



AGENDA

Council Meeting

4:00 PM - Thursday, April 23, 2020
Municipal Office

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13. ADJOURNMENT



MINUTES

Council -Special Meeting

4:00 PM - Thursday, April 9, 2020

Municipal Office

The Council -Special of the Brooke-Alvinston was called to order on Thursday, April 9, 2020, at 4:00 PM, in the Municipal Office, with the following members present:

Council Present: Mayor David Ferguson, Deputy Mayor Frank Nemcek, Councillor Jeannette Douglas, Councillor Jamie Armstrong, and Councillor Wayne Deans

Staff Present: Clerk Administrator Janet Denkers, Treasurer Stephen Ikert, Public Works Manager Randy Hills, Fire Chief Jeff McArthur, and Administrative Assistant Darlene Paolucci

Regrets:

1 CALL TO ORDER

Mayor Ferguson called the special session of Council to order at 4:00 p.m.. Due to the provincial and municipal declared emergency related to COVID-19, the Province passed legislation allowing Municipal Councils to consider conducting meetings electronically.

This special session of Council was held electronically. Mayor Ferguson and Councillors Nemcek, Armstrong and Douglas attended via video; Councillor Deans attended via telephone. Councillor Armstrong attended late through video and telephone.

Staff present attended via video.

2 DISCLOSURE OF PECUNIARY INTEREST

3 STAFF REPORTS

- a) Electronic Attendance at Council Meetings During a Period of Declared Emergency

RESOLUTION-2020-001

Deputy Mayor Frank Nemcek made a motion that the staff report prepared by the Clerk-Administrator dated April 9, 2020 regarding electronic attendance at Council meetings during a period of a declared emergency be received and that the proposed By-law be approved for signing. Councillor Wayne Deans seconded the motion.

Carried

4 BY-LAWS

- a) By-law to Amend By-law 1 of 2019 to permit an electronic Council meeting during a period of Emergency

RESOLUTION-2020-002

Councillor Wayne Deans made a motion that By-law 15 of 2020 be read a first, second and third time and finally passed this 9th day of April, 2020. Councillor Jeannette Douglas seconded the motion.

Carried

5 ADJOURNMENT

- a) Councillor Frank Nemcek made a motion to adjourn the special session of Council.

Clerk-Administrator

Mayor



MINUTES

Council Meeting

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Municipal Office

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Council Present: Mayor David Ferguson, Deputy Mayor Frank Nemcek, Councillor Jeannette Douglas, Councillor Jamie Armstrong, and Councillor Wayne Deans

Staff Present: Clerk Administrator Janet Denkers, Treasurer Stephen Ikert, Public Works Manager Randy Hills, Fire Chief Jeff McArthur, and Administrative Assistant Darlene Paolucci

Regrets:

1 CALL TO ORDER

The Mayor called the meeting to order at 4:09 p.m. following the adjournment of the Special Session of Council. The meeting was held electronically.

2 DISCLOSURE OF PECUNIARY INTEREST

The Mayor requested that any pecuniary interests be declared at the appropriate time.

3 MINUTES

- a) Regular Council Meeting Minutes of March 12, 2020

RESOLUTION-2020-108

Deputy Mayor Frank Nemcek made a motion that the meeting minutes of March 12, 2020 be approved as presented. Councillor Jeannette Douglas seconded the motion.

Carried

4 BUSINESS ARISING FROM THE MINUTES

Deputy Mayor Frank Nemcek inquired about the ICIP funding for Shiloh Road. Mayor Ferguson responded that there has not been any further communication received.

5 DELEGATIONS & TIMED EVENTS

- a) Chad Hayter: Proposed Development on Elgin Street

Mr Hayter was present at Council to discuss the development of his residential building lots on Elgin Street.

RESOLUTION-2020-109

Deputy Mayor Frank Nemcek made a motion that the Council of the Municipality of Brooke-Alvinston reconsider the motion previously passed by Council outlining Mr. Hayter's responsibility in developing the said lots. Councillor Wayne Deans seconded the motion.

Carried

RESOLUTION-2020-110

Councillor Wayne Deans made a motion that the Municipality offer the following for the development of Elgin Street: granular M material in 2020 for

the laneway and turnaround; spread and delivery of the granular material; half of the asphalt cost. Deputy Mayor Frank Nemcek seconded the motion.

Carried

6 CORRESPONDENCE

- a) Information Correspondence

RESOLUTION-2020-111

Councillor Wayne Deans made a motion that the correspondence items presented be received and filed. Councillor Jeannette Douglas seconded the motion.

Carried

- b) Norfolk County: Request for support - Provincially Significant Wetlands

RESOLUTION-2020-112

Deputy Mayor Frank Nemcek made a motion that the Municipality of Brooke-Alvinston support the County of Norfolk's request that the process for PSW mapping be significantly improved for transparency and better land owner engagement, to allow for land owners to be properly informed and engaged where land use designations affect their property. Councillor Jamie Armstrong seconded the motion.

Carried

7 STAFF REPORTS

- a) TREASURER: Adoption of Draft 2020 Budget

RESOLUTION-2020-113

Councillor Jamie Armstrong made a motion that the 2020 Budget be approved as presented. Councillor Wayne Deans seconded the motion.

Carried

- b) TREASURER: Statement of Council Remuneration 2019

RESOLUTION-2020-114

Deputy Mayor Frank Nemcek made a motion that the Statement for Council Remuneration for 2019 be approved. Councillor Wayne Deans seconded the motion.

Carried

- c) TREASURER: March 2020 Accounts

RESOLUTION-2020-115

Councillor Jeannette Douglas made a motion that the March, 2020 Accounts be approved and paid if not already. Deputy Mayor Frank Nemcek seconded the motion.

Carried

- d) TREASURER: Penalty & Interest

RESOLUTION-2020-116

Councillor Jamie Armstrong made a motion that the Council of Brooke-Alvinston waive penalty, interest and NSF charges on property taxes, water & sewer accounts and other accounts receivable accounts to May 31, 2020 due to the COVID-19 Pandemic. Councillor Wayne Deans seconded the motion.

Carried

- e) CLERK ADMINISTRATOR: Large Item Day / Rabies Clinic 2020

RESOLUTION-2020-117

Councillor Jamie Armstrong made a motion that the Large Item Day scheduled for April 18, 2020 be rescheduled to October 17, 2020 and that the Rabies Clinic scheduled for April 18, 2020 be cancelled. Councillor Jeannette Douglas seconded the motion.

Carried

- f) CLERK ADMINISTRATOR: Deputy Issuer - Marriage Licenses

RESOLUTION-2020-118

Deputy Mayor Frank Nemcek made a motion that Administrative Assistant Darlene Paolucci be appointed Deputy Issuer of Marriage Licences in the Municipality of Brooke-Alvinston. Councillor Jeannette Douglas seconded the motion.

Carried

- g) CLERK ADMINISTRATOR: Inwood Firemen's Association Letter

RESOLUTION-2020-119

Councillor Jeannette Douglas made a motion that the letter from the Inwood Firemen's Association be received and filed. Deputy Mayor Frank Nemcek seconded the motion.

Carried

- h) FIRE CHIEF: Department Update

RESOLUTION-2020-120

Councillor Wayne Deans made a motion that the Fire Chief's monthly report be received and filed. Councillor Jamie Armstrong seconded the motion.

Carried

- i) CEMC Report

The report submitted by the CEMC on COVID-19 was reviewed.

8 BY-LAWS**9 NEW BUSINESS**

- a) The Clerk-Administrator notified Council members about the upcoming Normal Farm Practices Protection Board Pre-Hearing Conference between the Municipality and David Buurma scheduled for May 8, 2020.
- b) The Clerk-Administrator noted that letters will be sent to residents without proper fencing surrounding swimming pools as per By-law 28 of 2011.

10 CLOSED SESSION**11 RISE AND REPORT****12 BY-LAW CONFIRMING PROCEEDINGS**

- a) Confirming By-law

RESOLUTION-2020-121

Councillor Wayne Deans made a motion that By-law 16 of 2020 be read a first, second and third time and finally passed this 9th day of April 2020. Deputy Mayor Frank Nemcek seconded the motion.

Carried

13 ADJOURNMENT

a)

The meeting was adjourned at 4:50 p.m.

Clerk-Administrator

Mayor



Cultural Services Division
789 Broadway Street, Box 3000
Wyoming, ON N0N 1T0

Telephone: 519-845-0801
Toll-free: 1-866-324-6912
Fax: 519-845-3872

NEWS RELEASE

For Immediate Release

Lambton County Cultural Facilities Closed Indefinitely in Response to COVID-19

Tuesday, April 07, 2020

Wyoming, ON - In response to the ongoing public health effort to slow the spread of the COVID-19 virus, cultural facilities that are operated by the County of Lambton initially scheduled to re-open on April 6, 2020 will remain closed indefinitely.

Cultural facilities that will remain closed include all Lambton County Library locations (including the Sarnia Library Theatre), Judith & Norman Alix Art Gallery, Lambton County Archives, Lambton Heritage Museum and Oil Museum of Canada.

With these indefinite closures and the resulting shortage of work, employees involved in the day-to-day delivery of service at these locations were issued an indefinite lay-off notice effective April 6, 2020. Impacted employees have been offered the option of being redeployed to support other required services such as long-term care, social services or public health, if the need arises.

"These are unprecedented times, and while it is difficult to close our doors to the public who value our services, it is essential that we do everything we can to help prevent the spread of COVID-19", says Andrew Meyer, General Manager, Cultural Services. "While timelines are difficult to predict, we look forward to welcoming staff and patrons back to our libraries, gallery and museums as soon as it is deemed safe to resume normal operations."

Users of Lambton County Library are reminded to hold onto any materials they have on loan, and can return the items upon re-opening at a future date. Due dates will be automatically extended, and fines will not accumulate on any materials on loan during the extension period.

Residents are encouraged to engage with cultural services online through the library, museums and gallery websites and social media platforms. Electronic books, movies, music, newspapers and more are also available at www.lclibrary.ca. For help accessing electronic services, call 519-845-3324 ext. 5266 or email librarytechhelp@county-lambton.on.ca.

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Please contact:

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NEWS RELEASE

For Immediate Release

Lambton County Library Offers Free Access to Ancestry Online

Tuesday, April 14, 2020

Wyoming, ON - Lambton County Library cardholders now have free access to Ancestry Library Edition until May 31, 2020.

Ancestry Library Edition provides access to billions of historical documents and is a popular resource for people interested in researching their family histories. This online resource is typically only available on-site at library locations and Lambton County Archives. With these cultural sites now closed in response to the COVID-19 pandemic, Ancestry Library Edition has been made available to library card holders online and accessible from any location.

"The Library's great selection of electronic resources, including eBooks and movies, will be enhanced with this additional online resource, particularly for those who are curious about their family history," said Greer Macdonell, Community Library Supervisor, Lambton County Library.

In addition to Ancestry Library Edition, researchers wishing to learn more about their family history can access the Lambton County Museums online catalogue. The catalogue is a searchable database with information on thousands of photographs, records and objects held in the collections of Lambton County Archives, Oil Museum of Canada and Lambton Heritage Museum, many of them with fascinating connections to local families.

"This is a great time to start your family research with the resources available through Ancestry Library Edition and the online museum catalogue, in anticipation of continuing your project with the support of the Archives staff when we resume normal operations" said Nicole Aszalos, Archivist with Lambton County Archives.

To access Ancestry Online Library edition, visit www.lclibrary.ca, and log-on to your library account using the "My Account" button. Library card holders who do not have an active PIN code can call 519-845-3324 ext. 5266 or email librarytechhelp@county-lambton.on.ca for help. To access the Lambton County Museums online catalogue, visit www.lambtonmuseums.ca and follow the link to the Research Catalogue.

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NEWS RELEASE

For Immediate Release

Lambton County Council Moving Forward with Virtual Meetings

Thursday, April 9, 2020

Wyoming, ON - Lambton County Council will resume its normal Council and Committee meeting schedule, beginning with the Committee A.M. and P.M. meetings on Wednesday, April 15, 2020.

Council and Committee meetings will be held through videoconference for the foreseeable future to ensure proper physical distancing during the COVID-19 pandemic. Anyone wishing to view these meetings can do so through the livestream link on the homepage of the County website, lambtononline.ca.

For the most up to date information regarding COVID-19 including current statistics, please visit the [Lambton Public Health website](#) and the [Province of Ontario website](#). Facility closures and a list of financial supports and resources are listed on the [Lambton County website](#).

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Please contact:

Lisa Brown

Communications & Marketing Coordinator

County of Lambton

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Lambton Public Health
160 Exmouth Street
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Fax: 519-383-7092
www.lambtonpublichealth.ca

NEWS RELEASE

For Immediate Release

Lambton Public Health Looking for Members of the Public Who Used Taxi Service in April

Sunday April 19, 2020

Point Edward, ON - After learning that a local taxi driver has tested positive for COVID-19, Lambton Public Health is putting out a call to members of the public asking anyone who used the service to call into the health department.

Anyone who used Greg's Taxi service on April 1, 3, 6, 7, 8 and 10 is urged to contact Lambton Public Health at 519-383-8331 so that public health officials can investigate the level of risk for each interaction and offer guidance to members of the public.

The health department is taking steps to work with the company to collect information about its passengers' trips for the days in question, but not all contact information is available.

"It is difficult to trace this person's close contacts because of the nature of the taxi-cab industry, and we know that this taxi driver would have been in a confined space with members of the public while operating the taxi," said Dr. Ranade, Medical Officer of Health, County of Lambton. "These reasons make it imperative that we release these details to the public so that we can speak with anyone who used this service and give them the best guidance possible."

