



THE CORPORATION OF THE TOWNSHIP OF HORTON  
**TRANSPORTATION & ENVIRONMENTAL SERVICES**

December 3<sup>rd</sup>, 2024  
 8:30 a.m.  
 Horton Council Chambers  
 2253 Johnston Rd.

1. Call to Order
2. Declaration of Pecuniary Interest
3. Minutes from Previous Meeting:
  - i. October 9<sup>th</sup>, 2024 **PG.2**
4. 2025 Proposed Budget – Treasurer Moore **PG.4**
5. Extended Private Road Grant Program Applications **PG.5**
6. Draft Entrance & Drainage Permits By-law **PG.7**
7. Waste Composition Study **PG.17**
8. Repeal of Free Landfill Passes **PG.35**
9. EV ChargeON Grant Application Status **PG.39**
10. Town of Renfrew’s Second Public Consultation Center **PG.41**
11. County of Renfrew TMP – Road Rationalization Assessment Memorandum **PG.44**
12. New/Other Business
13. Next Meeting:
  - i. January 8<sup>th</sup>, 2025 @ 8:30 a.m.
14. Adjournment

**RETURN TO AGENDA**

## THE CORPORATION OF THE TOWNSHIP OF HORTON

**TES Committee Meeting**October 9<sup>th</sup>, 2024

9:30 a.m.

There was a meeting of the Transportation and Environmental Services Committee held in the Municipal Chambers on Wednesday October 9<sup>th</sup>, 2024. Present was Chair Doug Humphries, and Councillor Tom Webster, Public Advisory Members Tyler Anderson and Lois Graveline. Staff present was Public Works Manager, Adam Knapp, and Executive Assistant Nichole Dubeau— Recording Secretary.

Mayor David Bennett sent his regrets.

**1. CALL TO ORDER**

Chair Humphries called the meeting to order at 9:30 a.m.

**2. DECLARATION OF PECUNIARY INTEREST**

There was no declaration of pecuniary interest.

**3. MINUTES FROM PREVIOUS MEETING:**

- September 4<sup>th</sup>, 2024

Moved by Tyler Anderson

Seconded by Councillor Webster

THAT the Committee approve the September 4<sup>th</sup>, 2024 Minutes.

**Carried**

**4. 2025 PROPOSED DEPARTMENTAL CAPITAL FUNDING**

Public Works Manager Adam Knapp reviewed the report.

**5. 2025 PROPOSED DEPARTMENTAL OPERATING FUNDING**

Public Works Manager Adam Knapp reviewed the report.

**6. PRIVATE ROAD GRANT PROGRAM APPLICATIONS**

Public Works Manager Adam Knapp reviewed the report. He suggested that for this year only, the intake deadline be extended until the end of October instead of September. The committee was in agreeance for the intake deadline. There was committee discussion regarding additional information to be distributed from the Fire and Public Works Departments.

Moved by Councillor Webster

Seconded by Tyler Anderson

THAT the TES Committee recommend to Council to approve the 2024 Private Road Grant Program Applications for reimbursement, as per Policy T-01.

**Carried**

Moved by Councillor Webster

Seconded by Lois Graveline

THAT the TES Committee recommend to Council to extend the deadline for the 2024 Private Road Grant Program Applications until October 31<sup>st</sup>, 2024.

**Carried**

Moved by Councillor Webster

Seconded by Lois Graveline

THAT the TES Committee recommend to Council to increase the maximum contribution of \$15,000 per year toward the fund for the Private Road Grant Program with a cap fund of \$30,000 for the 2025 Budget.

**Carried**

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7. **FOODCYCLER PILOT PROGRAM**  
Public Works Manager Adam Knapp reviewed the report. The Committee was in agreeance to add into the 2025 Budget.
8. **NEW/OTHER BUSINESS**  
There was no new business.
9. **NEXT MEETING:**
  - i. November 6<sup>th</sup>, 2024 @ 8:30 a.m.
10. **ADJOURNMENT**  
Chair Humphries declared the meeting adjourned at 10:37 a.m.

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CHAIR Doug Humphries

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PUBLIC WORKS MGR Adam Knapp



## Township of Horton COMMITTEE REPORT

<b>Title:</b>  <b>TES BUDGET REVIEW</b>	<b>Date:</b>	December 3, 2024
	<b>Council/Committee:</b>	TES
	<b>Author:</b>	Nathalie Moore, Treasurer
	<b>Department:</b>	General Government

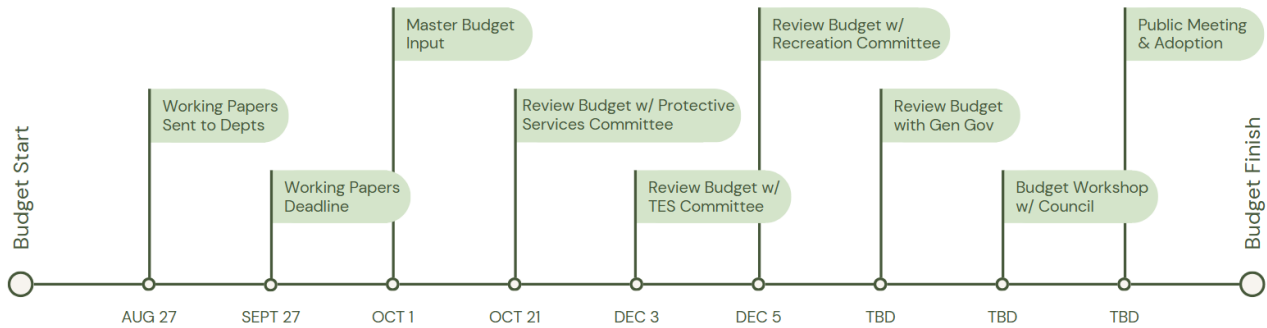
**RECOMMENDATIONS:**

**THAT** TES Committee receive the Treasurer’s Report dated December 3, 2024, as information.

**BACKGROUND:**

The preliminary budget has been inputted and will be presented to the individual committees for discussion. Once we have met with all committees, we will schedule a budget workshop with all Council members for a detailed review and discussion of the budget prior to the public presentation and adoption. Dates will be circulated to schedule the workshop.

## BUDGET TIMELINES



Highlights that will be reviewed are:

- OCIF funding reduction in 2025
- Contributions to Reserves
- Transfers from Reserves
- Proposed Capital and Financing methods
- Overall departmental budget decrease over 2024

*Prepared By: Nathalie Moore, Treasurer*

RETURN TO AGENDA



**Township of Horton  
COUNCIL / COMMITTEE REPORT**

<b>Title:</b>  <b>Extended Private Road Grant Program Applications</b>	<b>Date:</b>	Dec 3 <sup>rd</sup> 2024
	<b>Council/Committee:</b>	TES
	<b>Author:</b>	Adam Knapp, Public Works Manager
	<b>Department:</b>	Transportation

**RECOMMENDATIONS:**

THAT the TES committee recommend that Council approve the following applications and reimbursement allotments, as listed in the background section of this report, under the 2024 extended submission deadline for the Grant Program to Assist with Improvement Costs of Private Roads.

**BACKGROUND:**

Staff received 2 applications for funding by the cut off date of October 31<sup>st</sup> 2024. 2 application were accepted. The breakdown of the applications is displayed below:

**Approved Applications**

Association or Applicants Name	Private Road Name	Approved Township Reimbursement Allotments	Total Funds for Road Improvements by Association	Township Percentage of Reimbursed Funding
Ruth Goodfellow	McCreary Lane	\$300.00	\$3,800	7.9%
Oakdale Lane Association	Oakdale Lane	\$400.00	\$400	100%

The total amount of funding approved under the grant program in 2024 is \$1,940 and the Township budgeted for \$15,000 meaning \$13,060 remains in the fund for 2024. Per Council resolution the fund shall receive a maximum yearly allotment of \$15,000 per annum and be capped at \$30,000. The allotment required for 2025 is \$15,000 making \$28,060 available for the grant program in 2025.

**ALTERNATIVES:**

N/A

**FINANCIAL IMPLICATIONS:**

\$700.00 from the Private Roads Grant Fund – Operating Budget

**ATTACHMENTS:**

N/A

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**CONSULTATIONS:**

Nathalie Moore – Treasurer

**Prepared by:** Adam Knapp, Public Works Manager

**Reviewed by:** Hope Dillabough, CAO/Clerk



## Township of Horton COUNCIL / COMMITTEE REPORT

<b>Title:</b>  <b>DRAFT BY-LAW FOR ENTRANCE AND DRAINAGE PERMITS</b>	<b>Date:</b>	Dec 3 <sup>rd</sup> 2024
	<b>Council/Committee:</b>	TES
	<b>Author:</b>	Adam Knapp, Public Works Manager
	<b>Department:</b>	Transportation

**RECOMMENDATIONS:**

THAT the TES committee recommend to Council that the draft By Law for Entrance and Drainage Permits be circulated for review and subsequently adopted.

**BACKGROUND:**

The Township is experiencing significant and continual growth and applications for new or altered entrances to access our road network or easements. Staff has also noted several incidents of rate payers installing temporary entrances or altering Township drainage without informing the Township of the work being performed. Several of the incidents have cost the Township significant time and funds by damaging our assets or creating drainage issues that need to be rectified up or downstream of the work. The Townships current by law does not mitigate this from occurring. Staff felt it necessary to establish parameters based on Transportation Association of Canada and Ministry of Transportation of Ontario standards for constructing or altering of entrances or drainage systems and to ensure that any construction or alteration of entrances and drainage systems are only performed through a permit process. The by law also establishes penalties for unpermitted construction or altering of entrances and drainage systems, damaging Township assets, or creating entrance and drainage related safety concerns within our road network and easements.

