

If this information is required in an accessible format, please contact 1-800-372-1102 ext. 2097.



# The Regional Municipality of Durham

## COUNCIL INFORMATION PACKAGE

### December 20, 2019

#### **Information Reports**

[2019-INFO-94](#) Commissioner of Corporate Services – re: Open Cities Index 2019 – Durham Region “Most Improved Municipality”

[2019-INFO-95](#) Commissioner of Works – re: Durham York Energy Centre Source Test Update

#### **Early Release Reports**

There are no Early Release Reports

#### **Staff Correspondence**

There is no Staff Correspondence

#### **Durham Municipalities Correspondence**

1. [Municipality of Clarington](#) – re: Resolution passed at their Council meeting held on December 9, 2019, regarding Durham Community Energy Plan Endorsement
2. [Township of Brock](#) – re: Resolution passed at their Council meeting held on November 25, 2019, regarding the Announcement by the Minister of Municipal Affairs and Housing Aligning Provincial and Municipal Fiscal Years
3. [City of Oshawa](#) – re: Resolution passed at their Council meeting held on December 16, 2019, regarding City of Oshawa’s comments on the Region of Durham’s Transportation System Discussion Paper for Envision Durham

#### **Other Municipalities Correspondence/Resolutions**

1. [City of Woodstock](#) – re: Resolution passed at their Council meeting held on December 12, 2019, regarding Ban of Single-Use Plastic Handled Shopping Bags

2. [Township of Huron-Kinloss](#) – re: Resolution passed at their Council meeting held on December 16, 2019, supporting the resolution brought forth by the Township of Ramara requesting the province to review the existing Conservation Authorities Act, 1990, R.S.O. 1990, c.C.27
3. [County of Simcoe](#) – re: Resolution passed at their Council meeting held on December 4, 2019, supporting the resolution from the Township of Springwater regarding Nottawasaga Valley Conservation Authority Levy (NVCA)
4. [County of Simcoe](#) – re: Resolution passed at their Council meeting held on December 4, 2019, supporting the resolution from the Township of Ramara regarding conservation authority exit clause

### **Miscellaneous Correspondence**

1. [Ministry of Children, Community and Social Services](#) – re: Is currently assessing Ontario's Poverty Reduction Strategy and is launching consultations to inform the development of a new five-year strategy, in accordance with the Poverty Reduction Act, 2009

### **Advisory Committee Minutes**

1. Accessibility Advisory Committee (AAC) minutes – [November 26, 2019](#)
2. Strategic Plan Development Task Force Committee minutes – [December 5, 2019](#)

Members of Council – Please advise the Regional Clerk at [clerks@durham.ca](mailto:clerks@durham.ca), if you wish to pull an item from this CIP and include on the next regular agenda of the appropriate Standing Committee. Items will be added to the agenda if the Regional Clerk is advised by Wednesday noon the week prior to the meeting, otherwise the item will be included on the agenda for the next regularly scheduled meeting of the applicable Committee.

Notice regarding collection, use and disclosure of personal information:

Written information (either paper or electronic) that you send to Durham Regional Council or Committees, including home address, phone numbers and email addresses, will become part of the public record. If you have any questions about the collection of information, please contact the Regional Clerk/Director of Legislative Services.

If this information is required in an accessible format, please contact 1-800-372-1102 ext. 2126



# The Regional Municipality of Durham Information Report

---

From: Commissioner of Corporate Services  
Report: [#2019-INFO-94](#)  
Date: December 20, 2019

---

**Subject:**

Open Cities Index 2019 – Durham Region “Most Improved Municipality”

---

**Recommendation:**

Receive for information

---

**Report:**

**1. Open Cities Index Results**

- 1.1 The Open Cities Index (OCI) is a public sector benchmarking initiative to measure the maturity of public sector organizations’ open data programs. It is maintained by Public Sector Digest (PSD), a research, consulting and software company, in consultation with open data leaders to ensure the survey is relevant for today’s open data programs. Open data is foundational to municipal innovation efforts and is a mechanism to uphold transparency and accountability in government. The OCI survey serves to audit those initiatives.
- 1.2 Since launching the Regional Open Data program, Durham Region has participated in the OCI survey each year it was available (2016, 2017, 2019). OCI was not available in 2018 allowing for PSD to complete a more extensive consultation process.
- 1.3 For 2019 Durham Region earned the Most Improved title in the OCI results, jumping 25 spots from the 2017 survey, to earn a Top 20 spot – 17th overall – in Canada.

**2. Open Data Program at Durham Region**

- 2.1 In 2016, Durham Region launched the Open Data Program, growing from a basic website and only a few datasets, to a robust portal and a significant growth in data available.

- 2.2 The Open Data Policy was put in place in 2017, which led to the formation of our Open Data Team. This team oversees the efforts of our open data program, helping to establish a data approval process and review potential candidates to be published as open data. The team is comprised of staff from Corporate Services (Information Technology, Legal Services, and Legislative Services), Health (Privacy), and the CAO's Office (Policy).
- 2.3 Durham hosted its first ever open data event in May 2018, inviting high school students from Kawartha Pine Ridge District School Board to attend a Mapathon at Region headquarters. This event provided students an opportunity to use and contribute data about real world priorities, including the availability of free Wi-Fi and study spaces, financial institutions, and food sources in Durham Region. They further discussed how geographic information system (GIS) mapping and open data could help to analyze the problem topic. Teams were then assembled to address and present their findings, explaining how the data helped and how it might be used to solve additional problems.
- 2.4 Other improvements in 2018 and 2019 include further growth of our program administration, modifications to the portal, and a public survey that is perpetually available to collect feedback from the public.
- 2.5 Further enhancements and improvements are planned for the Open Data Program in 2020 and beyond to continue provide information to the public ensuring that the Region is transparent and accountable to its citizens.

### **3. Attachments**

Attachment #1: PSD Press Release - Canada's Top 20 Most Open Cities Announced – Edmonton Ranks First for Fourth Time

Respectfully submitted,

---

Don Beaton, BCom, M.P.A.  
Commissioner of Corporate Services

Press Release

## Canada's Top 20 Most Open Cities Announced – Edmonton Ranks First for Fourth Time

Today, PSD announced Canada's Top 20 Most Open Cities, with the City of Edmonton, Alberta earning the first-place ranking for the fourth time. The City of Winnipeg, Manitoba is ranked second, closely followed by the City of Ottawa, Ontario in third place. The Region of Durham, Ontario earned the Most Improved title, jumping 25 spots from 2017 to earn a Top 20 spot and ranking 17<sup>th</sup> overall.

In 2015, PSD launched the *Open Cities Index* – Canada's first benchmarking study for municipal open data initiatives. The *Open Cities Index* (OCI) serves as a tool for public sector organizations to measure the maturity of their open data programs.

Open data is most commonly associated with the publication of government data sets to be accessed freely by the public and is a strong indication of an organization's open government initiatives to uphold the values of transparency and accountability. Since the launch of the first survey in 2015, open data programs have been developed by many communities across Canada, but organizations continue to face challenges related to human and financial capacity to sustain and advance their programs.

The OCI is made up of 71 questions organized within three competency categories: Readiness, Implementation, and Impact. The results of the survey were analyzed and scored according to a predetermined scoring methodology. 55 organizations in total participated in the *2019 Open Cities Index* spanning nine provinces, as well as one territory. Six provinces are represented in the list of Canada's Top 20 Most Open Cities, signifying the breadth of the open data movement across the country. Also participating this year were four municipalities from the United States, with an honourable mention to Coral Gables, Florida for ranking 30<sup>th</sup> overall and the top performing US organization in 2019. Next year, PSD hopes to engage with more United States communities allowing for the publication of North America's Most Open Cities. Until then, the following is the list of Canada's Top 20 Most Open Cities in 2019.

Rank	Organization	Province	Score
1	City of Edmonton	AB	98.82%
2	City of Winnipeg	MB	74.94%
3	City of Ottawa	ON	74.90%
4	City of Calgary	AB	74.84%
5	Ville de Montréal	QC	71.78%
6	City of New Westminster	BC	66.05%
7	Halifax Regional Municipality	NS	55.67%
8	York Region	ON	53.79%
9	City of Mississauga	ON	48.65%
10	City of Guelph	ON	48.24%
11	Niagara Region	ON	46.74%
12	City of Brampton	ON	43.84%
13	City of Brandon	MB	43.55%
14	City of Burlington	ON	41.15%
15	City of Victoria	BC	40.46%
16	City of Welland	ON	37.51%
17	Region of Durham	ON	37.37%
18	City of Kitchener	ON	35.69%
19	City of Hamilton	ON	33.24%
20	City of Prince George	BC	32.76%

## CANADA'S MOST OPEN CITIES

Receiving a score of 98.82%, the City of Edmonton has demonstrated that their open data program continues to grow in maturity and is an example of how adequate resources can foster open data work. The City's program receives guidance from an open data committee that meets monthly and is bolstered by an open data policy, an open data strategic plan equipped with a roadmap for implementation, and an open data portal. Its open data portal hosts an impressive 1131 data sets, including those related to the municipal budget, council voting records, procurements contracts.

In second place, the City of Winnipeg was one of only 12 organizations reporting having open data personas accompanying their open datasets – these personas help open data users better understand how data may be used based on their particular sector or use case (e.g. researcher vs. entrepreneur). Winnipeg is also one of only 8 organizations that reported implementing other mechanisms to measure the impact of their open data program, namely tracking the usage of their open data by local websites and the internal use of open data by the City itself.

In third place on the heels of Winnipeg, the City of Ottawa is one of only 10 organizations who reported releasing a survey to learn how users are using the data they are downloading. Understanding how users use open data remains one of the greatest challenges for governments, but at the same time, is also one of the most valuable pieces of information required to justify funding an open data program. Finally, with a nod to open data's role in supporting innovation at the local level, the City of Ottawa has included open data within its Smart City Plan.

The full list of OCI results can be found here: <https://psdracs.com/open-cities-index2019/>

\*Link will be updated Wednesday, December 4th

For more information on the OCI and to request an interview contact:

**Tyler Sutton, General Manager of Research and Marketing, PSD**  
519 690 2565 ext.0    [tsutton@psdracs.com](mailto:tsutton@psdracs.com)

**Soumya Ghosh, Director of Digital Enablement, City of Edmonton**  
[soumya.ghosh@edmonton.ca](mailto:soumya.ghosh@edmonton.ca)

**Marc René, Director, Service Transformation, City of Ottawa**  
[medias@ottawa.ca](mailto:medias@ottawa.ca)

**City of Winnipeg, Media**  
[City-MediaInquiry@winnipeg.ca](mailto:City-MediaInquiry@winnipeg.ca)

### QUOTES:

“The Open Cities Index has provided Edmonton with an important way to objectively benchmark our Open Data program. It was instrumental in providing us a goal to aspire to and to challenge ourselves with. The City of Edmonton is extremely proud to be ranked #1 in Canada for all four years of the Open Cities Index.”

- Soumya Ghosh, Director of Digital Enablement, City of Edmonton

“The actionable guidance and meaningful feedback we receive through the Open Cities Index is truly valuable. It helps inform our Open Data Program, ensuring the data shared provides maximum value to our stakeholders.”

