 - Roads Materials	Gas Charges Mar/Apr, 2023	291.40	
		10-30-31-43209 - Roads Materials	Gas Charges Mar/Apr, 2023	4.51-	
		15-40-41-43201 - W & S - Gas & C	Gas Charges Mar/Apr, 2023	583.14	
		15-40-41-43201 - W & S - Gas & C	Gas Charges Mar/Apr, 2023	9.14-	
		10-00-00-12103 - Federal Rebate	HST Tax Code	42.97	
		10-00-00-12104 - Provincial Rebat	HST Tax Code	53.63	957.49

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				Total for GEN:	88,666.90

Certified Correct This May 12, 2023

Mayor



Treasurer

Report Date
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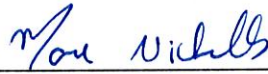
Bank Code: GEN - General

Computer Cheques:

2997	2023-05-12	Fastenal	HCS 3/8-16x2.5		
ONBEL218266	Accrual	10-30-31-43320 - Roads - Building	HCS 3/8-16x2.5	22.26	
		10-00-00-12103 - Federal Rebate	HST Tax Code	1.09	
		10-00-00-12104 - Provincial Rebat	HST Tax Code	1.37	24.72
				<hr/>	
				Total for GEN:	24.72

Certified Correct This May 12, 2023

Mayor



Treasurer

Report Date
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Bank Code: GEN - General					
Computer Cheques:					
2997	2023-05-18	Fastenal	HCS 3/8-16x2.5		
ONBEL218266	Accrua	10-30-31-43320 - Roads - Building	HCS 3/8-16x2.5	22.26	
		10-00-00-12103 - Federal Rebate	HST Tax Code	1.09	
		10-00-00-12104 - Provincial Rebat	HST Tax Code	1.37	24.72
2998	2023-05-18	Battlefield Equipment Rental	Gloves x12		
23225959		10-30-31-43320 - Roads - Building	Gloves x12	60.44	
		10-00-00-12103 - Federal Rebate	HST Tax Code	2.97	
		10-00-00-12104 - Provincial Rebat	HST Tax Code	3.71	67.12
2999	2023-05-18	Bayview Variety	Fuel for April		
April2023		10-95-95-43201 - Transit- Gas and	Fuel for April	4,362.22	4,362.22
3000	2023-05-18	B.M.R. Mfg. Inc.	No Parking Signs x12		
400107		10-30-31-43207 - Roads Materials	No Parking Signs x12	157.03	
		10-00-00-12103 - Federal Rebate	HST Tax Code	7.72	
		10-00-00-12104 - Provincial Rebat	HST Tax Code	9.63	174.38
3001	2023-05-18	ChoiceCom Networks & Comm.	Billing Period May15-June15		
135498		10-10-12-43130 - Admin - Photoco	Billing Period May15-June	435.03	
		10-00-00-12103 - Federal Rebate	HST Tax Code	21.38	
		10-00-00-12104 - Provincial Rebat	HST Tax Code	26.68	483.09
3002	2023-05-18	Congers Plumbing	Washrooms at Cen Park Work		
4323		10-80-81-43300 - Parks - Building	Washrooms at Cen Park Wor	1,040.07	
		10-00-00-12103 - Federal Rebate	HST Tax Code	51.10	
		10-00-00-12104 - Provincial Rebat	HST Tax Code	63.78	1,154.95
credit4323		10-80-81-43300 - Parks - Building	Canceliing 4323	1,040.07-	
		10-00-00-12103 - Federal Rebate	HST Tax Code	51.10-	
		10-00-00-12104 - Provincial Rebat	HST Tax Code	63.78-	1,154.95-
4323.		10-80-81-43300 - Parks - Building	Washrooms at Cen park wor	1,175.28	
		10-00-00-12103 - Federal Rebate	HST Tax Code	57.75	
		10-00-00-12104 - Provincial Rebat	HST Tax Code	72.06	1,305.09
			Payment Total:		1,305.09
3003	2023-05-18	Deerhaven Farm & Garden	Multitple filters		
P36287		Issued To: John Deere Financial Inc.			
		10-80-81-43600 - Parks - R & M E	Multitple filters	109.86	
		10-00-00-12103 - Federal Rebate	HST Tax Code	5.40	
		10-00-00-12104 - Provincial Rebat	HST Tax Code	6.73	121.99
3004	2023-05-18	Enbridge Gas	Billing Per Apr6-May5		
Apr2023Arena		10-80-83-43430 - Arena -Heat	Billing Per Apr6-May5	880.95	

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		10-00-00-12101 - ITC Receivable	HST-ITC Tax Code	44.05	
		10-00-00-12101 - ITC Receivable	HST-ITC Tax Code	70.47	995.47
3005	2023-05-18	Grand & Toy Limited	Cards Stock Papaer,Tape,binder		
T957743		10-10-12-43110 - Admin - Office S	Cards Stock Pa,Tape,binde	220.97	
		10-00-00-12103 - Federal Rebate	HST Tax Code	10.86	
		10-00-00-12104 - Provincial Rebat	HST Tax Code	13.55	245.38
3006	2023-05-18	Hach Sales & Service Canada	Portable PH/ORP meter		
321930		15-40-41-43602 - Water - Distribut	Portable PH/ORP meter	1,264.47	
		10-00-00-12103 - Federal Rebate	HST Tax Code	62.13	
		10-00-00-12104 - Provincial Rebat	HST Tax Code	77.54	1,404.14
3007	2023-05-18	Hydro One Networks Inc	Billing Period Mar28-Apr26		
Apr2023Sewer		15-40-41-43411 - Wastewater - H ₂ O	Billing Period Mar28-Apr2	7,820.68	
		10-00-00-12103 - Federal Rebate	HST Tax Code	384.27	
		10-00-00-12104 - Provincial Rebat	HST Tax Code	479.57	8,684.52
Apr2023Fourth		15-40-41-43411 - Wastewater - H ₂ O	Billing Period Apr2-May4	56.22	
		15-40-41-43411 - Wastewater - H ₂ O	Billing Period Apr2-May4	6.46	
		10-00-00-12103 - Federal Rebate	HST Tax Code	2.76	
		10-00-00-12104 - Provincial Rebat	HST Tax Code	3.45	55.97
Apr2023First		15-40-41-43411 - Wastewater - H ₂ O	Billing Period Apr4-May4	244.50	
		15-40-41-43411 - Wastewater - H ₂ O	Billing Period Apr4-May4	28.10	
		10-00-00-12103 - Federal Rebate	HST Tax Code	12.01	
		10-00-00-12104 - Provincial Rebat	HST Tax Code	14.99	243.40
Apr2023Maple		15-40-41-43411 - Wastewater - H ₂ O	Billing Period Apr4-May4	170.09	
		15-40-41-43411 - Wastewater - H ₂ O	Billing Period Apr4-May4	19.56	
		10-00-00-12103 - Federal Rebate	HST Tax Code	8.36	
		10-00-00-12104 - Provincial Rebat	HST Tax Code	10.43	169.32
				Payment Total:	9,153.21
3008	2023-05-18	Kemira Water Solutions	24,228.82LB bulk liquid		
9019227687		15-40-41-43660 - Water - Chemic	24,228.82LB bulk liquid	11,339.99	
		10-00-00-12103 - Federal Rebate	HST Tax Code	557.19	
		10-00-00-12104 - Provincial Rebat	HST Tax Code	695.38	12,592.56
3009	2023-05-18	McDougall Insurance Brokers	Intact public entities		
9245		10-10-12-43900 - Admin - Insuran	Intact public entities	3,094.20	3,094.20
3010	2023-05-18	Napanee Home Hardware	sponges,brush,soap, etc		
214988		15-40-41-43110 - W & S - Supplie	sponges,brush,soap, etc	30.06	
		10-00-00-12103 - Federal Rebate	HST Tax Code	1.48	
		10-00-00-12104 - Provincial Rebat	HST Tax Code	1.84	33.38
215015		15-40-41-43300 - W & S - Building	key, kwikset	12.17	
		10-00-00-12103 - Federal Rebate	HST Tax Code	0.60	

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		10-00-00-12104 - Provincial Rebat	HST Tax Code	0.74	13.51
				Payment Total:	46.89
3011 388149	2023-05-18	Outpost Packaging Ltd	Black garbage bags-roads		
		10-80-81-43200 - Parks - Material	Black garbage bags-roads	409.56	
		10-00-00-12103 - Federal Rebate	HST Tax Code	20.12	
		10-00-00-12104 - Provincial Rebat	HST Tax Code	25.12	454.80
387706		10-80-81-43200 - Parks - Material	black bags, blue towels	542.01	
		10-00-00-12103 - Federal Rebate	HST Tax Code	26.63	
		10-00-00-12104 - Provincial Rebat	HST Tax Code	33.24	601.88
				Payment Total:	1,056.68
3012 bigitem2023	2023-05-18	Petty Cash	Float for large item day		
		10-00-00-10101 - Arena - Bar Flo	Float for large item day	500.00	500.00
3013 453361811	2023-05-18	Purolator Inc	Shipment May 4th		
		10-10-12-43140 - Admin - Postag	Shipment May 4th	4.73	
		10-00-00-12103 - Federal Rebate	HST Tax Code	0.23	
		10-00-00-12104 - Provincial Rebat	HST Tax Code	0.29	5.25
3014 12295	2023-05-18	Quinte Sewer Service	Sewer line flush, truck		
		15-40-41-43603 - Wastewater - Tr	Sewer line flush, truck	2,304.86	
		10-00-00-12103 - Federal Rebate	HST Tax Code	113.25	
		10-00-00-12104 - Provincial Rebat	HST Tax Code	141.34	2,559.45
3015 06857020230510	2023-05-18	Telizon	Billing Period May10-Jun9		
		10-30-31-43150 - Roads - Teleph	Billing Period May10-Jun9	47.30	
		10-30-31-43151 - Roads - Internet	Billing Period May10-Jun9	60.19	
		10-00-00-12103 - Federal Rebate	HST Tax Code	5.28	
		10-00-00-12104 - Provincial Rebat	HST Tax Code	6.59	119.36
06172320230510		15-40-41-43150 - W & S - Teleph	Billing Period May10-Jun9	461.95	
		10-00-00-12103 - Federal Rebate	HST Tax Code	22.70	
		10-00-00-12104 - Provincial Rebat	HST Tax Code	28.33	512.98
				Payment Total:	632.34
3016 01-14124	2023-05-18	Templeman	Professional services rendered		
		10-10-11-44200 - Admin - Legal	Professional services ren	534.23	
		10-00-00-12103 - Federal Rebate	HST Tax Code	26.25	
		10-00-00-12104 - Provincial Rebat	HST Tax Code	32.76	593.24
				Total for GEN:	39,417.42

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Certified Correct This May 18, 2023

Mayor



Treasurer

BRIEFING NOTE

OCIF Funding 2023

Mill / Maple Street Lift Station Condition Rating and Engineering and Construction Costs Estimate

Issues / Background:

OCIF Funding has been a priority for Council as the Treasurer has identified that Provincial authorities will deny future funding if some money is not spent on infrastructure priorities in the 2023 Fiscal Year.

Several projects were identified for research, discussion, and prioritization with the Mill / Maple Lift Station identified as the top priority to be addressed this year.

Council and Town Personnel identified that the Mill Street Pumping Station was in poor condition and needed an upgrade and a grant application was made under the Green Stream Intake -1 ICIP back in 2019. (see enclosure application)

This application clearly outlines the deficiencies and possible implications on health and safety of employees (confined space, fire / explosion risk) as well as the likelihood of station failure.

The cost estimate for construction and engineering was 300k in 2019 as provided by Greer Galloway.

Key Points:

Town Manager and Public Works Manager solicited Tony Guerrero from Greer Galloway to make a recommendation on the Mill / Maple Lift Station as well as an immediate engineering and construction cost estimate.

The assessment of the Lift Station and the breakdown of engineering and construction costs show an initial estimate for engineering, design, and tendering would be \$35,000.00 and construction costs would be \$347,000.00. (see enclosure May 17, 2023).

Final Notes / Recommendations:

Approve funding for the completion of this project through a combination of OCIF and/or Water Reserve funds.

Engage Greer Galloway to design Lift Station and to enter an Open or Invitational tender process to complete construction of project.