Symptoms of COVID-19 range from mild – like the flu and other common respiratory infections – to severe. The most common symptoms include: fever, cough, difficulty breathing, muscle aches, fatigue, headache, sore throat, and runny nose. Find more details at LambtonPublicHealth.ca.

At any time, if you think you may have COVID-19 symptoms or have been in close contact with someone who has it, first self-isolate and then use the [Ontario Self-Assessment Tool](#) or call Telehealth Ontario at 1-866-797-0000 to see if you need to seek further care.

If you are in distress (e.g. significant trouble breathing, chest pain, fainting, or have a significant worsening of any chronic disease symptoms), do not go to an Assessment Centre. Call 9-1-1 or go to the nearest Emergency Department.

Residents can reduce the community spread of COVID-19 by:

- Staying home if you are sick.
- Avoiding non-essential trips and interactions in the community.
- Frequently practicing good personal hygiene - wash your hands, cover your cough and sneeze, and avoid touching your eyes, nose, and mouth unless you have just cleaned your hands. Disinfect surfaces you frequently touch.
- Limiting the number of people you come into close contact with.

Essential Workplaces and Businesses can reduce the community spread of COVID-19 by:

- Implementing screening processes for all people entering your place of business.

- Implementing social (physical) distancing practices to create two-metre spacing between employees / public at all times.
- Implement strict hygiene practices.

LambtonPublicHealth.ca provides local situation updates related to COVID-19 cases and testing, and resources to help individuals stay safe. Visit [Ontario's website](#) to learn more about how the province continues to protect Ontarians from COVID-19.

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Please contact:

Lambton Public Health

LPH-media-inquiries@county-lambton.on.ca



April 6, 2020

AMO COVID-19 Update

As we enter week four of the COVID-19 emergency, please know that AMO continues to bring critical municipal issues to the province in real time seeking immediate and practical resolutions to manage during the emergency. We are now in the depths of public health action to flatten the curve and we know that many communities are dealing with difficult local challenges.

Revised List of Essential Services:

As was noted in AMO's Friday Update, the Ontario government announced revisions to the essential services list that limited construction (see Sections 27 – 31 of the updated essential services list) to critical provincial infrastructure, including health, transport, energy and justice sectors – this includes construction projects and services required to ensure the safe and reliable operations of these provincial assets.

With respect to private sector construction activities, various industrial activities related to petrochemicals projects or manufacturing of medical devices and other identified products related to combatting COVID-19 also remain as essential. Residential construction projects can also proceed if either a footing permit or above grade structural permit have been issued or renovations were started before April 4, 2020.

In addition, construction and maintenance related to **municipal government services** are explicitly included on the essential services list and activities related to their operation may continue. These include water, sewer, roads, bridges, dams, waste and environmental management, emergency management, justice and policing. See section 34 for the entire list of essential community services.

For municipal governments, this means that works that support the delivery of services like sewage and drinking water would remain as essential. Lastly, under section 20, the maintenance or repair works to maintain the safety, security, sanitation and essential operation of institutional, commercial, industrial (ICI) and residential properties remain essential. It is our understanding that the municipal projects beyond critical maintenance or repair (i.e. new recreation hub) would fall under the closure order for the applicable period, with the possibility of extensions.

The provincial help line at 1-888-444-3659 is a resource for clarification on what municipal construction projects could be considered to be on the revised services list.

That said, it may be prudent for municipal governments to consult with legal counsel for clarity on individual projects.

Ultimately, any of the workplaces that remain open must abide by the directives from the Chief Medical Officer or local public health units and comply with the *Occupational Health and Safety Act*. Further, the Ministry of Labour, Training and Skills Development recently issued the revised guidelines for construction sites. Employers should know that failure to comply with OHSA and its regulations could result in a stop work order.

Seasonal Trailer Parks:

Seasonal trailer parks and recreational campgrounds are not listed as essential businesses and, as such, were required to be closed as of midnight Saturday April 4, 2020.

Over the weekend, Minister Clark provided clarification (French) that for Ontarians whose only Canadian residence is at one of these seasonal trailer parks or campgrounds, they are permitted to continue their occupancy.

As well, those who fall into this group will be returning from another country and must complete their mandatory self-isolation as required by the mandatory isolation order made by the federal government under the Quarantine Act which took effect on March 25, 2020.

Help to Serve Vulnerable Persons:

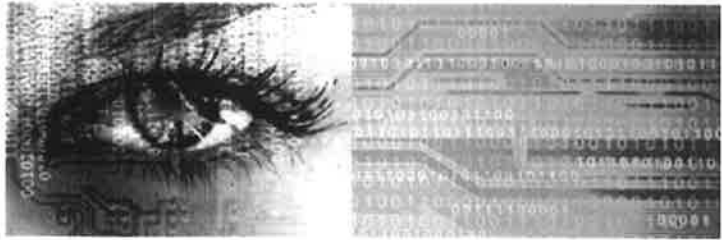
The province will provide up to \$40 million to support organizations that provide residential services for children and youth, people with developmental disabilities and emergency shelters for women and families fleeing domestic violence.

The COVID-19 Residential Relief Fund will cover costs such as additional staffing, residential respite for caregivers; personal protective equipment and supplies; initiatives to support physical distancing and transportation to minimize client exposure.

Future Work:

AMO has been working with the Province to provide extensions of timelines for all administrative processes required under all legislation obliging municipalities to process applications or materials, notify, report or hold public meetings. With the focus and possible reassignment of duties to COVID related tasks, it is impossible for some municipal governments (and in some cases applicants) to meet deadlines. As well, AMO is requesting that this potential timeline pause, when restarted, should allow for a reasonable recovery period.

AMO watchfile



April 16, 2020

In This Issue

- COVID-19 resources.
- Join our weekly COVID-19 Communicators Virtual Meeting.
- Communications and virtual attendance at council meetings webinars
- Invitation to member municipalities: Join AMO-Led OPP Detachment Board webinar.
- Main Street Revitalization Initiative final reporting extensions.
- Electronic meetings quorum guidance.
- Digital meeting management for small municipalities.
- AMO 2020 Conference.
- Cancellation deadline extended for exhibitors to July 6 in response to COVID-19.
- AMO's popular social media webinar series available through Municipal Education.
- Review your Employee Group Benefits Plan.
- Municipal Group Buying Program webinar: Procurement.
- Municipal Group Buying Program COVID-19 updates.
- COVID-19 and municipal cybersecurity.

AMO COVID-19 Resources

AMO's [COVID-19 Resources page](#) is being updated continually so you can find critical information in one place. Please send any of your municipally related pandemic questions to covid19@amo.on.ca.

Our next COVID-19 Communicators Virtual Meeting takes place at 10.30am on April 21. An expert panel takes your questions and discusses perspectives from municipal governments, large and small. To join the mailing list and receive weekly invites, send an email to covid19@amo.on.ca.

Over the last few weeks, AMO has been hosting webinars to support members in communications during COVID-19 and guidance for council meetings with electronic attendance. These are now [available here](#).

AMO Matters

AMO is finalising a discussion paper on the establishment of new OPP Detachment Boards. Members are invited to [register to have a sneak peek](#) at the paper through a webinar presentation on April 24, starting at 11:00 am with Matthew Wilson, AMO Senior Advisor.

If Main Street Revitalization Initiative funded projects are complete, please submit the [final report](#) by May 15, 2020. Due to COVID-19 challenges, AMO may be able to

provide extensions for final reporting if requested. Contact [Adam Garcia](#) with questions.

Provincial Matters

Just in case you missed it on March 19, the [amendment to the *Municipal Act*](#) which allows council members participating electronically to count toward quorum comes with some [guidance](#).

Eye on Events

eSCRIBE, AMO's partner of cloud-based meeting management solutions for public sector boards and councils, has unveiled eSCRIBE Lite. [Register for a webinar](#) on April 29 at noon and learn how this solution can help municipalities with under 20,000 people cross the digital divide.

In person or online, AMO 2020 will connect municipal leaders to the information they need most. Planning is well underway for August 16-19 in Ottawa, but we are also planning for a contingency approach that would transform AMO 2020 into a virtual conference if need be. Contact [Poonam Ruparelia](#) with questions. Visit the [AMO website](#) for updates, details and registration information.

Recognizing how quickly things are changing in the environment of COVID-19, and in appreciation of our valued exhibitors, AMO is extending the exhibitor cancellation deadline. Exhibitor information can be [found here](#).

Over the past few weeks, AMO and Redbrick Communications have been supporting members on communications through COVID19. Additional resources are now available for a nominal fee through AMO's Municipal Education Portal. [Register now](#).

LAS

When is the best time to review your employee group benefits plan? Read our [latest blog](#) to learn more.

Webinar April 22 @ 10am - group buying saves time and money, though there are a number of rules that need to be followed. Grab a coffee and join us to learn all about the procurement for our popular [Municipal Group Buying Program](#). [Register here](#).

The [Municipal Group Buying Program](#) is still available to meet your needs and keep your municipalities running smoothly during this pandemic. Check out our [new COVID-19 Update Page](#) for messages from LAS and some of our key suppliers.

Municipal Wire*

Cyber criminals are taking advantage of both human and system weaknesses during the COVID-19 crisis. Municipal councils and staff need to be vigilant when protecting their IT systems by enhancing cybersecurity measures. Here are a [few tips](#) to help.

AMO Update not displaying correctly? [View the online version](#)
Add Communicate@amo.on.ca to your safe list



April 17, 2020

AMO COVID Update – Staff Reassignment Flexibility Provided

The Ontario government has announced support to municipalities through an order O. Reg. 157/20 under the *Emergency Management and Civil Protection Act* (EMCPA) to provide municipal government with the flexibility for redeployment and other measures where there is local need during the outbreak including child care, social assistance, and by-law enforcement. A similar order (O. Reg. 154/20) has been issued for District Social Service Administration Boards (DSSABs).

This order is temporary during the time of the declared provincial emergency and should be considered as an additional tool to assist municipal employers specifically in responding to the COVID-19 emergency. Municipalities or DSSABs will need to determine where there is a local need for staffing to deliver particular services. All other provincial orders, provincial legislation such as the *Occupational Health and Safety Act* and existing rights under the *Employment Standards Act*, as well as any guidance and safety standards prescribed by the Ontario government for COVID-19 are to be followed.

Employers are responsible for ensuring that any staff reassigned to the new duties have the required training and skills. The orders specify conditions under which the authority can be exercised. This includes requiring a municipality to provide at least 24 hours of advance notice to affected bargaining units before implementing a redeployment plan.

To exercise this authority, if it hasn't already, a municipality will need to declare an emergency under Section 4 of the EMCPA concurrent with this order. The authority provided for in this order includes the ability for municipalities to redeploy certain of their staff within the same employer or to employ volunteers to perform bargaining unit work, cancel leaves and change assignment of work, for those priority services listed in the order.

While it provides new, temporary authority, it is not a substitute for constructive and respectful discussions with bargaining agents and potentially affected staff. As is also

noted clearly in the order, this authority is for “reasonably necessary” measures which means use of the authority must be proportionate to the situation at hand.

Ultimately, the way in which this temporary authority is used will influence an employer’s future relationship with employees and bargaining agents.

This order O. Reg. 157/20 does not apply to paramedic services. Rather, the Province has provided municipal and DSSAB paramedics services the ability to hire and assign college students who have not yet completed exams or graduated, to provide services where needed that are appropriate to their competence level and scope of practice. It also does not apply to water and wastewater services, public health, or municipal long-term care services which are covered in other orders under the Act. It does not apply to fire services.

The Honourable Steve Clark, Minister of Municipal Affairs and Housing, has sent a letter to all Heads of Council regarding this order and can be [viewed](#) here.

Electricity Disconnection Ban Expanded

On March 19, 2020, the Ontario Energy Board (OEB) extended the ban on electricity disconnections for non-payment for residential customers to July 31, 2020. Now low-volume and small business customers (those who pay time-of-use or tiered electricity prices) will also be protected by the ban during this period. OEB made this change to ensure the risk of loss of electricity service, on account of arrears, would not be an added source of uncertainty at this time.

A number of local electricity distributors have taken additional steps to support their customers by waiving certain charges and making special payment arrangements during this difficult time. Contact or visit your electricity distributor’s website for more information about programs it may have put in place. Visit oeb.ca for the latest updates from the Ontario Energy Board on measures it is taking in response to the COVID-19 pandemic.

AMO’s [COVID-19 Resources](#) page is being updated continually so you can find critical information in one place. Please send any of your municipally related pandemic questions to covid19@amo.on.ca.

*Disclaimer: The Association of Municipalities of Ontario (AMO) is unable to provide any warranty regarding the accuracy or completeness of third-party submissions. Distribution of these items does not imply an endorsement of the views, information or services mentioned.



April 17, 2020

Invitation to COVID-19 Communicators Series

Virtual Meeting to Share Information

Tuesday, April 21, 2020 at 10:30 AM Eastern Standard Time

Each week, our AMO and Redbrick COVID-19 Communicators Series presents a range of perspectives from municipal governments, large and small.

Please click the link to join the April 21 webinar: <https://zoom.us/j/96870291675>

Or Telephone: 855 703 8985 (Toll Free)

Webinar ID: 968 7029 1675

International numbers available: <https://zoom.us/u/abt31UcAJ0>

Our panel for April 21 includes: **Ivana Di Millio**, Director of Strategic Communications at the City of Mississauga; **Tony Iavarone**, Director of Communications at the City of Waterloo; **Wanda Bennett**, Director of Corporate Communications at the Town of Newmarket; **Justin Bromberg**, Chief of Staff and Communications Manager for the United Counties of Prescott-Russell; and **Cheri Davidson**, Manager of Communications, Advertising and Marketing at the City of Kawartha Lakes.