- Acting Chief Innovation Officer Glen Cottick, City of Winnipeg

“At the City of Ottawa, we have benefitted greatly from our participation in the Open Cities Index survey. This has been a key tool that has allowed our team to identify gaps in our program, benchmark against other leading municipal Open Data programs and supported the development of our departmental Open Data release plans. Since our initial participation in the survey in 2015, OCI has been a crucial asset in growing and enhancing our Open Data program at the City of Ottawa.

- Marc René de Cotret, Director, Service Transformation, City of Ottawa

"We're thrilled to announce the list of Canada's Top 20 Most Open Cities for 2019. These municipalities are committed to greater transparency and accountability, with open data as a cornerstone of their open government initiatives. In a world where trust in institutions is being tested, our cities are leaders in public engagement. We're also excited to have a number of American cities included in our 2019 assessment, with hope for even greater participation across North America in 2020."

- Tyler Sutton, General Manager of Research & Marketing, PSD

If this information is required in an accessible format, please contact 1-800-372-1102 ext. 3540.



# The Regional Municipality of Durham Information Report

---

From: Commissioner of Works  
Report: [#2019-INFO-95](#)  
Date: December 20, 2019

---

**Subject:**

Durham York Energy Centre Source Test Update

---

**Recommendation:**

Receive for information.

---

**Report:**

**1. Purpose**

1.1 The purpose of this report is to provide an update on the 2019 compliance Source Test results at the Durham York Energy Centre (DYEC).

**2. Background**

2.1 Source Testing is in accordance with the procedures and schedule outlined in Schedule "E" of the Environmental Compliance Approval (ECA). The Source Test determines the rate of emission of the Test Contaminants from the Stack.

**3. ECA Compliance Source Test**

3.1 The compliance Source Test was conducted from September 9 to 13, 2019, for all test contaminants on both Boiler #1 and Boiler #2.

3.2 The results of the compliance Source Test demonstrated that all emissions were within the limits detailed in the ECA (Attachment #1).

3.3 The compliance Source Test Report was sent to the Ministry of the Environment Conservation and Parks (MECP) and subsequently posted to the project website.

## **Distribution Modeling**

- 3.4 The DYEC emissions dispersion was modeled utilizing the Source Test data and the MECP approved CALPUFF model. The results of the contaminant concentrations at the maximum point of impingement were then compared to the limits within the Ontario Regulation 419/05 Air Pollution – Local Air Quality. All of the calculated impingement concentrations were well below the regulatory limits.

## **4. Owners' Consultants' Reviews**

- 4.1 Airzone One Ltd., the Source Test peer reviewer, provided a memo on their preliminary findings on the Source Test sampling (Attachment #2), which concludes that:

“Based on the observations made during collection of samples, we are satisfied that Ortech collected all dioxin and furan samples according to standard operating procedures and approved methods, with the deviations from the methods/protocols already noted. The tests were conducted during representative operations of the facility. Final comments concerning the results of all of the testing and compliance of the facility will be made upon review of the final stack testing report to be issued by Ortech.”

- 4.2 HDR personnel were also present during the Source Tests. In Attachment #3, HDR reported that:

“HDR has completed our review of the preliminary results of the air emissions testing performed during the DYEC Fall 2019 Compliance Test. Representatives from HDR were present to observe the testing procedures at the DYEC and facility operations throughout the majority of the testing period that occurred between September 9 and September 13, 2019. Overall, HDR’s observations concluded that ORTECH appeared to follow good stack sampling procedures, and that Covanta’s plant personnel operated the DYEC in accordance with acceptable industry operating standards and to normal operating conditions. Based on the preliminary results summarized in ORTECH’s final test report (dated November 18, 2019), the air emission results of the Fall 2019 Compliance Test demonstrated that the DYEC operated below the ECA’s Schedule “C” limits.”

## **5. Conclusion**

- 5.1 The Owners’ technical consultants and peer reviewers have confirmed that the Environmental Compliance Approval Source Tests was conducted in accordance with the Ministry of the Environment, Conservation and Parks’ guidelines.

5.2 All results of the Source Tests were in compliance with the Environmental Compliance Approval limits.

**6. Attachments**

Attachment #1: Source Test Results

Attachment #2: AirZone One Ltd. Source Tests: Preliminary Findings Memo

Attachment #3: HDR Inc. Source Test Assessment Memo

Respectfully submitted,

**Original signed by:**

---

Susan Siopis, P.Eng.  
Commissioner of Works

## Summary of Compliance Source Test Results

Parameter	Units	Environmental Compliance Approval Limit	Boiler #1 Result	Boiler #2 Result
Particulate Matter (PM) <sup>(1)</sup>	mg/Rm <sup>3</sup>	9	0.61	0.54
Mercury (Hg) <sup>(1)</sup>	µg/Rm <sup>3</sup>	15	0.29	0.097
Cadmium (Cd) <sup>(1)</sup>	µg/Rm <sup>3</sup>	7	0.18	0.080
Lead (Pb) <sup>(1)</sup>	µg/Rm <sup>3</sup>	50	0.54	0.57
Hydrochloric Acid (HCl) <sup>(2) (3)</sup>	mg/Rm <sup>3</sup>	9	3.0	5.1
Sulphur Dioxide (SO <sub>2</sub> ) <sup>(2) (3)</sup>	mg/Rm <sup>3</sup>	35	0.0	0.01
Nitrogen Oxides (NO <sub>x</sub> ) <sup>(2) (3)</sup>	mg/Rm <sup>3</sup>	121	111	110
Carbon Monoxide (CO) <sup>(2) (4)</sup>	mg/Rm <sup>3</sup>	40	11.2	12.1
Total Hydrocarbons (THC) <sup>(5)</sup>	ppm	50	0.8	0.3
Dixons and Furans <sup>(6)</sup>	pg TEQ/Rm <sup>3</sup>	60	1.51	3.24

- (1) dry at 25 degree Celsius and one atmosphere, adjusted to 11 per cent oxygen by volume
- (2) based on process data or Continuous Emissions Monitoring (CEM) data provided by Covanta
- (3) maximum calculated rolling arithmetic average of 24 hours of data measured by the Durham York Energy Centre (DYEC) Continuous Emissions Monitors (CEMS), dry at 25 degrees Celsius and one atmosphere, adjusted to 11 per cent oxygen by volume
- (4) maximum calculated rolling arithmetic average of 4 hours of data measured by the DYEC CEMS, dry at 25 degrees Celsius and one atmosphere, adjusted to 11 per cent oxygen by volume
- (5) average of three one-hour tests measured at an undiluted location, reported on a dry basis expressed as equivalent methane
- (6) calculated using the North Atlantic Treaty Organization (NATO)/ Committee on the Challenges of Modern Society (CCMS) (1989) toxicity equivalence factors and the full detection limit for those isomers below the analytical detection limit, dry at 25 degrees Celsius and one atmosphere, adjusted to 11 per cent oxygen by volume



Gioseph Anello, MEng, PEng, PMP  
Manager of Waste Planning & Technical Services

The Regional Municipality of Durham  
605 Rossland Road East, Box 623  
Whitby, Ontario, L1N 6A3  
Tel: (905) 668-4113 ext. 3445  
Email: [Gioseph.Anello@Durham.ca](mailto:Gioseph.Anello@Durham.ca)

November 22<sup>nd</sup>, 2019  
Job/reference #: J19058

**RE: Audit of Fall 2019 Compliance Source Testing – Preliminary Findings**

Dear Mr. Anello,

At this time, we are providing our preliminary review of the sample collection for the Fall 2019 Compliance Source Testing of the Durham York Energy Centre (DYEC). This preliminary review will provide a general overview of our findings. A more detailed review of the testing campaign will be provided once the final source testing report has been issued. The field sampling audits were undertaken by Adomait Environmental Solutions Inc. (Adomait).

*Source Sampling Audit*

Adomait observed the sampling of two stack trains at the Durham York Energy Centre, focusing specifically on the sampling of semi-volatile organic compounds (SVOC) conducted on September 11<sup>th</sup> to 13<sup>th</sup>, 2019. Mr. Martin Adomait was responsible for observing the stack samplers throughout the process. Mr. Adomait's observations focused primarily on the stack sampling methods and implementation procedures. Mr. Andrew Lane Smith observed the instrumentation in the process control room during the sample collection periods.

In the Process Operations Centre, observations were made on one minute readings as they appeared on the system monitors. Readings were manually recorded every 10 minutes, although deviations were identified when they occurred. As a general observation, parameters being recorded for this review maintained stable readings throughout the observation period. A few deviations were observed and are discussed below; however, these did not persist and quickly returned to stable levels.

1. The sampling of Unit 1 was delayed one day due to a motor failure within the APC (Air Pollution Control) circuit. The motor was replaced the morning of September 11<sup>th</sup>. Covanta preferred to observe the performance of the system for at least 12 hours to ensure stable operation with the new motor prior to testing; therefore testing of Unit 1 re-commenced September 12<sup>th</sup>.
2. Oxygen concentrations were maintained greater than 6% at all times and were generally 6.6 to 9.3% for both units.
3. Carbon monoxide (CO) concentrations were generally stable, within the range of 5 to 25 parts per million (ppm). One hot spike and a couple cold spikes were observed for Unit 2. The cold CO spikes were observed to generally occur within the 45 to 50 ppm range due to incomplete combustion. The system automatically adjusts for this by increasing the supply of primary air below the bed to promote combustion. The CO level was quickly reduced to normal levels.
4. One hot CO spike occurred at approximately 1:40 p.m. on September 11 in Unit 2, at which time the temperature increased. The system responded by reducing primary air below the bed to slow down

Page 1 of 7



- combustion. In addition, the operator increased the secondary airflow above the bed to more rapidly bring CO and temperature levels back to the normal range.
5. The quench tower inlet and outlet temperatures were monitored for Unit 1. For both days of testing, Unit 1 showed a moderate rise of the inlet temperature over the course of each day, from 166 °C to approximately 175°C. The outlet temperature remained consistent throughout at between 150 °C to 155°C. The observed inlet and outlet temperatures are similar to temperatures observed in previous stack tests.
  6. In the case of Unit 2, the inlet temperature gauge was not operational and therefore could not be monitored. Notwithstanding, Unit 2 outlet temperatures were in the range of 150 °C to 155°C, similar to Unit 1.
  7. As a result of consistent outlet temperatures from the Quench tower, the baghouse inlet temperatures remained approximately in the range of 140°C to 145°C. This is near the midpoint of the ECA performance requirement. The ECA performance requirement is 120°C to 185°C (Section 6(2)(h)). These readings were consistent with observations from previous stack tests. Consistent temperatures in the baghouse allow comparison between data sets at different times. It is also important when considering the volatilization of various dioxins and furans that may be in particle-bound form in the baghouse. Increased temperatures could volatilize dioxins and furans already captured by the baghouse in particle-bound form.
  8. Production at the plant was evaluated in terms of steam flow. Steam flow was in the range of 31 to 35 thousand kilogram per hour (kg/h). This was similar to levels observed during previous stack testing campaigns. Similar production levels for steam also makes the comparison between different stack tests possible.
  9. Carbon and lime dosage were consistent with the previous testing campaigns. Carbon doses of approximately 5 to 6 kg/h were necessary to keep the dioxins in check. Lime dosage for Unit 2 was initially in the range of 220 to 225 kg/h. This dropped to around 200 kg/h and remained at this level for the duration of the test. Lime dosage rates were generally in the range of 170 to 175 kg/h.
  10. Occasional anomalies in the one-minute data were observed in the flowrate and moisture readings. The calculated moisture for Unit 1 ranged from 13% to 25% but was generally within 15% to 20%. The calculated moisture for Unit 2 ranged from 5% to 22% but was generally within 10% to 20%. The anomalies are likely a result of aberrations in the wet oxygen readings.