Submission Instructions

Save the completed form and upload it as an attachment to Transfer Payment Ontario by the deadline. The technical schedule is intended to gather more detailed information and provide assessment scores on the criticality of the proposed project.

In order to be considered eligible for funding, applicants must complete the schedule in full.

For information on the eligibility requirements and desired outcomes of the Wastewater and Stormwater category, please refer to the Program Guidelines.

1.1 Key Issue Description

Please indicate which of the following benefits are anticipated for the community as a result of the proposed project. Where a benefit is selected, **provide a description of the issue to be addressed and how the project addresses the issue to achieve the selected benefit.**

Mandatory.

Benefit	Details
Improves and/or makes wastewater assets more reliable?	Mill Street Wastewater Pumping Station is well beyond its expected service life and does not meet current electrical safety standards for Class 1 Division 2 rated areas, or Ministry of Labour standards for Confined Spaces. Replacement of aging equipment will improve reliability and decrease health and safety risk.

Select all that apply.

Benefit	Details
<input checked="" type="checkbox"/> Addresses an urgent public health and/or safety issue(s)?	The existing electrical control panel is located within the pump station dry well is not accessible to operates unless they enter the below grade station, which is a Confined Space. None of the electrical components in the station meet the required safety standards for the Class 1, Division 2 environment. Replacing all electrical components with properly rated equipment and relocating the control panel to a small control building above-ground will address safety issues related to fire/explosion risk and confined space access.
<input checked="" type="checkbox"/> Reduces the probability of asset failure and/or service interruptions?	Aging wastewater pumps are well beyond their expected service life and require replacement to reduce the probability of failure which could result in service interruption, environmental contamination and health risk from sewage backups or overflows.
<input type="checkbox"/> Achieves service levels or key performance indicators established by the applicant in their asset management plan?	
<input checked="" type="checkbox"/> Reduces lifecycle costs?	Replacing aging equipment with reliable, energy-efficient equipment can reduce operating and maintenance costs. Improving ease of access to pump station controls also contributes to reduced maintenance cost.
<input checked="" type="checkbox"/> Supports enhanced environmental protection?	Reduces likelihood of sewer back-ups or overflows due to station failure.

1.2 Project Description

Provide a technical description of the proposed project. This includes outlining the scope of the project and a full description of all of the **infrastructure work** to be undertaken. Do not include any benefits of the project in this section.
(maximum characters 2000)

The project involves replacement of all mechanical and electrical components within the existing Mill Street pumping station dry well and wet well areas to comply with current codes and standards for the classified areas and provide improved monitoring of station performance. The following items are included in the project scope:

- 1) Replace existing wastewater pumps with two (2) new submersible dry-pit pumps with high efficiency, Class 1, Div 2 rates motors, including monitoring modules, associated piping and valves. Add new flow meter with data trending.
- 2) Replace existing sump pump and provide new flood alarm system for protection of equipment within the dry-well (all Class 2 Div 2)
- 3) Replace blower exhaust fan with Class 1 Div 2 rated unit and tie into existing ductwork.
- 4) Replace existing lights and switches with energy-efficient lighting rated for Class 1 Div 2.
- 5) Replace all wiring for all electrical devices to meet electrical standards for a Class 1 Div 2 area.
- 6) Replace electrical control panel - relocated from the existing below grade dry-well to above grade, in a small precast concrete building to allow access by operation staff without entering the Confined Space.

1.3 Alternative Options

What alternative options were considered for this project? (Maximum 2000 characters)

Construction of a new pumping station at the same location was not considered to be necessary or cost-effective since increased capacity is not required and there are no issues with the integrity of the existing wet well / dry well configuration.

1.4 What are the benefits of your Wastewater Project and/or Stormwater Project?

Choose at least one benefit (maximum of 4)

- Reduction in potential for sewage backups into buildings
- Reduced risk of system failure or service disruption due to imminent or potential failure of parts of the collection system or treatment facility
- Decreased risk of environmental contamination caused by sewage overflows and bypasses (including increased monitoring and public reporting)
- Reduction in possibility of damage to adjacent infrastructure or property due to flooding or erosion and reduced stormwater volume generated (includes stormwater management and natural infrastructure such as bioswales and constructed wetlands that manage stormwater runoff naturally)
- Contributes to achieving compliance with legal requirements and other Ministry of the Environment, Conservation and Parks (MECP) plans and priorities (e.g., reducing phosphorus loadings into Lake Erie, recommendations in Source Protection Plans, etc.)
- Other

Please describe:

Corrects a substantial Electrical Code issue (none of the current equipment is rated for explosion proof duty in this Class 1, Division 2 area. The existing control panel is also located within the below grade dry well, which is a Confined Space and may not be entered by a single operator. Three people, a gas detector, and an extraction device are required to access the station control panel.

Applicants will be assessed in part against the following criteria. Applicants are encouraged to complete the sections below in full, where applicable.

1.5 Criteria for Assessment

Please fill out all applicable sections.

1. **Environmental Impacts:** Provide the total number of non-compliance events in the last three (3) years, including what parameters were not in compliance.

While pumping station failure is a significant risk due to aging equipment, no non-compliance events have been recorded within the last 3 years.

Describe how the project results in a reduction of sanitary or combined sewer overflows or bypassing of raw or partially treated sewage from the treatment facility, or improve stormwater management, to address a documented environmental and/or health concern.

There have not been overflow incidents to date.

Describe how the project would significantly reduce impacts on the receiving body of water to address well-documented potential impacts on beneficial or recreational uses, if applicable.

There have not been overflow incidents to date.

Describe and/or provide documentation of the environmental/health concern(s). Describe how, and the extent to which, the project would address the concern(s), and complete the following chart if information is applicable.

The primary issues are:

- 1) Overall station condition - 40 plus year-old original equipment
- 2) Operator access to the station control panel - the panel is located in a Confined Space which is not accessible without a team of staff. If there is a problem with the station during non-week-day hours, the single respondent (on-call staff) cannot legally enter the station to operate the station.
- 3) The station must be rated as a Class 1, Division 2 area under the electrical code and NFPA 820. None of the electrical components in the station meet this designation and must be replaced. This includes: Pumps, fans, switches, wiring, lighting.

	Average Annual # in the Last 5 Years Before Project	# in the Last Full Calendar Year Before Project	Projected # of Annual Events After Project (forecasted)
Frequency of overflow events	0	0	0
Volume of overflows (m ³)	0	0	0
Duration of overflow (hours/days)	0	0	0
Frequency of bypass events	0	0	0
Volume of bypasses (m ³)	0	0	0
Duration of bypasses (hours/days)	0	0	0

Other benefits (e.g. specify expected benefits as a result of improvements to stormwater management)

Replace extremely old infrastructure that has been in service much longer than a normally expected service life. Replace all electrical equipment in order to comply with current codes and standards. Move the station control panel to an accessible location to make it safe for operations staff.

2. **Residential/Commercial Impacts:** Describe how the project will deal with incidents of sewage backups into dwellings and/or urban flooding in the area in which the project will take place.

Upgrading the pumping station with new equipment that meets current standards will reduce the risk of sewage backups into adjacent dwellings.

Complete the questions below, if information is available

Document the number of dwellings affected and locations.

No recent back ups.

Document frequency and dates of occurrences.

NA

Provide reasons for the backups, including details of the limitations of the collection system in the area in which the project will take place.

NA

Provide expected benefits in terms of reductions in dwellings affected and number of occurrences.

NA

-
3. **Structural Component:** Describe if and how the project is intended to deal with an existing structural or other type of failure (e.g. equipment) of the sewage works (e.g., treatment facility or collection system) and/or stormwater management works, or the significant possibility of structural or other type of failure of sewage and/or stormwater management works (including those related to capacity), which would endanger the environment or public health and safety caused by the failure itself, by damage to adjacent or associated infrastructure, or by a severe disruption in sewage collection or treatment service and/or management of stormwater?

The existing system is all original equipment which is over 40 years old. The equipment is well beyond a normal service life and needs to be replaced to reduce the risk of failure. None of the electrical devices meet current codes and standards and by Code, pose an explosion hazard. Aging wastewater pumps and non-compliant electrical components create a significant risk of pumping station failure which could result in sewage backups into nearby dwellings or overflows to the Bay of Quinte via the storm sewer system. Discharging untreated sewage into the Bay of Quinte poses a public health threat from e.coli and other bacterial contamination and could force nearby beach closures. It would also cause contamination of the natural environment and undermine recent efforts to reduce phosphorous loading the the Bay of Quinte.

Provide an explanation and/or supporting documentation (e.g. engineering assessments, inspection reports) to show why the sewage works must be replaced or repaired.

Replace extremely old infrastructure that has been in service much longer than a normally expected service life, and is at risk of failure due to age.

Replace all electrical equipment in order to comply with current codes and standards. The wetwell and drywell are rated as Class 1 Division 2 areas under the electrical code and NFPA 820, and none of the electrical devices meet this designation. All existing equipment must be replaced with devices that meet this rating.

Currently the control panel is located within the drywell, which is a Confined Space and may not be entered with out following protocols including 3 staff, gas monitoring, and extraction equipment. The panel must be moved to an accessible location so that staff can operate the station without calling in the entire plant staff, which is a huge issue on nights and during weekends.

-
4. **Compliance:** Identify how the project will allow the municipality to meet any legislated Ontario requirements (e.g., conditions in environmental compliance approvals), recommendations in any environmental planning documents(s) (e.g., flood evaluation study, watershed management plan, stormwater management plan, etc.), directions in Ministry orders, or recommendations in Ministry-mandated plans or studies such as Pollution Prevention Control Plans; address federal requirements; address a recommendation in a Source Protection Plan or a direction from local Medical Officer of Health regarding safe drinking water; provide improved quality of sewage treatment works effluent in order to meet the national performance standards in the federal Wastewater Systems Effluent Regulations; or would help achieve Ontario's phosphorus reduction targets for Lake Erie.

The station is currently not compliant with respect to electrical code for explosion hazard areas and Ministry of Labour standards for Confined Spaces. This project will correct both of those issues by replacement with

compliant equipment and relocation of the station control panel to an accessible area.

Rehabilitating the aging pumping station reduces the risk of untreated sewage overflowing into the Bay of Quinte through the storm sewer system. This is consistent with the recommendations of the Bay of Quinte Remedial Action Plan (BQRAP) to address long-standing issues with excess phosphorus contributing to algae blooms and excess plant growth in the Bay. The BQRAP Stage 2 Report recommends that "All Municipalities within the Bay of Quinte basin should implement long-range strategies for sewer system inspection, rehabilitation and maintenance."

Please describe and document with additional materials if available.

NFPA 820 defines sewage pumping station wet wells and dry wells as Class 1, Division 2 rated areas. The existing station was built well before this standard was developed. All of the existing electrical equipment (pump motors, wiring, HVAC, switches, level devices, and lighting) must be replaced with equipment that is rated for that environment.

5. **Sewage Loading**

	Last full calendar year	Average of last five years
Average daily sewage flow	1454m3/day	1384m3/day
Peak day flow	7150m3	5998m3
Rated capacity of the plant (average daily and peak flow capacity, if available)	2400m3AVERAGEDAY	10,000m3/dayPEAK

6. **System users:** If your proposed project involves a wastewater treatment plant, pump stations, lift stations, storage tanks, please provide the number of people served by the asset(s), including any users that do not reside within your municipality/ FN/LSB's geographic boundaries. For example, a household of four would mean four people for the population served count.

The Deseronto Mill Street Wastewater Pumping Station directly serves 86 households. This represents a population of approximately 206 persons based on an average household size of 2.4 (from Statistics Canada 2016 Census data). The Mill Street pumping station also receives wastewater from the Deseronto Public School.

If your proposed project involves wastewater collection or distribution assets (e.g., linear conveyance piping), please provide the number of people served by the service network to which the asset belongs. For example, a household of four would mean four people for the population served count.

N/A

7. **System Revenues and Rate Structure:** Of the total costs required to maintain existing assets in the system (i.e., operations, maintenance, interest on loans, amortization of existing capital assets, capital upgrades **but** excluding system expansion) approximately what percent is covered by revenues collected from the existing ratepayer base?