AGENDA

- What have been your biggest challenges this week?
- What solutions can the panel and call participants offer to address each of these challenges? (strategies, tactics, tools, apps, etc.)
- Do you have generic products that you can share, or examples that you think others should see?

- What comes next? What are you preparing for, looking a week or a month ahead?

Advance questions can be sent to the moderator, Brian Lambie from Redbrick Communications, at lambie@redbrick.ca

All public sector communicators are welcome, and each week we have had more than 150 people participate by asking questions and sharing best practices.

AMO distributes this invitation to municipal communications managers who serve as designated representatives on AMO's Communications Manager Group. Contact covid19@amo.on.ca to join.

Redbrick Communications distributes this invitation to everyone in its Communications Network, which is free to join at www.redbrick.ca.

Recordings of past calls are available on AMO's COVID-19 Resources Page, under Webinars.

<http://www.amo.on.ca/AMO-Content/Health/COVID19Resources>

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister

777 Bay Street, 17th Floor
Toronto ON M7A 2J3
Tel.: 416 585-7000

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre

777, rue Bay, 17^e étage
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234-2020-902

Dear Heads of Council / Clerks and CAOs:

Nothing is more important than protecting the health and well-being of all Ontarians. Since first learning of COVID-19, Ontario has taken decisive action to stop the spread of the virus.

Our government knows that an increasing number of municipalities are responding to the COVID-19 outbreak by diverting resources to essential services, instructing non-essential staff to work from home and suspending in-person meetings. We appreciate that the current situation is not “business as usual,” and that meeting statutory timelines associated with decisions on planning applications can be difficult, if not impossible.

In response to requests from municipalities and the Association of Municipalities of Ontario, our government intends to introduce legislation in the coming weeks to allow for the suspension of specified timelines associated with land use planning matters that could be applied retroactively to the date that an emergency was declared. If passed, these changes would provide authority for the Minister of Municipal Affairs and Housing to give municipalities time to focus on the COVID-19 outbreak.

If approved, municipalities and planning boards would still be able to make decisions on land use planning matters during this time if they so desired and can consider using electronic and virtual channels as appropriate to engage and solicit feedback from the public on land use planning matters. It is vital for the economy that we move the administrative process along to the best of our collective ability in order to continue the important job of creating housing and keeping infrastructure projects moving.

Municipalities that instead wish to pause their consideration of planning applications and direct their resources and attention to more immediate priorities would be permitted to do so without the threat of appeal.

We know that such a change could have a significant effect on your municipality’s land use planning matters, but it is necessary to ensure we can all offer our full support to help our health care sector to stop the spread of COVID-19.

.../2

-2-

Our government also supports growth paying for growth and ensuring municipalities have the tools to ensure complete communities are built. Therefore, we will also be proposing amendments to the *Development Charges Act* to ensure these important principles would continue during the COVID-19 outbreak.

If passed, our proposed changes would allow municipalities to continue to use their existing development charge bylaw during the COVID-19 outbreak and for a short period thereafter. We know that if a municipality's development charge bylaw is scheduled to expire in the coming months it would be difficult to replace given the current situation. We are taking this measure to ensure municipalities can continue to count on this vital source of revenue for local infrastructure and services.

We have also extended the current Environmental Registry of Ontario posting related to community benefits charges until April 20, 2020. The extension of the Environmental Registry of Ontario posting along with the proposed development charge changes will allow municipalities more time to consider the alignment of future development charge bylaws with the new community benefits tool to support local growth.

Let me assure you that our government is working to support you, our municipal partners, and will continue to work collaboratively to keep all Ontarians safe.

Further details and information will be provided once the legislation is introduced.

Sincerely,



Steve Clark
Minister

c. Association of Municipalities of Ontario

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and Housing**

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234-2020-1284

April 16, 2020

Dear Head of Council:

As you know, on March 17, 2020, our government declared a provincial emergency pursuant to the authority granted under the *Emergency Management and Civil Protection Act* (EMCPA). I am writing to update you that on April 16, 2020, our government issued an emergency order under the EMCPA (O. Reg. 157/20) to provide municipalities with the flexibility to deploy certain of their staff to where they are needed most. At this critical time, it is important that municipalities continue to work collaboratively and engage in good faith with their bargaining agents. The order is effective immediately and we intend for it to remain in effect for the duration of the declared provincial emergency.

I know that these are challenging times for municipalities, particularly as the situation around us changes so quickly. In these unprecedented times, I have heard a strong and consistent message from municipalities and numerous sector organizations that the authority to enable work deployment similar to what has been provided by the Province for hospitals and public health units is urgently needed to ensure continuity of critical services.

I thank you for sharing these concerns. We have heard you and have worked quickly to issue this order. This order is a temporary measure and provides your municipality – as an employer – the authority to take any reasonable measure necessary to respond to COVID-19 with respect to internal work deployment.

In order to exercise this authority, if it hasn't already, the municipality will need to also declare an emergency under section 4 of the EMCPA concurrent with this order. The authority provided for in this order includes the ability for municipalities to redeploy certain of their staff within the same employer or to employ volunteers to perform bargaining unit work, cancel leaves and change assignment of work, for those priority services listed in the order.

The orders specify conditions under which the authority can be exercised. This includes requiring a municipality to provide at least 24 hours of advance notice to affected bargaining units before implementing a redeployment plan. The *Occupational Health and Safety Act* and existing rights under the *Employment Standards Act* will continue to apply. Municipalities, as employers, are required to comply with all provincial orders, as

Head of Council
Page 2

well as any guidance and safety standards prescribed by the province for COVID-19. They are also responsible for ensuring that any staff being reassigned to new duties have the required training and skills. Full details of the orders can be reviewed online at [Ontario.ca/alert](https://ontario.ca/alert).

I want to acknowledge and applaud the proactive efforts that many municipalities have already taken to engage in good faith with their bargaining agents to keep their staff employed and safe, and to establish local arrangements to redeploy employees to high-need areas. I would also encourage municipalities to continue leveraging their existing authorities as employers and building on pre-existing relationships and structures with your bargaining agent partners, such as joint health and safety committees, to address staffing needs and allocate resources.

Moreover, as you and others in your organization consider whether and how you will exercise the authority under the emergency order, I would ask that you maintain the following important objectives:

- In making staffing decisions, first provide opportunity for full-time work to existing part-time staff before seeking out and employing extra full-time staff from outside your organization.
- In redeploying staff, should there be a difference in the terms and conditions of work, in the different departments of the organization, the expectation is that staff will not receive a lower wage than their home position.

Municipalities are encouraged to review this and other applicable orders (available on the Government's Emergency Information webpage at: [Ontario.ca/alert](https://ontario.ca/alert)) and work with their legal counsel for advice and understanding of the flexibility it provides to you in managing your organizations.

If your municipality chooses to implement the authority in these orders, I would ask that you keep my staff apprised by letting your local Municipal Services Office know when you use it. If your municipality has any further questions regarding this order, we encourage contacting [your local Municipal Services Office](#).

I thank you for your continued support and collaboration in these challenging times. This collaborative relationship is critical at all times, and never more so than during this emergency.

Head of Council
Page 3

Visit Ontario's [website](#) to learn more about how the province continues to protect Ontarians from COVID-19

Sincerely,



Steve Clark
Minister of Municipal Affairs and Housing

- c: Chief Administrative Officers
Municipal Clerks
Kate Manson-Smith, Deputy Minister of Municipal Affairs and Housing
Brian Rosborough, Executive Director, Association of Municipalities of Ontario
Cam Guthrie, Chair, Large Urban Mayor's Caucus of Ontario
Karen Redman, Chair, Mayors and Regional Chairs of Ontario
Jane Albright, President, Ontario Municipal Human Resources Association



2019 Annual Report

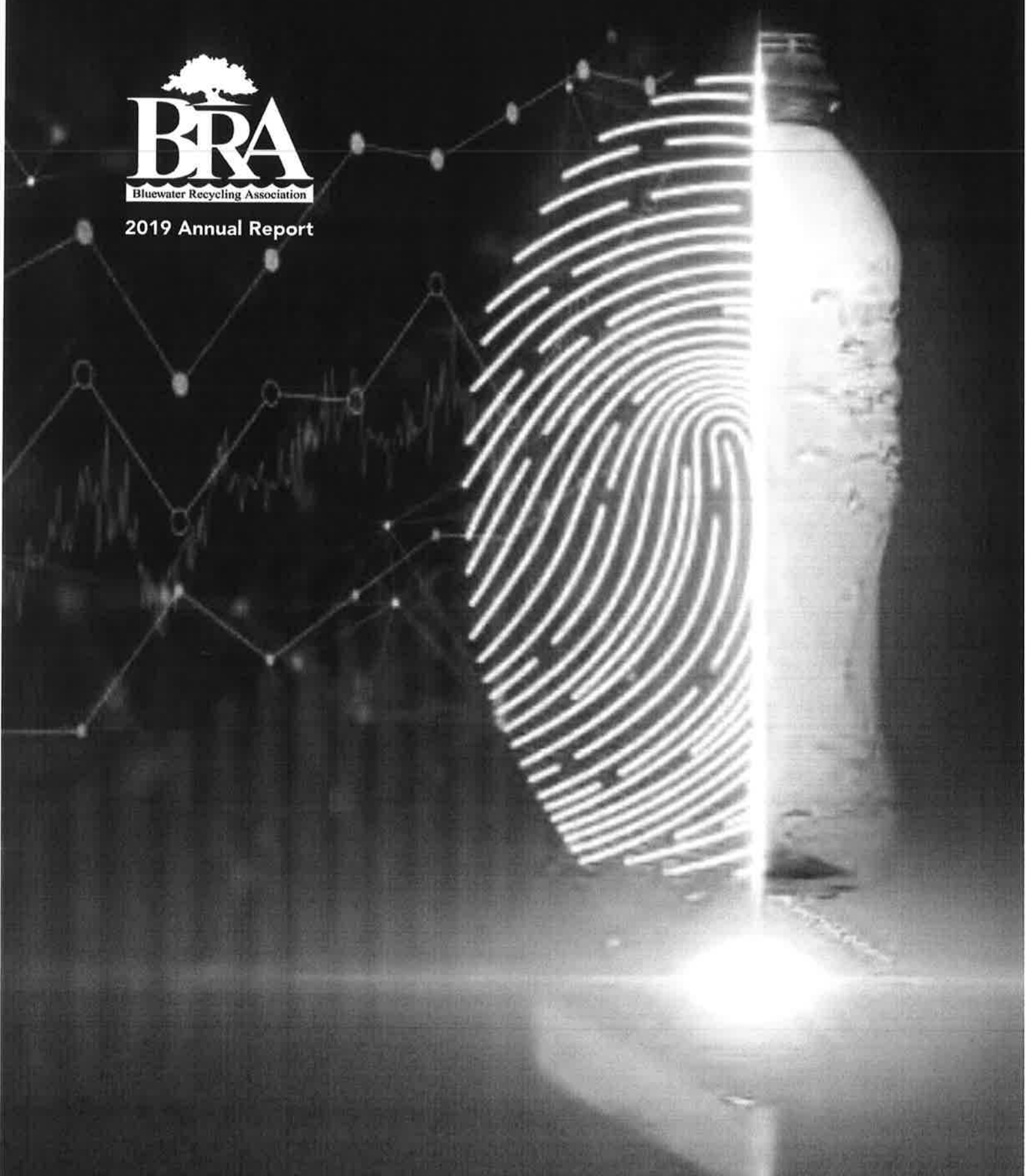


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Corporate Profile

The Bluewater Recycling Association, located in Huron Industrial Park in the Municipality of South Huron, near Exeter, provides a wide variety of reliable, dependable, and affordable resource management based products and services.

The Association is one of the largest multi-municipal resource management organizations in Canada, which provides integrated waste reduction and environmental services ranging from collection and processing to marketing superior quality products and services.

The 81 people employed by the Association handle over 50,000 tonnes of material yearly, which represents a substantial portion of the overall waste stream. Although the Association's fleet of 43 vehicles collect most of the material, the Association also processes contractor-collected material.

"Our mission is to provide ethical, innovative, effective, quality resource management services. We will carry out our mission efficiently, safely, and in an environmentally responsible manner, ultimately enabling our members to meet their environmental commitments."

The logo depicts the Association's acronym at the roots of a white oak tree strategically placed above our recognizable Bluewater wave. The white oak, native to the area, standing tall above the waters of Lake Huron is notorious for its stability and long life, which the Association mirrors. The root system of the oak is as dispersed as the branches above, reflecting the Association's unique relationship between its owners and customers.



The roots of the oak tree flow into BRA, the acronym for the Bluewater Recycling Association, signifying that the Association is at the root of providing solutions to environmental issues. The letters are intertwined, representing the cooperative nature of the organization that involves more than 20 individual municipalities. The bold, stylish letters symbolize the strength, creativity, and proactiveness of the organization. The wave is representative of the blue water found on Lake Huron which most of our members have an opportunity to view regularly.

Each colour used in the logo also carries special significance for the Association. Green is synonymous with the environment in general. Blue is representative of the blue water of Lake Huron and is a colour that is widely associated with recycling. White is representative of the cleanliness and purity of the environment which we strive to achieve.

The Bluewater Recycling Association is much more than a recycling company, it's

"Your Environmental Alternative"

Highlights

Our operations continue to be battered by external industry wide developments, much of which are beyond our control. The Association is fortunate to have the resources to weather the storm caused by those hostile market conditions. Our entire industry is going through the same experience and the Association is not immune from those challenges. The decisions we make along the way have an impact on our ability to meet these challenges.