Observations of the stack testing procedures were undertaken during the SVOC sampling part of the program. General observations are presented here, and will be presented in greater detail in the final report.

1. Where possible, leak checks were observed at both the start, traverse change, and definitely at the conclusion of all SVOC tests conducted. Field notes can be seen in Appendix A. When the leak checks were successful, the tests could be regarded as valid. During the sampling exercise, there were two occasions where leak checks were either at or above the 0.02 cubic feet per minute (cfm) criteria. The leak check after the first dioxin/furan test traverse on Boiler 2 on September 11<sup>th</sup> had a leak flow rate of 0.02 cfm, which was on the borderline of the acceptance criteria. The sampling train was disassembled, and a Teflon seal between the probe and filter connection showed marginal wear; the seal was replaced. The test could still continue as the follow-up leak checks were within the criteria. The first traverse could still be considered valid. A second leak check was performed on the train after the first traverse during the third dioxin/furan test (September 12) and failed to achieve the necessary 0.02 cfm criteria. A leaky Teflon seal was found to be the cause of the failure. The glassware was replaced and the test was repeated. Acceptable leak checks were found during the repeated test. Leak checks were always performed in a systematic and non-rushed manner to ensure good Quality Assurance/Quality Control (QA/QC).



2. Stack temperatures reported by the stack testing crew were checked with the auditor in the control room to verify that the temperature readings were accurate. In all cases, they may have varied by plus or minus 2°C. This level of variance could be expected and was acceptable.
3. Previous aberrations in the velocities measurements were reduced by using metal plates and rubber sealer plates to reduce and minimize these problems. This set-up was similar to that conducted in the last stack testing exercise.
4. Impinger/XAD temperatures were checked during every reading at each sampling train. Ortech supplied sufficient of ice to the crews. The temperatures were maintained in the 45°F - 55°F. This is important as it improves adsorption of dioxins/furans on the sampling media.
5. The audit team also recorded dry gas meter correction and pitot factors for comparison with the final report.
6. All trains operating at the baghouse outlet locations were inserted and withdrawn from the stack while the sampling train was running. Given the high negative pressure at these locations, it was important to ensure that the filter was not displaced prior to sampling beginning. It also limits loss of any sample from the train.
7. Auditing was only conducted on the sampling trains at the Boiler 1 and 2 outlets. The quench tower inlet locations were not monitored in this sampling round.
8. Recoveries were observed for all tests conducted. Proper lab procedures were followed including the following: surgical gloves were worn during recovery, weights were measured prior to and after sample collection, the recovery area was cleaned to remove SVOC and prevent cross contaminants, and glass parts were sealed until sampling media were recovered.
9. The sampling equipment on the second test of Boiler 1 experienced complications since the filter heater failed during the test. The sampling crew responded by stopping the test, replacing the heater, and recommencing sampling. This was the appropriate course of action, i.e. stopping the test and repairing the equipment. Failing to stop the test could have jeopardized the condition of the filter. This repair protocol is acceptable.

SVOC samples were collected following the procedures in EPS 1/RM/2 and US EPA Method 23. During the source testing, Ortech followed the sampling and recovery procedures as specified by the methods to maintain the integrity of the samples. Ortech had adequate staff on site to collect samples and transfer the sampling media to the on-site lab for recovery and clean-up. Communications with the control room were maintained at an excellent level to ensure samples were collected during representative operating conditions.

#### *Laboratory Processing Audit*

At the request of the Regional Municipality of Durham, Airzone One Ltd. (Airzone) did not audit the laboratory processing samples for the testing program. Airzone will review the laboratory data provided with Ortech's final report, with specific focus on the dioxin/furan and particulate matter results.



*Conclusion*

Based on the observations made during collection of samples, we are satisfied that Ortech collected all dioxin and furan samples according to standard operating procedures and approved methods, with the deviations from the methods/protocols already noted. The tests were conducted during representative operations of the facility. Final comments concerning the results of all of the testing and compliance of the facility will be made upon review of the final stack testing report to be issued by Ortech.

Sincerely,

A handwritten signature in black ink, appearing to read "MM", is written above the typed name.

Margaret Matusik, B.ASc  
Air Quality Modeller  
Airzone One Ltd.  
[mmatusik@airzoneone.com](mailto:mmatusik@airzoneone.com)



### Appendix A: Field Notes

Date	Sept. 12-19		Sept. 11-19	
Observation	Boiler #1		Boiler #2	
Nozzle Size/Type	0.2506 Glass		0.2533 Glass	
Meter Cal/ID	1.006/Aug. 9-19		1.017/Aug. 12-19	
Pitot cal	0.849		0.851	
Calc Moisture	17.5%		17%	
Static	-8.5"		-10.1"	
Pitot Leak Check	Yes good		Yes Good	
Pre-traverse Leak Check	0.001 @15"		0.010 @15"	
SVOC Test Start Time	8:14		8:34	
Running On Insertion	Yes		Yes	
Running on removal	Yes		Yes	
Traverse Completed	10:14		10:34	
Post-traverse Leak Check	0.002 @15"		0.02@15"	
Pre-traverse Leak Check		0.001 @15"		0.003 @15"
SVOC Traverse Start Time		10:23		11:12
Stack temperature		282 °F		286 °F
Traverse Completed		12:23		13:12
Final Leak Check		0.002 @15"		0.008 @15"



Date	Sept. 12-19		Sept. 11/19	
Observation	Boiler #1		Boiler #2	
Nozzle Size/Type	0.2506 Glass		0.2506 Glass	
Meter Cal/ID	1.006/Aug. 9-19		0.997/ Jul. 12-19	
Pitot cal	0.849		0.849	
Calc Moisture	17.5%		17%	
Static	-8.5"		-10.1"	
Pitot Leak Check	Yes good		Yes Good	
Pre-traverse Leak Check	0.001 @15"		0.003 @11"	
SVOC Test Start Time	13:07		~13:30	
Running On Insertion	Yes		Yes	
Running on removal	Yes		Yes	
Traverse Completed	15:07		~15:30	
Post-traverse Leak Check	0.001 @15"		0.003 @15"	
Pre-traverse Leak Check		0.001 @15"		
SVOC Traverse Start Time		15:17		15:36
Complication		Heater issue		
Traverse Completed		17:44		17:36
Final Leak Check		0.002 @15"		0.002@20"



Date	Sept. 13-19		Sept. 12/19		
Observation	Boiler #1		Boiler #2		
Nozzle Size/Type	0.257 Glass		0.2533 Glass		
Meter Cal/ID	1.006/Aug. 9-19		0.997/ Jul. 12-19		
Pitot cal	0.851		0.851		
Calc Moisture	17%		17%		
Static	-8.445"		-9.8"		
Pitot Leak Check	Yes good		Yes Good		
Pre-traverse Leak Check			0.002 @20"	0.005 @15"	
SVOC Test Start Time	8:25		8:16	11:05	
Running On Insertion	Yes		Yes	Yes	
Running on removal	Yes		Yes	Yes	
Traverse Completed	10:25		10:16	13:05	
Post-traverse Leak Check	0.001 @13"		Fail	0.001@15"	
Pre-traverse Leak Check		0.001 @14"			0.001@15"
SVOC Traverse Start Time		10:38			13:19
Running on removal		Yes			Yes
Traverse Completed		12:38			15:19
Final Leak Check		0.002 @15"			0.001@15"

## Technical Memorandum

**To:** Gioseph Anello, PEng, Region of Durham

**Cc:** Mirka Januszkiewicz, PEng (Region of Durham)  
Andrew Evans, PEng (Region of Durham)

Laura McDowell, Peng (Region of York)  
Ron Gordon; Seth Dittman, PEng (Region of York)

Daniel Domato, Alan Creman (HDR)

**From:** Bruce Howie, PE

**Date:** December 16, 2019

**Re:** **Durham York Energy Centre: Spring 2019 Stack Test  
HDR Observations During Testing and Summary of Results**

---

### Introduction

During the period from September 9 through September 13, 2019, ORTECH Consulting, Inc. (ORTECH) conducted the Compliance Source Test at the Durham York Energy Center (DYEC). This testing is required annually as per Section 7(1) of the Amended Environmental Compliance Approval (ECA) No. 7306-8FDKNX, originally issued by the Ontario Ministry of Environment and Climate Change (MOECC) on June 29, 2011. All sampling during the testing period was to be performed in accordance with the reference methods required under Section 7(1) of the Amended Environmental Compliance Approval (ECA) No. 7306-8FDKNX, originally issued by the Ontario Ministry of Environment, Conservation and Parks (MECP) on June 29, 2011. HDR personnel were on-site to observe DYEC operations and procedures during the testing on September 9, 11, 12 and 13. The purpose of this technical memorandum is to summarize the observations made by HDR personnel during the testing as well as to summarize our review of the results for the Source Testing based on the information provided in the ORTECH Test Report dated November 18, 2019.

### HDR Observations during the Compliance Source Test

The draft testing schedule for the September 2019 Compliance Source Test is included as Attachment A to the technical memorandum. HDR's role on-site was to observe Covanta's operations of the DYEC during test sampling, and to observe ORTECH's (stack test firm hired by the Regions to conduct the tests and sampling) sampling activities. HDR personnel were on-site during the air emission testing on September 9, 11, 12 and 13, to observe the source test sampling activities in general and in particular the dioxins/furans tests performed over the 11 to 13 period for both Units 1 and 2. The following is a summary of the key events and observations that occurred during HDR's time at the site.

**Monday the 9<sup>th</sup>**

- All but one test was successfully completed on Monday the 9th of September. Checks in cells 3 and 5 in the Unit 2 baghouse were done at the start of the first day, which delayed the start of the testing by approximately 1 hour. The steam flows in both units were kept at or near the Maximum Continuous Rating (or MCR) for each boiler of 33.64 Mega grams per hour with the plant running steadily. Several minor issues also took place during the test sampling period that did not impact the schedule, which included:
  - A minor issue occurred with the West crane which put it out of use temporarily due to a problem with the grapple mechanism that got stuck and would not open. The West crane was taken out of service and the East crane was used for the duration of the day while the remaining tests were being completed (Incident took place at 15:20).
  - There was a problem with the Martin Infrared Combustion Control System (or MICC) which went off line due to a server connection issue. This incident took place at 16:33 and the MICC was back online approximately 1-hour later. This did not affect the tests being performed as the plant operated in manual mode.
  - A Minor issue with the East crane when it became immobile as waste got caught up on chute 1 and a cable got caught on the crane bracket. This issue was quickly addressed and did not affect the test sampling runs.

**Wednesday the 11<sup>th</sup>**

- Two runs for Dioxin/Furans were completed on Wednesday the 11th of September for Boiler #2.
- There was a minor issue with a drive motor on one of the two #1 APC wetting mixer screws at 3 am this morning. The motor was replaced and #1 Boiler and APC were both running well. This issue resulted in Covanta and ORTECH postponing the Dioxin/Furan test for Boiler #1 until the next (Thursday) morning,
- The steam flows for the day were around the MCR value for each boiler of 33.64 Mg/hr with the plant running steadily.
- The lime input level for Boiler #2 was relatively high throughout the morning until around lunchtime (224 kilograms/hr versus the typical operational range of between 125 and 190 kg/hr). The higher than normal lime rate was caused by a high inlet HCl level on Boiler #2, which needed to be managed. Therefore, the lime system and acid gas reduction reactor were operating as designed and in accordance with the ECA.