100% of operations and maintenance costs for wastewater assets is covered by user fees. There includes smaller capital replacement items. Larger upgrades such as this complete station refurbishment are difficult to fund under this small user base.

- A. Please confirm the current rate structure e.g., increasing block rate, decreasing block rate, flat fee, constant unit charge, other, or a combination of rates, as applicable for residential, commercial, industrial and large industrial users. Please provide additional details on rate structure, as appropriate including factors distinguishing industrial from large industrial ratepayers.

(i) Residential

Current rate structure is documented in the Water Rate Bylaw 36-19 Schedule A. Flat fee based on meter size for water consumption up to 40 m³ per 2-month billing cycle, plus per cubic metre charge for additional consumption over 40 m³/ Sewer charges are 86% of total water charges. This rate structure is currently under review. Proposed new rates would include 3 components to more accurately reflect fixed costs and variable costs of providing service plus a capital surcharge.

(ii) Commercial

Rates for commercial, industrial or institutional buildings with no apartments are the same as for residential. For multi-residential buildings, each dwelling unit pays the flat fee for 20 mm service and 40 m³ consumption.

(iii) Industrial

Same as residential.

(iv) Large Industrial

Same as residential.

B. What is the average annual cost of wastewater services for residential households that are connected to the system?
Average annual cost of wastewater services for residential households (based on 40m³ consumption over 2-month billing cycle and standard 20 mm service) is \$450.

C. What is the annual amount of wastewater (cubic meters) discharged by the average residential household? Please provide any details in terms of how this amount is calculated, as appropriate (e.g., if a percentage of total water use is used to approximate total wastewater discharge per household).
The average residential household discharges approximately 162 m³ of wastewater per year based on average bi-monthly water usage from meter readings.

D. For residential households, please confirm the cost for discharging:

(i) 25 cubic meters of water

\$37.51 commodity charge

(ii) 100 cubic meters of water

\$93.76 commodity charge

(iii) 250 cubic meters of water

\$234.37 commodity charge

E. If different rate structures were provided for residential, commercial, industrial and large industrial users in 7 (a), please confirm the following:

(i) Cost for discharging 10,000 cubic meters of wastewater

- a. Commercial _____
- b. Industrial _____
- c. Large Industrial _____

(ii) Cost for discharging 100,000 cubic meters of wastewater

- a. Commercial _____
- b. Industrial _____
- c. Large Industrial _____

(iii) Cost for discharging 500,000 cubic meters of wastewater

- a. Commercial _____
- b. Industrial _____
- c. Large Industrial _____

Please provide any explanatory notes, as appropriate.
Section E. above is not applicable for this small system.

8. **Supporting Documentation:** Upload to Transfer Payment Ontario any supporting documentation e.g., engineering assessments, inspection reports, design reports, compliance letters/reviews and photographs.



G R E E R
G A L L O W A Y
C O N S U L T I N G
E N G I N E E R S

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Belleville@greergalloway.com

May 17, 2023

Robert Hedley, Manager
Town of Deseronto
331 Main Street
Deseronto, Ontario
K0K 1X0

Rob,

As requested we hereby provide our engineering budget along with the initial construction cost estimate for the Mill/Maple Street sewage pumping station upgrade.

The project involves replacement of all mechanical and electrical components within the existing pumping station dry well and wet well areas to comply with current codes and standards for the classified areas and provide improved monitoring of station performance. This facility falls under Class 1, Division 2 under NFPA 820. The current equipment and wiring does not meet that designation. All electrical components within the station must be replaced as part of any upgrade. The Electrical Safety Authority will not permit partial modifications to the existing system. In addition, the controls for the station are currently located within the underground dry-well. This is a Confined Space. The control panel should be moved to an accessible area where a single staff member can operate the controls. The following items are envisioned as the project scope:

- 1) Replace existing wastewater pumps with two (2) new submersible dry-pit pumps with high efficiency, Class 1, Div 2 rated motors, including monitoring modules, associated piping and valves. Add new flow meter with data trending.
- 2) Replace existing sump pump and provide new flood alarm system for protection of equipment within the dry-well (all Class 1 Div 2).
- 3) Replace blower exhaust fan with Class 1 Div 2 rated unit and tie into existing ductwork.
- 4) Replace existing lights and switches with energy-efficient lighting rated for Class 1 Div 2.
- 5) Replace all wiring for all electrical devices to meet electrical standards for a Class 1 Div 2 area.
- 6) Replace electrical control panel - relocated from the existing below grade dry-well to above grade, in a small precast concrete building to allow access by operation staff without entering the Confined Space.

We have not allowed for replacement of the existing station shell and/or forcemain. Some additional capacity should be achievable by increase the pump size, however significant increases would require replacement of the existing buried infrastructure.



Prior to completion of the design, it is difficult to provide a detailed construction cost estimate. However, based on the contract for the First Street pumping station (completed in 2016) and allowing for construction cost increases of approximately 50% since that time, we provide the following:

Mob/demob	\$5,000
Insurance and Bonding	\$5,000
Mechanical	\$60,000
Electrical	\$140,000
Pre-cast Building and site work	\$40,000
Temporary By-pass	\$20,000
Subtotal	\$270,000
10% Construction Contingency	\$27,000
Design and Tender (based on scoped outlined below)	\$35,000
Contract Administration Allowance	\$15,000
Total Project Estimate	\$347,000

H.S.T. is excluded

Our total estimated pre-design cost of construction for the work outlined above is approximately \$350,000. This does not include an electrical service upgrade to the current Hydro supply. Should that be required, additional funds should be allocated.

We can offer the following upset limit costs for the engineering and tendering for this project. Contract administration and site reviews can be added later if desired, based on a mutually agreed upon scope.

Engineering and Tendering Quotation:

Site reviews, meetings, project management	\$4000
Preliminary design	\$14,000
Approvals	N/A
Detailed design and specifications package	\$12,000
Tender period assistance and recommendation of award	\$5000
Total for Design and Tendering	\$35,000

H.S.T. is excluded

If you have any questions or concerns, please let me know.

Respectfully submitted,

Yours truly,

**GREER GALLOWAY
CONSULTING ENGINEERS**

Tony Guerrero, P.Eng.

Project Manager

TOPIC:	2023 Combined Tax Rate Schedule 1 to By-law 18-2023
REPORT #	TRE-2023-24
REPORT BY:	Treasurer
DRAFTED:	May 15th, 2023
AMENDED:	
COUNCIL/COMMITTEE:	May 24th, 2023

ISSUE

To provide Council with the final 2023 combined Tax Rate Schedule 1 to By-law 18-2023

Background

At the March 8th, 2023, meeting, Council approved the 2023 budget levy in the amount of \$1,510,727.16 and the municipal residential tax rate of .01322122. The County of Hastings has now approved their 2023 budget which set their residential tax rate at .00319762.

Upper tier governments set the tax ratios for all the lower tier municipalities. The County did have a meeting and consulted the Treasurers of lower tier municipalities about the changes they were looking at. When the County passed their 2023 budget and tax rate by-law, they made changes to the tax ratios. The chart below shows which classes the ratios changed on:

PROPERTY CLASS	2022 TAX RATIO	2023 TAX RATIO
Multi-Res (MT)	1.1535	1.000
Commercial Vacant/Excess (CV) &(CX)	.77000	1.100
Industrial Full (IT)	1.129200	1.100
Industrial Vacant (IU)	.733980	1.100
Hydro Full (IH)	1.129200	1.100

The changes in the tax ratios do not effect the dollar amount of our levy but does shift the amount of dollars collected amongst the different property classes, and that is why our residential tax rate changed slightly.

When I provided Council with the residential municipal tax rate of .013222122 and the municipal tax increase of \$28.80 for the taxation year of 2023 on my report TREA-2023-12 I was using the tax ratios that were in place from 2022. Now with the changes in some of the tax ratios the residential municipal tax rate is .01326003 tax increase for an average household of \$158,988 is \$34.96.

I have attached to this report the updated Schedule 1 for By-law 18-2023 for approval.

RECOMMENDATION

That Council approves the updated Schedule 1 to By-law 18-2023.

TOWN OF DESERONTO
2023 TAX RATE AND LEVY BY-LAW
"SCHEDULE 1" to BY-LAW 18-2023

Property Class	2023 Assessment	2023 Ratio	2023 RTC/RTQ	Tax Rate MUNICIPAL	Tax Rate COUNTY	Tax Rate EDUCATION	Tax Rate TOTAL	Levy MUNICIPAL	Levy COUNTY	Levy EDUCATION	Levy TOTAL
Residential Farm (RT)	\$ 102,428,800.00	1.000000	RT	0.01326003	0.00319762	0.00153000	0.01798765	\$ 1,358,209.01	\$ 327,528.38	\$ 156,716.06	\$ 1,842,453.46
Multi Residential (MT)	\$ 3,056,000.00	1.000000	MT	0.01326003	0.00319762	0.00153000	0.01798765	\$ 40,522.65	\$ 9,771.93	\$ 4,675.68	\$ 54,970.26
New Multi Residential (NT)	\$ 524,000.00	1.000000	NT	0.01326003	0.00319762	0.00153000	0.01798765	\$ 6,948.26	\$ 1,675.55	\$ 801.72	\$ 9,425.53
Commercial Occupied (CT)	\$ 4,575,900.00	1.100000	CT	0.01458603	0.00351738	0.00880000	0.02690341	\$ 66,744.23	\$ 16,095.18	\$ 40,267.92	\$ 123,107.33
Commercial (New Const) XT		1.100000	XT	0.01458603	0.00351738	0.00880000	0.02690341	\$ -	\$ -	\$ -	\$ -
Parking Lot/VacLd(GT & CX)	\$ 329,500.00	1.100000	CX	0.01458603	0.00351738	0.00880000	0.02690341	\$ 4,806.10	\$ 1,158.98	\$ 2,899.60	\$ 8,864.67
Industrial Occup (IT)	\$ 1,742,000.00	1.100000	IT	0.01458603	0.00351738	0.00880000	0.02690341	\$ 25,408.87	\$ 6,127.28	\$ 15,329.60	\$ 46,865.75
Industrial Vac Units&Land (IU)	\$ 210,600.00	1.100000	IU	0.01458603	0.00351738	0.00880000	0.02690341	\$ 3,071.82	\$ 740.76	\$ 1,853.28	\$ 5,665.86
Pipelines (PT)	\$ 377,000.00	0.821900	PT	0.01089842	0.00262812	0.00880000	0.02232654	\$ 4,108.70	\$ 990.80	\$ 3,317.60	\$ 8,417.11
Farmlands (FT)	\$ 228,000.00	0.250000	FT	0.00331501	0.00079941	0.00038250	0.00449692	\$ 755.82	\$ 182.27	\$ 87.21	\$ 1,025.30
IH Hydro Full support	\$ 10,400.00	1.100000	IH	0.01458603	0.00351738	0.00880000	0.02690341	\$ 151.69	\$ 36.58	\$ 91.52	\$ 279.80
	\$ 113,482,200.00							\$ 1,510,727.16	\$ 364,307.70	\$ 226,040.19	\$ 2,101,075.05
PIL's											
CF Commercial - Full Support	\$ 1,716,900.00	1.100000	CF	0.01458603	0.00351738	0.00944951	0.02755292	\$ 25,042.76	\$ 6,038.99	\$ 16,223.86	\$ 47,305.61
CG Commercial - No Support	\$ 223,000.00	1.100000	CG	0.01458603	0.00351738		0.01810341	\$ 3,252.69	\$ 784.38	\$ -	\$ 4,037.06
CV Commercial - Full Support	\$ 178,100.00	1.100000	CV	0.01458603	0.00351738	0.00944951	0.02755292	\$ 2,597.77	\$ 626.45	\$ 1,682.96	\$ 4,907.18
RF Residential - Full Support	\$ 7,200.00	1.000000	RF	0.01326003	0.00319762	0.00153000	0.01798765	\$ 95.47	\$ 23.02	\$ 11.02	\$ 129.51
	\$ 2,125,200.00							\$ 30,988.69	\$ 7,472.83	\$ 17,917.84	\$ 56,379.36
	\$ 115,607,400.00										

TOPIC:	WSIB Health & Safety Excellence Program-Policies
REPORT #	TRE-2023-23
REPORT BY:	Treasurer
DRAFTED:	May 15th, 2023
AMENDED:	
COUNCIL/COMMITTEE:	May 24th, 2023

ISSUE

To present Council with the revised WSIB Health & Safety Excellence Program and the policies.