1. We have known about the acute driver shortage that has been coming for some time now. Over the next 10 years, we need to attract almost 900,000 new people to the industry, 58,000 in Canada alone. We chose to move to an automated collection system in 2008 to in part enable us to access a wider range of driver to alleviate the extreme shortage everyone is facing today. We have struggled but the strategy has worked for us as we can and do employ more female drivers as a ratio than anyone one else in the industry.
2. Minimum wage increases on January 1, 2018 having the potential to increase costs and/or making labour difficult to find. The Association was already paying above minimum wage with excellent benefits so that impact was minimal on us as we did not find ourselves competing with every minimum wage employer. In fact, we were certified a Living Wage employer.
3. Acute garbage and recycling truck shortage. We replace part of our fleet annually. As soon as we saw the order timeline extend beyond a year, we preordered our vehicles. Our last order was placed 22 months in advance.
4. The insurance costs did take us by surprise this year. When the largest broker in the world could not deliver affordable coverage, we managed to secure a deal from an industry specialist we had nurtured for a rainy day.
5. China phased out of purchasing blue box recyclables materials starting in 2018, while establishing new quality standards beyond anyone's expectations. In the fallout of excess supply over demand, the industry adopted China's new quality standards. The result was a huge increase in processing cost why the commodity prices dropped to lows previously unheard of. Commodity markets as a result of China's policy changes remain difficult, but our quality material keeps moving at a higher price than others in our industry as a result of our timely investments.
6. The last significant challenge we face is this continued commitment by the Province to move to full Extended Producer Responsibility (EPR). It makes for a great sound bite to say we will remove the cost of recycling from the local tax bill and make every producer pay for their own packaging. It makes it sound like the cost will just disappear when in fact the program costs will increase, and the consumer will pay for it through more expensive products. The Producers lobby for different exemptions and continuously demand more consultation. In the meantime, the local programs are faced with a radical industry shift that requires new investments and new operating models to continue to provide the services however with the promise of a shift to EPR in as soon as three years, it is insufficient to justify most investments.

Recycle Right Campaign Launched

A newspaper as campaign began in February reminding residents how certain material should be managed outside of the blue box program. The ads also promoted the Recycle Coach App.



You'd already know this if you used the free Recyclecoach app at Recyclecoach.com



RECYCLE RIGHT

Keep it PURE. Consider alternatives when possible.

<p>Cartons</p> <p>Cartons are a laminated product that needs to be kept separate from other commodities otherwise they become a cross-contamination issue. Markets are not stable, prices are low, while handling costs are high. Only 58% of the package can be recycled as the plastic and aluminum layers are disposed. The end product is downcycled into disposable paper products like paper napkins, and toilet paper.</p> <p>Buy products packaged in readily recyclable products and/or use refillable containers for lunches to reduce overall waste generated.</p>	<p>Foil Products</p> <p>Beverage aluminum cans are the most valuable commodity in the blue box program but the associated aluminum products such as foil, pie plates, and peel top food cans are not a desired commodity. The associated foil products add impurities that can create manufacturing hazards and imperfections in new cans causing them to leak.</p> <p>Consider other cooling methodologies or alternative packaging. Dispose of associated foil products and peel top food cans in the waste bin.</p>	<p>Paint Cans</p> <p>The problem here is the paint industry is converting to plastic paint cans which are not recyclable. These new containers are not easy for the consumer to tell apart from the old steel container unless they are flipped upside down. The plastic cans are typically black. Note: Empty steel paint cans are still acceptable.</p> <p>Buy your paint in steel paint cans. Return any residual paint to a hazardous waste depot.</p>	<p>Small Items</p> <p>In the 1990's everything was large and club pack sized. Today, everything is becoming individualized in small sizes of greater variety. The bottom line is anything smaller than 3 inches will cross-contaminate other materials. Markets require 99.5% pure material and anything below a certain size has to be screened out to purify the rest of the materials.</p> <p>Buy in larger recyclable containers. Split into smaller reusable containers. Any items less than 3 inches should be placed in the waste bin.</p>
<p>Aerosol Containers</p> <p>Some programs have accepted aerosol containers despite being classified as hazardous waste under regulation 347. They contribute to hundreds of fires in processing facilities every year, each jeopardizing the safety of the workers and they cause significant risks to the processing facility. Fires are the number one cause of loss of processing capacity in our industry.</p> <p>Consider manual pumps over the use of propellants. Dispose of propellant aerosol containers with your hazardous waste.</p>			
<p>Hot Beverage Cups</p> <p>Hot beverage cups have never been part of our program. Hot beverage cups are a laminated product much like cartons and they are even more difficult to separate from the rest of the materials and recycle in the end in part because of the ink used on the outside of the cups.</p> <p>Use a refillable mug. Reuse plastic disposable hot beverage cups in the waste bin.</p>			

The ad is provided through a partnership between industry and Ontario municipalities to support waste diversion programs. Questions or concerns, call us at 1.800.265.9799, email info@bra.org, or visit www.bra.org

Meet Brighten, Our Community Outreach Summer Student

With the changes in acceptable materials last year, the Association hired a summer student that was dedicated to attend local fairs, farmer's market, and other community events to spread the word on the new recycling requirements and answer general waste diversion questions your residents may have.



Bluewater Recycling Association Certifies as a Living Wage Employer

Bluewater Recycling Association has a reason to rejoice. They are one of the first employers to be officially certify as a Living Wage Employer in Huron County.

“At Bluewater Recycling Association we believe in affording our employees with more than just putting a roof over their heads. We want to provide them the flexibility to pay for dance lessons for their children, a plane ticket to visit relatives and admission to the music festival they've always dreamed of attending,” says Jillian Elliott, Human Resources Generalist of the Bluewater Recycling Association. “It’s important to invest in people’s futures, not just their bills.”



Now calculated annually by the Social Research and Planning Council, the Living Wage is a calculation based on the living expenses of a family of four with both adults working full-time for 35 hours a week, once government transfers and deductions are taken into account. Everyday expenses included in the calculation are food, housing, utilities, childcare and transportation. Huron-Perth Counties’ Living Wage is \$17.44 per hour.

“It’s a wonderful step for Bluewater Recycling Association to take,” says United Way Perth-Huron (UWPH) Executive Director Ryan Erb. “Paying a living wage supports employees and helps strengthen the local community. Workers have the chance to live a better life and employers get a more committed, skilled and happy workforce.”

The Bluewater Recycling Association was founded by its member municipalities in 1989 as a non-profit corporation when local rural communities had a desire to provide blue box recycling services to its residents. They provide the tools to maximize waste diversion, whether it is the free replacement recycling bins, award winning newsletters, an informative website with locally relevant information, a toll-free number with knowledgeable staff - not a call centre, composters, digesters, Christmas tree chipping, and so much more. The Bluewater Recycling Association lobby on behalf of the municipalities, report to authorities waste initiatives, report to members their progress to meet their environmental commitments, and provide the most innovative, effective, and efficient programs available. For more information on the Bluewater Recycling Association, contact Jillian Elliott at 519-228-6678 or jillian@bra.org.



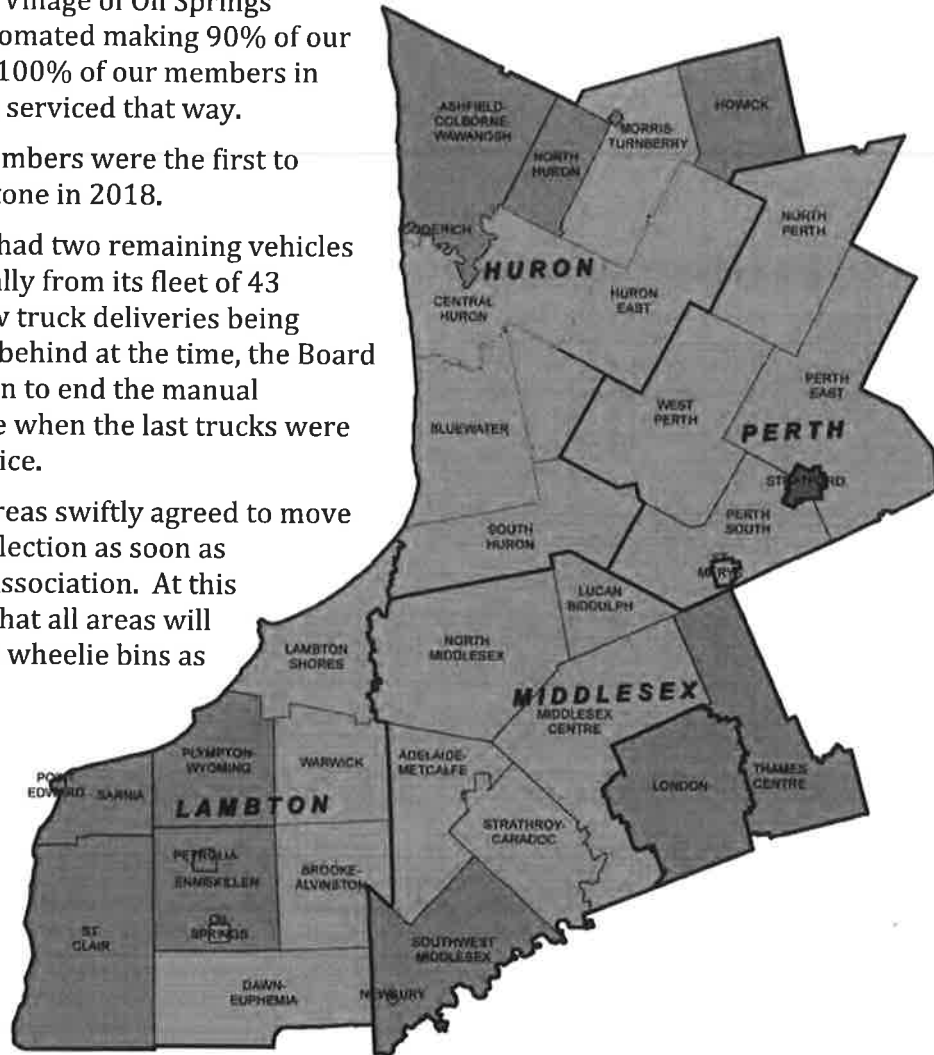
100% Serviced with Automated Collection...Soon

In July 2019, the Village of Oil Springs' converted to automated making 90% of our households and 100% of our members in Lambton County serviced that way.

Perth County members were the first to reach that milestone in 2018.

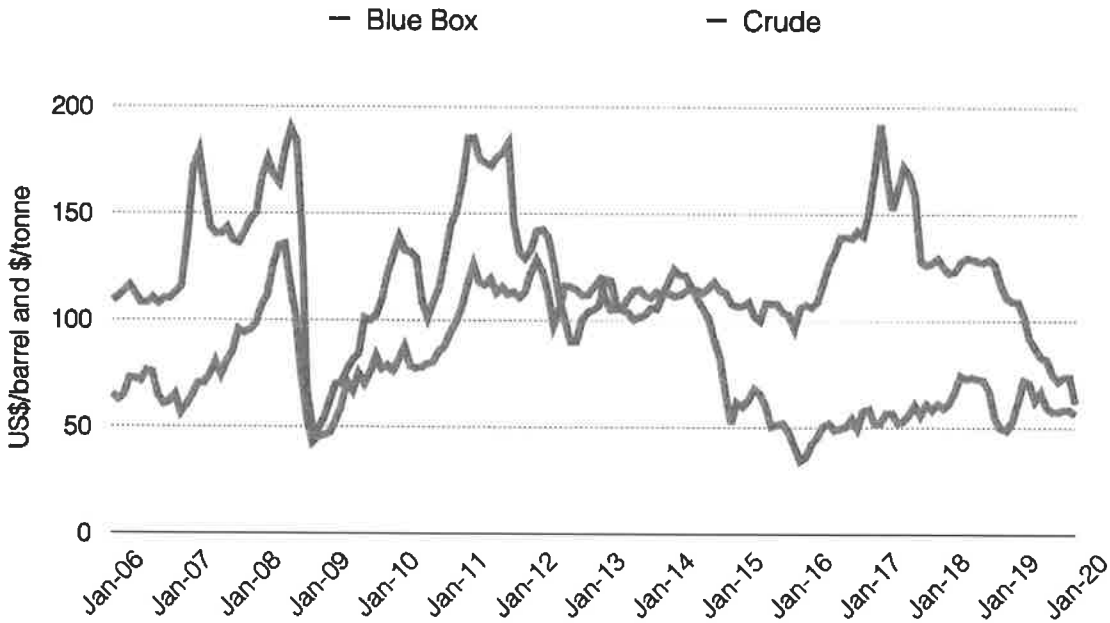
The Association had two remaining vehicles collecting manually from its fleet of 43 trucks. With new truck deliveries being about two years behind at the time, the Board made the decision to end the manual collection service when the last trucks were taken out of service.

The remaining areas swiftly agreed to move to automated collection as soon as possible by the Association. At this time, it appears that all areas will be collected with wheelie bins as of June 1, 2020.