**Thursday the 12<sup>th</sup>**

- Boiler #1 - Two runs for Dioxin/Furans were completed on Thursday the 12<sup>th</sup> of September. The second run was paused for approximately 30 minutes just before 17:00 due to ORTECH's hot box losing its temperature. The test was paused and a portable heater was used to reach the optimal testing temperature before the test resumed. The second testing run was complete at 17:46.

- Boiler #2 – The final run of Dioxin/Furan test was aborted at 10:21 due to a leak in ORTECH's equipment. A new test was started at 11:05 in accordance with the test protocol and standard testing practice, and no more issues were experienced for the remainder of the run which finished at 15:19.
- The steam flows for the day were around the MCR value for each boiler of 33.64 Mg/hr with the plant running steadily. All parameters were within the regular operational limits.

HDR noted that Rick Koehler of Covanta was on-site throughout the sampling period to observe the Compliance Source Testing.

Based on HDR's observations of the Source Testing, ORTECH conducted the testing according to the applicable standards and procedures. ORTECH was careful during each port change to ensure that the probe was not scraped inside the port during insertion and removal of the probe. In addition, sampling equipment was assembled properly, the ice used in the sample box was replenished in a timely manner, and all required leak checks were conducted. After each completed test, the sampling trains were transported to a trailer located outside the boiler building for recovery and clean up to avoid potential contamination at the test location. Based on HDR's observation, most of the ORTECH personnel on-site during the Fall 2019 Compliance Stack Test were part of the same testing crews that conducted previous stack tests and sampling at the DYEC. It should be noted that the actual clock times associated with each run are slightly longer than the run lengths indicated in the test plan. This difference is due to the time it took ORTECH to pull the probe out of the first port, leak check the sampling equipment, and insert the probe into the second port.

Attachment B provides a summary of the DYEC operating data recorded by Covanta's distributive control system (or DCS) during the dioxin/furan tests. As previously noted, HDR did not observe any deviations from the approved test protocol or applicable stack test procedures and the boilers and APC equipment were operated under normal conditions.

## Summary of Results

The results of the testing program, based on ORTECH's September 26, 2019 report, are summarized in Table 1 and Figures 1 and 2. As shown, emissions of all pollutants are below the ECA's Schedule "C" limits. As a part of HDR's review of the ORTECH report, we completed a review of the data presented and calculations. There were no obvious errors found in the calculations prepared in the report. However, HDR did identify a number of points of note in ORTECH's final report:

- Note on page 2 of MECP's response to ORTECH's pre-test plan (see electronic page 251), which says the following:

**Note:** *As Covanta has indicated its intention at using the DYEC CEM system to determine compliance of some of the target contaminants listed in the ECA's Schedule "D", a relative accuracy certification (RATA) of the parameters of interest need to be conducted to validate that the DYEC CEM's parameters of interest meet the minimum specification listed in the ECA's Schedule "F", if the last RATA conducted at the DYEC CEM system is older than 1 year. The RATA report is to be appended to the source testing report.*

The last sentence states that the RATA report is to be attached to the source testing report. HDR did not receive or review the RATA report referenced, but was notified that the RATA took place and passed the requirements of the ECA.

- Following are excerpts from the analytical reports that had comments. HDR noted that there does seem to be more comments in this test report versus previous reports. However, as indicated below, HDR does not anticipate this to be a concern for MECP. HDR has summarized these comments in this memorandum for your reference.
  - Electronic page 491, Analytical comment on metals. Not anticipated to be a concern since the results are biased high and the results still show compliance with a wide margin. The comment is not detailed enough to know who (i.e., analytical lab or ORTECH) is potentially responsible for this occurrence or what (if anything) will be done to avoid it in the future.

**ANALYST COMMENTS:**

Fraction 1A method blank (MB) shows significant background levels of Cr, Mo and Ni. Low levels of Cr have been observed in the reagent blank (RB) for this fraction as well. The difference between these two QC samples is the presence of a representative unsampled filter in the method blank. This background contribution is expected to originate in the filter matrix. Data for this fraction is likely to be biased high. PE 3-Oct-19

- Electronic page 529, Analytical comment on PCBs – Not anticipated to be a concern since the results show compliance with a wide margin and this comment concerns the results from a Laboratory Control Sample (LCS).

ES recoveries in the LCS are above the targeted control limits. However, the native recoveries are in control indicating that the injection standard amount spiked was below the design. Clearly there is no negative impact to the native target data in the samples and LCS despite this high bias to the LCS ES recoveries

- Electronic page 544, Analytical comment for SVOC – Not anticipated to be a concern since the results show compliance with a wide margin and this comment concerns the results from a LCS.

The high level LCS at 300ng showed a low bias to recovery of the 1,3,5-Trichlorobenzene but a high bias on the 1,2,4-Trichlorobenzene. There is not clear explanation for this observation as there was no such bias observed on the low level LCS spike at 15ng, a sample spike derived from the same native spiking solution.

Re-Analysis of the high level LCS gave the same results. The accuracy of the spiking solution was confirmed.

It appears unlikely that this has an impact on the accuracy of the field sample target data which shows to be consistent from run to run.

- o Electronic page 558, Analytical for SVOC – Not anticipated to be a concern since the results show compliance with a wide margin and this comment concerns the results from a LCS.

High LCS recovery for 2,3-Dichlorophenol appears to be due to an interference. None of this isomer is observed in any of the field samples; therefore there is no concern on analytical bias of this target.

- o Electronic page 594m Analytical for VOST – Not anticipated to be a concern since the results show compliance with a wide margin.

Ketone data by VOST analyses are estimated values only.

The values for Isopropylbenzene and 1,3,5-Trimethylbenzene are semi-quantitative and/or estimated due to being outside the normal volatility range for method 0030/0031.

The sampled traps each contained up to 5mL of water. For some samples there is some suppression of the Bromochloromethane internal standard. All recoveries are within the method control limit and native target data are not expected to be biased.

There is also evidence of hydrocarbons and siloxanes, which may be causing interference. Most notably affected is styrene where an interference is leading to peak that does not meet the ion abundance ratio criterion. These values should be considered estimated maximum possible concentrations.

**Table 1 – Summary of Fall 2019 Compliance Source Test Results**

Parameter	Units	ECA Limit	Unit 1		Unit 2	
			Result	% of Limit	Result	% of Limit
Particulate Matter (PM) <sup>(1)</sup>	mg/Rm <sup>3</sup>	9	<0.61	6.8%	<0.54	6.0%
Mercury (Hg) <sup>(1)</sup>	µg/Rm <sup>3</sup>	15	0.29	1.9%	<0.097	0.6%
Cadmium (Cd) <sup>(1)</sup>	µg/Rm <sup>3</sup>	7	0.18	2.6%	0.080	1.1%
Lead (Pb) <sup>(1)</sup>	µg/Rm <sup>3</sup>	50	0.54	1.1%	0.57	1.1%
Hydrochloric Acid (HCl) <sup>(2)(3)</sup>	mg/Rm <sup>3</sup>	9	3	33.33%	5.1	56.7%
Sulphur Dioxide (SO <sub>2</sub> ) <sup>(2)(3)</sup>	mg/Rm <sup>3</sup>	35	0.0	0.0%	0.01	0.0%
Nitrogen Oxides (NO <sub>x</sub> ) <sup>(2)(3)</sup>	mg/Rm <sup>3</sup>	121	111	91.7%	110	90.9%
Carbon Monoxide (CO) <sup>(2)(4)</sup>	mg/Rm <sup>3</sup>	40	11.2	28.0%	12.1	30.2%
Total Hydrocarbons (THC) <sup>(5)</sup>	ppm	50	0.8	1.6%	0.3	0.6 %
Dioxin and Furans <sup>(6)</sup>	pg TEQ/Rm <sup>3</sup>	60	<1.51	2.5%	<3.24	5.4%

(1) dry at 25°C and 1 atmosphere, adjusted to 11% oxygen by volume

(2) based on process data or CEM data provided by Covanta

(3) maximum calculated rolling arithmetic average of 24 hours of data measured by the DYEC CEMS, dry at 25°C and 1 atmosphere, adjusted to 11% oxygen by volume

(4) maximum calculated rolling arithmetic average of 4 hours of data measured by the DYEC CEMS, dry at 25°C and 1 atmosphere, adjusted to 11% oxygen by volume

(5) average of three one hour tests measured at an undiluted location, reported on a dry basis expressed as equivalent methane

(6) calculated using the NATO/CCMS (1989) toxicity equivalence factors and the full detection limit for those isomers below the analytical detection limit, dry at 25°C and 1 atmosphere, adjusted to 11% oxygen by volume