**ALTERNATIVES:**

N/A

**FINANCIAL IMPLICATIONS:**

N/A

**ATTACHMENTS:**

2024 DRAFT BY-LAW FOR ENTRANCE AND DRAINAGE PERMITS  
SCHEDULE A 2024 DRAFT ENTRANCE AND DRAINAGE PERMIT  
OMAFRA Email Confirmation of Permit Process

**CONSULTATIONS:**

N/A

**Prepared by:** Adam Knapp, Public Works Manager

**Reviewed by:** Hope Dillabough, CAO/Clerk

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THE CORPORATION OF THE TOWNSHIP OF HORTON

BY-LAW ~~2011-37~~

A By-law to amend ~~By-law 2005-12~~, being a By-law to regulate the construction or alteration of any entranceways, private roads or access'

Whereas herein after referred to as an "entrance(s)" or culverts, drainage pipe, municipal ditch line or municipal storm sewer component, head walls, and other erosion protection systems herein after referred to as a "drainage system(s)" to ~~Township Roads~~ within the Townships road network and easements, ~~and to set out grader rental policy~~

**WHEREAS** Section 35 of the Municipal Act, 2001 S.O. 2001, c.35 permits a municipality to pass by-laws removing or restricting the common law right of passage by the public over a highway and the common law right of access to the highway by an owner of land abutting a highway;

**AND WHEREAS** the Council of the Corporation of the Township of Horton deems it necessary and desirable to regulate the construction or alteration of any entrance(s) ~~way, private road or access~~, or drainage system(s) to the Townships road network and easements ~~Township Roads or other facilities that permit access to Township Roads~~ and to provide for the issuing of permits related thereto;

**NOW THEREFORE** the Council of the Corporation of the Township of Horton **ENACTS AS FOLLOWS:**

**1. DISCLOSURE**

No person shall construct entrance(s) or drainage system(s) within the Townships road network or easements for any purpose without first obtaining a permit from the Township. Temporary entrance(s) or drainage system(s) may be installed but shall be subjected to the fees and terms listed herein. The responsibility and cost of constructing or altering all entrances or drainage systems outside of the Townships planned Capital Rehabilitation Plan and maintenance operations shall be the responsibility of the owner of the subject property, or the applicant. The Township shall only assume the cost to construct, alter, replace, or maintain entrances or drainage systems in compliance with the applicable maintenance standards and acts or as listed under the "maintenance of entrances" terms listed herein.

**2. APPLICATION PROCESS**

All requests for constructing ~~new~~ entrances or drainage systems, or alterations to existing entrances or drainage systems shall be forwarded to the Townships Public Works Department. ~~These will~~ Permit applications shall be reviewed for ~~general~~ compliance and may include a site meeting with the applicant to review conditions in the field. Once the entrance and drainage permit application has been reviewed ~~and approved an~~ the entrance and drainage permit ~~will~~ may be ~~issued~~ approved or rejected at the sole discretion of the Public Works Manager.

**3. CIVIC ADDRESS NUMBER FEE**

The Civic Address Number Fee will be as defined in the most current version of the Township's User Fees and Charges by law. This fee shall be paid to the Township prior to the issuance of the permit.

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#### 4. **PERMIT FEE**

The Permit Fee will be as defined in the most current version of the Township's User Fees and Charges By Law. This fee shall be paid to the Township prior to the issuance of the permit. This fee shall apply to all construction or alterations and will be subject to ~~the~~ review and revision by Township Council as they deem appropriate.

#### 5. **SECURITY DEPOSIT FEE**

The Security Deposit Fee will be as defined in the most current version of the Township's User Fees and Charges by law . The security deposit fee indicated on the entrance and drainage permit shall be applied to all applications for entrances or drainage systems and will be retained until the entrance(s) or drainage system(s) construction or alteration is complete, ~~upon completion~~ has been inspected by the Public Works Department and is approved for release by the Public Works Manager. Deposit fees shall be paid to the Township prior to the issuance of the permit. The security deposit fees may be utilized to recover costs associated with procuring required signage and components. The security deposit fee shall not be utilized for engineering studies. The applicant shall be responsible to notify the Township ~~at which time~~ that the work has been completed. If the entrance(s) or drainage system(s) ~~does not receive approval~~ are not completed accordingly the applicant shall either correct the issues to the approval of Public Works ~~Manager Department~~ or forfeit the deposit amounts ~~entirely~~ which ~~will~~ shall be used to bring the entrance(s) or drainage system(s) to an acceptable standard. If the deposit amount is not sufficient to correct the issues ~~the deposited funds shall, it will~~ be used to remove the ~~unapproved or~~ deficient entrance(s) or drainage system(s).

#### 6. **MAINTENANCE OF ENTRANCES AND DRAINAGE SYSTEMS**

~~Property owners having access to a Township road are fully responsible for the maintenance of the access including the removal of snow and ice, keeping the portion of the access open for vehicular traffic and replace when necessary.~~ Excluding alterations to existing Municipal assets and property an entrance or drainage system ~~pipe~~ installed under the terms ~~herein of the access~~ shall be the property of the property owner upon acceptance of the work and all subsequent maintenance, repairs, alterations, etc. shall be the responsibility of the property owner. If the owner of the entrance or drainage system refuses to maintain or replace their asset, the Municipality will do the work at the expense of the owner. The Municipality will send an invoice to the owner to recover the costs.

The Municipality ~~will~~ may ~~rectify problems beyond the control of the landowner~~ maintain entrance culverts and drainage systems at no cost to the owner for the following reasons: ~~including but not limited to:~~

- ~~Winter road maintenance restricting flow~~ restriction ~~in the spring is~~ needs to be cleaned out or steamed, due to ice buildup, in order to maintain Township assets.
- ~~Lack of maintenance of~~ Sediment and debris build up in existing Township ditches and drainage systems causing flow to be restricted ~~and sitting water resulting in heaving action.~~
- Damage to the culvert itself by ~~Municipal~~ Township maintenance or construction
- The entrance or drainage system needs to be replaced as part of a planned capital reconstruction project and is beneficial to maintain the lifecycle of Townships assets

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- Township altering or constructing ditches resulting in culvert elevations needing to be adjusted or culverts needing installation where previously not required.

These issues will be determined in the field on an individual basis by the Township.

**7. PROVISIONS AND STANDARDS**

All drainage systems and entrances constructed or altered shall be installed to the following minimum standards unless otherwise determined by the Public Works Manager.

- All entrances and drainage systems shall be constructed or altered in compliance with the most current version of the applicable Ontario Provincial Standards for Roads and Public Works (OPS), The Environmental Protection Act, The Drainage Act of Ontario and industry best practices. OPS are available at: <https://www.library.mto.gov.on.ca/>
- No temporary entrance shall be in place for more than 180 calendar days from the date of application and must be removed and the area restored to original condition by October 31<sup>st</sup> of the year of application.
- Drainage system alterations may require a drainage impact assessment to be completed by a licensed engineer if the proposed alteration will significantly impact flow rates within the drainage system. The cost for the drainage assessment shall be the responsibility of the applicant.
- All entrances shall be designed, constructed, and maintained by the owner(s) in such a manner as to prevent the discharge of water from the entrance way or private property onto the travelled portion of the road.
- Entrances shall be a minimum of 7 meters wide and a maximum of 20 meters wide.
- All entrances requiring a culvert shall have a new CSA approved culvert installed with minimum dimensions of 0.4 m (16") wide x 10m (33') length.
- No intake culvert or drainage system shall be installed that is smaller in diameter and flow rate capacity than those that are upstream of the entrance or drainage system unless the applicant can provide technical data to support that the flow rate capacity is equivalent to the upstream outlet(s).
- Entrances shall be installed to have a clear line of sight that conforms with the minimum stopping distance in relation to the posted road speed limit as displayed below:

Posted Speed Limit	Column A Stopping Sight Distances	Column B Stopping Sight Distances
50 Km/h or less	70	60
60 Km/h	95	80
70 Km/h	115	95
80 Km/h	155	125
All measurements are in meters		

- Entrances with stopping sight distances greater than or equal to column A distances shall not require signage or engineering studies.
- Entrances with stopping sight distances between column A and column B distances may require warning signs to be installed in both directions. The cost of purchasing the warning signs shall be the responsibility of the applicant. The Township shall procure the signage and components then bill the applicant on a cost recovery basis. No charges shall be applied for the labor to install the signage.
- Entrances with stopping sight distances less than column B distances, and /or access roadways with more than a 9% downgrade , and / or entrances that may have thirty (30) vehicles or more per day may require an engineering study to confirm the entrance is safe. Vehicular traffic shall be

calculated at 5 vehicles a day per property that utilizes the entrance. The cost for the engineering study shall be the responsibility of the applicant.

- Commercial entrances must submit a detailed site plan for approval of Council prior to submitting an entrance permit.
- The decision to request warning signage or conduct engineering studies/assessments shall be at the sole discretion of the Public Works Manager.
- Entrances constructed within 60 meters of an intersection shall be installed as far from the intersection as possible and shall access the lowest traffic volume roadway that is accessible.
- Entrances constructed near a controlled intersection requiring vehicular traffic to always come to a complete stop on the accessed roadway shall only be required to attain the stopping sight distances on the lane that is not controlled.
- Entrances constructed near a termination (dead end) of the roadway on the accessed roadway shall only be required to attain the stopping sight distances on the lane that does not terminate.
- The decision to approve or reject an application to construct or alter an entrance or drainage system shall be at the sole discretion of the Public Work Manager.
- Permit fee refunds shall not be issued under any circumstances.

## **8. PENALTIES**

Every person who constructs or alters an unpermitted entrance(s) or drainage system(s) shall upon conviction be liable to a fine multiplied per entrance or drainage system of:

- not less than \$500.00 and not more than \$1,000.00 for a first offence,
- not less than \$1,000.00 and not more than \$2,000.00 for a second or succeeding offence.

Every person who discharges water onto the road network ,or piles snow, material, or debris within the Townships road network or easements in such a manner that restricts water flow to a culvert or drainage system, restricts or lessens line of sight and the safety of the public, or damages Township infrastructure through the act of snow removal, or piling snow, material, or debris shall upon conviction be liable to a fine of:

- not less than \$500.00 and not more than \$1,000.00 for a first offence,
- not less than \$1,000.00 and not more than \$2,000.00 for a second or succeeding offence.

Any person who contravenes any of the provisions or part of this by law is guilty of an offence and shall, upon conviction, therefore, be liable to penalties as stated above and provided under the Provincial Offences Act. Such penalty shall be recoverable pursuant to the provisions of the Provincial Offences Act, R.S.O. 1990.

## **9. OTHER PROVISIONS**

By law 2011-37 shall be repealed in its entirety.