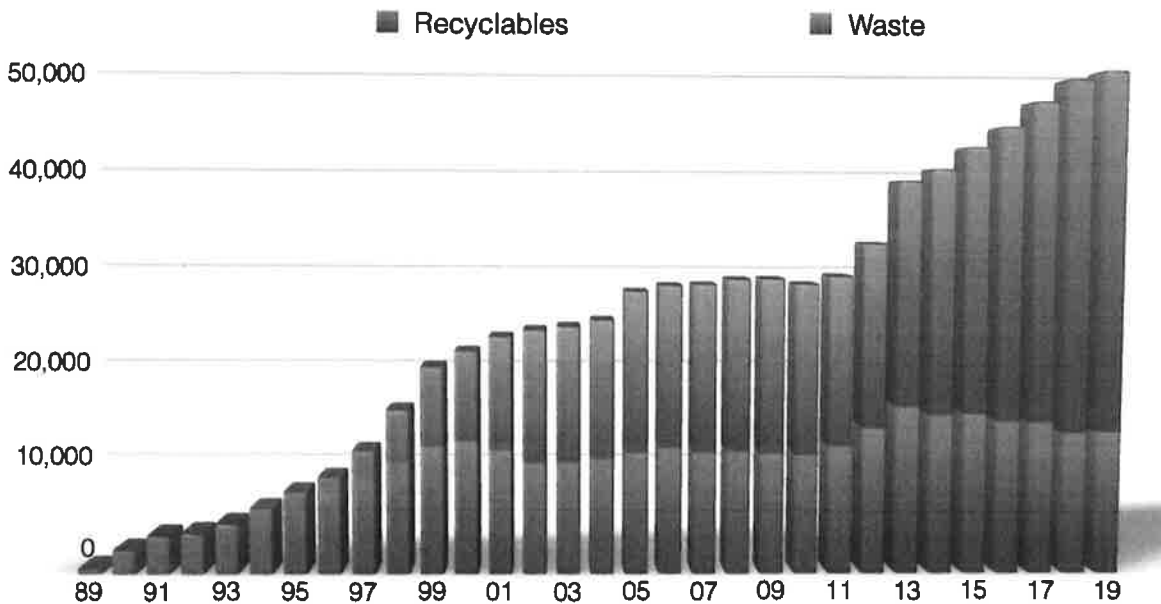
Commodities Update

Commodity prices have traditionally followed crude oil prices in the past in part because some of the materials are derived from crude oil while others are energy intensive to fabricate. That connection was lost for a while when commodities were heavily driven by Chinese demand. With China pulling out of the market, we are seeing a return to a closer correlation.



Tonnes Managed

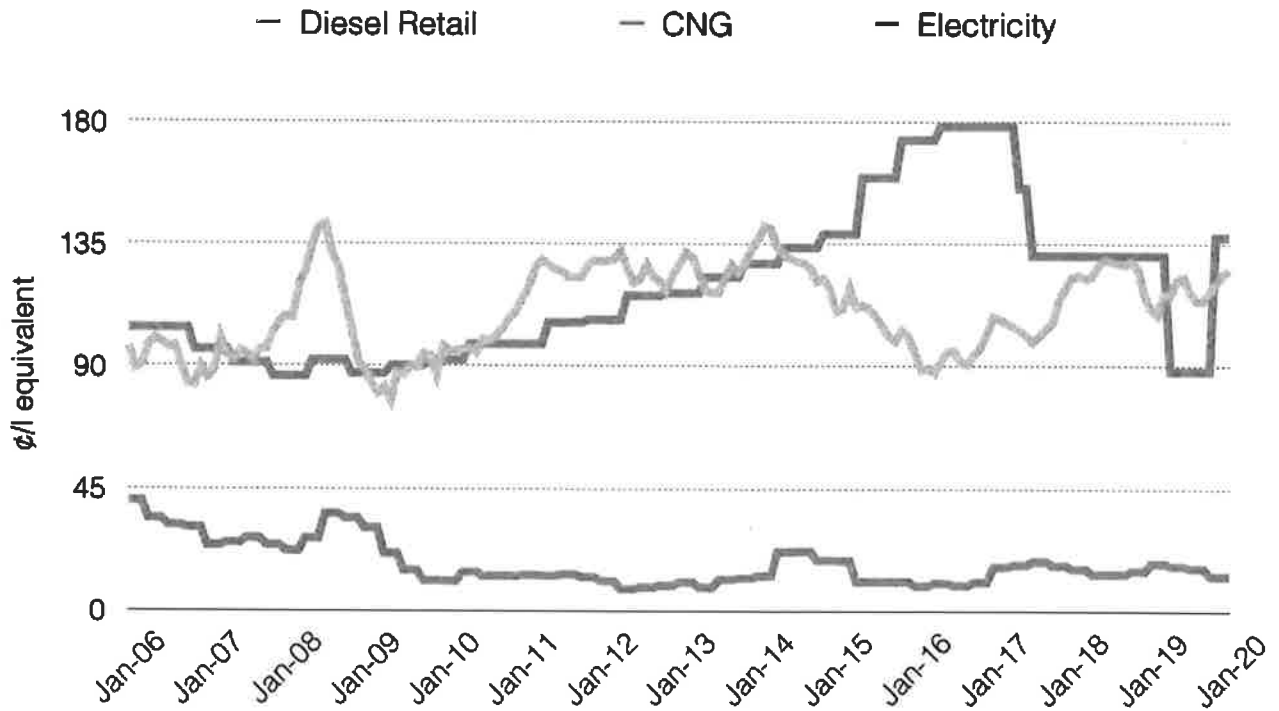
The Association continues to grow by managing more materials in the area. Despite a significant campaign to reduce contamination recently, we managed to maintain our recycling volumes while increasing our waste volumes with our commercial division.



Fuel Update

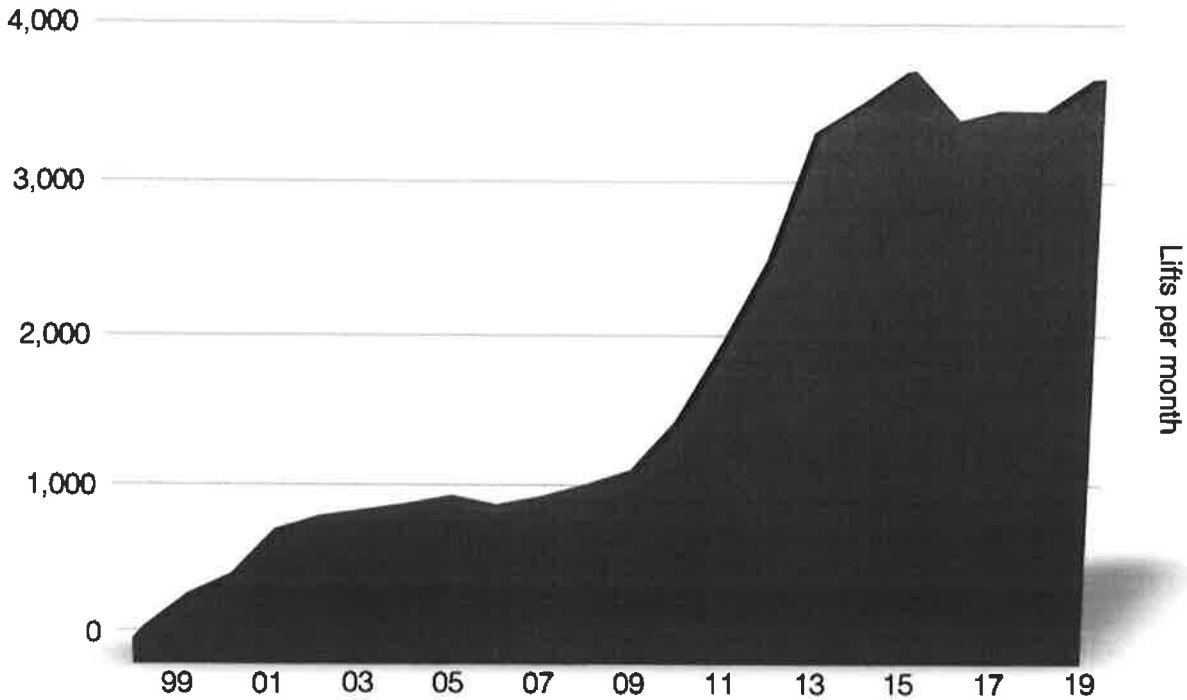
One of the benefits of low crude oil is generally lower diesel prices as well. While diesel prices did not go down as rapidly as the crude price, it did eventually fall to a reasonable price below \$1.00 per litre.

In the meantime, our conversion to natural gas continues with now half of our vehicles operating with this fuel. Despite the lower the diesel prices, natural gas remains significantly lower. Furthermore, it remains the best overall performer with lower emissions and low noise.



Mars Environmental

Our commercial division continues to perform well. While one of the performance metrics used is the number of lifts provided to customer has increased by 3% in 2019. However, more significant is the increase in revenue from year over year of 16%. As the industry landscape changes, we are better able to respond within our commercial division to reflect current conditions than our residential members with set pricing once a year.



COVID – 19 Brings the First Surprise of 2020

We began 2020 with a positive feel about future as we tried to forget 2019 as one of our worst years ever in the history of the organization.

It did not take long for COVID – 19 to become the only matter of importance on the news as this global pandemic is turning the entire world upside down.

We are certainly not immune to this phenomenon and being recognized as an essential service during this time of crisis has not made it easier to manage.

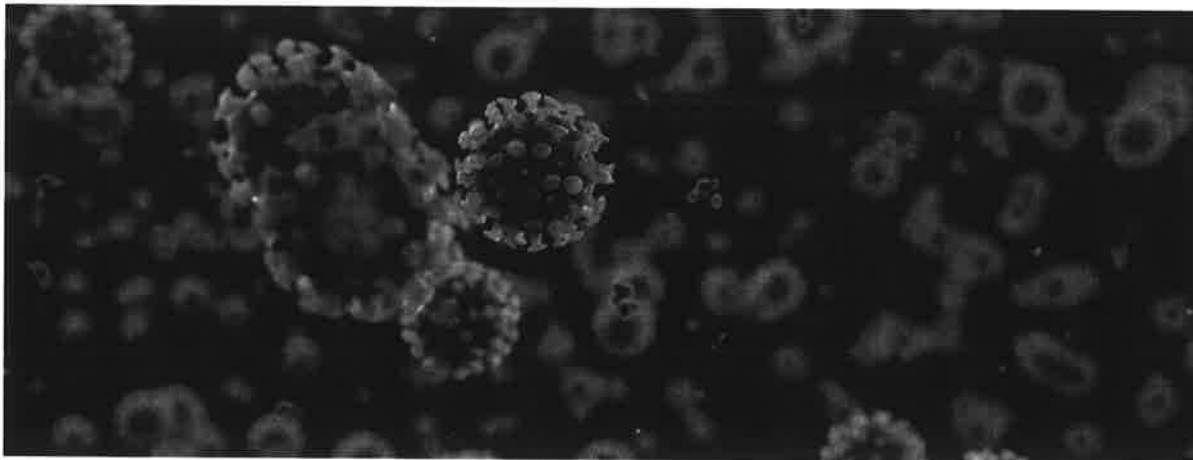
The Association quickly responded with its own four stage plan which it have been carefully monitoring since the outbreak. So far, the Association is still primarily in the preparedness stage of its contingency plan. For the most part, it is business as usual.

Areas affected as a result of the pandemic are as follows:

1. We have temporarily stop all waste auditing functions including bin inspections.
2. We have closed our facilities to the general public to minimize potential staff exposure.
3. Some of our administrative staff able to work remotely have been providing their support from home.
4. Our automated launches have been postponed to June 1.

Shipment of recyclables to end markets continues but getting haulers is becoming more difficult and some commodity prices like plastics are dropping because of the oil prices while others like cardboard are going up from the lack of supply with all the businesses closed.

Generally, the volume of residential materials collected is up as people are taking advantage to do spring cleanup. Some municipalities still using bags tags have requested leniency on the use of tags as they are not always available to the public. We have no problem accommodating but beware of the abuse. We have seen several households that normally generate 1 or 2 bags per set out suddenly have 10-20 bags. We highly recommend that if leniency will be given that a limit be enforced. In other jurisdictions ahead of Ontario where the lock down is in place, have seen increases in waste of 20%. Our fleet is on the road everyday but increasing all volumes by 20% will not be manageable.



2020

Regulatory Update

Facilitator Appointed to Help Transition the Blue Box Program to Full Producer Responsibility

On Friday, June 7th, the Minister of Environment, Conservation and Parks announced that David Lindsay had been retained to facilitate a process between municipal governments, producers and other stakeholders to transition the Blue Box program to full producer responsibility.

The facilitator's work was to be guided by the following policy objectives:

- Standardization across the province of what can be recycled in offices, parks, public spaces and homes;
- Improve diversion rates and increase what materials can be recycled;
- Reduce litter and waste in communities and parks;
- Improve Ontario's Blue Box program by requiring producers to pay for the recycling of the products they produce, through achieving producer responsibility; and,
- Maintain or improve frequency of Blue Box collection.

The role of the facilitator was two-fold:

1. A mediation role to foster discussion and help producers, municipalities and other stakeholders to move closer to or reach agreement on key issues; and,
2. An advisory role to provide the Minister with advice on how these issues may be best addressed to ensure Ontario's recycling system is more consistent, reliable and cost-effective for Ontarians.

Lindsay's report acknowledged that Ontario's recycling rate has stalled. Confusion over what's allowed in recycling bins in the province's more than 240 different municipal programs has led to high contamination rates (as much as a third of what's set out for recycling may be sent for disposal) and missed opportunities for economy-of-scale savings.

In a perfect storm, Canada's recycling programs have also been hit by the recent closure of Chinese and other Asian markets to the import of recyclable commodities.

The facilitator's report was submitted to the Minister by July 20, 2019.