Figure 1 DYEC Test Results as a Percent of ECA Limit

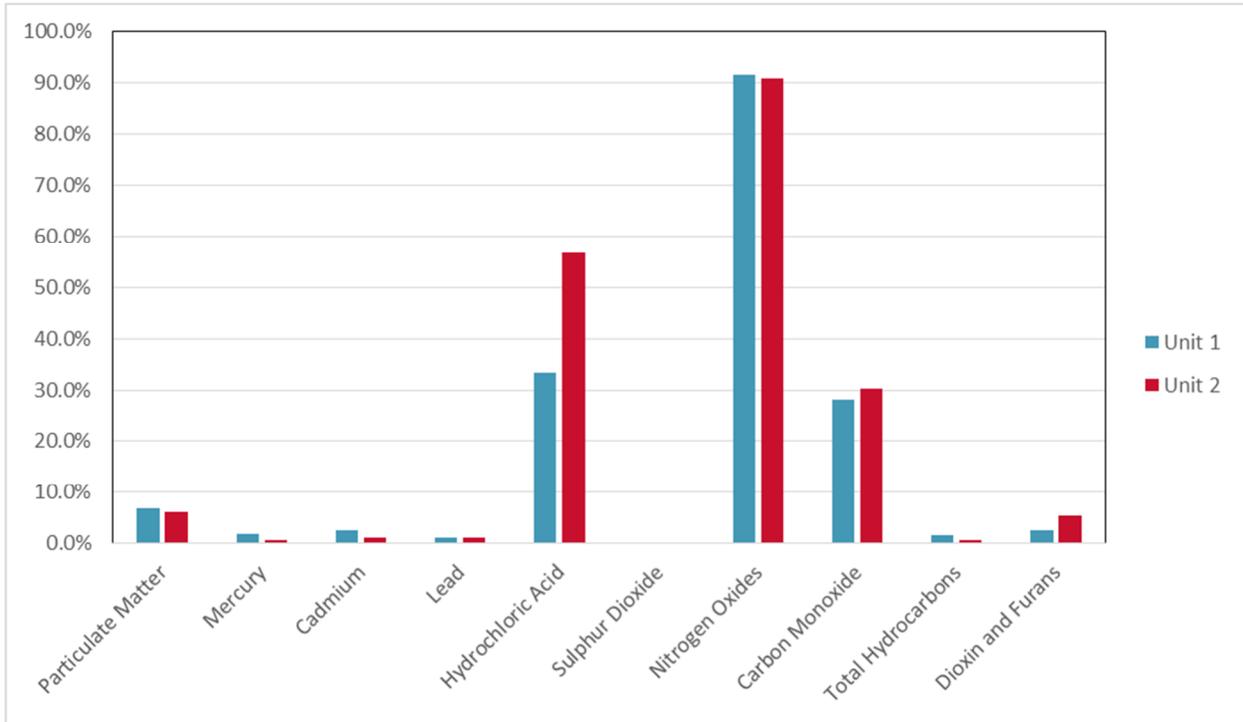
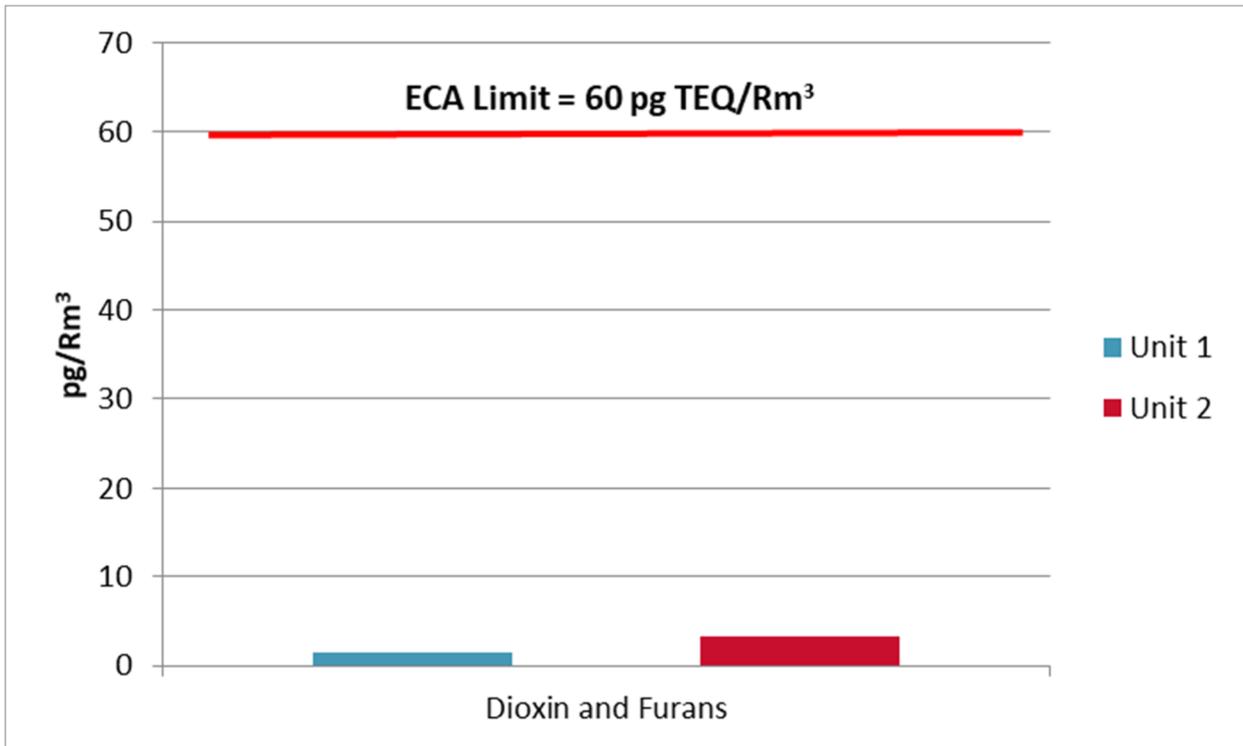


Figure 2 – Test Results for Dioxins and Furans



## **Conclusions and Recommendations**

HDR has completed our review of the preliminary results of the air emissions testing performed during the DYEC Fall 2019 Compliance Test. Representatives from HDR were present at the DYEC to observe the sampling procedures and facility operations throughout the majority of the testing period that occurred between September 9 and September 13, 2019. Overall, HDR's observations concluded that ORTECH appeared to follow the approved stack sampling procedures and test methods, and that Covanta's plant personnel operated the DYEC under normal operating conditions and in accordance with acceptable industry operating standards . Based on the preliminary results summarized in ORTECH's final test report (dated November 18, 2019), the air emission results of the Fall 2019 Compliance Test demonstrated that the DYEC operated below the ECA's Schedule "C" limits.

### **Attachments:**

Attachment A – Summary of Stack Test Schedule

Attachment B – Summary of Operating Data during Dioxin/Furan Tests

# Attachment A: Summary of Stack Test Schedule

**September 9<sup>th</sup> - Day 1**

Unit	Test Parameter	Test Method	Run No.	Test Start	Test Stop
Unit 1	Particulates/Metals	US EPA 29	1	11:12	14:28
	Particulates/Metals	US EPA 29	2	15:17	18:28
	Hydrogen Fluoride	US EPA 26A	1	08:11	10:28
	Hydrogen Fluoride	US EPA 26A	2	11:19	12:19
	Hydrogen Fluoride	US EPA 26A	3	13:02	14:02
Unit 2	Hydrogen Fluoride	US EPA 26A	1	08:58	11:30
	Particulates/Metals	US EPA 29	1	13:02	16:15
	PM10/PM2.5/Condensable	US EPA M201A/202	1	11:25	13:29
	PM10/PM2.5/Condensable	US EPA M201A/202	2	15:20	17:24

**September 11<sup>th</sup> - Day 3**

Unit	Test Parameter	Test Method	Run No.	Test Start	Test Stop
Unit 2	PM10/PM2.5/Condensable	US EPA M201A/202	3	09:35	11:40
	Dioxin/Furan	EPS1/RM/2	1	08:34	13:14
	Dioxin/Furan	EPS1/RM/2	2	13:28	17:36

**September 12<sup>th</sup> - Day 4**

Unit	Test Parameter	Test Method	Run No.	Test Start	Test Stop
Unit 2	Dioxin/Furan	EPS1/RM/2	3	08:16	10:21
	Dioxin/Furan	EPS1/RM/2	3	11:05	15:19
Unit 1	Dioxin/Furan	EPS1/RM/2	1	08:14	12:23
	Dioxin/Furan	EPS1/RM/2	2	13:07	17:46

**September 13<sup>th</sup> - Day 5**

Unit	Test Parameter	Test Method	Run No.	Test Start	Test Stop
Unit 1	Dioxin/Furan	EPS1/RM/2	3	08:25	12:38

Attachment B:  
Summary of Operating Data  
during the Dioxin/Furan Tests

## September 2019 Compliance Dioxin Testing Operations Data and Results

Operating Parameter	Boiler 1			Boiler 2		
	Run 1	Run 2	Run 3	Run 1	Run 2	Run 3
	12-Sep	12-Sep	13-Sep	11-Sep	11-Sep	12-Sep
MSW Combusted (tonnes/day)						
Steam (kg/hr)	33,355	33,401	33,264	33,424	33,292	33,415
Steam temp	501	502	501	489	488	496
Primary Air Flow	35,132	34,921	35,235	35,964	35,350	35,546
Overfire Air Flow	6,897	7,110	6,834	7,493	7,529	7,880
Tertiary Air (Fresh LN Air)	9,071	9,124	9,139	10,059	9,942	9,974
Tertiary air temperature °C	34.8	37.2	35.6	9.3	12.9	9.6
Lime Injection (kg/day)	173.6	173.6	173.3	209.2	199.5	199.5
Ammonia Injection Rate (liters/m)	0.4	0.4	0.4	0.2	0.2	0.4
Carbon Injection (kg/hr)	5.2	5.2	5.2	5.3	5.3	5.3
Combustion air preheat temp	115.0	115.0	130.0	103.7	104.9	103.0
Average Combustion Zone Temp °C	1,134	1,120	1,083	1,067	1,087	1,128
Superheater #3 Flue gas inlet Temp °C	625	630	624	560	564	572
Economizer Inlet Temp °C	344	346	345	340	340	342
Economize Outlet Temp °C	169	172	170	0	0	0
Quench Outlet Temp °C	154	155	154	151	152	151
Reactor Outlet (BH Inlet) Temp °C	143	143	143	142	143	143
Baghouse Outlet Temp °C	139	138	138	139	140	139
Tertiary Air Header Pressure mbar	65	65	65	60	60	60
Tertiary Air Left mbar	35	35	35	35	34	34
Tertiary air Right mbar	35	35	35	34	34	34
Baghouse Differential Pressure mbar	9	10	9	12	12	11
Oxygen (%) - Boiler Outlet	8.0	8.2	8.3	8.5	8.1	8.3
Oxygen (%) - Baghouse Outlet	8.5	8.1	9.2	9.1	8.6	8.9
CO -Boiler Outlet	12.4	12.0	11.5	21.4	19.0	13.6
CO - Baghouse Outlet	7.3	6.8	7.6	16.3	14.7	10.4
NOx - mg/Rm3	111.0	110.5	110.4	108.8	111.0	109.8
NH3 mg/Rm3	3.3	3.5	2.9	6.1	5.1	4.5
Flue gas moisture	19%	20%	19%	16%	15%	15%
<b>Outlet/Stack Dioxin - NATO - (pg TEQ/Rm3)</b>	1.53	1.33	1.67	3.92	3.74	2.06

<sup>1</sup>Average Unit data for the periods corresponding to the test run times.

# Clarington

If this information is required in an alternate format, please contact the Accessibility  
Co-ordinator at 905-623-3379 ext. 2131

December 10, 2019

Ralph Walton, Regional Clerk/Director of Legislative Services  
Region of Durham  
Via E-mail: clerks@durham.ca

Dear Mr. Walton:

**Re:** Durham Community Energy Plan Endorsement

**File Number:** PG.25.06

---

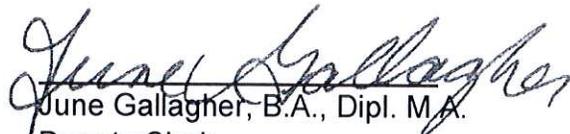
At a meeting held on December 9, 2019, the Council of the Municipality of Clarington approved the following Resolution #GG-551-19:

That Report CAO-14-19 be received;

That Council endorse in principle the Durham Community Energy Plan (DCEP), including the community energy reduction target of 80% by 2050 and the Low Carbon Pathway scenario as the preferred energy scenario for implementation;

That Council refer the DCEP to the Inter-Departmental Climate Change Working Group for consideration and incorporation of relevant elements into the Clarington Climate Change Action Plan currently under development; and

That Staff continue to participate in the DCEP Steering Committee, while requests for participation in Working Groups be considered on a case-by-case basis, subject to staff availability.