**This by-law shall come into force and effect on the final passing thereof.**

**Read a First and Second Time this 6<sup>th</sup> day of December, 2011.**

**Read a Third Time and Passed this 6<sup>th</sup> day of December, 2011.**

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MAYOR

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CAO/CLERK

**RETURN TO AGENDA**



**ENTRANCE AND DRAINAGE PERMIT**

TOWNSHIP OF HORTON  
By-Law Number 2011-37 Schedule "A"

PERMIT No. \_\_\_\_\_

FOR STAFF USE ONLY

NAME: \_\_\_\_\_

STATUS:

Owner    Developer    Contractor    Other (specify) \_\_\_\_\_

ADDRESS: \_\_\_\_\_

POSTAL CODE: \_\_\_\_\_

TELEPHONE:

Home: \_\_\_\_\_ Other: \_\_\_\_\_

**PROPERTY LOCATION**

ROAD NAME: \_\_\_\_\_

TYPE OF ROAD:

Township    County    Private

LOT NO.: \_\_\_\_\_

CONCESSION NO.: \_\_\_\_\_

ROLL NO.: \_\_\_\_\_

4746 000

SEVERANCE:

Is this a new SEVERANCE?    Yes    No

ENTRANCE TYPE:

Residential    Commercial    Farm    Other (specify) \_\_\_\_\_

**APPLICATION DETAILS**

ENTRANCE  911  DRAINAGE SYSTEM

Entrance:  Existing (already in place)    NOT Existing

Lat/North: \_\_\_\_\_

MARKED BY STAKE OR RIBBON (if not existing): Yes  No

Long/East: \_\_\_\_\_

Alteration of existing entrance or drainage system

Specify: \_\_\_\_\_

911 SIGN:  Required    NOT Required

TYPE:  New Pin & Sign    Replacement Sign

POST REQUIRED:  Yes    No

ADDITIONAL: Is an additional COMBINATION Pin required (e.g. 204 A & B)  Yes    No

**FIELD OR OFFICE USE ONLY BELOW**

CULVERT SIZE:  Minimum 10 m x 400 mm    Other (specify) \_\_\_\_\_

Lat/North: \_\_\_\_\_

DITCHING:  Required    NOT Required

Long/East: \_\_\_\_\_

LENGTH OF DITCHING: UPSTREAM \_\_\_\_\_ m   DOWNSTREAM: \_\_\_\_\_ m

**(Select method A, B or C)**

Side of Road Entrance is Located    North    South    East    West

Sequence of Pins on the same side of Road as Entrance Located    Even #'s    Odd #'s

**A** House # BEFORE: \_\_\_\_\_ m BEFORE: \_\_\_\_\_ m

Is house on same side of road as entrance:    Yes    No

**B** House # AFTER: \_\_\_\_\_ m AFTER: \_\_\_\_\_ m

Is house on same side of road as entrance:    Yes    No

**C** Intersection NAME: \_\_\_\_\_ Distance from INTERSECTION: \_\_\_\_\_

**PIN Number:** \_\_\_\_\_

**COMBINATION Number:** \_\_\_\_\_

PERMIT ACCEPTED    SIGNAGE REQUIRED    ENGINEERING REQUIRED    PERMIT REJECTED


ITEM	FEE	RECEIVED	PAYMENT TYPE	DATE
CIVIC ADDRESS NO.:	\$ 75.00	<input type="checkbox"/> Yes <input type="checkbox"/> No	CASH <input type="checkbox"/> CHEQUE <input type="checkbox"/> DEBIT <input type="checkbox"/> <small>Security deposit will be returned upon completion of construction or alteration and approval of the work by the Public Works Department</small>	_____
PERMIT:	\$ 150.00	<input type="checkbox"/> Yes <input type="checkbox"/> No		
SECURITY DEPOSIT:	\$ 1,100	<input type="checkbox"/> Yes <input type="checkbox"/> No		

INSPECTED BY: \_\_\_\_\_ 911 CALCULATED BY: \_\_\_\_\_

INSPECTION DATE: \_\_\_\_\_ DEPOSIT RELEASE DATE: \_\_\_\_\_

REASON FOR REJECTION: \_\_\_\_\_

**SKETCH**

EXAMPLE:			
5133 Road "A" <input type="checkbox"/>	Road A	<input type="checkbox"/> New House <u>Entrance</u>	
		<u>Entrance</u> <input type="checkbox"/> 5174 Road "A"	

I confirm the accuracy of the information provided within this application

Applicants Name: \_\_\_\_\_

Signature : \_\_\_\_\_

**DETAILS**


**From:** [Ag Info](#)  
**To:** [Adam Knapp](#)  
**Subject:** We are revising drainage permits that regulate construction and alteration of entrances and drainage systems. Can we request a drainage impact assessment be conducted by engineer?  
**Date:** November 21, 2024 1:01:34 PM  
**Attachments:** [image001.png](#)

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Hello Adam,

Thank you for contacting the Ontario Ministry of Agriculture, Food and Agribusiness (OMAFRA). We appreciate this opportunity to respond to your inquiry. Please note that the information provided is intended for use in Ontario, Canada and may not be applicable for other jurisdictions.

The information below is from OMAFA Drainage Specialist:

Municipalities (and their roads) do not have to accept water from adjacent properties under the Common Law with the exception of the situation where the roadside ditch is a drain under the Drainage Act.

Roadside ditches can be either:

- private drain for the purpose of draining the road, or
- part of it can be a Mutual Agreement drain, or
- a drain under the Drainage Act.

If the Roadside ditch is not under the Drainage Act:

- With road authority consent, they can be used as an outlet for private drainage systems
- Municipalities have no obligation to accept water or allow connections to the roadside ditch
  - it is private drainage system meant to drain the road
- Some municipalities:
  - allow connections without conditions/approval
  - allow connections with conditions/approval
  - do NOT allow connections

If the Roadside ditch is a drain under the Drainage Act:

- the engineers report that is adopted by by-law governs who can connect and if there are any special circumstances/conditions about connections
- if a property owner outside of the watershed of drain wishes to connect their property to the drain, the Drainage Act has processes for application and approval by the local municipality.

*The Agricultural Information Contact Centre (AICC) takes pride in responding to farm, agri-business and rural business inquiries in a timely fashion. We want to provide you with the best service possible, and in order to help us accomplish this, we would ask*

**RETURN TO AGENDA**

that you please take 1-2 minutes to complete our [customer satisfaction survey](#).

If you have any further questions please do not hesitate to contact us.

Regards,

**Sandra McCann**

Information Management Advisor | BSB/RCSD

Ministry of Agriculture, Food, and Agribusiness | Ontario Public Service

P: 1-877-424-1300 | TTY : 1 855 696-2811 | [ag.info.omafra@ontario.ca](mailto:ag.info.omafra@ontario.ca)



*Taking pride in strengthening Ontario, its places and its people.*

**Please Note:** As part of providing [accessible customer service](#), if you have any accommodation needs, require communication supports, or alternate formats please let me know.

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**From:** ontario.ca <do.not.reply@ontario.ca>

**Sent:** Friday, November 8, 2024 10:05 AM

**To:** Ag Info <ag.info.omafra@ontario.ca>

**Subject:** Reply: Yes, Page: /page/ministry-agriculture-food-and-agribusiness-and-ministry-rural-affairs

**CAUTION -- EXTERNAL E-MAIL - Do not click links or open attachments unless you recognize the sender.**

**Contact ID:** 96579

**Node ID:** 96570

**Submission ID:** 735776

**Referring page:** /page/ministry-agriculture-food-and-agribusiness-and-ministry-rural-affairs

**Message:**

**RETURN TO AGENDA**

Hello

I am the Public Works manager of Horton Township. We are currently revising our entrance and drainage permit that regulates the construction and alteration of our entrances and drainage systems. My question is can this be applied to agricultural tile drain installation that utilize our ditches as outlets ?

Further can we request a drainage impact assessment be conducted by engineer to show our drainage systems will not be negatively impacted by the increased flow from the tile drain system?

We have had several problems arise as a result of tile drain outlets being installed in our ditches and no communication of these installations from the property owner or contractor

**Reply Request:** Yes

**Name:** adam knapp

**E-mail:** [aknapp@hortontownship.ca](mailto:aknapp@hortontownship.ca)

**Phone number:** [6134326271](tel:6134326271)

**Address:** 2253 Johnston Road, RR5

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## Township of Horton COUNCIL / COMMITTEE REPORT

<b>Title:</b>  <b>Waste Composition Study</b>	<b>Date:</b>	Dec 3 <sup>rd</sup> 2024
	<b>Council/Committee:</b>	TES Committee
	<b>Author:</b>	Adam Knapp, Public Works Manager
	<b>Department:</b>	Environmental

### RECOMMENDATIONS:

THAT the TES committee receive this report as information.

### BACKGROUND:

A rendition of this report was first presented in October of 2023 as supporting information to repeal the free landfill passes. It is brought forward again as supporting information for the second request to repeal the free landfill passes and to support the continued exploration of sustainable diversion options and public educational campaigns of the negative impacts of misuse of our landfill.

Attached to this report is the High-Level Work Plan composed from the 2023 waste composition study at the Landfill Site.

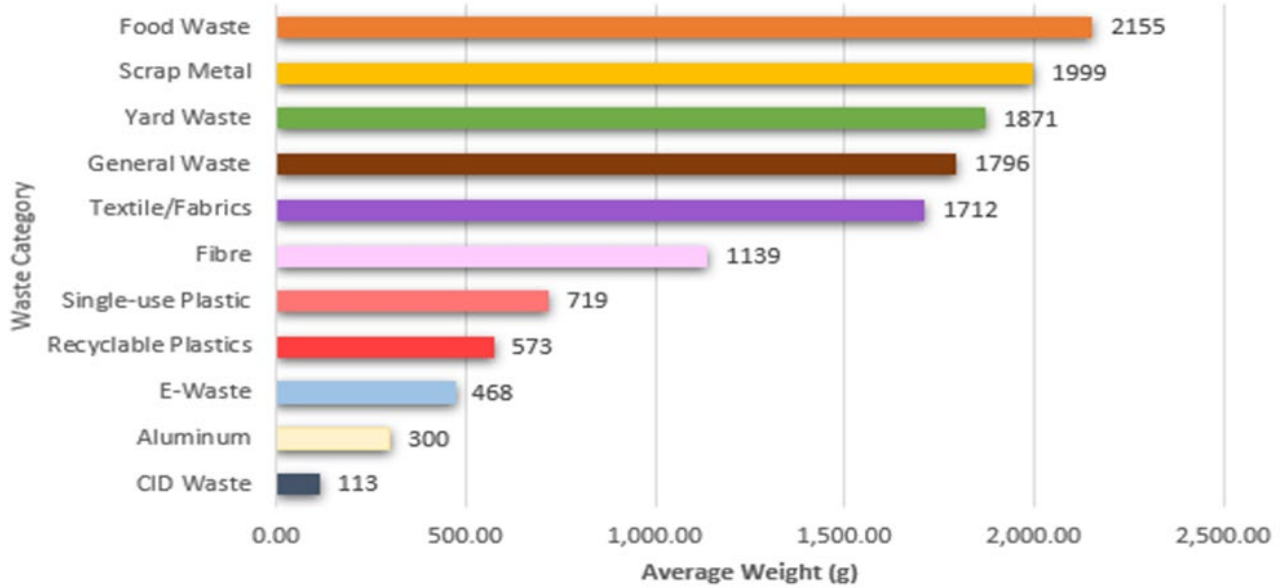
Staff and an engineering consultant, JP2G, conducted a bagged waste composition study at the landfill site. The study consisted of auditing twelve (12) waste bags selected at random from the delivered and curbside waste pile that were then opened, sorted, and weighed into categories.