BACKGROUND

At the May 10th Council meeting, staff presented to Council the five (5) WSIB Health and Safety Excellence Program policies that were written. Council made a couple of changes to the policies presented and had a few requests that staff complete.

1. They asked that we specify that the First Aid policy was for staff only and if a member of the public required treatment that 911 was call and a First Responded attend to that person. This change has been made the policy.
2. Council also requested that the Fire Department be included in this program. All our Fire Fighters have been added to our list of staff and will take the 4 mandatory training.
3. The Harassment policy has been changed to reflect that any investigation that takes place will be done by a third-party that will be hired by the Town.
4. That all references to Workplace Violence and Harassment Policies and Procedures in our current HR Policy be repealed; this statement has been included in the new policy.
5. Any Co-Op student or intern student that are working at the Town of Deseronto are covered by the schools WSIB.
6. Staff are looking into the prices of AED's and Narcan kits for all Town Building and will do a separate report on this.

7. These five (5) policies and procedures were sent to all management for review and comments.

RECOMMENDATION

That Council pass the following resolution:

THAT Council approve the five (5) WSIB Health & Safety Excellence Program polices that are attached to this report and listed below:

1. Leadership and Commitment – Occupation Health and Safety Policy
2. Health and Safety Responsibilities
3. Health and Safety Accountabilities
4. First Aid – First Aid procedure
5. Control of Hazards: Workplace Violence and Harassment – WVH policy and procedure

First Aid

1.0 OBJECTIVE

The Town of Deseronto is committed to ensuring that all company locations are in compliance with the First Aid Requirements Regulation (O. Reg. 1101) under the Workplace Safety and Insurance Act, 1997.

2.0 SCOPE

This First Aid Procedure applies to all company employees. If a member of the public requires any major first aid treatment, they are to call 911 and have first responders attend to them.

3.0 DEFINITIONS

First Aid is defined as the one-time treatment or care and any follow-up visit(s) for observation purposes only.

First aid includes, but is not limited to:

- cleaning minor cuts, scrapes, or scratches
- treating a minor burn
- applying bandages and/or dressings
- applying a cold compress, cold pack, or ice bag
- applying a splint
- changing a bandage or a dressing after a follow-up observation visit.

4.0 FIRST AID STATIONS

All company locations must have a first aid station. First aid stations must be positioned in a conspicuous location and accessible to everyone.

A first aider as prescribed in O. Reg. 1101 station is in the charge of the first aid station.

A first aid station shall contain:

- a) a first aid box containing the items required by the Regulation;
- b) a notice board displaying,
 - the Board's poster known as Form 82,
 - the valid first aid certificates of qualification of the trained workers on duty, and
 - an inspection card

First Aid

No. of Workers	First Aid Station Requirements	First Aid Kit/Box Requirements
0 to 5	<ul style="list-style-type: none"> • Current edition of the St. John's Ambulance First Aid Manual • Current edition of Reg.1101 • First aid kit inspection form • First aid log • First aider's certificate • Form 82 	<ul style="list-style-type: none"> • 1 card of safety pins • 12 adhesive dressings individually wrapped • 4 sterile gauze pads, 3 inches wide • 2 rolls of gauze bandage, 2 inches wide • 2 field dressings, 4 inches square or 2 four-inch sterile bandage compresses • 1 triangular bandage
6 to 15	<ul style="list-style-type: none"> • Current edition of the St. John's Ambulance First Aid Manual • Current edition of Reg.1101 • First aid kit inspection form • First aid log • First aider's certificate • Form 82 	<ul style="list-style-type: none"> • 1 card of safety pins • 24 adhesive dressings individually wrapped • 12 sterile gauze pads, 3 inches wide • 4 rolls of 2-inch gauze bandage • 4 rolls of 4-inch gauze bandage • 4 sterile surgical pads suitable for pressure dressings, individually wrapped • 6 triangular bandages • 2 rolls of splint padding • 1 roll-up splint
16-199	<ul style="list-style-type: none"> • Current edition of the St. John's Ambulance First Aid Manual • Current edition of Reg.1101 • First aid kit inspection form • First aid log • First aider's certificate • 1 stretcher • 2 blankets 	<ul style="list-style-type: none"> • 24 safety pins • 1 basin, preferably stainless steel • 48 adhesive dressings individually wrapped • 2 rolls adhesive tape, 1 inch wide • 12 rolls of 1-inch gauze bandage • 48 sterile gauze pads, 3 inches square • 8 rolls of 2-inch gauze bandage • 8 rolls of 4-inch gauze bandage • 6 sterile surgical pads suitable for pressure dressings, individually

First Aid

No. of Workers	First Aid Station Requirements	First Aid Kit/Box Requirements
	<ul style="list-style-type: none"> Form 82 	wrapped <ul style="list-style-type: none"> 12 triangular bandages Splints of assorted sizes 2 rolls of splint padding

Where there is no site office for the project, a first aid station shall be maintained in a vehicle.

5.0 FIRST AID TRAINING

In Ontario workplace first aid requirements are outlined by the WSIB in O. Regulation 1101. The regulation summarizes the type of certificate, required by an employer based on the number of employees per shift.

Number of Employees per Shift	Type of Certificate
0 to 5	Emergency First Aid (One day)
6 to 15	Standard First Aid (Two days)
16 to 199	Standard First Aid (Two days)

Both training will cover CPR and AED module.

At least one employee from each work area per shift will receive First Aid/CPR “A” + AED training in accordance with the recommendations provided by St. John Ambulance and in accordance with O. Regulation 1101. Additional staff will be appointed to cover each shift in case of absences or if the designated first responder is the one who is injured/ill.

- The certified employee will act as the first aid attendant for the first aid station in their respective shift/workplace.
- First Aid/CPR/AED training certificates for each of the designated first aid attendants must be posted at each First Aid Station.
- First aiders must be recertified every 3 years. The training records will be maintained by management. Employees will be notified of the recertification.

First Aid

- Training will be provided by a recognized training authority.

6.0 PROCEDURE

When an accident occurs, the certified first aider on location will:

- Administer first aid.
- Have someone notify the supervisor (if the supervisor is not available), and the health and safety representative.
- Assess the severity of the injury and ensure that protection has been provided against continuing or further hazards.
- Stay with the injured person until help arrives and inform medical personnel of first aid treatment given.
- Record first aid treatment or advice given to the injured person.
- Provide immediate transportation to a hospital, doctor's office, or the worker's home, if emergency vehicle transportation is not available.

7.0 FIRST AID TREATMENT LOG

The First Aid Log will be maintained by the first aid attendant(s) and will be used to document first aid treatment or advice provided by the first aid attendants in their work areas. The First Aid Log must be completed by the attendant each time an employee receives first aid treatment, regardless of how minor the injury.

The following information will be entered in the log:

- Date & time of report
- Injured worker's name
- Location (Where did it happen i.e. parking lot)
- Circumstances (how did it happen?)
- What caused the injury? (i.e. slippery floor, sharp object etc.)
- Name of witnesses
- Description of Injury (body part, location, etc.)
- Name of first aider
- Signature of the first aider

8.0 FIRST AID KIT INSPECTIONS

First Aid

- First aid kits will be monthly inspected by the supervisor or designated first aid attendant for the work area.
- Any deficiencies or missing items will be notified to management.
- Management will replace the missing or damaged item immediately to be in compliance with O. Reg. 1101.
- The inspector will provide the date of the inspection and their signature.

9.0 TRANSPORTATION

Supervisor at the sites and the office manager will ensure that a vehicle is available at all times for transporting any injured worker to a medical facility.

10.0 RESPONSIBILITIES

Senior Management

- a) Provide resources and set up medical/first aid facilities to comply with Workplace Safety and Insurance Act and First Aid Regulation.
- b) Review first aid treatment records annually.
- c) Implement appropriate preventative actions.
- d) Ensure training is provided by a recognized training authority.

Supervisors

- a) Ensure that the first aid station is easily accessible at each site.
- b) Ensure that the first aid station is stocked as per the legislated requirements.
- c) Ensure the availability of a Certified First aider all the times.
- d) Maintain, inspect or appoint a Certified First Aider to be responsible for maintaining and completing a quarterly inspection of the first aid station.
- e) Ensure a vehicle is available at all times for transporting an injured worker to a medical facility.
- f) Ensure First Aider is available to accompany injured worker to medical facility

Workers

- a) Report all injuries immediately.
- b) Cooperate with first aid attendant during the treatment process.
- c) Fill out first aid log (if applicable).

First Aid

First Aid Attendant

- a) Provide first aid immediately as required.
- b) Fill out the First Aid Log when first aid treatment is given to any worker.
- c) Ensure first aid kits are adequately stocked.
- d) Inform Supervisor/Management immediately on any missing or damaged item.

Health and Safety Representative/Joint Health and Safety Committee

- a) Review first aid logs during committee meetings.
- b) Provide recommendations to Senior Management if applicable,

11.0 RELATED FORMS

- First Aid Kit Inventory Checklist
- First Aid Kit Inspection Form
- First Aid Log

12.0 REFERENCES

- Duties of employers – Occupational Health and Safety Act, s. 25, 26
- Duties of constructors – Occupational Health and Safety Act, s. 23
- Duties of supervisors – Occupational Health and Safety Act, s. 27
- Duties of workers– Occupational Health and Safety Act, s. 28
- Workplace Safety and Insurance Act, 1997, Part XIII, s. 159
- First Aid Requirements Regulation (O. Reg. 1101) under the Workplace Safety and Insurance Act, 1997

13.0 REVISIONS

Version No.	Reason for Revision:	Developed By (Name, Title and Date):	Reviewed By (Name, Title and Date):	Approved By (Name, Title and Date):
1.0	First Release	Mora Nicholls Treasurer May 2023	Rob Hedley Town Manager May 2023	Town Council May 2023



First Aid

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Health and Safety Policy Statement

The senior management of The Town of Deseronto is committed to providing a safe work environment, and a work environment that promotes occupational health. Preventing employees from injury or occupational disease is a major continuing objective. We are committed to provide an accident-free workplace through effective administration, education, and training. All employees must be dedicated to the continuing objectives of reporting and eliminating the “near misses” which will greatly reduce the risk of injuries.

The Town of Deseronto’s philosophy is that the well-being of the employees is dependent on the health and safety of our workforce. Senior management recognizes the rights of workers to work in a safe and healthy work environment and promises that every reasonable precaution will be taken for the protection of all workers and the public.

Supervisors are responsible for the health and safety of workers under their supervision. Supervisors are responsible to ensure that all machinery and equipment required are safe and that each worker works in compliance with established practices and procedures for each piece of equipment. Workers must receive adequate training to understand and follow those practices and procedures to protect their health and safety and the health and safety of their co-workers.

All employees, contractors (subcontractors) and visitors have the responsibility to protect their own and others health and safety by working in compliance with the *Occupational Health and Safety Act*, all applicable regulations, and follow safe work practices and procedures established by the company.

We recognize that a safe work environment can be established and sustained only through a united effort by all employees, contractors (subcontractors) and visitors. We plan on working together to create a workplace that is physically and psychologically safe. We are committed to work jointly with relevant personnel including workers in the development and implementation of the health and safety program. The attitude and cooperation of all employees in preventing accidents will assist in achieving an accident-free workplace.

Everyone from the senior management to new worker has the responsibility to ensure a safe and healthy workplace. Let’s all work together to prevent incidents and/or accidents.

This policy will be reviewed at least annually to ensure that it meets the needs of The Town of Deseronto, and is made available to all employees, contractors (subcontractor), visitors and the public.

Town Manager’s Signature

Date

Town Manager’s Name



HEALTH & SAFETY RESPONSIBILITIES AND ACCOUNTABILITIES

1.0 OBJECTIVE

The objective of this procedure is to identify the roles and responsibilities of all workplace parties at The Town of Deseronto. The Town of Deseronto is committed to ensuring that all workplace parties including senior management, supervisors and workers understand and are held accountable for carrying out their health and safety responsibilities.