Ontario's Recycling System Needs To Be Overhauled – But Let's Do It Right

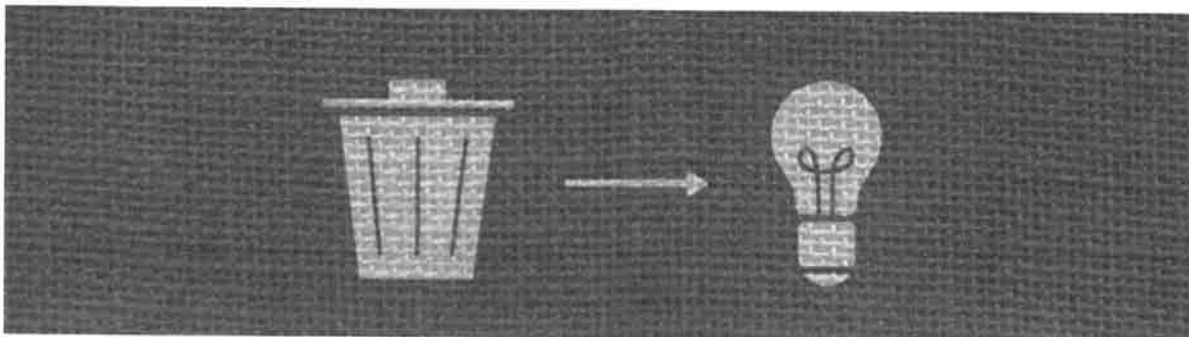
For many years, environmental organizations have been calling for Ontario to move to a full producer responsibility model to hold companies accountable for the waste they create. However, we're very concerned that if it's not done right, it will perpetuate waste and the plastic problem we currently face, and at worst, reward companies that continue to use plastic that is complicated or impossible to recycle, or promote burning plastic as the only solution.

Extended Producer Responsibility (EPR) is the principle of holding the producers (i.e. manufacturers, brand owners) of products and packaging responsible for the full life cycle of what they put on the market. It's a best practice in dealing with waste and creating a circular economy. If done right, not only would a strong EPR system in Ontario force companies to pay for recycling, it would also force them to shift away from wasteful packaging that is hard or impossible to recycle, and take the burden off municipalities who are constantly scrambling to cope with new types of packaging entering the market. Products like black plastic and stand-up plastic pouches are impossible to recycle and contribute millions of dollars a year in costs for recycling contamination.

Ontario's Blue Box program has reached a critical point: when it started nearly 40 years ago, it collected mostly paper, metal and glass. Over time, however, things have changed and the average Blue Box is now full of single-use plastic products and complicated plastic packaging that is expensive to collect and hard to recycle. This has increased costs for municipalities, polluted the environment, and made it harder to find a market to recycle and use this low-value plastic.

In Ontario, the Blue Box program is a shared responsibility: municipalities operate the recycling program, and producers pay a portion of the costs (up to 50 percent). As the cost of recycling has gone up and as materials have become more complicated, the Province of Ontario committed to moving to a full producer responsibility, where producers would be 100 percent responsible. The Waste-Free Ontario Act was passed in 2016, but very little has happened since then. The current government confirmed a commitment to EPR and asked an advisor to outline the next steps.

Extended Producer Responsibility is an important principle for transforming how we manage materials and resources and create a zero-waste, circular economy in Ontario. However, effective EPR systems must be carefully designed, with strong timelines, high targets for recycling and no loopholes so companies can leave behind the materials that are most difficult to recycle or to deny recycling service to hard-to-reach communities.



Reinventing The Blue Box: Understanding Ontario's EPR Plan For Curbside Recycling

Responding to a Special Advisor's report, the Ontario government announced its next steps to revamp Ontario's Blue Box program and transition it to a system that is paid for by the companies and producers whose products and packaging are collected in the Blue Box.

Assigning extended producer responsibility (EPR) to the blue box is part of an overarching provincial strategy called the Made-in-Ontario Environment Plan that includes reducing plastic waste and litter, and a range of other conservation and pollution prevention ideas.

The plan is one of the most significant waste management developments in modern Canada.

Stewardship Ontario is developing actions and timelines to start transitioning the Blue Box program toward producer responsibility, based on recommendations from Special Advisor on Recycling and Plastic Waste David Lindsay. For six weeks this spring, Lindsay met with municipal and industry stakeholders, delivering his report to the government in July. Lindsay recommended phasing in the changes over a period of three years. The first group of municipalities will transfer responsibility for their programs to producers January 1, 2023. Producers will then be fully responsible for providing blue box services province-wide by December 31, 2025.

Stewardship Ontario (which manages the current Blue Box Program) will develop a detailed plan based on Lindsay's report and submit it to the Resource Productivity and Recovery Authority (RPPRA) by June 30, 2020. The RPPRA will approve it no later than the end of that year, at which point preparation for transition will begin. (Under Ontario's Waste Diversion Transition Act, 2016, the RPPRA is responsible for overseeing the orderly wind up of current waste diversion programs and the industry funding organizations responsible for managing them.)

Ontario was the first jurisdiction in the world to fully implement municipal curbside recycling via its acclaimed "blue box" program in the 1980s. Roughly four decades after the program took off and was widely copied across North America, its inherent limitations have been recognized.

Ontarians have much to be proud of: they divert almost 50 percent of their household waste. However, when household rates are combined with commercial and industrial waste, the so-called "general" waste diversion rate falls below 30 percent. This means over 70 percent of waste ends up in landfills or incinerators (some exported to the U.S.).

The cost of managing Ontario's curbside recycling programs is currently split between municipal taxpayers and producers. With a status quo program, blue box costs would increase by approximately \$10 million per year after 2019. Once full producer responsibility is in effect, however, Ontario's municipalities will save between \$125 million and \$175 million annually (based on 2017 costs).



Change will especially affect the soft drink industry, whose desire to shed its historic glass bottle refilling system was a major impetus for the blue box in the first place. Ontario remains one of only two provinces without a deposit-refund system for used non-alcohol beverage containers. (The other province is Manitoba.) This has kept diversion rates for these containers low.

However it unfolds, EPR will assign costs where they belong: with producers, who have the most control over the packaging in which goods are sold. Private companies will drive efficiencies through the system, since they'll pay for it.

It's impossible to anticipate all the coming changes, but a few highlights might include:

- Soft drink and bottled water producers will likely place their containers on deposit. In place of yesteryear's glass bottles, a new system might make use of European-style refillable PET or other materials. Redemptions are likely to use high-tech reverse vending machines (such as those offered by TOMRA) and bar codes that facilitate bulk returns. The space in recycling bins previously occupied by beverage containers could be devoted to other materials.
- Alternative distribution and recovery systems reminiscent of yesterday's milk man may pop up to deliver everything from cereal to ice cream to shampoo, direct to people's homes. TerraCycle is already marketing just such a system called Loop.
- Producers and recycling professionals will innovate with new technology. Ontario is well positioned on that front, having the largest and fastest-growing cleantech sector in Canada, with \$19.8 billion in annual revenues and over 5,000 companies employing 130,000 people.
- Specific strategies will be brought to bear on the challenging multi-residential sector, where recycling rates and organics collection lags behind rates for single-family homes.
- EPR for the blue box - in combination with bans on single-use plastics - could translate into windfall diversion gains in commercial and industrial waste, and raise the overall recycling rate (not just the residential one).
- EPR isn't simply about "who pays" for conventional waste management. Instead, it motivates companies to "design for the environment" (DfE). The new system should reduce the upstream environmental impacts of resource extraction, manufacturing and distribution (including climate change impacts).
- Plastic shopping bags and other flexible plastic film is currently accepted in some blue boxes, but not in all. Uniformity of what may be recycled will lead to collection and processing efficiencies, lower costs and higher diversion rates.
- It's unclear to what extent companies will simply contract out collection and recycling to municipalities. Household might not even notice much difference. In any case, some reorganization is likely at waste transfer, sorting and processing facilities, including their locations and what they process, to which both municipal and commercial waste and recycling professionals should pay close attention.

Province Launches Consultations on the Blue Box Regulation

The Ministry of the Environment, Conservation and Parks has officially launched a multi-stage public consultation process with municipal governments, producers, waste management industries, and non-profit organizations, on the transition of the Blue Box program to full producer responsibility.

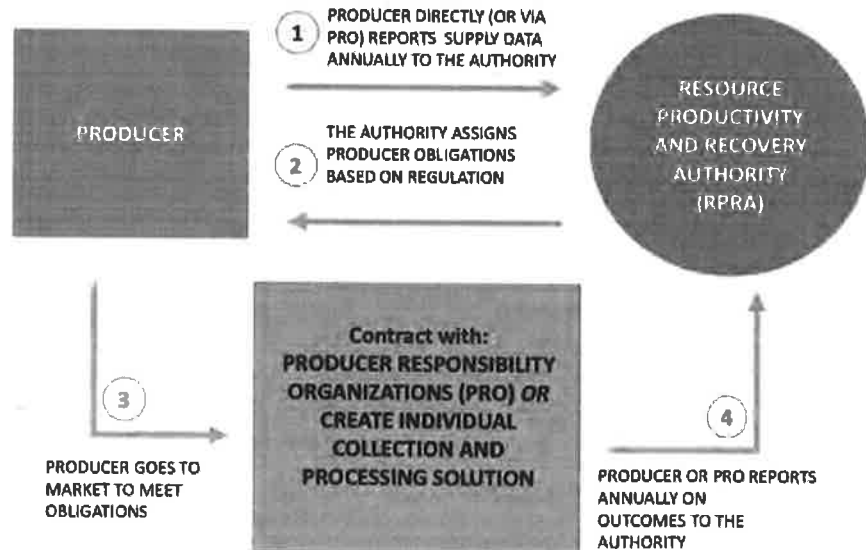
The first consultation was held by webinar on Wednesday, November 27, 2019. The Ministry explained how stakeholders can take part in the development of a new regulation for the Blue Box under the *Resource Recovery and Circular Economy Act, 2016*.

This is welcomed news for municipal governments as this process will define how the producer-run Blue Box system will work, and determine the regulatory amendments necessary to end municipalities' obligation to provide Blue Box services between 2023 and 2025. A great deal of work has already been done by all stakeholders and this is the opportunity to make progress on moving waste diversion in Ontario into a circular economy once and for all.

It will be important to be engaged in this process, as our input will help inform the key elements and proposed approach for a producer responsibility regulation. This includes maintaining a convenient and accessible collection system, identifying a standardized list of materials to be collected (including considering how best to deal with single use plastics), and setting targets or other performance targets.

We continue to work with our members and the Ministry throughout the process to advocate for a Blue Box regulation that creates a seamless experience for residents, and ensures that producers are held responsible for managing plastic and other packaging at end-of-life.

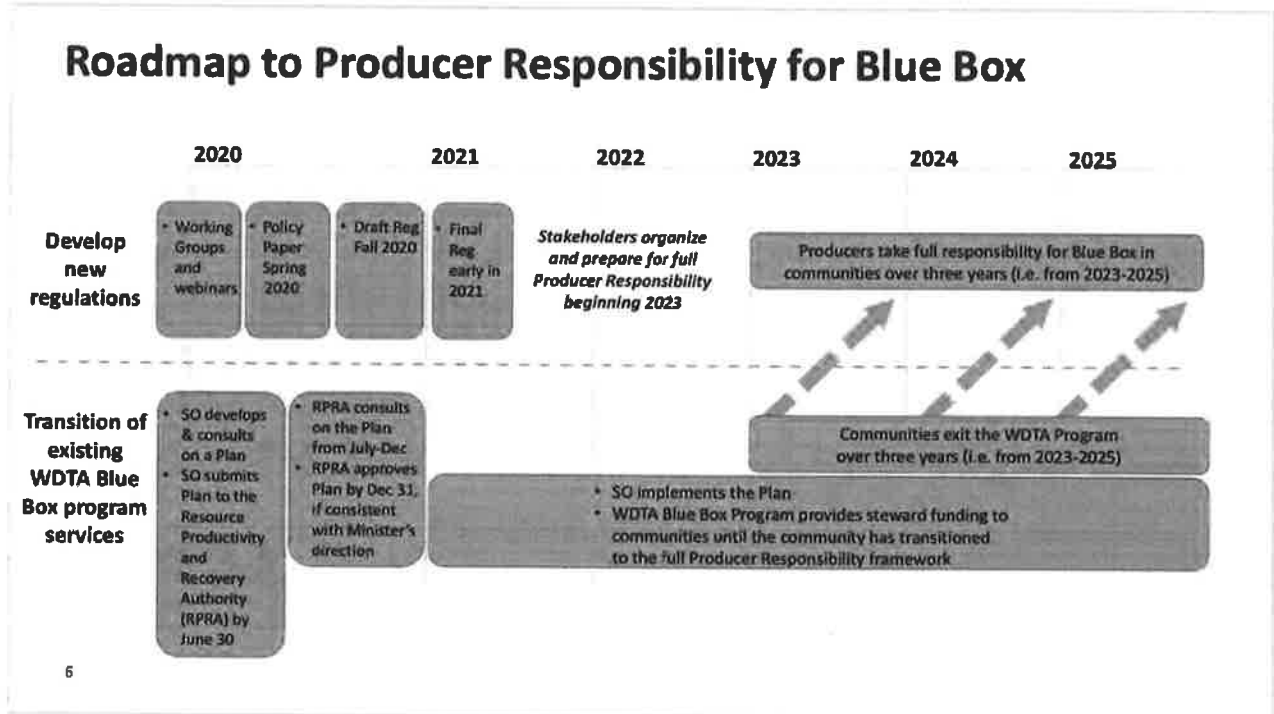
Overview of Ontario's New Approach



MECP indicates that the regulation under RRCEA will regulate outcomes in four key areas:

1. A hierarchy of producers that are responsible for meeting outcomes
2. Materials to be collected
3. Collection and management requirements
4. Registration and reporting

MECP has laid out a multi-year roadmap with working groups, webinars, consultations and document review. According to MECP, SO will manage a consultation process in early 2020 and the next webinar will be planned for Spring 2020 to coincide with the release of the Blue Box Policy Paper for public comment.