The weight of each waste category from every sample bag was meticulously recorded in pounds on preprinted audit sheets. Following the completion of the audit process, the raw data obtained from the weighed waste categories was compiled. The average weight of each category is displayed below:

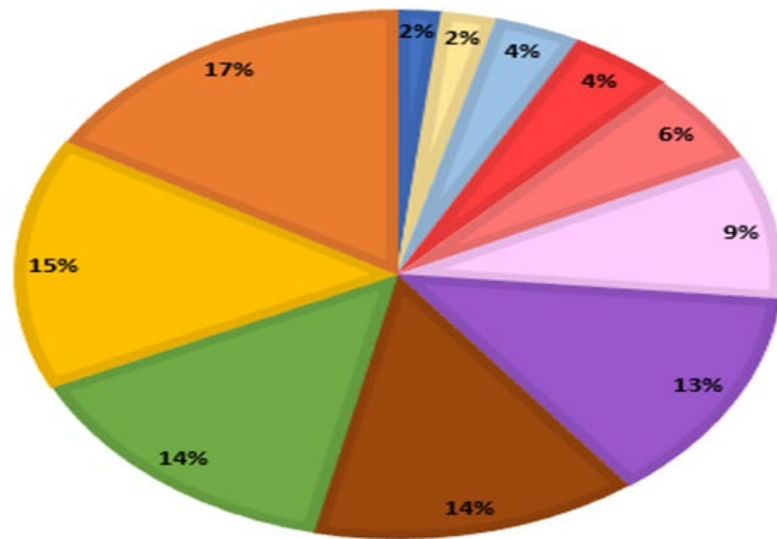
Waste Category	CID Waste	Aluminum	E-Waste	Recyclable Plastics	Single-use Plastic	Fibre	Textile & Fabrics	General Waste	Yard Waste	Scrap Metal	Food Waste	Total Waste
Average Weight (g)	113	300	468	573	719	1139	1712	1796	1871	1999	2155	5923
Percent %	2	2	4	5	6	9	14	14	15	16	17	

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### Average Weights of Waste Categories



### PERCENTAGE OF WASTE CATEGORY WEIGHTS



A total of 5923 grams of waste was measured, with food waste, scrap metal, and yard waste being the dominant contributors, collectively constituting 48% of the total waste. This leaves substantial potential for diverting 53% of the total waste away from the landfill and into recycling facilities or re-use programs.

Staff proposes the following recommendations to improve diversion rates:

- Repeal the free landfill pass program. (2026)

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- Implement a clear bag waste collection policy within our current and / or future waste collection contracts and refuse collection of waste bags with divertible products within and apply Oops stickers to notify why waste the was not collected. (2025/2026)
- Implementation of the Food Cycler program (2025)
- Further Waste Composition Studies (2026/2027)
- Ensure user fees are at a rate comparable to neighbouring Municipalities. (2026)
- Promotion and Education of the Townships current resource recovery initiatives. (Continual)

Peterborough, Ont., made the decision to move to clear bags, and green bins, in October 2023 and saw its waste diversion rate skyrocket and the City of Cornwall followed in 2024.

A clear plastic bag system promotes mandatory recycling of blue box material and can be enforced "with no additional resources and minimal behavioral changes." This change will no doubt bring push back and some concerns related to privacy which has been seen in Peterborough and Cornwall. Privacy concerns and push back could be mitigated by allowing two smaller, bathroom sized, opaque bags inside their clear bags to mask private items and an educational campaign to inform residents of the change for no less than 6 month prior to implementation. Attached to this report as supporting information is the report from the City of Cornwall's Supervisor Waste Management Dave Kuhn.

Staff encourage all members of Council and the Public to bring forward any initiatives that may present viable diversion options for consideration. Staff believe that every option to extend the life cycle of our facility is a worth examining.

### **ALTERNATIVES:**

N/A

### **FINANCIAL IMPLICATIONS:**

N/A

### **ATTACHMENTS:**

2023 Composition Study - High Level Work Plan

City of Cornwall Report - Mandatory Recycling and Clear Bag Waste Collection

### **CONSULTATIONS:**

Andrea Sare – Environmental Consultant JP2G

Britany Holland – Environmental Technician JP2G

Kevin Mooder – Principal Environmental Services JP2G

**Prepared by:** Adam Knapp, Public Works Manager

**Reviewed by:** Hope Dillabough, CAO/Clerk

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Jp2g Project No. 17-6022G

August 22, 2023

Adam Knapp  
Township of Horton  
2253 Johnston Road  
RR5  
Renfrew, ON K7V 3Z8

**Re: Waste Composition Study- Horton Landfill Site**

Dear Adam,

The following outlines a comprehensive work program prepared by Jp2g Consultants Inc. to conduct a Waste Composition Study for the Horton Landfill Site. The purpose of the Waste Composition Study is to analyze the nature and volume of waste disposed of at the Horton landfill site and is designed to investigate the curbside collection program and categorize the waste into the various waste streams.

#### Intro about Horton WDS:

The Horton Landfill site, located at 2082 Eady Road in the Township of Horton, encompasses a 2.5-hectare landfilling area within a total site area of approximately 20.24 hectares, as pictured in **Figure 2**. Operating under Environmental Compliance of Approval (ECA) No. A412505, the landfill is authorized to receive solid, non-hazardous municipal waste, including Municipal Hazardous Waste (WHW) and Municipal Special Waste (MSW). Currently, the site remains operational with an estimated capacity of 15,000 cubic meters and approximately 7.5 years of operational life remaining, as indicated in the Horton WDS 2022 biennial monitoring report, conducted by Jp2g.



Figure 1: Township of Horton WDS signage (Source: RenfrewToday, 2020)

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Figure 2: Horton Landfill Site Location.

### Waste Composition Study

On June 14th, 2023, Jp2g Consultants Inc. conducted a comprehensive waste composition study and audit for the Township of Horton. To create a representative sample of the township's waste stream, twelve (12) curbside collection bags were randomly selected from the Township of Horton's waste collection vehicles. These samples were audited over the course of one (1) day.

Once all collection bags were obtained, they were transported to an onsite sorting area. Here, the contents of each bag were sorted into corresponding waste categories, as visually depicted in **Figures 3 and 4**. The weight of each waste category from every sample bag was meticulously recorded in pounds on preprinted audit sheets. Following the completion of the audit process, the raw data obtained from the weighed waste categories was compiled and used to generate informative graphs, which are displayed in **Figures 5 and 6**.

Table 1: Average Weight of Each Waste Category

Waste Category	CID Waste	Aluminum	E-Waste	Recyclable Plastics	Single-use Plastic	Fibre	Textile & Fabrics	General Waste	Yard Waste	Scrap Metal	Food Waste	Total Waste
Average Weight (g)	113	300	468	573	719	1139	1712	1796	1871	1999	2155	5923
Percent %	2	2	4	5	6	9	14	14	15	16	17	



Figure 3: Contents of a collection bag



Figure 4: Sorting Waste into Categories.

*Audit and Sample Collection Results*

The following bar graph separates each waste sample into the following waste categories: food waste, scrap metal, yard waste, general waste, textile and fabrics, fibre, single-use plastic, recyclable plastics, e-waste, aluminum, and CID waste. This chart displays the average weights of each waste category, collected from the twelve sample bags.

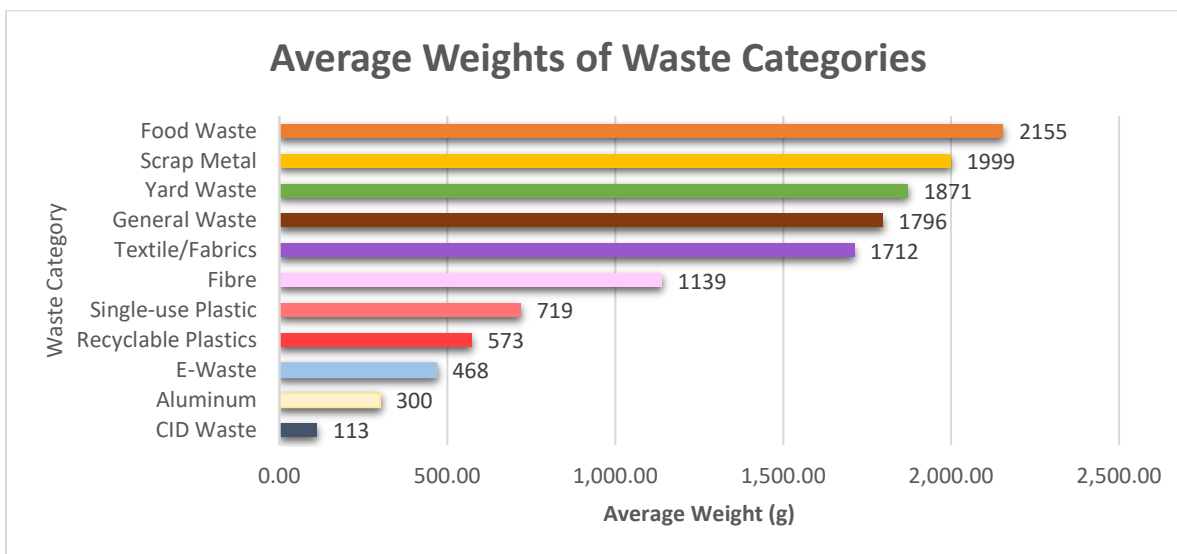


Figure 5: A bar graph displaying average weights of waste categories.

The pie chart below displays the percentage of average waste category weights collected from the twelve sample bags.