2.0 SCOPE

The Health and Safety accountability and progressive discipline procedure applies to all activities and projects undertaken by all workplace parties under The Town of Deseronto.

3.0 ROLES AND RESPONSIBILITIES

Internal Responsibility System (IRS)

The Internal Responsibility System (IRS) shall be the bedrock of the health and safety program at The Town of Deseronto, and every employee shall have a direct responsibility for health and safety as an essential part of his or her job. While the collective responsibilities for different groups of employees (managers, supervisors, workers, JHSC etc.) are defined subsequently in succeeding paragraphs, each employee shall take initiative on health and safety issues and work to solve problems and make improvements on an on-going basis. **The senior management shall assess, at least once annually if the IRS is functioning effectively and as intended.**

Some of the factors that are crucial towards the success of the IRS are indicated below:

1. All workplace parties must have a sincere wish to prevent accidents and illnesses;
2. All workplace parties must accept that accidents and illnesses have causes that can be eliminated or greatly reduced;
3. All workplace parties must accept that risk can be continually reduced, so that the time between accidents and illnesses increases;
4. All workplace parties must accept that health and safety is an essential part of doing his or her work (health and safety is not an extra, it is part of doing the job);
5. All workplace parties must have a clear understanding of what they are responsible for; what they can do to change matters; and when things must be done;

HEALTH & SAFETY RESPONSIBILITIES AND ACCOUNTABILITIES

6. All workplace parties must be regularly asked to explain what they have done to ensure health and safety on the job and in the workplace;
7. All workplace parties must have a clear understanding of their own skill, ability and limitations, and should have the capacity to carry out their responsibilities;
8. All workplace parties must attempt to avoid conflict when trying to reduce risk;
9. As an individual, each person must go beyond just complying with health and safety rules and standards, and strive to improve work processes to reduce risk;
10. When an individual cannot reduce risk by him/herself, then they must cooperate with others to go beyond just complying with health and safety rules and standards, and strive to improve work processes to reduce risk;
11. Everyone must understand the IRS process, believe in it, and take steps to make it effective at all levels in the organization; and
12. No one should be fearful of reprisals when using IRS processes.
13. The responsibilities of the key stakeholders are enumerated in the succeeding paragraphs. It is crucial that *these responsibilities be included in the job descriptions of various roles* within The Town of Deseronto and all new hires be made aware of these responsibilities and accountabilities even before they commence work/ accept their role at The Town of Deseronto.

SENIOR MANAGEMENT: Provide a safe and healthy work environment.

- Ensure that equipment, materials, and protective devices provided are maintained in good working condition.
- Provide information, instruction, and supervision to workers to protect their health and safety.
- Appoint competent personnel as supervisors.
- Make sure supervisors and workers are aware and or informed of potential or actual hazards.
- Assist the Joint Health and Safety Committee (JHSC) (if applicable) to carry out their functions.
- Prepare and at least annually review a written occupational health and safety policy. Post the policy in a conspicuous place.
- Develop and maintain a program to implement the policy.
- Work jointly with relevant workplace parties in the development and implementation of the program.
- Afford assistance and co-operation to the committee and or health and safety representative in carrying out any of their functions.
- Support the process of ongoing hazard assessment.
- Participate in the development and review of practices and procedures.
- Promote the exchange of health and safety information.

HEALTH & SAFETY RESPONSIBILITIES AND ACCOUNTABILITIES

- Delegate authority and responsibility as appropriate and hold employees and subcontractors accountable for the authority and responsibility delegated to them
- Ensure an investigation is conducted for fatalities or critical injuries. Investigate when a person is killed or critically injured.
- Review accident reports and respond in a timely manner.
- Review health and safety trends and develop yearly action plans based on the trends.
- Conduct a formal inspection of a site at least once a year.
- Take every precaution reasonable in the circumstances for the protection of a worker.

SUPERVISORS

- Be aware of the applicable legislation and company procedures.
- Ensure that workers use or wear the equipment, protective devices or clothing that the company requires to be used or worn and that it is in good condition.
- Ensure that workers receive appropriate training to use or wear the equipment, protective devices or clothing that the company requires.
- Establish and maintain procedures and practices to ensure that workers can carry out safe and healthy work.
- Ensure that workers comply with the Occupational Health and Safety Act, applicable regulations and the company's policy and program.
- Ensure that workers are aware of potential or actual hazards and have dealt with or are dealing with the actual hazards in the workplace.
- Plan and communicate clear and precise work assignments to enable workers to produce safely.
- If possible, involve workers in work planning and problem solving.
- Provide orientation to new crew members.
- Conduct weekly meeting and weekly office and vehicle inspections
- Review safety aspects of each task with crew.
- Conduct accident or incident investigation as soon as possible.
- Encourage workers to report health and safety problems without fear of reprisal.
- Respond quickly and appropriately to worker concerns and if possible, cooperate in their correction. Take matter to higher level if beyond supervisor's authority/ability.
- Report safety problems to your supervisor.

HEALTH & SAFETY RESPONSIBILITIES AND ACCOUNTABILITIES

- Set an example by being consistently safety conscious and insisting on the safe performance of work.
- Observe the work in progress and provide positive input to the workers.
- Be involved in ongoing hazard assessment.
- Participate in the development and review of safe work practices and procedures.
- Take every precaution reasonable in the circumstances for the protection of a worker.

WORKERS

- Work in a way that will not endanger yourself or others.
- Use or wear the equipment, protective devices or clothing that the legislation or company requires.
- Do not perform any task for which you are not competent.
- Work safely in accordance with the company's or the client's health and safety policy and program and with the Occupational Health and Safety Act and applicable regulations.
- Complete pre-use inspections for equipment as required.
- Do not remove, displace, or interfere with the use of any safeguards.
- Immediately report unsafe conditions and/or existence of any hazard to the supervisor.
- Report all accidents, injuries, first aid and near-misses immediately to the supervisor.
- Advise other workers of unsafe conditions or work practices.
- Participate in solving health and safety problems.
- Provide recommendations to the supervisor to improve health and safety.

JOINT HEALTH AND SAFETY COMMITTEE (JHSC)/ HEALTH AND SAFETY REPRESENTATIVE

- Meet at least once every three months.
- Conduct a monthly inspection of the workplace to identify hazards (worker member responsibility).
- Report findings to the committee and make written recommendations to senior management.
- Support the implementation and maintenance of the company safety program.
- Assist senior management in the annual review of the company health and safety program.
- Review inspection and accident/incident reports.
- Worker member to investigate cases where a worker is critically injured or killed.



HEALTH & SAFETY RESPONSIBILITIES AND ACCOUNTABILITIES

4.0 PROGRESSIVE DISCIPLINARY PROCESS

The Town of Deseronto believes in the importance of good personal conduct and the seriousness of complying to company rules. In the event of an infraction, steps will be made to communicate the deficiency and where needed disciplinary measures will be applied. If infraction indicates larger health and safety issues, it is up to the discretion of the management and supervisors to review safe job procedures with all relevant workplace parties and make necessary changes as appropriate.

However, when a worker is found to be in violation of the company rules, the supervisor must take action to stop the inappropriate behaviour and prevent a dangerous situation from occurring. Necessary steps will be determined by the severity of the actions being addressed. Supervisors are responsible for following this process to maintain acceptable levels of performance, conduct and workplace safety.

The Town of Deseronto reserves the right to combine or skip steps depending on the facts of each situation and nature of the offense. Disciplinary action taken will be consistent with the seriousness of the infraction. Some of the factors that will be considered include, but are not limited to, repeated violations despite coaching, counseling and/or training; the employee's work record; and the impact the conduct and performance issues have on The Town of Deseronto.

The following guideline outlines the disciplinary actions applicable for violation of a company rule and/or safety infractions. These actions will not necessarily be implemented progressively. Disciplinary action taken will be consistent with the seriousness of the situation.

Supervisors must fill out a Disciplinary Warning Form when giving any type of warning to workers (verbal and written).

Verbal Warning

In the opinion of the Supervisor, if the violation is minor in nature and does not directly endanger the well-being of any person at the workplace. The following will occur:

- Disciplinary action will consist of a mandatory discussion with Supervisory Staff regarding the violation.
- The Supervisor will document violations resulting in a verbal warning.

Written Warning



HEALTH & SAFETY RESPONSIBILITIES AND ACCOUNTABILITIES

In the opinion of the Supervisor, if the violation is major in nature, and directly endangers the wellbeing of any person at the workplace, a written warning will be issued. The following will occur: Disciplinary action will consist of a mandatory discussion with the Supervisor regarding the violation. Additionally, a formal written warning will be issued for the violation and filed in the employees personal file at Town Hall

Workplace Suspension

In the opinion of the Supervisor, if the violation is major in nature, directly endangers the wellbeing of any person and cannot be tolerated in the workplace. The supervisor may determine a workplace suspension as the next step in the disciplinary procedure. Repeated disciplinary violations including written warnings could also lead to possible suspensions.

Termination of Employment

Termination of employment is the final step in the progressive disciplinary process. This step may involve supervisors, managers as well as Senior Management.

If the violation represented a serious safety concern/level of neglect, the organization may exercise a zero-tolerance policy which could lead to termination without the previous steps having been exercised. The following violations are examples, but not limited to, that could lead to termination:

- Possessing firearms and/or other weapons at the workplace.
- Possession of or being under the influence of illegal drugs or alcohol at the workplace.
- Workplace violence and harassment
- Failure to replace handrails, barriers, covers or protective devices, including safety signs.
- Engaging in horseplay which causes injury or property damage.
- Tampering with fire-fighting equipment

Senior management may take progressive disciplinary action against workplace parties who are held accountable to meet their responsibilities under the Occupational Health and Safety Act, applicable regulations, company practices and procedures.

Aside from the annual performance evaluation, senior management may take progressive disciplinary action against workplace parties at any time throughout a worker cycle.



HEALTH & SAFETY RESPONSIBILITIES AND ACCOUNTABILITIES

5.0 RELATED FORMS

- Disciplinary Warning Form
- Health and Safety Roles and Responsibilities Matrix
- Responsibilities and Accountabilities Mix & Match Quiz

6.0 REFERENCES

- Duties of employers – Occupational Health and Safety Act, s. 25, 26
- Duties of constructors – Occupational Health and Safety Act, s. 23
- Duties of supervisors – Occupational Health and Safety Act, s. 27
- Duties of workers– Occupational Health and Safety Act, s. 28
- Joint Health and Safety Committee– Occupational Health and Safety Act, s. 9
- Duties of Project Owners - Occupational Health and Safety Act, s. 30
- Duties of suppliers - Occupational Health and Safety Act, s. 31
- Duties of Directors and Officers of a Corporation - Occupational Health and Safety Act, s. 32

7.0 REVISIONS

Version No.	Reason for Revision:	Developed By (Name, Title and Date):	Reviewed By (Name, Title and Date):	Approved By (Name, Title and Date):
1.0	First Release	Mora Nicholls Treasurer May 2023	Rob Hedley Town Manager May 2023	Town Council May 2023

APPENDIX A



HEALTH & SAFETY RESPONSIBILITIES AND ACCOUNTABILITIES

DEFINITIONS

Competency: A person performing a task for, or on behalf of, the organization is competent to do so by means of appropriate:

- a) Knowledge of the hazards and risks associated with the tasks for the operations and activities
- b) Demonstrated understanding and working knowledge of the control measures associated with the hazards and risks
- c) Training about the hazards, risks and associated control measures
- d) Aptitudes, such as skillset, ability and willingness to deal with the hazards, risks and control measures

[Ref. IHSA COR 2020 Audit Handbook].

Competent person means a person who,

- a) is qualified because of knowledge, training, and experience to organize the work and its performance,
- b) is familiar with this Occupational Health and Safety Act and the regulations that apply to the work, and
- c) has knowledge of any potential or actual danger to health or safety in the workplace

[Ref. OHS].

Competent worker in relation to specific work, means a worker who,

- a) is qualified because of knowledge, training and experience to perform the work,
- b) is familiar with the Occupational Health and Safety Act and with the provisions of the regulations that apply to the work, and
- c) has knowledge of all potential or actual danger to health or safety in the work

Contractor: Person or organization providing services to another organization in accordance with agreed upon specification, terms and conditions. [Ref. IHSA Contractor Handbook]

- **Subcontractor:** is an employer who hires workers and is hired in turn by a contractor

Employer: A person who employs one or more workers or contracts for the services of one or more workers and includes a contractor or subcontractor who performs work or supplies services and a



HEALTH & SAFETY RESPONSIBILITIES AND ACCOUNTABILITIES

contractor or subcontractor who undertakes with an owner, constructor, contractor, or subcontractor to perform work or supply services [Ref. OHSAA].