The process will help inform the key elements and proposed approach for a producer responsibility regulation for packaging and packaging-like products. This includes maintaining a convenient and accessible collection system, identifying a standardized list of materials to be collected (including considering how best to deal with single-use plastics), and setting targets or other performance targets.

The consultation continues until the end of May. The MECP has cancelled its plans to publish a Policy Paper in the spring and has opted to move up the Draft Regulations to the summer instead. It will allow for an extended comment period before the release of the final regulations in early 2021.

Provincial Organics Stakeholder Committee

The Province has formed this committee at the direction of the Minister to delve more deeply into technical issues on management of food and organic waste and to come up with recommendations and advice that can be implemented.

They organized the work in three technical working groups and have asked each stakeholder group to nominate a max of 2 representatives as subject matter experts to the working groups. The technical working groups are:

Compostables - Recommendations on a path forward for compostable products and packaging in Ontario

Food and Organic Waste - Recommendations on priority areas for guidance to support implementation of the Food and Organic Waste Policy Statement

Modernization of Organic Waste Permissions - Identification of regulatory barriers preventing innovative solutions to the management of food and organic waste

The intent is to get a mix of folks who already operate programs as well as those who are going to be required to implement organics programs. As well as a mixture of those using composting, anaerobic digestion and windrow composting technologies.



Nutrient Management General Regulation Amendment Proposal

The province is committed to cutting red tape and reducing regulatory burden for all businesses, to lower business operating costs and improve Ontario's competitiveness while continuing to protect the environment. Reducing burden on farmers is a critical part of ensuring rural Ontario is economically vibrant and competitive. As part of this effort, the Ministry of Agriculture, Food and Rural Affairs (OMAFRA) and the Ministry of Environment, Conservation and Parks (MECP) are proposing changes to regulations under the Nutrient Management Act, 2002 to reduce burden and ensure requirements are outcome-focused and evidence-based.

In this proposal, the province is considering changes to the General Regulation (O. Reg. 267/03 – General) to create more opportunities for agricultural producers to process manure and other agricultural source materials in on-farm Regulated Mixed Anaerobic Digestion Facilities (RMADFs) and enable the production of renewable natural gas. These changes have the benefits of:

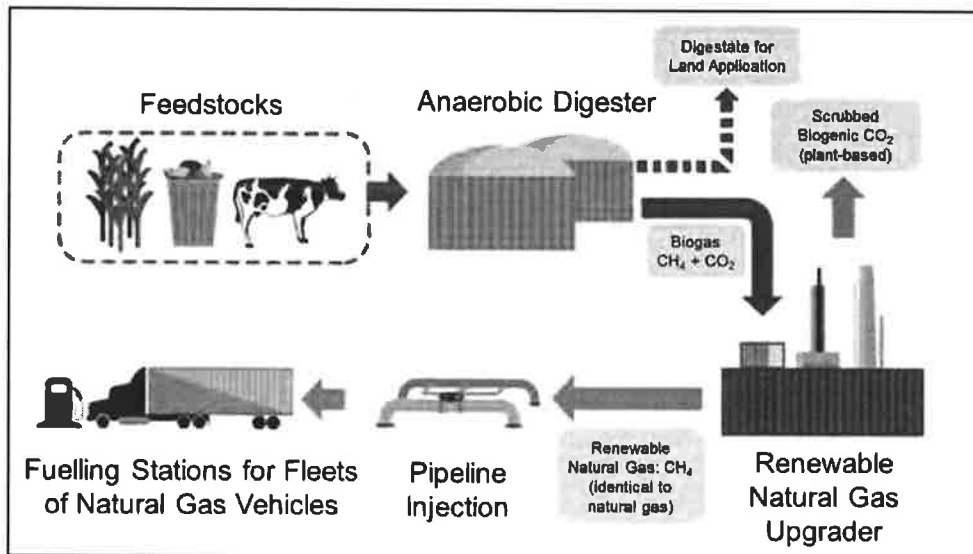
- Increased opportunities for management of food and organic waste in the circular food economy;
- Increased production of renewable natural gas in Ontario; and
- Increased economic development opportunities for the agri-food sector.

The proposed changes maintain environmental protections and provide more opportunities to process manure and other agricultural materials in anaerobic digesters on farms (RMADFs) and return nutrients and organic matter from the anaerobic digestion output (digestate) to the soil.

These proposals have been developed in part based on feedback and requests from farmers, the biogas sector, and from companies that generate or collect food and organic material that could be suitable feedstocks for anaerobic digesters. They also align with environmental goals in the Made-in-Ontario Environmental Plan.

Specifically, the proposed changes would:

1. Clarify design and construction requirements to support renewable natural gas production while maintaining or enhancing environmental protections for neighbours and local communities.
2. Provide greater flexibility in the amount and type of on- and off-farm anaerobic digestion materials (feedstocks) permitted for use in RMADFs to make the generation of renewable natural gas more effective, efficient, and economical for farmers.
3. Simplify operational requirements regarding the sampling and analysis of received materials to reduce costs and enhance operational flexibility for farmers.



Ontario Improving Outdated Environmental Assessment Process

Ontario's government is protecting what matters most by modernizing its almost 50-year old environmental assessment process to better serve Ontarians now and into the future by focusing on projects that pose actual, real risks to our environment and communities, streamlining approval timelines and eliminating duplication.

The government has released a discussion paper that outlines a more modern environmental assessment process, including immediate, short-term fixes to reduce burden and serve the interest of Ontario families and communities. Our proposed modernized plan will ensure strong environmental protections, enable electronic submissions, help address duplication, streamline processes, improve service standards to reduce delays and better recognize other planning processes that have evolved over the past four decades.

The province is proposing to exempt low-risk projects from having to undergo an environmental assessment, like all other provinces have done to focus on projects of higher risk. Low-risk activities include, snow plowing and de-icing operations, constructing roadside parks and adding bike lanes. This will help reduce burden, save money and time and ensure Ontario families and communities benefit from these projects without delay. At the same time, it will free up ministry resources to focus on higher risk activities.

Modernizing environmental assessments is one of the many recent actions the province is taking to deliver on it's Made-in-Ontario Environment Plan including:

- cancelling the cap and trade carbon tax and saving money for Ontario families and businesses
- ending the Drive Clean program for passenger vehicles and redesigning the emissions testing program for heavy-duty vehicles
- proposing to increase renewable content in gasoline by 15 per cent as early as 2025 to reduce greenhouse gas emissions without increasing the price at the pump
- proposing emissions performance standards for large industrial emitters to ensure polluters pay their fair share for their greenhouse gas emissions and help Ontario achieve its share of Canada's 2030 emissions target
- releasing a waste discussion paper that proposes banning food and organic waste from landfill
- proposing amendments to ensure conservation authorities focus and deliver on their core mandate protecting people, property and natural resources from the threats and impacts of extreme weather and flooding
- proposing changes to the Endangered Species Act that would better enable positive outcomes for species at risk while streamlining processes where inefficiencies and uncertainty exists.

The Made-in-Ontario Environment Plan considers our province's specific priorities, challenges and opportunities, and commits to reducing our emissions to 30 per cent below 2005 levels by 2030.

More RPRA Changes Coming

We are modernizing government, so that it works more efficiently and effectively for the people and businesses of Ontario. Our plan is to use secure digital methods to bring more government services online and remove out-of-date processes.

After consulting the public, our government has now passed legislation that will change the mandate of the Resource Productivity and Recovery Authority (the Authority) to include digital reporting services through its registry for a wider range of waste and resource recovery programs, such as the Hazardous Waste program.

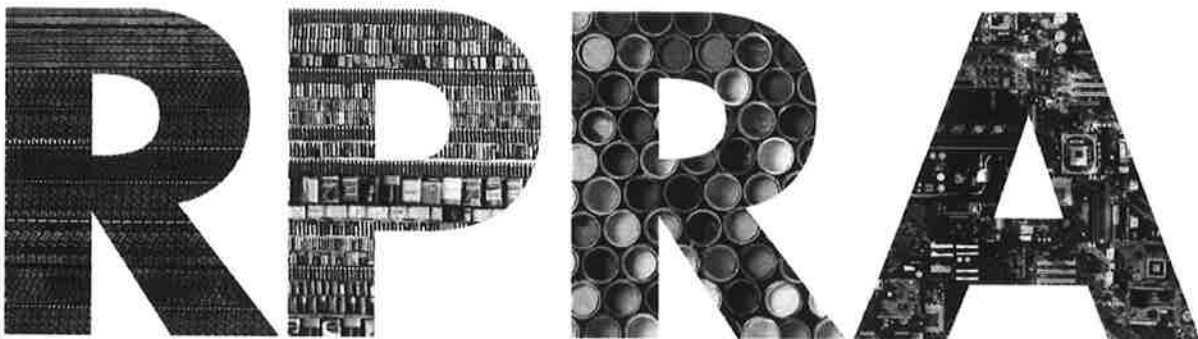
Combining digital services will save businesses time and money as there will be a larger group of users sharing common program costs and benefiting from the Authority's modern registry.

Switching over to a modern, digital reporting registry will make it easier and faster for companies to meet their obligations to track and report their regulatory requirements. The changes will also ensure that ministry resources are focused on risk-based program compliance and enforcement activities, so that polluters are held accountable.

The Authority is consulting on the development of a revised audit procedure that will apply to producer supply data reporting. Under the Tires Regulation, tire producers are required to report new tire supply data to the Authority every year – this is needed to establish their used tire collection target for the following year. Producers are also required to provide an audit report to verify the supply data they are submitting. Learn more about the consultation process.

The Authority concluded the consulting on the plan to wind up the electronics recycling program operated by Ontario Electronic Stewardship (OES).

Effective February 1, 2019, the Electronics Handling Fee charged to consumers on purchases of new electronic products in Ontario has been eliminated. OES, which currently operates the Waste Electrical and Electronic Equipment (WEEE) Program, reduced the fee it charges to producers and importers of electronics on all electronic products to \$0. The fee was typically passed on to consumers and appeared itemized on invoices and receipts as an Environmental Handling Fee (EHF) to support Ontario's electronics recycling program. The EHF has been eliminated in advance of the wind up of the WEEE Program on June 30, 2020.

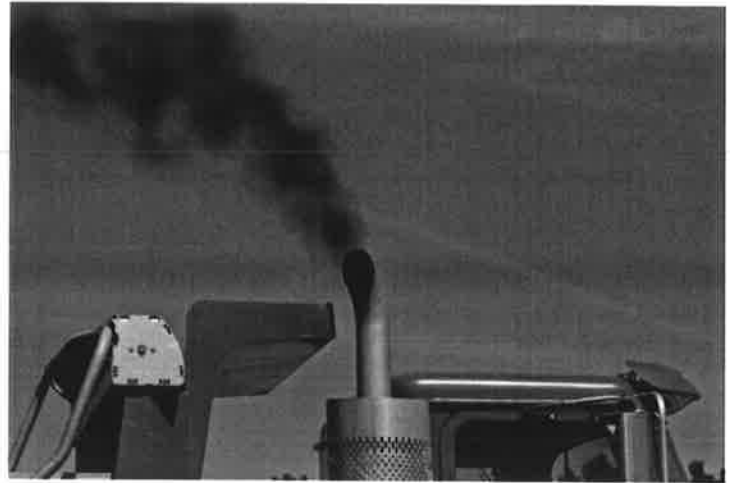


Ontario Revamping Truck Emissions Focus

The thresholds for opacity-related tests will be based on model years.

Ontario will increase its focus on truck emissions in 2020 as the province prepares to crack down on anyone that bypasses emissions controls, and includes equipment from other jurisdictions in on-road enforcement efforts.

New tests established by the Ministry of Environment, Conservation and Parks will focus on ensuring that required emission control systems are in place and operating as they should, in a fight against tampering and the use of so-called “delete kits”. The sale of emissions control defeat devices will also be prohibited.



As of July 1, 2020, Ontario trucks with a registered gross weight of 4,500 to 6,350 kg will have to pass an electronic diagnostic check of their emissions systems. Those test requirements are ultimately to align with the Ontario Ministry of Transportation’s Periodic Mandatory Commercial Vehicle Inspections, creating a single electronic record.

Vehicles that are six years old or newer will be able to forego opacity-related tests – those traditionally associated with the province’s Drive Clean program as well as roadside enforcement – if they pass the electronic diagnostic tests and inspection of emission components.

But the opacity-related tests that are conducted will include tighter thresholds.

Emissions cannot be visible for more than five seconds during a one-minute period, representing a shift from original limits of 15 seconds in five minutes. Trucks with a model year of 2008 or newer will now have exhaust limited to an opacity of 20%, compared to a previous threshold of 30%. Trucks with model years of 1991-2007 will face a threshold of 30%, while older trucks will be limited to 40%.

Physical inspections of emissions controls will watch for factors such as empty or contaminated diesel exhaust fluid tanks; cracked or leaking diesel particulate filters; and cracked catalytic converters, among other issues.

A working group is also being formed to look at options including “appropriate incentives and burden reduction measures” for those that consistently demonstrate cleaner fleets, and strategies for older diesel-powered equipment produced without emissions controlling equipment or onboard diagnostic systems.

A new report by The Atmospheric Fund has shown that transportation-related emissions in the Greater Toronto Hamilton Area rose 4% between 2015 and 2017 and accounted for 1/3 of the emissions overall. Gains in other areas pulled the total emissions down 3.3% between 2015 and 2016, while they were flat from 2016 to 2017.