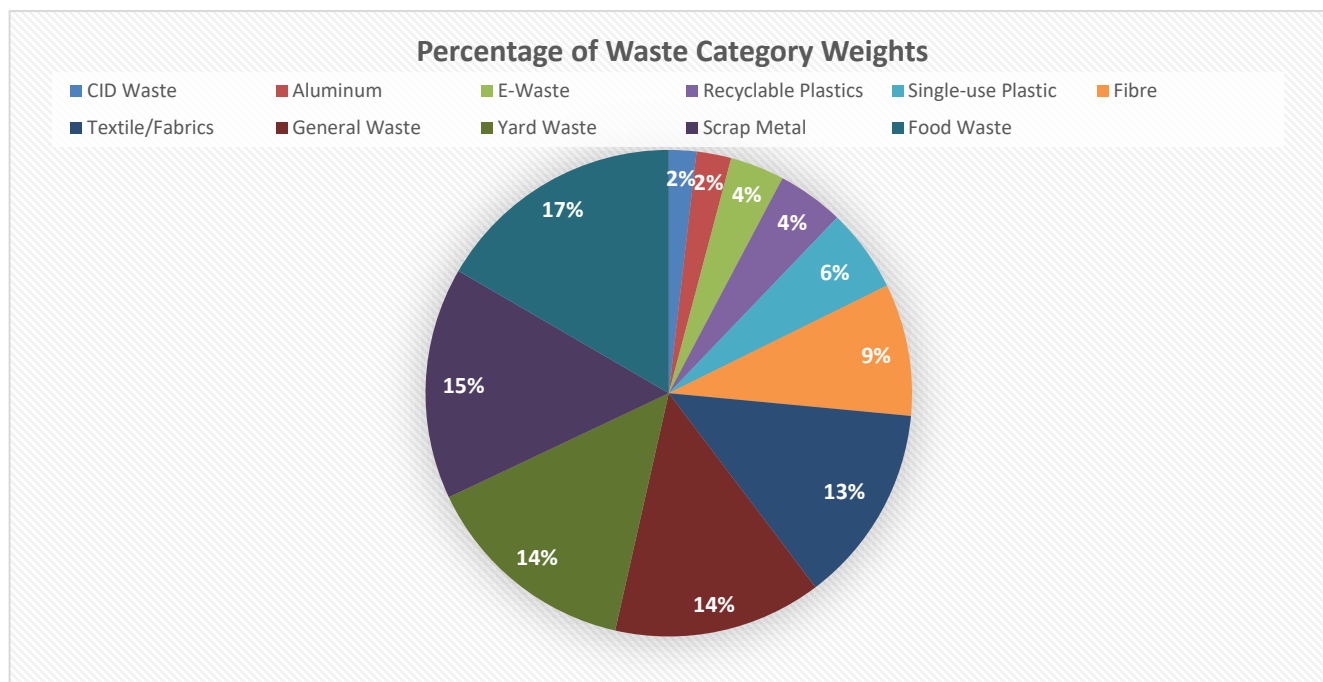


Figure 6: A pie chart displaying the percentage of waste category weights.

### Discussion/Conclusion/Recommendations

A total of 5923 grams of waste was measured, with food waste, scrap metal, and yard waste being the dominant contributors, collectively constituting 48% of the total waste. Approximately 47% of the total waste is designated for landfills, comprising CID Waste (2%), General Waste (14%), Food Waste (17%), and Yard Waste (14%). This leaves substantial potential for diverting 53% of the total waste away from landfills and into appropriate recycling facilities.

In light of these findings, we propose the following recommendations:

- Introduce a Green Bin Program:** Given that food waste and yard waste collectively account for 32% of the total waste, the implementation of a green bin program is advisable. A green bin program would focus on separate collection and composting of organic waste (which includes food and yard waste), significantly diverting organic waste out of landfills.
- Resource Recovery Initiatives:** Given the significant presence of textile/fabric waste and the fact that scrap metal constitutes 16% of the waste stream, we recommend exploring resource recovery programs. These could include textile recycling initiatives, such as textile collection bins or partnerships with textile recycling organizations, to divert textile waste from landfills. Additionally, implementing scrap metal recovery programs not only contributes to waste diversion but also has the potential to generate revenue through recycling.
- Increased Frequency for Recyclables and Compostables** To promote the correct disposal of recyclables and compostables, we suggest enhancing the township's current collection schedule, as depicted in **Figure 7**. Specifically, we recommend increasing the frequency of recyclable material collection to once a week and implementing a more frequent schedule for compostables collection. This adjustment aims to minimize instances where residents dispose of compostables in the regular garbage due to infrequent collection.

- Waste Audits and Monitoring:** To track waste composition trends and progress in waste diversion, it is essential to conduct regular waste audits, similar to this study. We recommend multiple audits each year, encompassing different seasons to account for seasonal variations in waste composition and quantity.

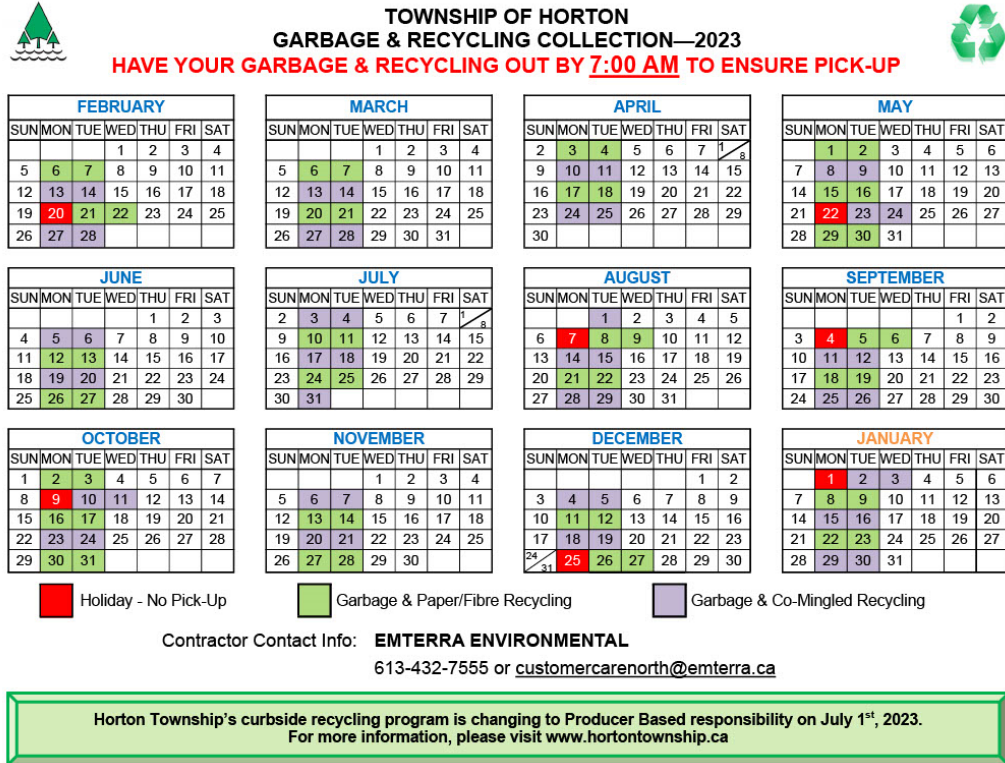


Figure 7: Township of Horton's current garbage and recycling collection schedule (Source: Horton Township, 2023)

**Conclusion**

In conclusion, this Waste Composition Study provides valuable insights into the waste profile of the Township of Horton. By implementing these recommendations, Horton can significantly enhance its waste management practices and minimize landfill-bound waste by diverting recyclable waste streams into applicable facilities.

We trust that the attached information is satisfactory. Please do not hesitate to contact the undersigned should you have any questions.

Yours truly,

**Jp2g Consultants Inc.**  
 Engineers • Planners • Project Managers

Brittany Holland, B.A.  
 Environmental Technician

Kevin Mooder, MCIP RPP  
 Principal | Environmental Services





**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**Report**

Department: Infrastructure and Municipal Works  
Division: Environment  
Report Number: 2024-06-Infrastructure and Municipal Works  
Prepared By: Dave Kuhn, Supervisor, Waste Management  
Meeting Date: February 13, 2024  
Subject: Mandatory Recycling and Clear Bag Collection Program

**Purpose**

To provide Council with information regarding the public consultation response pertaining to the proposed implementation of a clear bag waste collection and disposal program (herein after called “Clear Bag Collection Program”) designed to encourage and increase the diversion of recyclable and organic materials. This initiative would be considered as a major contributing factor to preserving and maximizing the existing capacity at the City’s landfill facility.

**Recommendation**

- a. That Council receive Report 2024-06-IMW.
- b. That Council direct Administration to proceed with the implementation of the Clear Bag Collection Program as described in this report with a soft launch date of January 1, 2025, and commencement of full enforcement on April 1, 2025.
- c. Subject to approval of Recommendation B, that Council direct Administration to implement a clear bag policy for users of the Landfill Site who deliver waste directly to the Landfill Site.
- d. Subject to approval of Recommendation B, that Council increase the allowable curbside waste set out bag limit from 2 bags to 4 bags.

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## **Financial Implications**

There are no financial implications to the Corporation. The curbside collection system and associated collection contract would be unaffected. It is anticipated that a significant increase of waste diverted from the residential and Industrial, Commercial, and Institutional (IC&I) sectors will be realized. There are no additional costs to users of the waste collection program as the cost to purchase clear bags are comparable in price to black bags. There are however long-term cost savings to the City through preserving capacity at the Landfill Site.

## **Strategic Priority Implications**

This initiative aligns with the Municipal, Provincial, and Federal Governments' sustainability goals as it aims to reduce waste and increase diversion.

It also relates to Pillar 3: Achieve Net Zero By 2050 as diverting organic waste from the landfill will generate less landfill gas requiring collection and flaring before it is released into the atmosphere which will result in less greenhouse gas emissions.

## **Background / Discussion**

In 2023, the Waste Management Department researched methods of increasing the diversion of recyclables from the curbside waste collection. Consequently, staff conducted a visual curbside audit which canvassed over 1,500 addresses and businesses in neighborhoods in each collection zone. Despite implementation of the two (2) bag limit, the visual curbside waste audit determined that 14% of households and 35% of IC&I addresses in the City of Cornwall do not participate in curbside recycling. Accordingly, Staff have identified that a mandatory recycling initiative should be considered to increase curbside recycling.

In addition to the objective of increasing the diversion of recyclable material, the City must also consider the inclusion of diverting organic waste as mandated by the Province which is scheduled to commence on January 1, 2025. Staff is currently in the process of preparing tenders for the supply of "green bins" which are designed to contain organic waste generated by curbside collection users. These bins will be provided to, and utilized by, residential households and IC&I establishments serviced with curbside waste collection. Additionally, the Waste Management Department is researching third party contractors to process collected organics for eventual agricultural and/or horticultural applications.

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Different methods of implementing mandatory diversion of curbside waste, both recyclables and organics, were researched including enforcement through a compulsory Bin Set-Out program, a Pay-As-You-Throw collection arrangement, or a Clear Bag Collection Program.