  
June Gallagher, B.A., Dipl. M.A.  
Deputy Clerk

JG/lp

c: A. Allison, Chief Administrative Officer  
D. Hoge, Climate Change Response Co-ordinator

**CORPORATION OF THE MUNICIPALITY OF CLARINGTON**

40 TEMPERANCE STREET, BOWMANVILLE, ONTARIO L1C 3A6 905-623-3379 [www.clarington.net](http://www.clarington.net)



The Corporation of  
The Township of Brock  
1 Cameron St. E., P.O. Box 10  
Cannington, ON L0E 1E0  
705-432-2355

December 16, 2019

The Honourable Steve Clark  
Minister of Municipal Affairs and Housing  
17th Floor, 777 Bay Street  
Toronto, Ontario  
M7A 2J3

Dear Honourable Sir:

Re: Announcement by the Minister of Municipal Affairs and Housing  
Aligning Provincial and Municipal Fiscal Years

---

Please be advised that the Council of the Township of Brock, at their meeting held on November 25, 2019, adopted the following resolution, a copy of which is enclosed:

Resolution Number 15-38

MOVED by W.E. Ted Smith and SECONDED by Michael Jubb

WHEREAS currently the municipal fiscal year in Ontario begins on January 1, while the Provincial fiscal year begins on April 1;

WHEREAS the Province has announced that they would like to align the provincial and municipal budget years;

WHEREAS the Province will begin consultations on aligning the Provincial and Municipal fiscal year in 2020;

WHEREAS aligning the municipal fiscal year with the Province's will involve significant staff time and resources for all municipalities in Ontario;

NOW THEREFORE be it resolved that the Township of Brock Council requests that the Province ensure that their consultation and review of the alignment of the municipal and provincial fiscal years includes a review of the impact it will have to all municipalities in Ontario;

FURTHER, that appropriate funding to offset any costs associated with the change be made available to all municipalities in Ontario; and

If this information is required in an accessible format,  
please contact the Township at 705-432-2355.

THAT the Municipal Clerk circulate a copy of this resolution to Minister of Municipal Affairs and Housing, M.P.P. Laurie Scott, AMCTO, AMO, MFOA, and all GTA municipalities.

MOTION CARRIED

Should you have any questions please do not hesitate to contact the undersigned.

Yours truly,

THE TOWNSHIP OF BROCK



Becky Jamieson  
Municipal Clerk

BJ: dh

Encl.

Cc: Honourable Laurie Scott, Minister of Infrastructure  
Dean Sauriol, President, AMCTO  
Jamie McGarvey, President, AMO  
Julie Stevens, President, MFOA  
GTA municipalities

The Municipal Council of the Corporation of  
**THE TOWNSHIP OF BROCK**

Session No. 38 Date November 25, 2019  
Resolution No. 15  
Moved By W.C. Ted Smith  
Seconded By Councillor Tubb

Whereas currently the Municipal fiscal year in Ontario begins on January 1, while the Provincial fiscal year begins on April 1;

Whereas the Province has announced that they would like to align the provincial and municipal budget years;

Whereas the Province will begin consultations on aligning the Provincial and Municipal Fiscal year in 2020;

Whereas aligning the Municipal Fiscal year with the Province's will involve significant staff time and resources for all municipalities in Ontario;

Now therefore be it resolved that the Township of Brock Council requests that the Province ensure that their consultation and review of the alignment of the municipal and provincial fiscal years includes a review of the impact it will have to all municipalities in Ontario;

Further that appropriate funding to offset any costs associated with the change be made available to all municipalities in Ontario; and

That the Municipal Clerk circulate a copy of this resolution to Minister of Municipal Affairs and Housing, M.P.P. Laurie Scott, AMCTO, AMO, MFOA and all GTA municipalities.

CARRIED  
*W.C. Ted Smith*

December 17, 2019

File: A-2200-0013

Ralph Walton, Regional Clerk  
The Regional Municipality of Durham  
605 Rossland Road East  
Whitby, ON L1N 6A3

**Re: City Comments on the Region of Durham's Transportation System Discussion Paper for Envision Durham**

Please be advised that at a meeting held on December 16 2019, Oshawa City Council adopted the following recommendation:

1. That Report [DS-19-233](#) dated December 4, 2019, be endorsed as the City's comments on the Transportation System Discussion Paper prepared by the Region of Durham as part of Envision Durham, the Municipal Comprehensive Review of the Durham Regional Official Plan; and,
2. That staff be authorized to forward a copy of Report DS-19-233 dated December 4, 2019 and the related Council resolution to the Region of Durham and Durham area municipalities.

If you require further information or clarification, please contact me at the address shown or by telephone at (905) 436-3311, extension 2818 or by email to [lmoebs@oshawa.ca](mailto:lmoebs@oshawa.ca).

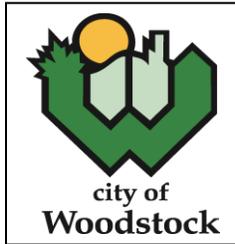


Laura Moebs, MCIP, RPP, Principal Planner  
Policy  
Planning Services

LM/k

Attachment

- c. Durham area municipalities



Office of the City Clerk  
Woodstock City Hall  
P.O. Box 1539  
500 Dundas Street  
Woodstock, ON N4S 0A7  
Telephone (519) 539-1291

December 18, 2019

The Honourable Jeff Yurek,  
Minister of Environment, Conservation and Parks  
College Park 5th Flr, 777 Bay St,  
Toronto, ON M7A 2J3

**Re: Ban of Single-Use Plastic Handled Shopping Bags**

Please be advised that the Council of the Corporation of the City of Woodstock passed the following resolution at its regular Council meeting held on December 12, 2019:

“That Woodstock City Council continue to support the single-use plastic handled shopping bag ban in principle but defer a decision regarding implementation until the Provincial and/or Federal governments have announced their decision and plans for a ban;

And further that Woodstock City Council supports a harmonized ban of single-use plastic shopping bags across the Province of Ontario;

And further that staff be directed to participate in the consultations with the Minister of Environment, Conservation and Parks with respect to the new producer responsibility model for the Blue Box Program, including discussing solutions with respect to single-use plastic shopping bags;

And further that Council pre-approve \$5,000 in the 2020 revenue fund budget in order for the Woodstock Environment Advisory Committee to undertake a public education campaign to educate and encourage Woodstock residents to reduce the use and consumption of single-use plastic shopping bags;

And further that this resolution be circulated to the Minister of Environment, Conservation and Parks and all Ontario municipalities.”

Yours Truly,

Amelia Humphries, B. Math, M.P.A.  
City Clerk

c: All Ontario municipalities



**The Corporation of the Township of Huron-Kinloss**

P.O. Box 130  
21 Queen St.  
Ripley, Ontario  
N0G2R0

Phone: (519) 395-3735

Fax: (519) 395-4107

E-mail: [info@huronkinloss.com](mailto:info@huronkinloss.com)

Website: <http://www.huronkinloss.com>

The Honourable Jeff Yurek  
Minister of the Environment, Conservation, and Parks  
Conservation Ontario,  
College Park 5th Flr, 777 Bay St,  
Toronto, ON M7A 2J3

December 17, 2019

Dear Minister;

Re: Copy of Resolution #645

Please find below a copy of the resolution adopted by the Township of Huron-Kinloss Council at its December 16, 2019 session supporting the resolution brought forth by the Township of Ramara.

Motion No: 915

Moved by: Ed McGugan

Seconded by: Lillian Abbott

That the Township of Huron-Kinloss support the the Township of Ramara's request for the province to review the existing Conservation Authorities Act, 1990, R.SO.1990, c. C.27 and request that an exit clause be provided in any new Conservation Authorities Act to permit municipalities that determine the objects of conservation and environmental stewardship can be provided by alternative governance, programs, and/or services to costly and FURTHER directs staff to forward a copy of this resolution to the Honourable Jeff Yurek, the Minister of the Environment, Conservation, and Parks Conservation Ontario, Ontario's thirty-six conservation authorities, and all upper and lower-tier Ontario municipalities.

Carried.

Sincerely,

Emily Dance  
Clerk

c.c Conservation Ontario, Ontario Conservation Authorities, Ontario Municipalities



County of Simcoe  
Clerk's Department  
1110 Highway 26,  
Midhurst, Ontario L9X 1N6

Main Line (705) 726-9300  
Toll Free (866) 893-9300  
Fax (705) 725-1285  
simcoe.ca



---

December 11, 2019

Nottawasaga Valley Conservation Authority  
8195 8<sup>th</sup> Line  
Utopia, ON L0M 1T0

**Re: Nottawasaga Valley Conservation Authority Levy (NVCA)**

On behalf of Warden Cornell and County Council, I'm writing to advise that at its meeting on December 4, 2019, Simcoe County Council approved the following recommendation:

"That the resolution from the Township of Springwater regarding NVCA Levy be supported."

A copy of the related correspondence from the Township of Springwater is enclosed for your information. Should you require anything further, please contact the undersigned at extension 1623.

Regards,

  
John Daly  
County Clerk, and  
Director of Statutory Services

Enclosure/

c.c. Doug Ford, Premier of Ontario  
Jeff Yurek, Minister of Environment, Conservation and Parks  
Jill Dunlop, MPP  
Doug Downey, MPP  
Andrea Khanjin, MPP  
Caroline Mulroney, MPP  
Jim Wilson, MPP  
Conservation Ontario  
Ontario Conservation Authorities  
Ontario Municipalities

October 21, 2019

Nottawasaga Valley Conservation Authority  
8195 8<sup>th</sup> Line  
Utopia ON, L0M 1T0

**RE: Nottawasaga Valley Conservation Authority Levy**

---

Please be advised that at its meeting of October 16, 2019, Council of the Township of Springwater passed the following resolution:

**C457-2019**

Moved by: Coughlin  
Seconded by: Moore

Whereas the Township of Springwater, like all municipalities in Ontario must confront fiscal limitations and re-evaluate programs, services, and the financial sustainability of each;

And Whereas the Township of Springwater is a constituent municipality in portions of the watershed under the jurisdiction of the Nottawasaga Valley Conservation Authority and is compelled to remit non-negotiable levy funding to the Authority on an annual basis;

And Whereas the Township of Springwater cannot exercise line-item scrutiny of Nottawasaga Valley Conservation Authority's budget and operations nor does the Authority itself provide detailed substantiation of the same to its member municipalities like the Township of Springwater;

And Whereas the Township of Springwater must account for all taxpayer funds it expends within its operations and that it forwards to local agencies and boards;

Therefore Be It Resolved That the Township of Springwater requests that the Nottawasaga Valley Conservation Authority provide prior to passage of its 2020 budget the following:

- (1) Its interpretation and understanding of its mandated operations as found in the current Conservation Authorities Act, 1990, R.S.O. 1990, c.C.27 and its prescribed regulations;
- (2) The costs of each as determined under (1);
- (3) Detailed definitions and determinations of what can be characterized as non-mandatory programming and service(s);

(4) The costs of each as determined under (3);

(5) Detailed definitions and determinations of fee-for-service activities of the Nottawasaga Valley Conservation Authority, the revenues they generate as the activities take place within and/or requests originate from geographic area of the Township of Springwater; and

(6) The costs that arise from programs and services enabled through the Memorandum of Understanding with the Severn Sound Environmental Association.

And That this resolution be circulated to Premier Doug Ford, the Minister of the Environment, Conservation, and Parks, the Honourable Jeff Yurek, the County of Simcoe, all Ontario municipalities, the NVCA and Ontario's other 35 Conservation Authorities, and Conservation Ontario.

**Carried**

Sincerely,



Renée Chaperon  
Clerk  
/cp

cc. Doug Ford, Premier of Ontario  
Jeff Yurek, Minister of Environment, Conservation and Parks  
The County of Simcoe  
Conservation Ontario  
Ontario municipalities  
Ontario Conservation Authorities



County of Simcoe  
Clerk's Department  
1110 Highway 26,  
Midhurst, Ontario L9X 1N6

Main Line (705) 726-9300  
Toll Free (866) 893-9300  
Fax (705) 725-1285  
simcoe.ca



---

December 11, 2019

The Honourable Jeff Yurek  
Minister of Environment, Conservation and Parks  
College Park 5<sup>th</sup> Floor  
777 Bay St  
Toronto, ON M7A 2J3

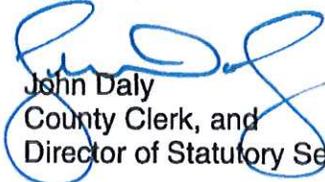
**Re: Conservation Authority Exit Clause**

On behalf of Warden Cornell and County Council, I'm writing to advise that at its meeting on December 4, 2019, Simcoe County Council approved the following recommendation:

"That the resolution from the Township of Ramara regarding conservation authority exit clause, be supported."