Senior Management: Person(s) at the highest level of an organization's structure responsible for leading, managing and /or directing an organization's day-to-day activities and/or operations. [Ref. IHSA COR 2020 Audit Handbook].

Organization: Company, corporation, firm, enterprise, authority or institution, or part or combination thereof, whether incorporated or not, public, or private, that has its own functions, management, and administration. [Ref. IHSA COR 2020 Audit Handbook].

Procedure: A documented, specified method to carry out an activity. [Ref. IHSA COR 2020 Audit Handbook].

Process: A set of interrelated or interacting activities that transforms inputs into outputs. [Ref. IHSA COR 2020 Audit Handbook].

Subcontractor: is an employer who hires workers and is hired in turn by a contractor [Ref. IHSA Contractor Toolkit]

Supervisor: A person who has charge of a workplace or authority over a worker. [Ref. IHSA COR 2020 Audit Handbook].

Worker: Any of the following, but does not include an inmate of a correctional institution or like institution or facility who participates inside the institution or facility in a work project or rehabilitation program,

- a) A person who performs work or supplies services for monetary compensation.
- b) A secondary school student who performs work or supplies services for no monetary compensation under a work experience program authorized by the school board that operates the school in which the student is enrolled.
- c) A person who performs work or supplies services for no monetary compensation under a program approved by a college of applied arts and technology, university, private career college or other post-secondary institution.
- d) Such other persons as may be prescribed who perform work or supply services to an employer for no monetary compensation.

[Ref. OHSAA].



HEALTH & SAFETY RESPONSIBILITIES AND ACCOUNTABILITIES

Joint Health and Safety Committee (JHSC): An advisory body composed of worker and management representatives that are committed to improving health and safety conditions in the workplace. A joint health and safety committee is required at workplace,

- a) at which twenty or more workers are regularly employed;
- b) with respect to which an order to an employer is in effect;
- c) other than a construction project where fewer than twenty workers are regularly employed, with respect to which a regulation concerning designated substances applies.

This requirement does not apply to a constructor at a project at which work is expected to last less than three months

[Ref. OHSA].

The Town of Deseronto is committed to the prevention of workplace violence and harassment and will take every necessary precaution to protect all workers, subcontractors and public from workplace violence and harassment from all sources. Senior management of the organization recognizes the rights of workers to work in an environment free of violence and harassment.

Behaviour associated with workplace violence and harassment will not be tolerated at The Town of Deseronto. As the employer, The Town of Deseronto will ensure that this policy and supporting program are implemented and maintained and that all employees have the appropriate information and instruction to protect them from violence and harassment in the workplace.

Employees will be trained on recognizing and reporting violence and harassment in the workplace. All employees, contractors (subcontractors) and visitors are responsible for raising any concerns relating to workplace violence and harassment to management without fear of retaliation or penalty. Reported incidents of workplace violence and harassment will be taken seriously and information regarding any harassment complaint or incident will not be disclosed except to the extent necessary to protect workers, to investigate and to take corrective action or as otherwise required by law. Employees will be made aware on the importance of maintaining respect in the workplace at all times.

Management and supervisors are responsible for ensuring that this policy and related procedure are being followed by employees and for ensuring that they understand that workplace violence or harassment is unacceptable from anyone in any form.

Employees may seek help to address workplace harassment from various sources such as health and safety representative, senior management or the Town Manager.

Senior management of the organization will allocate resources necessary to address workplace violence and harassment in a fair and timely manner, respecting the privacy of all concerned.

Management will address workplace violence harassment from all sources such as customers, clients, visitors, subcontractors, supervisors, workers and members of the public. This policy will be reviewed at least annually to ensure that it meets the needs of the company.

Town Manager's Signature

Date

Rob Hedley



Workplace Violence and Harassment Procedure

1.0. OBJECTIVE

The Town of Deseronto will not tolerate workplace violence and harassment as defined under the Ontario Occupational Health and Safety Act. Workplace violence may occur between co-workers, contractors, visitors, suppliers or any member of the public etc. In addition, any harassment or discrimination incidents that escalate into workplace violence will not be tolerated. Any employee who engages in violence or harassment is subject to discipline up to and including termination of employment. The purpose of this procedure is to identify steps to follow in the event of an incident involving workplace violence and harassment.

2.0. SCOPE

The procedure applies to The Town of Deseronto employees. This procedure has been developed in accordance with the Ontario Occupational Health & Safety Act - Bill 168 and Bill 132. The policy will be reviewed annually in accordance with applicable legislation.

3.0. WORKPLACE VIOLENCE AND HARASSMENT POLICY AND PROGRAM

The up-to-date workplace violence and harassment policy should be posted on all health and safety boards. All employees must review the policy as part of their orientation. Senior management in consultation with the Health and Safety representative will review the policy at least annually or as often as necessary and update all employees on the amendments as soon as possible.

4.0. WORKPLACE VIOLENCE RISK ASSESSMENT

An employer shall assess the risks of workplace violence that may arise from the nature of the workplace, the type of work or the conditions of work. Management and supervisors are required to periodically assess the risk of violence in each workplace.

Assessments and reassessments must be documented, using the ***Workplace Violence Risk Assessment form***, and must identify the potential risks of violence in the workplace.

The assessment requires an evaluation of the following:

- General physical environment.
- Specific risks associated with the type of work or conditions of work.
- Controls associated with the specific risks.



Workplace Violence and Harassment Procedure

For corporate office, an assessment will be conducted at the beginning and a re-assessment will follow every three years.

A reassessment should be done periodically as often as necessary. Reasonable controls must be implemented to eliminate or mitigate the risks identified in the assessment. A copy of the results of the assessment must be given to the health and safety representative or on request of the workers if the assessment is in writing.

5.0. HANDLING WORKPLACE VIOLENCE

5.1 Summoning Immediate Assistance

If a violent situation is determined an immediate threat, the emergency response plan for the workplace must be followed:

1. Employees who are at an immediate risk of workplace violence should promptly leave and seek out a safe place.
2. Employees who are in a situation or have witnessed a situation where workplace violence is likely to occur should immediately contact the Manager or Supervisor by cell phone (phone number is posted on the safety board) or by direct contact, or contact the police by dialing 911.
3. Employees who are in a situation or have witnessed a situation where workplace violence is likely to occur off workplace property should:
 - contact the police by dialing 911
 - Seek immediate assistance from public or seek shelter in a safe public place
4. When making the emergency service call:
 - Remain calm
 - Let the operator control the conversation. They have standard questions for obtaining critical information from you in a timely and orderly manner
 - Clearly state your location and the location of the situation you are reporting using the street address, if you know it.
 - State briefly and clearly what you have observed or why you are calling.
 - If possible, without exposing yourself to danger, stay on the line until emergency services arrive, unless the operator specifically asks you to hang up.
5. Taking into consideration the circumstances, secure the location or evacuate the premises on the advice of the supervisor when safe to do so.
6. Wherever possible, it is important to let the harasser or abuser know right away that his or her behavior is unacceptable and that it must stop immediately.



Workplace Violence and Harassment Procedure

5.2 Domestic Violence

Domestic violence is defined as violent, threatening or extremely coercive behavior perpetrated by one partner in a current or former relationship on the other. It can consist of a pattern of ongoing abuse, or a single isolated incident. Senior Management shall take every precaution reasonable in the circumstances for the protection of the worker and other employees. The following steps should be taken if workers are found to be exposed to domestic violence:

1. Report issues of domestic violence immediately to senior management. All information will be kept confidential to maintain the privacy of the individual being threatened with domestic violence.
2. If an employee has a legal court order (e.g. restraining order, or “no-contact” order) against another individual, the employee may be required to notify his or her Supervisor, and to supply a copy of that order to Senior Management. This will likely be required in instances where the employee strongly feels that the aggressor may attempt to contact that employee at the company, in direct violation of the court order. Such information will be kept confidential.
3. Employers will apply controls to workplace violence according to the risk if applicable. Controls may include but are not limited to:
 - Limit number of entrances or exits
 - Installing public way
 - Provide workers with portable phones

5.3 Employee with a History of Violence

Senior management’s duty is to provide workers with information, including personal information, related to a risk of workplace violence from a person with a history of violent behavior if:

- (a) the worker can be expected to encounter that person in the course of his or her work; and
- (b) the risk of workplace violence is likely to expose the worker to physical injury.

No employer or supervisor shall disclose more personal information in the circumstances than is reasonably necessary to protect the worker from physical injury.

5.4 Violence without Intent

Violence in the workplace can occur without the intent of the person who is causing harm. Examples of this include:

- A person could become violent due to medical conditions.
- A person could become violent due to a disability such as Autism, mental health.



Workplace Violence and Harassment Procedure

- Two individuals who are not employees of the company could be fighting and injure an employee who tries to intervene.

If a supervisor becomes aware or ought reasonably to be aware that a worker is taking medication which could potentially cause a violent incident, they must immediately contact senior management to implement safety measures to protect the worker and/or their coworkers.

6.0. WORK REFUSAL

An employee has the right to refuse work if he/she has reason to believe he/she is in danger from workplace violence. However, an employee can only refuse work if the alleged violent offender is at the workplace and has threatened to hurt the other worker. The protocol for the work refusal process can be found in the work refusal procedure.

7.0. REPORTING

7.1. Procedures for Incidents involving Employees.

The following steps should be taken if an employee believes they are a victim of workplace violence or harassment:

1. Fill out the Workplace Violence and Harassment Reporting Form
2. Report the incident to
 - a. Direct Supervisor for workplace violence and harassment incidents from workers
 - b. Senior Management for workplace violence and harassment incidents from supervisor
 - c. Health and Safety Representative if workplace violence and harassment incidents from members of senior managementOR
if employee is not comfortable going to senior management

Employee who reports threats or acts of violence, will not be retaliated against through disciplinary action. Acts of retaliation include (but are not limited to): interference, coercion, threats, physical restraint, workload reassignments, denial of promotion, or any other manner of retribution. Any acts of retaliation must be reported immediately to the Town Manager or designate .



Workplace Violence and Harassment Procedure

7.2. Procedures for Incidents Involving Outsiders

Should a worker be harassed or threatened by an individual outside of the workplace and have reason to believe this person may harm them in any way, the Employee is required to report concerns to his or her Supervisor.

If a visitor to any of the company's workplaces or any member of the public is seen with a weapon (or is known to possess one), makes a verbal threat or sexually assaults an employee or another individual, employee witnesses are required to immediately contact the police, emergency response services and their Supervisor.

Any complaint made in bad faith, if demonstrated as being such through convincing evidence, will result in disciplinary action being taken against the individual lodging the fraudulent or malicious complaint.

8.0. INVESTIGATIONS

The following procedures must be followed when investigating incidents of workplace violence and harassment cases:

1. A third-party investigator (hired by the Town) must conduct an investigation using the **Workplace Violence and Harassment Investigation Form**.
2. The third-party investigator will interview and document the comments of any witness(es) and the alleged offender. Information will not be disclosed unless the disclosure is necessary for the purposes of investigating or taking corrective actions.
3. As per the OHS Act sec 32.0.7(1) it states that the employer must ensure that an investigation is conducted into incidents and complaints of workplace harassment that is appropriate in the circumstances. Further, the worker who has allegedly experienced workplace harassment and the alleged harasser, if he or she is a worker of the employer, are informed in writing of the results of the investigation and of any corrective action that has been taken or that will be taken as a result of the investigation;
4. As per OHS Act sec. 52 (1)(c) it states that If a person is disabled from performing his or her usual work or requires medical attention because of an accident, explosion, fire or incident of workplace violence at a workplace, but no person dies or is critically injured because of that occurrence, the employer shall, within four days of the occurrence, give written notice of the occurrence containing the prescribed information and particulars to the following:
 1. The committee, the health and safety representative and the trade union, if any.