A mandatory Bin Set-Out program requires curbside collection users to set out blue boxes containing recyclables, a green bin containing organics and garbage cans and/or plastic bags to contain regular waste. Such a program could also include a bag limit for regular waste collection thereby encouraging diversion of recyclables and organics. Collection staff would be instructed to not collect any waste unless all three waste types (recyclables, organics and regular waste) are set out at the same time. Challenges with this method include residents who do not accumulate sufficient recyclables or use other composting programs, such as back yard composters or counter-top style composting units,

Increasing diversion by Bin Set-Out is challenging due to the Extended Producer Responsibility Transition that is also occurring January 1, 2025, whereby a separate contractor commissioned and paid for by producers of recyclable items, will be collecting and processing the residential blue box material only. As the blue box material will be collected by a separate collection vehicle at a different time than regular waste and organics, the regular waste collection staff would not be able to absolutely confirm if the blue box materials have been set out. Other challenges to this program include that some residents and businesses do not create enough blue box material to warrant placing a blue box to the curb weekly and some residents have little or no organics to set out as they utilize back yard composters or countertop composting units. Under this program, residents could also attempt to place empty receptacles to the curb to satisfy the requirements while not participating in any diversion programs.

A Pay-As-You-Throw (PAYT) program requires curbside users be charged by the amount of regular waste collected. Users would not be charged for the collection of recyclables and organics. Such a program could also include a bag limit for regular waste collection thereby encouraging diversion of recyclables and organics and would ultimately result in reducing the amount of regular waste collection costs incurred by the user.

The PAYT arrangement would require residents and businesses to purchase tags for each bag collected, which requires additional municipal resources to operate. Additionally, and more importantly, the PAYT program would very likely result in extensive illegal dumping.

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The Clear Bag Collection Program requires residents and businesses who utilize the curbside collection service to contain waste in clear plastic garbage bags or contain waste loose in garbage cans. Waste in clear bags would also be able to be placed into garbage containers to accommodate privacy concerns that were identified during the public consultation process. In this manner, collection staff can visually inspect the waste contents. Clear bags or garbage cans containing more than ten percent of recyclables and/or organics would not be collected. Any waste contained in black plastic bags would also not be collected. Such a program could also include a bag limit for regular waste collection thereby encouraging diversion of recyclables and organics.

Ultimately the Clear Bag Collection Program was identified as the best option for the municipality. The Clear Bag Collection Program promotes mandatory recycling of blue box material and organics diversion which could be enforced with no additional resources and minimal behavioural changes for residents and businesses. Simply put, the only difference is the colour of the garbage bag.

### **Public Consultations**

At the October 10<sup>th</sup>, 2023, Regular Meeting of Council, Staff was directed to proceed with public consultation regarding a Clear Bag Collection Program. The Waste Management Department completed three public open house events: one virtual session on December 7<sup>th</sup> and in-person consultation events at the Benson Centre on December 12<sup>th</sup> and December 14<sup>th</sup>. The Waste Management Department also published an online survey which gathered 1,789 responses.

### **Online Survey**

Of the 1,789 responses to the online survey, the vast majority of respondents indicated their main concern with the Clear Bag Collection Program was the potential public exposure of intimate or sensitive private waste materials such as financial documentation, sensitive information, sanitary products, personal items etc. which could be visible in clear plastic bags. Other concerns included the cost and availability of clear bags at local merchants and, apprehensions with animals tampering with the bags. The results of the survey are summarized below. A full list of questions and answers from the public consultation initiatives are available in Appendix A.

- 1333 of the respondents indicated they foresee their address experiencing issues with the Clear Bag Collection Program. In written response, most respondents cited privacy concerns as the primary issue.

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- 1088 of the respondents indicated that they foresee issues purchasing clear bags at local retailers. The concerns were focused on availability and cost of clear bags compared to black or opaque bags.
- 776 of the respondents indicated they would be in favor of using a waste container with clear waste bags to increase privacy with household waste.
- 667 of the respondents indicated they would be in favor of using privacy bags to contain intimate items. The privacy bags could then be contained within a clear bag or waste container.
- 924 residents indicated they foresee a problem with the clear bag system even with the implementation of a green bin program. Many of the optional written comments from this section indicated that residents do not want to participate in a green bin organics program, while others indicated that it should have been implemented years ago. (*It should be noted however, that the City is Provincially mandated to implement a green bin organics program by 2025.*)
- 513 respondents indicated they would support the clear bag initiative if the 2-bag limit was increased. A few residents expressed concerns with increasing the bag limit as it seems counterproductive. The reasoning behind potentially increasing the current limit is to support large families who are currently recycling and diverting as much as they can and add flexibility to residents who may seldom generate waste above the current limit. With a Clear Bag Collection Program, the only waste that is collected is material that cannot be diverted through other programs.

### **Public Consultation Sessions**

The virtual public consultation occurred from 5:00-6:00 pm on December 7<sup>th</sup> using the Zoom platform. The consultation event commenced with a brief presentation by the Waste Management Supervisor highlighting waste management services across the City, current ongoing diversion efforts and initiatives, a prelude to the anticipated 2025 “Green Bin” organics program, landfill capacity challenges, and the Clear Bag Collection Program background information. This was followed by an open forum “questions and answers” session for participants.

In-person public consultations were held the following week, occurring on December 12<sup>th</sup> and 14<sup>th</sup> at the Benson Centre. Similar to the virtual event, the sessions began with a brief presentation by the Waste Management Supervisor followed by an open forum “questions and answers” session for participants. In total, 49 residents participated in the three public consultation sessions.



For both the virtual and in-person events, a moderator guided the session, allowing residents to voice their questions, comments and concerns with regard to implementing the proposed Clear Bag Collection Program. Feedback received from residents pertaining to the potential program were noted during the sessions are available in *Appendix A*.

### **Privacy Concerns**

As is in most Clear Bag Collection Program public consultations implemented in other municipalities, the most prevalent concern that was expressed throughout the public events and the online survey was associated with the potential public exposure of intimate or sensitive private waste materials such as financial documentation, sensitive information, sanitary products, personal items etc. which could be visible in clear plastic bags. Of the responses received, residents are mainly concerned about neighbours, collection staff and/or the general public being able to view potentially sensitive materials within their transparent waste bags.

Residents are concerned that a transparent clear bag program could make them more susceptible to privacy infringements such as identity theft, fraudulent activity, and possible increased rates of theft.

A common practice with a clear bag collection system is the acceptance of “privacy bags” within the clear bag. Privacy bags or opaque bags would allow residents to shield sensitive waste products from public view. It is also recommended that financial and confidential documentation should not be placed within the garbage but instead shredded and placed into a recycling receptacle to avoid any fraudulent activity.

Staff is recommending that the City of Cornwall allow an allotment of two (2) privacy bags per collection week for waste items that are considered private. The bags would be of a defined size, or a combination of smaller bags that equate to the same capacity. Other municipalities who have implemented a clear bag policy typically identify 25 litre bags, which are readily available, as the size for privacy bags.

As previously mentioned, as part of the Clear Bag Collection Program, the City of Cornwall would allow the use of garbage cans and/or carts for curbside collection containing loose waste, as this would reduce the amount of landfilled plastic bags but would also serve to reduce resident’s privacy concerns.



## **Costs and Availability of Clear Plastic Bags**

Residents have expressed concern about the costs and availability of transparent plastic garbage bags. Based on current inventories and pricing, residents are concerned that retailers will not carry the amount and size variety required to adequately meet their demands.

Preliminary research was completed to get a sense of the cost differentials between clear bags and conventional black bags. Most municipalities that have implemented a Clear Bag Collection Program recommended allocating a time frame of 6-8 months for retailers to turnover their current inventories. Some municipalities have experienced shortage or availability issues during the first weeks of transition as the demand spikes for a short window.

Should Council provide direction to proceed with the Clear Bag Collection Program, the Waste Management Department will coordinate with local retailers to ensure adequate supply of clear bags are available before, during and after the program implementation.

## **Rodent and Wildlife Concerns**

Some residents expressed concern that rodents, birds, and other wildlife will more easily be able to target waste in clear bags, leading to ripped bags and debris left curbside. As previously mentioned in this report, and reiterated throughout the public consultation sessions, a Provincially mandated green bin initiative will be launched early in 2025 in parallel with the proposed Clear Bag Collection Program. All models of collection bins (green bins) designed to contain organics which are currently being considered for purchase by the City, will have a locking mechanism which will serve to deter wildlife from accessing the organic food waste. Assuming full diversion of organics into the green bin, with food waste virtually eliminated from the clear garbage bags, there should be little or no incentive for wildlife to tear open bags in search of something edible. This should result in a significant decrease in torn bags caused by wildlife.

## **Enforcement Concerns at the Curbside**

Another common concern that was voiced by residents was surrounding the enforcement of the Clear Bag Collection Program.

It was conveyed that the collection contractor staff will be primarily responsible for completing a quick visual assessment of the waste contents prior to dumping the waste into the collection vehicle. Residents will be reminded that the goal of



the programs is not to reject waste due to small amounts of food waste or recyclables (less than 10% by volume) within the garbage but to encourage diversion of as much recyclable and organic waste as possible in order to maximize the longevity of the Landfill.

### **Enforcement at the Landfill Site**

As part of Council's approval of the Clear Bag Collection Program, Staff is recommending that the Landfill Site also be subject to the same policy for transparent bags. This issue was brought forward during the public consultation sessions as residents are concerned that some waste generators who can afford additional charges will choose to bypass the curbside clear bag policy by simply disposing of their waste directly at the Landfill Site. Allowing generators to bring waste to the Landfill Site in opaque bags, is counterintuitive to the clear bag initiative. Staff recommends that the clear bag policy extend to all waste delivered to the Landfill Site. The Landfill Site is equipped with a rate structure that surcharges unsorted waste at a rate of 50%. Any users of the Landfill Site would be subject to this surcharge if their waste does not meet the standards.

### **Increase of Bag Limits**

As part of the proposed Clear Bag Collection Program, it is recommended that the City increase the waste bag limit from the current 2 black bags to 4 clear bags at the time of implementation and reassess as needed. The increase to the bag limit accommodates large families who divert all possible material, but still may have additional bags at certain times of the year.

### **Consultation with Peterborough**

As mentioned in report 2023-95, which was presented to Council on October 10, 2023, the City of Peterborough implemented a clear bag collection program on October 31, 2023. Staff has followed Peterborough's roll out plan and communicated with Peterborough waste management staff in January 2024 to gauge the success and challenges of a clear bag collection system.