A copy of the related correspondence from the Township of Ramara is enclosed for your information. Should you require anything further, please contact the undersigned at extension 1623.

Regards,

  
John Daly  
County Clerk, and  
Director of Statutory Services

Enclosure/

c.c. Jill Dunlop, MPP  
Doug Downey, MPP  
Andrea Khanjin, MPP  
Caroline Mulroney, MPP  
Jim Wilson, MPP  
Conservation Ontario  
Ontario Conservation Authorities  
Ontario Municipalities



2297 Highway 12,  
PO Box 130  
Breckin, Ontario L0K 1B0  
p.705-484-5374  
f. 705-484-0441

November 7, 2019

Honourable Jeff Yurek  
Minister of Environment, Conservation and Parks  
College Park 5th Floor  
777 Bay St  
Toronto, ON M7A 2J3

**Re: Conservation Authority Exit Clause**

The Council of the Corporation of the Township of Ramara passed the following motion at their regular meeting held October 28, 2019, unanimously by a recorded vote:

WHEREAS the TOWNSHIP OF RAMARA has consistently expressed its view that its watershed conservation authorities are duplicative, financially unaccountable, in conflict with citizens and private property rights;

AND WHEREAS the TOWNSHIP OF RAMARA has encountered the regulatory obstacles to challenge the arbitrary, inefficient, non-transparent, and unsustainable municipal levy forced upon it annually by its watershed conservation authorities;

AND WHEREAS the TOWNSHIP OF RAMARA questions the efficacy and relevance of its watershed conservation authorities' programs and services and their performance in achieving the goals of conservation and environmental stewardship;

AND WHEREAS the TOWNSHIP OF RAMARA finds the current Conservation Authorities Act, 1990, R.S.O. 1990, c. C.27 and its proscribed regulations inconsistent and obsolete;

AND WHEREAS the Minister of Environment, Conservation, and Parks the Honourable Jeff Yurek signaled the province's intent to reconsider and update the Conservation Authorities Act, 1990, R.S.O. 1990, c. C.27 and its proscribed regulations;

THEREFORE BE IT RESOLVED THAT: the TOWNSHIP OF RAMARA support the province's determination that the existing Conservation Authorities Act, 1990, R.S.O. 1990, c. C.27 and its proscribed regulations require review;

[www.ramara.ca](http://www.ramara.ca)

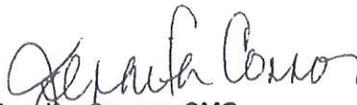
AND THAT the TOWNSHIP OF RAMARA signal to the Ministry of the Environment, Conservation, and Parks of its willingness to participate in all consultations and submissions to the same;

AND THAT further the TOWNSHIP OF RAMARA signal its express desire that an exit clause be provided in any new Conservation Authorities Act to permit municipalities that determine the objects of conservation and environmental stewardship can be provided by alternative governance, programs, and/or services to exist costly and unwarranted conservation authority(ies) jurisdiction(s);

AND THAT this resolution be forwarded the Minister of the Environment, Conservation, and Parks, the Honourable Jeff Yurek, Conservation Ontario, Ontario's thirty-six conservation authorities, and all upper and lower-tier Ontario municipalities.

I trust the above is self-explanatory however if you require further information or clarification, please contact me.

Yours truly,

  
Jennifer Connor, CMO  
Legislative Services Manager/Clerk

JC/cw

c.c. Jill Dunlop, MPP  
Conservation Ontario  
Ontario Conservation Authorities  
Ontario Municipalities

**Ministry of Children,  
Community and Social  
Services**

Minister's Office

438 University Avenue  
7<sup>th</sup> Floor  
Toronto, Ontario  
M7A 1N3

Tel.: (416) 325-5225  
Fax: (416) 325-5240

**Ministère des Services à  
l'enfance et des Services  
sociaux et communautaires**

Bureau du Ministre

438, avenue University  
7<sup>e</sup> étage  
Toronto, Ontario  
M7A 1N3

Tél. : (416) 325-5225  
Télééc. : (416) 325-5240



127-2019-9359

December 16, 2019

Dear Municipal Partner:

I am writing to let you know that the Ministry of Children, Community and Social Services, in collaboration with other ministries across government, is currently assessing Ontario's Poverty Reduction Strategy and is launching consultations to inform the development of a new five-year strategy, in accordance with the Poverty Reduction Act, 2009.

Our government believes that the people of Ontario are the province's greatest asset, and when they succeed, our economy and province succeed. However, we know that one in seven Ontario residents live in poverty.

Empowering people and supporting them during challenging times is a priority for our government. We also know that we cannot do this work alone. We are committed to listening and working with individuals, communities, organizations, businesses, Indigenous partners and all levels of government. It is our shared responsibility to create the conditions for success. To do so, we need organizations across the province to share their ideas and feedback about how we can work together to tackle poverty.

Our goal is to drive progress and identify solutions to reduce poverty. To inform our new Poverty Reduction Strategy, we will be asking Ontario residents how we can encourage job creation and connect people to employment opportunities; provide people with the right supports and services; and lower the cost of living and make life more affordable.

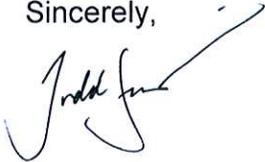
An online survey will be posted in January 2020 for a period of approximately 60 days. I hope that you will respond to the survey and encourage members of your community, including those who have experience living in poverty, to participate. We will share more information about the survey in the new year.

.../cont'd

We are also accepting written submissions and any recommendations for the next strategy as well as feedback on the previous 2014–19 Poverty Reduction Strategy, by e-mail at [prso@ontario.ca](mailto:prso@ontario.ca) or by mail at Poverty Reduction Strategy, 3rd Floor, 315 Front Street West, Toronto ON, M7A 0B8. If there are any questions on how identifying information included with a submission will be used, please contact: Manager, Strategic Policy Unit, MCCSS by e-mail at [prso@ontario.ca](mailto:prso@ontario.ca) or by telephone at (647) 308-9963.

I look forward to hearing from you.

Sincerely,

A handwritten signature in black ink, appearing to read "Todd Smith", with a long, sweeping flourish extending upwards and to the right.

Todd Smith  
Minister

**Ministry of Children,  
Community and Social  
Services**

Minister's Office

438 University Avenue  
7<sup>th</sup> Floor  
Toronto (Ontario)  
M7A 1N3

Tel.: (416) 325-5225  
Fax: 416 325-5240

**Ministère des Services à  
l'enfance et des Services  
sociaux et communautaires**

Bureau du ministre

438, avenue University  
7<sup>e</sup> étage  
Toronto (Ontario)  
M7A 1N3

Tél. : 416 325-5225  
Télééc. : 416 325-5240



127-2019-9359

Le 16 décembre 2019

Madame, Monsieur,

Je vous écris pour vous informer que le ministère des Services à l'enfance et des Services sociaux et communautaires s'emploie actuellement, en collaboration avec d'autres ministères du gouvernement, à évaluer la Stratégie ontarienne de réduction de la pauvreté et entame des consultations en vue de l'élaboration d'une nouvelle stratégie quinquennale, conformément à la *Loi de 2009 sur la réduction de la pauvreté*.

Le gouvernement estime que les Ontariennes et les Ontariens sont les principaux atouts de la province et que c'est leur réussite qui garantit le dynamisme de l'économie et l'essor de l'Ontario. Cependant, nous savons que, dans la province, une personne sur sept vit dans la pauvreté.

Le gouvernement s'est fixé comme priorité d'aider les gens à prendre leur avenir en main et à traverser les périodes difficiles. Or, nous ne pouvons pas accomplir ce travail seuls. Nous avons à cœur d'écouter les particuliers, les communautés, les organismes, les entreprises, les partenaires autochtones et tous les ordres de gouvernement, et de travailler à leurs côtés. Il est de notre responsabilité commune de créer les conditions propices à la réussite. À cette fin, nous avons besoin que les organisations de toute la province nous transmettent leurs idées et leurs commentaires sur les moyens d'œuvrer ensemble à la lutte contre la pauvreté.

Notre objectif est d'accélérer les progrès et de trouver des solutions destinées à réduire la pauvreté. En vue de la nouvelle Stratégie de réduction de la pauvreté, nous solliciterons l'avis de la population ontarienne sur les façons d'encourager la création d'emplois, de permettre aux gens de trouver un emploi, de fournir des soutiens et des services appropriés, d'abaisser le coût de la vie et de rendre le quotidien plus abordable.

.../suite

Nous publierons un sondage en ligne en janvier 2020 pendant environ 60 jours. J'espère que vous répondrez à ce sondage et que vous encouragerez les membres de votre communauté, y compris les personnes en situation de pauvreté, à y participer. Nous vous communiquerons de plus amples renseignements sur le sondage en début d'année prochaine.

Nous invitons également les intervenants à nous adresser des observations écrites, à nous faire part de leurs recommandations sur la prochaine stratégie et à nous transmettre leurs commentaires au sujet de la précédente Stratégie de réduction de la pauvreté (2014-2019), soit en nous envoyant un courriel à l'adresse [prso@ontario.ca](mailto:prso@ontario.ca), soit en nous écrivant par courrier postal à l'adresse suivante : Stratégie de réduction de la pauvreté, 315, rue Front Ouest, 3<sup>e</sup> étage, Toronto (Ontario) M7A 0B8. Si vous avez des questions relatives à l'utilisation des renseignements identificatoires figurant dans les observations qui nous sont transmises, veuillez communiquer avec la chef, Unité des politiques stratégiques, MDESC, par courriel à l'adresse [prso@ontario.ca](mailto:prso@ontario.ca) ou par téléphone au 647 308-9963.

Je me réjouis à l'idée d'échanger avec vous plus en détail.

Je vous prie d'agréer, Madame, Monsieur, mes salutations les plus cordiales.

Le ministre,



Todd Smith

If you require this information in an accessible format, please contact 1-800-372-1102 ext. 2097.

## **The Regional Municipality of Durham**

### **MINUTES**

#### **ACCESSIBILITY ADVISORY COMMITTEE**

**Tuesday, November 26, 2019**

A meeting of the Accessibility Advisory Committee was held on Tuesday, November 26, 2019 in Meeting Room 1-A, Regional Headquarters Building, 605 Rossland Road East, Whitby at 1 PM.

Present: M. Sutherland, Oshawa, Chair  
S. Sones, Whitby, Vice-Chair  
D. Campbell, Whitby  
D. Hume-McKenna, DMHS attended the meeting at 1:13 PM  
Councillor R. Mulcahy  
R. Purnwasie, Ajax  
L. Schisler, Whitby

Absent: R. Atkinson, Whitby  
C. Boose, Ajax  
M. Roche, Oshawa

#### **Staff**

Present: S. Austin, Director of Corporate Policy and Strategic Initiatives, left the meeting at 2:25 PM  
J. Traer, Accessibility Coordinator, Office of the Chief Administrative Officer  
N. Prasad, Committee Clerk, Corporate Services – Legislative Services

#### **1. Declarations of Interest**

There were no declarations of interest.