Workplace Violence and Harassment Procedure

2. The Town Manager or designate, if an inspector requires notification of the results of the investigation or any corrective actions taken will be communicated to the reported victim and alleged offender.

Any incidents, discussion or investigations will be kept confidential, except where disclosure is necessary for the purpose of investigation or where it may be required by law.

9.0. OUTCOMES OF INVESTIGATION

9.1. Offender

Workers will be subject to the Company's progressive disciplinary policy and procedure. The Town of Deseronto reserves the right to combine or skip steps depending on the facts of each situation and nature of the offense. Disciplinary action taken will be consistent with the seriousness of the infraction. Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling or training; the employee's work record; and the impact the conduct and performance issues have on the organization.

9.2. Victim of Workplace Violence and Harassment

Workers injured from an incident will follow the guidelines outlined in The Town of Deseronto's Return to Work Program. The Town of Deseronto is committed to cooperating with all their employees who have been injured on the job site and will do everything they can for an early and safe return to work.

As per the Occupational Health and Safety Act s. 52, If a person is disabled from performing his or her usual work or requires medical attention because of violence at a workplace, but no person dies or is critically injured because of that occurrence, the employer shall, within four days of the occurrence, give written notice of the occurrence containing the prescribed information and particulars to the following:

1. The committee, the health and safety representative and the trade union, if any.
2. The, if an inspector requires notification of the Town Manager or designate

10.0. RESPONSIBILITIES

Management

- a) Take all precautions necessary to provide a safe work environment for all employees that is free of violence, threats of violence, harassment, assault, and intimidation.



Workplace Violence and Harassment Procedure

- b) All complaints will be addressed and disciplinary measures will be taken when a report has been substantiated, regardless of the position of the offender.
- c) Any incidents or discussion will be kept confidential, except where disclosure is necessary for the purpose of investigation or punitive action, or where it may be required by law.

Supervisors

- a) Investigate reported alleged incidents of workplace violence or harassment.
- b) Implement corrective actions as required.

Workers

- a) Treat their fellow employees with proper consideration and respect.
- b) Report all incidents of workplace violence and harassment to their supervisor or senior management or H&S Representative.
- c) Address the harasser to let him/her know that the comment was not acceptable.
- d) Inform supervisor if harassment does not stop.

Investigator

- a) The investigation is kept confidential and identifying information is not disclosed unless necessary to conduct the investigation or as required by law.
- b) The investigator must remind the worker who allegedly experienced workplace harassment, the alleged harasser(s) and any witnesses of any confidentiality requirements under the company workplace harassment program.
- c) The investigator must thoroughly interview both the worker who has allegedly experienced workplace harassment and the alleged harasser(s), if the alleged harasser(s) is a worker. If the alleged harasser is not a worker of the company, the investigator must make reasonable efforts to interview the alleged harasser, if the alleged harasser is known to the company.
- d) The investigator must collect and review any relevant documents.

Alleged Offender

- a) Respond to allegations against them.
- b) Cooperate in the investigation process.
- c) Review policies and procedures.

Health and Safety Representative

- a) Treat workplace violence and harassment incidents the same as any other workplace hazard.



Workplace Violence and Harassment Procedure

- b) Participate in the investigation if required.
- c) Document and Record Maintenance

Record Retention

- a) Records are to be retained for a minimum of 3 years. Records will remain legible and readily identifiable.

11.0. RELATED FORMS

- Workplace Violence and Harassment Investigation Form
- Workplace Violence and Harassment Reporting form
- Workplace Violence Risk Assessment

12.0. REFERENCES

- Violence and Harassment, Occupation Health and Safety Act, Part III.0.1 s. 32.0.1 – 32.0.8
- Duties of employers – Occupational Health and Safety Act, s. 25, 26
- Duties of supervisors – Occupational Health and Safety Act, s. 27
- Duties of workers– Occupational Health and Safety Act, s. 28
- Health and Safety Representative– Occupational Health and Safety Act, s. 8

13.0 REVISIONS

Version No.	Reason for Revision:	Developed By (Name, Title and Date):	Reviewed By (Name, Title and Date):	Approved By (Name, Title and Date):
1.0	First Release	Mora Nicholls	Rob Hedley	Town Council
		Treasurer	Town Manager	

NOTE: This policy repeals all current Workplace Violence and Harassment Policies and Procedures that are pre-dated to this document.



Workplace Violence and Harassment Procedure

APPENDIX

DEFINITIONS

Conformity: Fulfillment of a requirement. [Ref. IHSA COR 2020 Audit Handbook].

Contractor: Person or organization providing services to another organization in accordance with agreed upon specification, terms and conditions. [Ref. IHSA Contractor Handbook]

- **Subcontractor:** is an employer who hires workers and is hired in turn by a contractor

Corrective Action: Action to eliminate the cause of a non-conformity and to prevent recurrence. There can be more than one cause for a non-conformity. [Ref. ISHA COR 2020 Audit Handbook].

Document: Medium containing information related to the OHSMS. [Ref. IHSA COR 2020 Audit Handbook].

Employer: A person who employs one or more workers or contracts for the services of one or more workers and includes a contractor or subcontractor who performs work or supplies services and a contractor or subcontractor who undertakes with an owner, constructor, contractor, or subcontractor to perform work or supply services [Ref. OHSMA].

Health and Safety Representative: A worker that brings awareness to safety concerns and facilitates communication between the constructor, supervisor, and the workers regarding safety.

- At a project or other workplace where no committee is required and where the number of workers regularly exceeds five, the constructor or employer shall cause the workers to select at least one health and safety representative from among the workers at the workplace who do not exercise managerial functions [Ref. OHSMA].

Incident: Work related event(s) in which an injury, fatality or occupational illness occurred; and includes event(s) where no injury or illness occurred, such as a near hit or property damage. [Ref. IHSA COR 2020 Audit Handbook].

Management: People who have care and control over people and/or processes [Ref. IHSA COR 2020 Audit Handbook].

Organization: Company, corporation, firm, enterprise, authority or institution, or part or combination thereof, whether incorporated or not, public, or private, that has its own functions, management, and administration. [Ref. IHSA COR 2020 Audit Handbook].



Workplace Violence and Harassment Procedure

Procedure: A documented, specified method to carry out an activity. [Ref. IHSA COR 2020 Audit Handbook].

Record: Document stating results achieved or providing evidence of activities performed. [Ref. IHSA COR 2020 Audit Handbook].

Risk: Combination of the likelihood of an occurrence of a hazardous event or exposure(s) and the severity of injury or occupation illness that can be caused by the event or exposure(s) [Ref. IHSA COR 2020 Audit Handbook].

Risk Assessment: Process of evaluating the risk(s) arising from a hazard(s), taking into account the adequacy of any existing controls, and deciding whether or not the risk(s) is acceptable [Ref. IHSA COR 2020 Audit Handbook].

Senior Management - Employer's Representative: Person(s) at the highest level of an organization's structure responsible for leading, managing and /or directing an organization's day-to-day activities and/or operations. [Ref. IHSA COR 2020 Audit Handbook].

Supervisor: A person who has charge of a workplace or authority over a worker [Ref. OHS].

Supplier: A person who supplies any machine, device, tool, or equipment under any rental, leasing, or similar arrangement for use in or about a workplace. [Ref. OHS].

Worker: Any of the following, but does not include an inmate of a correctional institution or like institution or facility who participates inside the institution or facility in a work project or rehabilitation program:

- a) A person who performs work or supplies services for monetary compensation.
- b) A secondary school student who performs work or supplies services for no monetary compensation under a work experience program authorized by the school board that operates the school in which the student is enrolled.
- c) A person who performs work or supplies services for no monetary compensation under a program approved by a college of applied arts and technology, university, private career college or other post-secondary institution.
- d) Such other persons as may be prescribed who perform work or supply services to an employer for no monetary compensation.

[Ref. OHS].

Workplace: any land, premises, location, or thing at, upon, in or near which a worker works. [Ref. OHS].



Workplace Violence and Harassment Procedure

Workplace Harassment: means,

- a) engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome, or
- b) workplace sexual harassment
[Ref. OHS].

Workplace Violence:

As per the Occupational Health and Safety Act, workplace violence is defined as:

- a) The exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker,
- b) An attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker,
- c) A statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.
[Ref. OHS].

Some examples of workplace violence are:

- **Threatening behaviour** - such as “shaking fists”, “moving closer aggressively”, “pointing finger”.
- **Physical attacks** – such as “hitting”, “shoving”, “spitting”, “pushing” or “kicking”.

Workplace Harassment

As per the Occupational Health and Safety Act, workplace harassment is defined as:

- (a) engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome, or
- (b) workplace sexual harassment;
[Ref. OHS].

Workplace sexual harassment is defined as:

- (a) engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or
- (b) making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome
[Ref. OHS].



Workplace Violence and Harassment Procedure

May 5, 2023

To Whom it May Concern

I am writing this letter to inform you that I am giving 2 week notice to ~~do~~ no longer do crosswalk at green st. my last day of work will be May 19 2023. Thank you for the job for last 5 yrs.

Sincerely
Rebecca Simple

Job Title: Crossing Guard

The Town of Deseronto is seeking an individual to assist in the safe passage of students/children at designated traffic crossings within the Town.

RESPONSIBILITIES:

- Direct and guide students across streets during the school year, stopping traffic as required, in accordance with the Ontario Highway Traffic Act and the Occupational Health & Safety Act
- Communicate crossing rules and other information to students and adults
- Report the unsafe behaviour of children to school officials or to your Supervisor
- Report to your crossing on time and stay for the entire shift

QUALIFICATIONS:

- Interaction with children and the general public in a positive manner
- Positive customer service skills
- Available Monday to Friday 8:30 – 9:00 am, 11:00-11:40 am and 3:20 – 4:00 pm:
- A satisfactory CPIC with the vulnerable sector check

Applications will be accepted until **4:00pm on Friday May 26, 2023.**

Applications can be faxed, emailed, or dropped off to:

Town of Deseronto
ATTN: Crossing Guard Hiring
331 Main Street
P.O. Box 310
Deseronto, ON K0K 1X0
Fax: 613-396-3141
Email: gmaracle@deseronto.ca

We thank all applicants for their interest, however, only those being considered for an interview will be contacted. In accordance with Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act, and will only be used for candidate selection purposes.



HASTINGS PRINCE EDWARD **RECEIVED**
Public Health MAY 01 2023

Main Office - Belleville

179 North Park Street, Belleville, ON K8P 4P1
T: 613-966-5500 | 1-800-267-2803 | F: 613-966-9418
TTY: 711 or 1-800-267-6511
www.hpepublichealth.ca

CSR 334056

April 25, 2023

Town of Deseronto
Ms. Gail Maracle, Clerk
331 Main St.
PO Box 310
Deseronto, ON K0K 1X0

Dear Ms. Maracle,

This letter is to request your support for our West Nile Virus Preparedness and Prevention Plan 2023. Hastings Prince Edward Public Health will, as a contingency measure, be applying to the Ontario Ministry of Environment, Conservation and Parks for pesticide permits, should there be a need to carry out mosquito larviciding activities within the municipalities in our Public Health jurisdiction.

In order to obtain these permits, we require a letter of support from the municipalities in our area as soon as possible so that Public Health is in a position to apply for the pesticide permits and carry out control measures if necessary. Acquiring your approval is a precautionary measure as the use of biological larvicide will only be considered when there is clear evidence of West Nile virus activity in the community and there is high risk of human exposure. Additionally, note that a risk management plan has been approved by Quinte Conservation in compliance with the local source water protection plan.

Public Health will notify the municipality in advance of any use of larvicide and will also post a public notice in a local newspaper advising residents of the work.

We look forward to receiving your letter of support. A sample letter with suggested wording has been enclosed for your convenience.

If you have any questions regarding this matter, please contact me at 613-966-5500 extension 249.