Peterborough implemented their Clear Bag Collection Program in parallel with a green bin collection program. The two programs complement each other ensuring that the green bin program capture rate is maximized, while recyclable waste is also prevented from being landfilled.

In discussions with Peterborough staff, the overall program implementation has been a success. Thorough messaging and a comprehensive communications





strategy was the key to successfully implementing a clear bag program. Peterborough's communication plan included print media, radio ads and social media campaigns for an eight (8) month period and increased in frequency closer to the implementation date. Peterborough successfully coordinated the supply and demand of clear bags in anticipation of a spike in demand when the program was implemented. There were few stores who had their inventory dwindle, clear bags were readily available for purchase by the public.

## **Conclusion**

Considering all of the preceding, Staff is recommending that Council approve the commencement of the Clear Bag Collection Program on January 1, 2025, to coincide with the commencement of the Green Bin organics collection program. As part of this program, the City would continue to allow the use of garbage carts or containers to contain clear bags. Waste may also be contained loose in garbage carts or containers in an effort to avoid additional plastic bags from being disposed of in the Landfill Site

Staff is proposing a 3 month 'soft launch' to the new collection protocol whereby waste contained in clear bags or loose in containers will be inspected by collection staff with a sticker or notice left behind addressing any non-compliance. This period is intended for the public to learn about the program and change their waste sorting habits without having their waste refused at the curb. A comprehensive education and promotion program, similar to the Peterborough experience, will be implemented well in advance to, and ongoing throughout the initial stages, to assist curbside collection users to adapt to the new practices. Staff is also recommending that a promotion campaign with decals for residents who adhere to the program without any infractions be implemented. A similar program was offered in Markham, Ontario which gathered positive feedback as a result.

Staff has consulted with the current curbside collection contractor, E360 Solutions, and have confirmed that they are willing to work with the City to ensure that this initiative is successful. Upon approval by Council of the recommendations in this report, the Waste Management Department will create and distribute training information to the contractor pertaining to the Clear Bag Collection Program.

Upon full enforcement of the Clear Bag Collection System in April of 2025, Staff is proposing that the City of Cornwall not initially issue fines for improperly prepared waste but rather handle these cases in the same manner as current solid waste by-law infractions. In cases of non-compliance, the Waste Management



Department communicates the issues to property owners and tenants. Following an allotment of time to remedy any issues, the City contracts a third-party to collect the waste which had been left abandoned on the curbside or private property due to non-compliance and subsequently invoice the owner of the property to recover costs.

Upon approval of the Clear Bag Collection Program by Council, Staff will amend the current Solid Waste Management By-Law to reflect the specifics of the program. These amendments would then be presented to Council at a subsequent meeting for discussion and approval.



## Township of Horton COUNCIL / COMMITTEE REPORT

<b>Title:</b>  <b>Repeal of the Free Landfill Pass Program</b>	<b>Date:</b>	<b>Dec 3<sup>rd</sup> 2024</b>
	<b>Council/Committee:</b>	<b>TES Committee</b>
	<b>Author:</b>	<b>Adam Knapp, Public Works Manager</b>
	<b>Department:</b>	<b>Environmental Services</b>

### **RECOMMENDATIONS:**

**THAT** the TES committee recommend to Council that the free landfill pass program be repealed effective December 31<sup>st</sup> 2025.

**AND THAT** staff will notify and educate residents on the initiative to ensure a smooth transition .

### **BACKGROUND:**

This recommendation and rendition of this report was first brought forward to Council in October of 2023 which recommended to remove the free landfill passes effective January 1<sup>st</sup>, 2024 and was supported by the data received in our Biennial Operations and Monitoring reports delivered in May of 2023.

On November 5<sup>th</sup>, 2024 Kevin Mooder of Jp2g presented the final draft of the Townships Expansion Feasibility Study to Council. It highlighted the negative effects of increased intake rates and that the 32,890 m<sup>3</sup> expansion will only have a lifecycle of 12 years at our current average intake rate of 2,700m<sup>3</sup> per year. Assuming that intake rate has continued and that the current site has a remaining capacity of 10,000m<sup>3</sup> means that the current site has a remaining life expectancy of 3.7 years. Expansion Feasibility Studies and expansions are costly and take approximately 5 years to complete meaning that if the expansion is approved in 2025 and fully operational by 2026 the Township would need to begin the process of applying for another expansion, which is likely not feasible, or explore alternative diversion options for all waste by 2033 to 2036.

The Township received its Biennial Operations and Monitoring reports in May of 2023, and it did not present a good picture as it pertains to the amount of waste intake at the Landfill site (LFS) or the current predicted lifecycle expectancies.

Based on the recent November 4, 2022 survey in comparison to the Stantec 2009 design contours (not including final cover and topsoil – 0.45m) there is a remaining capacity of approximately 15,000m<sup>3</sup>. Assuming an optimal annual landfilling rate of 2000m<sup>3</sup>, it results in a site life expectancy of approximately 7.5 years.

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This updated estimated life expectancy and the yearly landfilling quantities chart on page 5 of the Operations Report formed the basis of Staff's recommendation in this report and at the June 14<sup>th</sup> TES meeting. The Operations Report clearly documents that the Townships intake of materials is undesirable and at a rate far above our target of 2,000m<sup>3</sup> per year. ECA Condition 30 states that no more than 3000 tonnes of waste per year may be accepted for disposal and the LFS has encroached or exceeded this limit numerous times since 1994.

The chart below, from the Townships current Biennial Operations Report, **highlights** every year since 1994 that the landfill site has exceeded the 2000m<sup>3</sup> target intake rate for optimal lifecycle achievement. The chart accurately shows that 68% of the years tracked the Township has exceeded our optimal intake rate.



**Table 2**  
**Landfilling Quantities**

Year	Landfilled (m <sup>3</sup> )	Remaining Capacity (m <sup>3</sup> )	
1994	4560	March 1994 started area method	
1995	2250		
1996	2100	36,100m <sup>3</sup> in 1 ha footprint based on Stantec Dec 1996 survey	
1997	1100		
1998	2800		
1999	2973		
2000	4174		
2001	5200		
2002	3500		
2003	1500		
2004	1800		
2005	1600		
2006	2500	39,900m <sup>3</sup> expansion approved in 2011 waste disposal started in this area in 2012	
2007	2425		
2008	2748		
2009	2920		
2010	3025		
2011	680		
2012	1610		40,727
2013	2000		38,727
2014	1095		37,632
2015	2289		35,000
2016	2053	32,947	
2017	1750	31,200	
2018	2475	28,725	
2019	2108	26,617	
2020	1996	24,621	
2021	3000	21,621	
2022	2420	19,201	

Notes: Years 1994-2000 Stantec (2017) annual landfill  
 Years 2011-2016 Stantec (2017) remaining capacity  
 Years 2017-2020 Jp2g estimates



The picture displayed above was acquired on August 16<sup>th</sup> 2023 and portrays the accumulated construction / demolition and yard waste accumulated over an approximate 5-month period, this does not include other additional intake sources such as curbside collection. This level of intake has been consistent for numerous years and Staff at all levels of waste management struggle to consider this intake as generated solely in Horton Township. Staff believe that a significant portion of the intake is being sourced from other areas and our low fees and free passes are being exploited. Evaluating the materials origin transported in by a valid user is difficult if not impossible to do effectively.

**RETURN TO AGENDA**

The data displayed in the Operational Report and Waste Composition Study clearly display excessive material intake and significant amounts of divertible materials in our collection program. This is not positive data for the efficiency of the program and If our current LFS runs out of capacity before our expansion study is approved or worst-case rejected the cost to divert waste outside the Township would be a heavy burden on rate payers. Staff consider it imperative to mitigate intake and investigate all options for diversion. We must continue to improve our program and ensure that our LFS achieves the maximum life cycle possible. As we have experienced LFS expansions are not economical, and they will not become less involved or costly in the future. The actions taken today shall assist in safeguarding the longevity of our LFS and prolong future expenditures allowing the Township to logistically prepare for the next phase of waste management.

Staff is making the recommendation to remove the “Free” Landfill pass program effective December 31<sup>st</sup> 2025. This will provide enough time for notice to all ratepayers of the decision and to educate the residents on why the program was repealed.

**ALTERNATIVES:**

N/A

**FINANCIAL IMPLICATIONS:**

Per the recommendation and Waste User Fees

**ATTACHMENTS:**

Upon Request - 2021-22 Operations Report

Upon Request - 2021-22 Monitoring Report

Draft Expansion Feasibility Study 2024 (without appendices)

**CONSULTATIONS:**

Kevin Mooder – JP2G - Manager of Environmental Services

**Prepared by:** Adam Knapp, Public Works Manager

**Reviewed by:** Hope Dillabough, CAO/Clerk



## Township of Horton COUNCIL / COMMITTEE REPORT

<b>Title:</b>  <b>EV ChargeOn Grant Application Status</b>	<b>Date:</b>	Dec 3 <sup>rd</sup> 2024
	<b>Council/Committee:</b>	TES
	<b>Author:</b>	Adam Knapp, Public Works Manager
	<b>Department:</b>	Transportation

### **RECOMMENDATIONS:**

**THAT** the TES committee receive this report as information pertaining to the status of our application to the EV ChargeOn Grant.

### **BACKGROUND:**

Early in 2024 staff applied to the EV ChargeON Program after receiving numerous emails prompting us to apply from the Ministry of Transportation of Ontario (MTO). The MTO application guide indicated that the applications would be reviewed during the winter of 2024 and applicants would be notified of the application status in the spring of 2024. On November 12<sup>th</sup> the Township received the attached letter informing us that our application was not selected to move forward and that the selection process was highly competitive. The submission included a detailed design with to date costing and staff interpret that the Townships submission met all criteria specified within the application.

### **ALTERNATIVES:**

N/A

### **FINANCIAL IMPLICATIONS:**

N/A

### **ATTACHMENTS:**

EV ChargeON Program Letter

### **CONSULTATIONS:**

N/A

**Prepared by:** Adam Knapp, Public Works Manager

**Reviewed by:** Hope Dillabough, CAO/Clerk

**RETURN TO AGENDA**

**Ministry of  
Transportation**

Transit Division

777 Bay Street, 30th  
Floor  
Toronto, ON M5G 2E5

Tel: 437-218-1788

**Ministère des  
Transports**

Division des transports  
en commun

777, rue Bay, 30e étage  
Toronto, ON M5G 2E5

Tél: 437-218-1788

**Ontario** 

November 12, 2024

Hope Dillabough  
Corporation of the Township of Horton  
2253 Johnston Road  
Renfrew ON K7V3Z8

Dear Hope Dillabough:

**RE: EV ChargeON Application #2023-12-1-2347835159**

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Thank you for your application to the EV ChargeON Program. We regret to inform you your application has not been selected to move forward. We thank you for your interest.