#### **2. Adoption of Minutes**

Moved by D. Campbell, Seconded by S. Sones,  
That the minutes of the Accessibility Advisory Committee meeting held on September 24, 2019, and the minutes of the Joint Forum of the Accessibility Advisory Committees held on October 30, 2019, be adopted.

CARRIED

#### **3. Presentations**

A) Steven Kemp, Manager, Traffic Engineering and Operations, Works Department, regarding Accessible Pedestrian Signal Information

S. Kemp, Manager, Traffic Engineering and Operations, provided a PowerPoint Presentation with regards to an Overview of Accessible Pedestrian Signals (APS).

S. Kemp stated that Accessible Pedestrian Signals (APS) provide pedestrians with various disabilities similar opportunities to travel independently and safely around the Region. The signals provide non-visual indications (audible or vibro-tactile) and are used to assist people with disabilities such as hearing, visual, mental and physical. He stated that the APS can be installed at any intersection after an assessment of pole placement, sidewalk, curb cut outs and pavement markings.

S. Kemp provided the committee with an overview of how an APS works. He stated that the button must be pressed for five seconds to activate the APS but there are plans to change that to a three second hold. The button will then be activated on the next cycle and there will be a pop sound, which means that the APS is active. He further advised that two sounds are used to point out the direction of traffic and the traffic light that is on: a cuckoo tone signals when the walk symbol is on and you have the right-of-way going north or south; and a Canadian melody tone signals when you have the right-of-way going east or west. He advised that a pedestrian clearing tone and the “don’t walk” light is turned on after the sounds end. S. Kemp stated that the plan is to have every intersection in Durham Region equipped with APS.

S. Kemp responded to questions with regards to whether the signals are always installed in the same place at every intersection; whether the signals will be installed at school crossings; determination of crossing time; and whether an APS can be set to always be active without having to press the button.

The Committee recessed at 2:00 PM and reconvened at 2:10 PM.

**4. Correspondence**

There were no items of correspondence to consider.

**5. Information Items**

A) Education Sub-Committee Update

J. Traer advised that she is working on having staff from the Traffic Engineering and Operations Division attend a future meeting to discuss roundabouts.

B) Update on the Transit Advisory Committee (TAC)

J. Traer advised that she attended the Transit Advisory Committee meeting held on November 19, 2019. She stated there was discussion with regards to the Rural Transit Review and DRT staff requested to hear the Transit Advisory Committee’s thoughts and suggestions regarding the future of transit services in Durham Region’s rural areas. She advised that AAC members can also provide their comments through the Rural Transit Review Study Link which she will forward to members. She further advised that DRT is hosting several drop-in events with one being in Newcastle on November

26, 2019 from 7 to 9 PM; and two sessions in Port Perry on November 27, 2019 from 12 to 5 PM and 5 to 7 PM.

C) Accessibility Coordinator Update

---

J. Traer provided the following update:

- Durham Region is hosting their annual Accessibility Public Meeting on December 4, 2019 at the Abilities Centre in Whitby from 6:30 PM to 9 PM to discuss and obtain feedback from the public on the various transit options.
- The Transit Executive Committee has appointed William (Bill) Holmes as the new General Manager of Transit for The Regional Municipality of Durham.
- \$25,000 is being provided to the Regional Municipality of Durham as part of the Seniors Community Grant Program. The \$25,000 will be used towards an anti-ageism campaign.
- The CNIB has a Phone it Forward Program that accepts used smartphones, refurbishes them, loads them with accessibility apps and provides them to people with sight loss. She advised that she is looking into whether the Region can donate old smartphones for this purpose.
- J. Traer requested feedback on the recycling bin covers that were tested by some members. The following feedback was provided: covers don't fit the taller blue boxes; challenging for those with dexterity issues to use the covers; and some drivers picked up the boxes as well as the lids and drove off as they were unaware of the pilot.
- LUSH is hosting a sensory friendly shopping night for those with sensory sensitivities, mobility opportunities, social anxieties etc. at the Pickering Town Centre location on December 1, 2019 from 6 to 8 PM.
- International Day of Persons with Disabilities is December 3, 2019 and Chris Power, a 16-year Veteran of the Canadian Armed Forces Military Police will be speaking at Regional headquarters from 1 to 2 PM.

**6. Discussion Items**

There were no discussion items.

**7. Reports**

There were no reports to consider.

**8. Other Business**

A) New Whitby Development re: Accessible Homes

Councillor Mulcahy advised that there will be a small development in Whitby that will consist of 5 accessible homes when completed. She advised that the homes will be completely accessible and will be located south of Regional headquarters. Copies of the floor plans were made available for committee members to view and J. Traer advised that the floor plans will be available at the January meeting should anyone wish to take another look.

B) Presentation of Accessibility Award to former Accessibility Advisory Committee member, Pat Rundle

M. Sutherland stated that P. Rundle has been an important contributor to the Accessibility Advisory Committee for 15 years from 2002 to the end of 2017. She stated that P. Rundle has always demonstrated a passion and sincere commitment to the work of the AAC and thanked her for her support, years of service and dedication to the Committee.

**9. Date of Next Meeting**

The next regularly scheduled meeting of the Accessibility Advisory Committee will be held on Tuesday, January 28, 2020 in the Lower Level Boardroom, Regional Headquarters Building, 605 Rossland Road East, Whitby, at 1 PM.

**10. Adjournment**

Moved by S. Sones, Seconded by D. Hume McKenna,  
That the meeting be adjourned.  
CARRIED

The meeting adjourned at 2:58 PM

---

M. Sutherland, Chair  
Accessibility Advisory Committee

---

N. Prasad, Committee Clerk

If this information is required in an accessible format, please contact 1-800-372-1102 ext. 2097.

**The Regional Municipality of Durham**

**MINUTES**

**STRATEGIC PLAN DEVELOPMENT TASK FORCE**

**Thursday, December 5, 2019**

A regular meeting of the Strategic Plan Development Task Force was held on Thursday, December 5, 2019 in Boardroom LL-C, Regional Headquarters Building, 605 Rossland Road East, Whitby, Ontario at 12:00 PM

Present: Councillor Wotten, Chair  
Councillor Pickles, Vice-Chair  
E. Baxter-Trahair, Chief Administrative Officer  
R. J. Kyle, Commissioner and Medical Officer of Health  
Councillor Marimpietri attended the meeting at 12:03 PM and left at 12:15 PM

Absent: Councillor Roy

**Staff**

Present: S. Austin, Director, Corporate Policy and Strategic Initiatives, Office of the Regional Chair & Chief Administrative Officer  
S. Hardman, Manager of Corporate Initiatives, Office of the Regional Chair & Chief Administrative Officer  
N. Prasad, Committee Clerk, Corporate Services – Legislative Services

**1. Adoption of Minutes**

Moved by R.J. Kyle, Seconded by E. Baxter-Trahair,  
That the minutes of the Strategic Plan Development Task Force meeting  
held on November 14, 2019 be adopted.

CARRIED

**2. Declarations of Interest**

There were no declarations of interest.

**3. Presentations**

There were no presentations.

**4. Delegations**

There were no delegations.

## 5. Items of Discussion

### A) Revised Goals and Strategic Priorities

S. Hardman provided a PowerPoint Presentation with respect to the Revised Strategic Goals and Priorities. A copy of the Presentation was provided to members subsequent to the meeting.

S. Hardman provided the following list of revised strategic goals based on input received from the Task Force at the November 14, 2019 meeting:

1. Environmental Sustainability
2. Community Vitality
3. Economic Prosperity
4. Poverty Alleviation
5. Service Excellence

She stated that changes were also made to the list of priorities for each goal also based on input received from the November 14, 2019 meeting as follows:

- Goal 1: Environmental Sustainability
  - Accelerate the adoption of green technologies and clean energy solutions through strategic partnerships and investment.
  - Increase waste diversion and resource recovery through further innovation.
  - Protect, preserve and restore the natural environment including greenspaces, waterways, parks, trails, and farmlands.
  - Demonstrate leadership in sustainability and addressing climate change.
  - Expand sustainable and active modes of transportation.
- Goal 2: Community Vitality
  - Revitalize existing neighbourhoods and build complete communities that are walkable, well-connected, and have a mix of attainable housing.
  - Enhance community safety and well-being.
  - Support a high quality of life for all citizens through human services delivery.
  - Build a healthy, inclusive, age-friendly community where everyone feels a sense of belonging.
- Goal 3: Economic Prosperity
  - Position Durham Region as the location of choice for business.
  - Foster economic growth by leveraging Durham's prime location and community assets.
  - Improve communication and transportation networks to better connect people and move goods more effectively.

- Capitalize on Durham's strengths in key sectors to grow the economy.
- Goal 4: Alleviate Poverty
  - Address risk factors in order to lift people out of poverty.
  - Improve housing affordability and availability.
- Goal 5: Service Excellence
  - Optimize resources and partnerships to deliver exceptional quality services and value.
  - Collaborate for a seamless service experience.
  - Demonstrate commitment to continuous quality improvement and communicating results.
  - Drive organizational success through innovation, a skilled workforce, and modernized services.

Discussion ensued with regards to the priorities listed under each of the five proposed goals as presented. Members reviewed each priority and provided comments and suggestions to staff. S. Hardman stated that a final list of priorities will be presented at the meeting on December 19<sup>th</sup> and it was requested that a draft of that list be provided to the Task Force in advance of the meeting to provide members sufficient time to review.

B) Draft Plan – Process for Review and Final Approval

S. Hardman advised that the final plan will be presented to the Task Force on December 19, 2019. She advised that the plan will then be presented to the Committee of the Whole on January 15, 2020 and subsequently to Regional Council on January 29, 2020.

Discussion ensued with regards to details around how the plan will be presented to the Committee of the Whole. It was discussed that there should be more examples of action items; clear and concise wording in the priorities and actions; input from departments with regards to each goal; and a presentation to be made by staff.

C) Ongoing Monitoring and Reporting Framework

S. Hardman stated that the Task Force passed a motion at the April 25, 2019 meeting that the Strategic Plan Development Task Force remain active, as required, after the approval of the new Strategic Plan. Discussion ensued with regards to how updates to Regional Council should be provided and it was the consensus of the Task Force that updates be provided annually.

D) 2015-2019 Strategic Plan – Summary of Key Achievements

S. Hardman provided an overview of the following goals and key achievements of the 2015-2019 Strategic Plan:

1. Economic Growth, Diversification, and Local Employment
2. Population Health & Quality of Life
3. Health Environment and Sustainable Communities
4. Organizational Health and Service Excellence

**6. Reports**

There were no reports to consider.

**7. Other Business**

There was no other business to consider.

**8. Date of Next Meeting**

The next scheduled Strategic Plan Development Task Force Meeting will be held on Thursday, December 19, 2019 at 9:00 AM in Meeting Room 1-B, Regional Headquarters Building, 605 Rossland Road East, Whitby.

**9. Adjournment**

Moved by Councillor Pickles, Seconded by R.J. Kyle,  
That the meeting be adjourned.  
CARRIED

The meeting adjourned at 1:03 PM

Respectfully submitted,

---

W. Wotten, Chair

---

N. Prasad, Committee Clerk