Yours truly,

Andrew Landy, MSc, C.P.H.I.(C)
Manager, Healthy Environments

AL/ts

Enclosure

North Hastings

1P Manor Ln., L1-024, P.O. Box 99, Bancroft, ON K0L 1C0
T: 613-332-4555 | F: 613-332-5418

Prince Edward County

Suite 1, 35 Bridge St., Picton, ON K0K 2T0
T: 613-476-7471 | F: 613-476-2919

Quinte West

499 Dundas St. W., Trenton, ON K8V 6C4
T: 613-394-4831 | F: 613-965-6535

To: Hastings Prince Edward Public Health
179 North Park Street
Belleville, ON K8P 4P1

Fax: 613-968-1461
Email: ehfax1@hpeph.ca

Date: _____

Attention: Mr. Andrew Landy, Manager Healthy Environments

This is to advise that the Municipality of _____
supports the efforts of Hastings Prince Edward Public Health to reduce the risk of
West Nile virus illness in our area.

Furthermore, the Municipality of _____
gives permission to Hastings Prince Edward Public Health to carry out larviciding
activities to prevent and/or control West Nile virus in our area, if deemed
necessary.

Signature of Authorization

Name PRINT

Title

2023 Strategic Priorities

Attainable and Affordable Housing

As part of the Ontario Government's goal of building 1.5 million homes by 2031, the EOWC is looking to do our part to increase housing supply through our '7 in 7' regional housing plan.

Across the EOWC region, there are 12,000 to 14,000 units on municipal community rental housing wait lists. The EOWC's '7 in 7' regional housing plan proposes building at least 7,000 community rental units over seven years across the region to address the wait lists. Using a mixed-model approach, the '7 in 7' plan has the added benefit to bring on nearly 21,000 additional market rate units. This would total 28,000 housing units. The plan requires partnering with Federal and Provincial Governments, as well as the private and non-profit sectors, and Indigenous partners. The EOWC is working with KWM Consulting Inc. to create a business case which will be ready by Summer 2023.

The EOWC is also calling on government to develop a strong financial framework to support municipalities to prepare, plan and implement housing and support services. In addition, the EOWC is advocating for government to clarify and standardize 'affordable and 'attainable' housing definitions.

Long-Term Care

Municipal governments are key partners in the delivery of long-term care, which was highlighted throughout the COVID-19 pandemic. The EOWC was an early advocate for the four hours of care model that the Province is in the process of implementing and continues to provide evidence-based feedback to inform the government decisions.

The EOWC is advocating for the Province to implement the long-term care human resources strategy to address staffing shortages that work for rural long-term care facilities and labour markets. As part of the human resources advocacy, the EOWC is continuing to call on the Provincial Government to eliminate staffing agencies that pose an unnecessary and unsustainable resource and cost burden on municipalities and taxpayers.

Additionally, the EOWC is advocating that the Provincial Government review and modernize the long-term care funding framework. The EOWC is ready to provide input and work with government and stakeholders.

Paramedic Services

EOWC member municipalities are experiencing increased pressures on their paramedic services. The EOWC is advocating for permanent, sustainable and predictable funding to support paramedic services as well as community paramedicine efforts.

The EOWC is also calling on the Provincial Government to modernize the dispatch system to improve the prioritization of calls and overall level of service. Additionally, the Caucus is advocating for the Provincial Government and associated stakeholders to reduce offload delays at hospitals which would allow paramedics to spend more hours serving their communities.

The EOWC is working with ApexPro Consulting Inc. to update the Review of Eastern Ontario Paramedic Services Situation Overview report to be launched in May 2023. The EOWC looks forward to sharing report findings and recommendations with government and stakeholders.



www.eowc.org

 @EOWC_ON

Chair's Message

"Now more than ever, municipal governments play a vital role as organizations that unify and strengthen Ontario and Canada. The EOWC is in a position to lead, inform and respond during the coming year and beyond. The Caucus has set clear goals and we intend to strongly advocate on behalf of our region's communities and residents" -

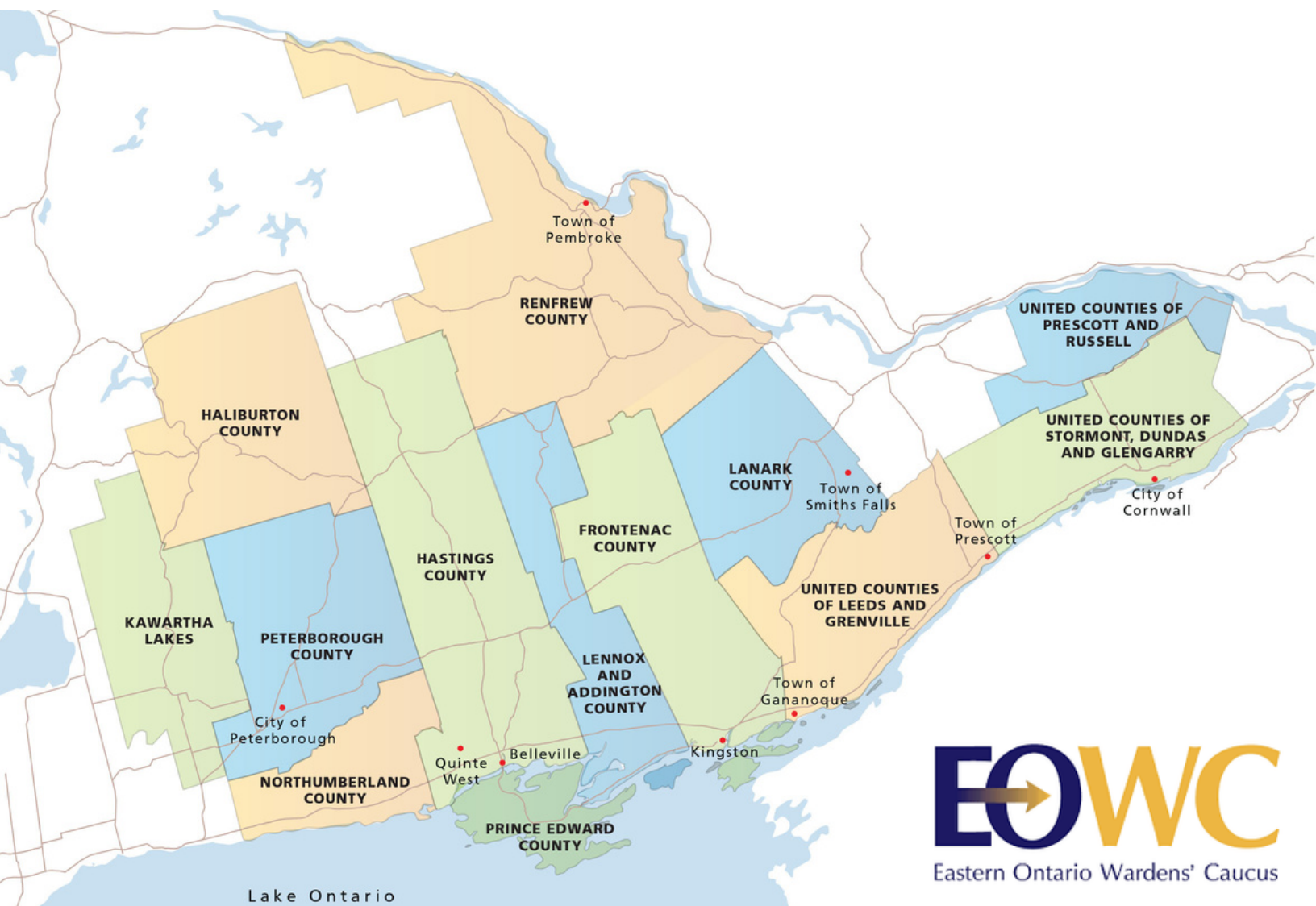
Chair, Warden Peter

The Eastern Ontario Wardens' Caucus (EOWC) is an incorporated non-profit organization comprised of the Heads of Councils of 13 upper-tier and single-tier municipalities. The EOWC covers an area of approximately 50,000 square kilometres from Northumberland County to the Québec border. The EOWC supports and advocates on behalf of 103 municipalities including 750,000 residents to champion priorities and work with government, stakeholders, media, and the public.

EOWC Members

County of Frontenac
 County of Haliburton
 County of Hastings
 City of Kawartha Lakes
 County of Lanark
 United Counties of Leeds and Grenville
 County of Lennox and Addington

County of Northumberland
 County of Peterborough
 United Counties of Prescott and Russell
 County of Prince Edward
 County of Renfrew
 United Counties of Stormont, Dundas and Glengarry



Contact Information

Elected Officials and General Inquiries

Chair, Renfrew County Warden Peter Emon
 Vice-Chair, Peterborough County Warden Bonnie Clark
info@eowc.org

Staff

Meredith Staveley-Watson
 Manager of Government Relations and Policy
meredith.staveley-watson@eowc.org

Gail Maracle

From: Squarespace <form-submission@squarespace.info>
Sent: May 9, 2023 5:13 AM
To: Gail Maracle
Subject: Form Submission - Contact Us - spring clean up

Sent via form submission from [Town of Deseronto](#)

Name: Gary Burridge

Email Address: garycburridge@gmail.com

Subject: spring clean up

Message: After a winter of excellent work keeping up with varied and often terrible weather conditions, Joe Carter and his team have outdone themselves again on the Spring clean up. It was wonderful to come home after a day away to find all the bags of leaves and twigs removed from our section of the median as if they had never been there at all. It would have cost a fortune to have it taken in the garbage . Mr Carter and his team's work is one more example why it is a pleasure to live in Deseronto. How is your back Matt ? Best wishes Gary and Lynette Burridge

Does this submission look like spam? [Report it here.](#)

Gail Maracle

From: Colleen Holmes <colleenrhomes@gmail.com>
Sent: May 9, 2023 4:54 PM
To: Gail Maracle
Subject: Billing for disconnected services.

You don't often get email from colleenrhomes@gmail.com. [Learn why this is important](#)

To: Mayor of Deseronto; Dan Johnson,

In regards to the town of Deseronto billing for services that are not being supplied to a property;

In September of 2022, I, Colleen Holmes, took possession of the rental property located in the town of Deseronto.

In November of 2022, I received a utility bill with the name and address of the tenant who had moved out on August 30th, 2022.

In the correspondence, the town of Deseronto demanded that the \$1,604.12 utility bill be paid in 20 days or the water would be SHUT OFF. I contacted the town to find out what this bill had to do with me, and during the conversation I discovered that the town had not received any payments from the tenant for 18 months. I was reminded of a contract that I had signed in 2013 holding me, the owner responsible for the bill.

Needless to say I was confused as to why the tenant went 18 months without paying, and I was given 20 days, 3 weeks before Christmas to pay a bill that wasn't mine. I spoke with Robert several times before Christmas, expressing my concerns. He told me there was nothing he could do to amend the charges but he would bring up the situation during a council meeting. To my knowledge, this never transpired. In December, the town disconnected the water.

In February 2023, I received a utility bill for the sum of \$1,803.23. The town was billing me for a service that had been disconnected and interest on the tenants original amount. It was bad enough that I was paying a bill that wasn't mine, they wanted me to pay for a service they weren't providing and interest.

I'm requesting that council investigate the policy of charging for services that aren't being provided.

I'm also requesting council address the manner in which the administration neglected to inform the owner of the overdue bill obtained by the tenant whose name appears on the bill.

I understand that the utility bill policy has been amended and remains in the property owners name. Welcome change, but to late for my benefit.

I've tried to keep my personal emotions absent in this request but it's difficult when the representatives for the town of Deseronto responded with a lack of consideration towards a property owner.

I appreciate your time and look forward to an explanation and a resolution.

Best regards,

Colleen Holmes

THE CORPORATION OF THE TOWN OF DESERONTO

BY-LAW NUMBER XX-2023

BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE REGULAR COUNCIL MEETING HELD ON THE 24th DAY OF MAY 2023.

THE TOWN OF DESERONTO ENACTS AS FOLLOWS:

1. Every decision of the Council taken at the meeting at which this by-law is passed and every motion and resolution passed at that meeting shall have the same force and effect as if each and every one of them had been the subject matter of a separate by-law duly enacted, except where prior approval of the Ontario Municipal Board is required and where any legal prerequisite to the enactment of a specific by-law has not been satisfied.
2. The Mayor and the proper civic employees of the Town of Deseronto are hereby authorized and directed to execute and deliver all documents as are required to give effect to the decisions, motions and resolutions taken at the meeting at which this by-law is passed.
3. This by-law comes into force on the day it is passed.

READ a first, second and third time, number assigned and finally passed this 24th day of May, 2023.

MAYOR

CLERK