Applications were carefully reviewed and assessed against program eligibility criteria. We received applications from many qualified applicants, and our selection process was highly competitive. Selection decisions for the Program are final.

If you have any questions, please contact the EV ChargeON Program team at [evchargeon@ontario.ca](mailto:evchargeon@ontario.ca). We encourage you to visit [Ontario.ca](https://www.ontario.ca) for future funding opportunities from the Ontario government, including programs that support electrification initiatives.

Best regards,



James Pearce  
Assistant Deputy Minister, Transit Division  
Ministry of Transportation

**RETURN TO AGENDA**





**Township of Horton  
COUNCIL / COMMITTEE REPORT**

<b>Title:</b>  <b>Town of Renfrew’s Second Public Consultation Center</b>	<b>Date:</b>	Dec 3 <sup>rd</sup> 2024
	<b>Council/Committee:</b>	TES
	<b>Author:</b>	Adam Knapp, Public Works Manager
	<b>Department:</b>	Transportation

**RECOMMENDATIONS:**

THAT the TES committee receive this report as information pertaining to the second Public Consultation Center for the Towns of Renfrew’s Transportation Master Plan.

**BACKGROUND:**

The Town of Renfrew has procured the services of BT Engineering Inc to perform a Transportation Master Plan (TMP) independent of the County and Municipal partners TMP set for completion in 2025. The Towns TMP contains several proposals that may affect the Township of Horton’s road network and growth including the Whitton Road and O’Brien Road intersection closure, new Whitton Road alignment and road alignment network alternatives within the East Development Area.

**ALTERNATIVES:**

N/A

**FINANCIAL IMPLICATIONS:**

N/A

**ATTACHMENTS:**

Town of Renfrew PCC Notice 2

**CONSULTATIONS:**

N/A

**Prepared by:** Adam Knapp, Public Works Manager

**Reviewed by:** Hope Dillabough, CAO/Clerk

**Public Consultation Centre No. 2**  
**Whitton Road/O'Brien Road Intersection Closure and New Road Alignment**  
**and**  
**Proposed East Development Area Secondary Plan**  
**Integrated Environmental Assessment Study**

**INTRODUCTION**

This study is satisfying *Environmental Assessment Act* requirements for two projects: East Development Area; and the closure of the Whitton Road at O'Brien Road/Highway 60. Each are described below.

This is the second of two Public Consultation Centres (PCC's) for the Whitton Road and O'Brien Road intersection closure, new Whitton Road alignment and road alignment network alternatives within the East Development Area. The purpose of the second PCC will be to provide interested stakeholders, Indigenous Peoples communities, and the public an opportunity to review and comment on the evaluation of the alternatives and the technical recommendations. Details of the PCC are as follows:

**Date:** Wednesday, November 20, 2024

**Time:** 6:00 pm to 8:00 pm

**Location:** myFM Centre, 1 Ma-Te-Way Park Drive, Renfrew, ON K7V 4J4



**The Whitton Road at O'Brien Road Intersection Closure**

The intersection of Whitton Road at O'Brien Road is considering closure to improve operations and safety when the Highway 417 Interchange is constructed. Revisions to the road network are required to provide a connection from Whitton Road to O'Brien Road. This road closure of the Whitton Road intersection created the need for the Municipal Class EA (Amended 2023) to plan for changes in the road network within the East Development Area and adjacent Provincial Highway 60 and 417 network.

**RETURN TO AGENDA**

## Integrated Approach Environmental Assessment

As part of the East Development Area, an EA is being undertaken for new and modified major roads, including the road closure of Whitton Road and the road network within the East Development Area. These proposed road alignments are subject to Schedule C of the Municipal Class EA (MCEA) process. The EA will be completed using the “Integrated Approach” within the *Planning Act*, an approved process under the Municipal Class EA (2023). The integrated approach will ensure that planning for the East Development Area land designations and changes to the transportation network are completed simultaneously, providing the necessary supporting documents, public consultation and alternatives for both studies. The Notice of Commencement for the Renfrew East Development Area/ Whitton Road Closure EA Study was issued March 27, 2024. This PCC is part of the Integrated Municipal Class EA process.

### East Development Area Secondary Plan - *Planning Act*

The PCC will have displays showing proposed changes to land use designations within the East Development Area. Comments on the proposed changes are welcome. However, the *Planning Act* requirements within the Integrated Approach require a public Notice and meeting that will provide prescribed notification, an opportunity to comment at the public meeting and individual’s and organization’s rights under the *Planning Act* and Integrated Approach under the Municipal Class EA. A future Statutory Public Meeting will be completed when the East Development Area Secondary Plan policy has been developed.

### Engagement - ZenCity Engage

Additional study information, including public notices and study materials prepared to date, will be made available on the Town’s ZenCity Engage website, which provides an opportunity for members of the public to be informed about important Town projects.

<https://renfrew-county.civilspace.io/en/projects/proposed-east-development-area-secondary-plan-closure-of-whitton-road-at-o-brien-road>

### Comments

Early identification of individual and group concerns greatly aids in addressing these concerns. All information will be collected in accordance with the Municipal Class EA (2024) and *Municipal Freedom of Information and Protection of Privacy Act* (2009). With the exception of personal information, all comments will become part of the public record. Persons will be advised of future communication opportunities by electronic notice in addition to newspaper public notices.

For more information and if you wish to be placed on the study’s mailing or emailing contact list, contact:

**Steve Taylor, P.Eng.**  
**EA Project Manager**  
**BT Engineering Inc.**  
 100 Craig Henry Drive, Suite 201  
 Ottawa, ON K2G 5W3  
 Phone: 613-228-4813  
 Email: [steven.taylor@bteng.ca](mailto:steven.taylor@bteng.ca)

**Andrea Bishop, P.Eng.**  
**Project Manager**  
**Town of Renfrew**  
 127 Raglan Street South  
 Renfrew, ON K7V 1P8  
 Phone: 613-432-4848 Ext 306  
 Email [abishop@renfrew.ca](mailto:abishop@renfrew.ca)

**RETURN TO AGENDA**



## Township of Horton COUNCIL / COMMITTEE REPORT

<b>Title:</b>  <b>County of Renfrew TMP - Road Rationalization Assessment Memorandum</b>	<b>Date:</b>	Dec 3 <sup>rd</sup> 2024
	<b>Council/Committee:</b>	TES
	<b>Author:</b>	Adam Knapp, Public Works Manager
	<b>Department:</b>	Transportation

### RECOMMENDATIONS:

THAT the TES committee receive this report as information pertaining to the Joint County of Renfrew Transportation Master Plan (TMP) Road Rationalization Assessment.

### BACKGROUND:

As part of the Joint Transportation Master Plan (TMP) process, an assessment of the County’s Road rationalization policy (PW-19, March 2023) and its application has been completed. This memorandum is intended to provide the County staff with an opportunity to provide input on the completed road assessment. In doing so, County staff experience and local knowledge can be leveraged to shape the outcome of the assessment to better align their expectations and desired outcome.

The intent of this review is to identify potential improvements and or modifications which could be applied to the County’s criteria to better reflect the nature of the County and to improve clarity of specific criterion.

The assessment identified 5 sections of road that are recommended for transfer to the County, totaling 18 kilometers, and 79 sections of County road recommended for transfer to local municipalities, totaling 122 kilometers. These recommendations shall not significantly impact Horton Township and our current network. The only section of roadway recommended for transfer recommended for transfer to Horton Township is County Road 6 (Lochwinnoch Road) from Highway 17 to County Road 63 (Miller Road) once the Highway 17 twinning project is complete and the cloverleaf connection is provided. The total length of Lochwinnoch Road potentially downloaded would be 5.4 kilometers.

	Sections	Length (km)
Currently Designated County Road	512	820
Existing County road recommended for transfer to local municipality	79	122
Existing County road to remain in County network	403	673
Existing local road recommended for transfer to County	5	18
Existing County road recommended for Connecting Link program	30	25

It is recognized that cost will be a significant concern for local municipalities. As such, the implementation plan should include a funding model which outlines potential compensation for the transfer.

RETURN TO AGENDA

Overall, the road transfer plan options should include:

- Alternative 1: Do-nothing (maintain the current road system as is).
- Alternative 2: Transfer roads in their current state.
- Alternative 3: Transfer roads in an improved state.
- Alternative 4: Transfer roads with financial concessions.

The following roads within Horton Township were also considered within this study but were not found to meet the minimum threshold for upload to the County:

- Lime Kiln Road.
- Pinnacle Road from Garden of Eden Road to Highway 60.

If the area surrounding Lime Kiln Road were to be rezoned under the Official Plan to Urban Community or Rural Village in response to anticipated development, that would significantly improve the justification for County jurisdiction. The road currently only receives 2 points for serving as an Urban bypass route but no points for traffic volume, industrial activity or as an urban connector. If the area were rezoned, as a Rural Village it would receive 2 points or 4 points as an Urban Community. Roads posted 80 km/h or above also receive a point, but it is currently posted 60 km/h.

The report also suggested emergency detour routes (EDR) which proposed direct traffic through the Town of Renfrew from utilizing O'Brien Road, Hwy 60, Bruce Street, Garden Of Eden Road and Pinnacle Road. Staff suggested alternate routes to direct traffic from Highway 17 toward River Road and back to the highway utilizing Goshen Rd, Thomson Rd and Johnston Rd to direct traffic onto County Roads and that sending traffic through the Town of Renfrew would be a chaotic situation as the proposed route puts traffic through the downtown core which struggles to accommodate normal traffic volumes.

The full 40-page report shall be mailed out with the TES Committee package and is also available upon request.

### **ALTERNATIVES:**

N/A

### **FINANCIAL IMPLICATIONS:**

N/A at this time

### **ATTACHMENTS:**

EMAILED WITH PACKAGE & AVAILABLE UPON REQUEST

- County of Renfrew TMP - Road Rationalization Assessment Memorandum

### **CONSULTATIONS:**

Mitchell Patenaude, P.Eng - Egis Canada Ltd.

Taylor Hanrath, Manager of Capital Works – County of Renfrew

**Prepared by:** Adam Knapp, Public Works Manager

**Reviewed by:** Hope Dillabough, CAO/Clerk

**RETURN TO AGENDA**