Property, Plant and Equipment

As of December 31, 2019, the Association owned two facilities totalling approximately 90,000 ft² and its associated parcels of real estate property used in its operations. The Association owns its corporate headquarters, which also serves as the Material Recovery Facility in Huron Park, Ontario. The second facility is the Association's main repair shop for the fleet, which is located next door to our Material Recovery Facility.

As of December 31, 2019, the Association utilized approximately 43 waste collection vehicles and other support vehicles, all of which are owned. The majority of our vehicles are highly specialized automated co-collection vehicles to collect waste and recyclables at the same time.

The Association upgraded its Material Recovery Facility in 2009. It was the most advanced facility in the marketplace at the time and it remains so in our service area. It is a unique facility maximizing the use of technology to minimize manual sorting effectively reducing repetitive strain injuries.

The Material Recovery Facility is able to process single stream materials, which enables us to facilitate changes in our collection procedure and technology used to collect materials. The collection conversion began in 2008 with one vehicle. Most of the fleet has been replaced with the most recent type of automated vehicles.

Employees



As of December 31, 2019, the Association employed approximately 82 full-time employees, including 7 persons classified as professionals or managers, 35 employees involved in collection, 32 in the material recovery operations, 6 maintenance staff, and 2 clerical, data processing or other administrative employees.

The Teamsters union with which the

Association has a collective bargaining agreement expiring December 1, 2020 represents approximately 73 employees at the Association's operating facilities. The Association typically negotiates a three to four year collective bargaining agreement in the last year of any current agreement. The Association is not aware of any other organizational efforts among its employees and believes that relations with its employees are very good.



Operations

As of December 31, 2019, the Association served approximately 92,000 customers, comprised of 87,000 residential clients and 5,000 commercial clients. The following table sets forth certain information regarding the Association's revenues by category of activity for the last three years.

Bluewater Recycling Association Revenue Summary

	2019	2018	2017
Residential Collection	\$9,588,868	\$9,130,272	\$8,908,742
Material Sales	1,347,877	1,786,589	2,261,751
Processing & Disposal	739,249	470,293	428,796
Commercial Collection	1,448,002	1,243,714	1,146,486
Other	87,104	96,405	38,049
TOTAL	\$13,211,100	\$12,727,273	\$12,783,824

Residential Collection Services

The Association's long-term solid waste collection contracts with municipalities typically contain a formula, generally based on a pre-determined published price index, for automatic adjustment to fees to cover increases in some, but not all, operating costs plus a pass-through of any disposal cost increases. Under the terms of each of these agreements, the Association has exclusive rights to provide certain services to the community. Most of these agreements were bid on a competitive basis, and rates for all services are set forth in the agreement.

Fees for recycling collection services are based primarily on a joint cooperative agreement reviewed annually while fees for residential solid waste collection services are based primarily on route density, the frequency and level of service, the distance to the disposal or processing facility, the cost of disposal or processing and prices charged in the Association's markets for similar services.



Processing and Disposal

The Association offers municipal, commercial and industrial customers services for a variety of recyclable materials, including newspaper, mixed paper, cardboard, office paper, plastic containers, glass bottles, and ferrous and aluminum metals. The Association owns and operates a Material Recovery Facility (MRF) in Huron Park, Ontario. The Association believes that recycling will continue to be an important component of local solid waste management plans due to the public's increasing environmental awareness and regulations that mandate or encourage recycling.

The Association disposes of the waste it collects in one of two ways:

- at municipally owned landfills; or
- at privately owned third party landfills.

The Association seeks to secure favourable long-term disposal arrangements with municipalities or private owners of landfills. The Association's ability to maintain competitive prices for its commercial waste collection services is generally dependent upon its ability to secure favourable disposal pricing.

Commercial Collection

The Association's commercial collection services are performed principally under service agreements. Fees are determined by a variety of factors, including collection frequency, level of service, route density, the type, volume and weight of the waste collected, type of equipment and containers furnished, the distance to the disposal or processing facility, the cost of disposal or processing and prices charged by competitors for similar services. Commercial collection vehicles normally require one operator. The Association provides 2 to 40 cubic yard containers to commercial customers. This area, while secondary to the Association's mandate, remains the fastest growing segment of our business because of the lack of serious competition in the immediate area.

Commodity Sales

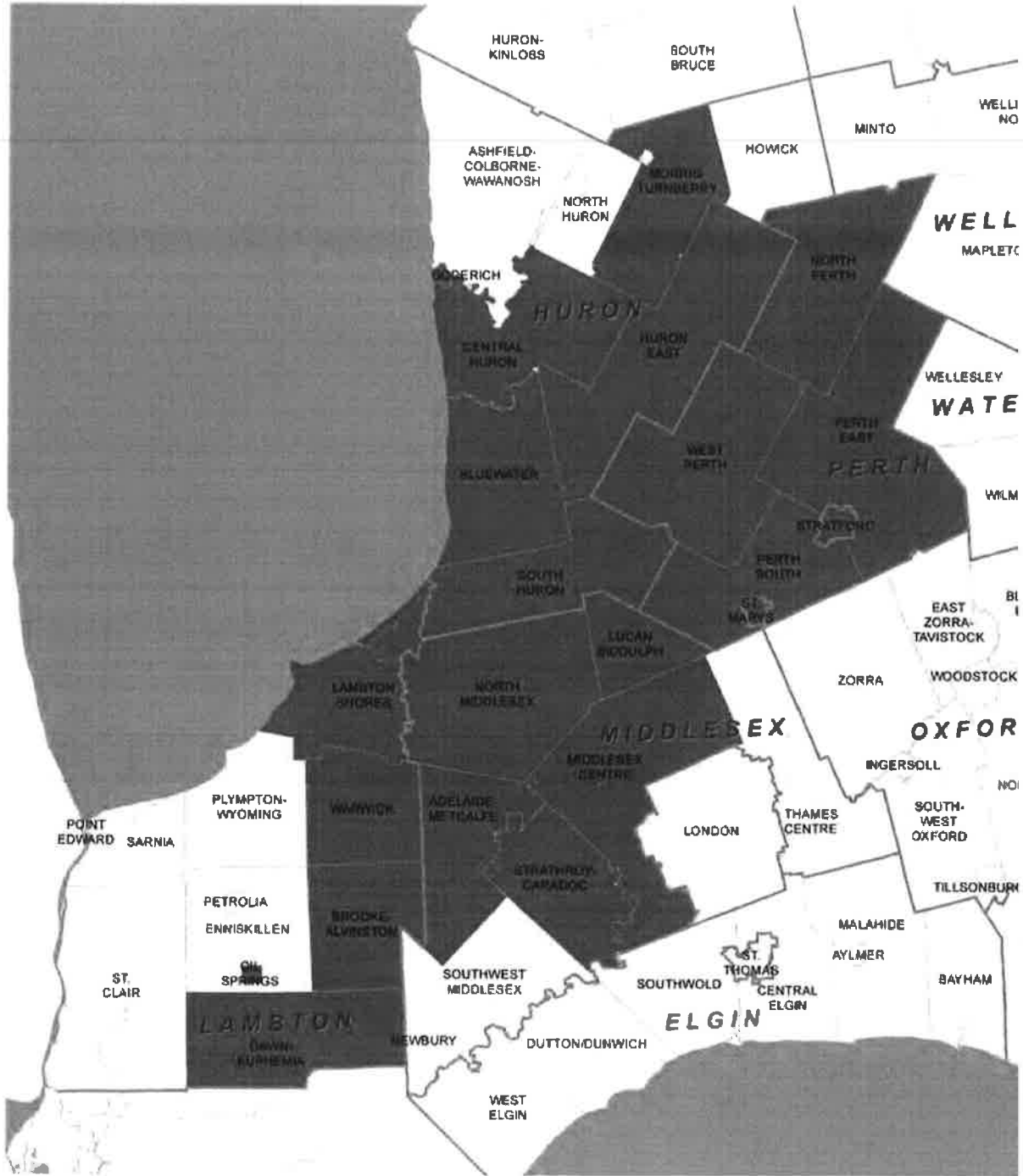
The Association sells all materials recovered through its operation of the Material Recovery Facility in Huron Park. The sale of those materials is subject to fluctuations in market prices affected by current global events and by the volume of materials that flows through the facility from our own collection operations and that of other collectors. The market prices during 2019 averaged \$90 per tonne, which was substantially lower than the previous year at \$118 per tonne as a result of a drop in global demand driven by China.

Sales and Marketing

The Association has a diverse customer base, with no single contract or customer accounting for more than 10% of revenues during the year ended December 31, 2019.



Service Area



Auditor's Report

To the Members of the Bluewater Recycling Association

Opinion

We have audited the financial statements of Bluewater Recycling Association, which comprise the balance sheet as at December 31, 2018, and the statements of fund operations, changes in fund balances and cash flow for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the organization as at December 31, 2018, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for private enterprises.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Company in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian accounting standards for private enterprises, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Organization's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Organization or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Organization's financial reporting process.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Organization's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Organization to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Exeter, Ontario
March 26, 2020

PTMG LLP
Chartered Professional Accountants Licensed Public Accountants

Statement of Financial Position

Year ended December 31	Operating Fund	Capital Asset Fund	Capital Reserve Fund	Total 2019	Total 2018
ASSETS					
Current Assets					
Cash	\$ 254,412	\$ 8,139	\$ -	\$ 262,551	\$ 781,469
Accounts Receivable	1,165,571	-	-	1,165,571	1,221,767
Inventory (Note 2)	164,303	-	-	164,303	193,298
Prepaid expenses & deposits	243,286	-	-	243,286	244,229
	<u>1,827,572</u>	<u>8,139</u>	<u>-</u>	<u>1,835,711</u>	<u>2,440,763</u>
Capital Assets (Note 3)	-	11,016,518	-	11,016,518	10,921,470
	\$ 1,827,572	\$ 11,024,657	\$ -	\$ 12,852,229	\$ 13,362,233
LIABILITIES					
Current Liabilities					
Accounts Payable and accrued charges (Note 4)	\$ 898,021	\$ -	\$ -	\$ 898,021	\$ 877,464
Interfund loans (advances)	929,551	-	(929,551)	-	-
Current portion of long term debt (Note 5)	-	2,941,035	-	2,941,035	3,690,549
	<u>1,827,572</u>	<u>2,941,035</u>	<u>(929,551)</u>	<u>3,839,056</u>	<u>4,568,013</u>
Long Term Debt (Note 5)	-	2,057,736	-	2,057,736	1,177,437
	<u>1,827,572</u>	<u>4,998,771</u>	<u>(929,551)</u>	<u>5,896,792</u>	<u>5,745,450</u>
Commitments (Note 6)					
FUND BALANCES					
Invested in capital assets	\$ -	\$ 6,025,886	\$ -	\$ 6,025,886	\$ 6,176,585
Internally restricted	-	-	929,551	929,551	1,440,198
	<u>-</u>	<u>6,025,886</u>	<u>929,551</u>	<u>6,955,437</u>	<u>7,616,783</u>
	\$ 1,827,572	\$ 11,024,657	\$ -	\$ 12,852,229	\$ 13,362,233

On Behalf of the Board: Chairman
President

See accompanying notes to the financial statements.

Statement of Fund Operations and Changes in Fund Balances

Year ended December 31	Operating Fund		Restricted Funds	
	2019	2018	Capital Asset 2019	Capital Reserve 2019
Revenue			Total 2019	Total 2018
Municipal services	\$ 7,173,237	\$ 6,926,499	\$ -	\$ -
Commodity sales	1,347,877	1,786,589	-	-
Operating grants	2,415,631	2,203,773	-	-
Commerical operations	1,448,002	1,243,714	-	-
Other Income	810,961	550,453	-	-
Composters and collection supplies	15,392	16,245	-	-
	<u>13,211,100</u>	<u>12,727,273</u>	<u>-</u>	<u>-</u>
Expenses				
Cost of Sales - recyclables & freight	333,289	180,236	-	-
Composters and collection supplies	19,501	10,969	-	-
Disposal fees	1,454,205	1,411,203	-	-
Administrative expenses (Schedule)	917,351	809,591	-	-
Collection expenses (Schedule)	6,249,420	5,623,227	-	-
Processing expenses (Schedule)	2,646,827	2,438,234	-	-
Interest on long term debt	-	-	200,676	210,101
Amortization of capital assets	-	-	2,296,005	2,338,069
Loss (Gain) on disposal of capital asset	-	-	(244,828)	(16,772)
	<u>11,620,593</u>	<u>10,473,460</u>	<u>2,251,853</u>	<u>2,251,853</u>
Excess (Deficiency) of Revenue Over Expen	1,590,507	2,253,813	(2,251,853)	(2,531,398)
Fund Balance, Beginning of Year	-	-	6,176,585	1,440,198
Interfund transfers	(1,590,507)	(2,253,813)	2,101,154	(510,647)
Fund Balance, End of Year	\$ -	\$ -	\$ 6,025,886	\$ 929,551
			(244,828)	\$ 6,955,437
			2,251,853	\$ 7,616,783

See accompanying notes to the financial statements

Statement of Cash Flow

Year ended December 31	2019	2018
Cash Provided by (Used in)		
Operations		
Excess (Deficiency) of revenue over expenses		
Operating Fund	\$ 1,590,507	\$ 2,253,813
Capital Asset Fund	(2,251,853)	(2,531,398)
	(661,346)	(277,585)
Items not involving a cash payment		
Amortization	2,296,004	2,338,069
Loss (Gain) on disposal of capital assets	(244,828)	(16,772)
	1,389,830	2,043,712
Changes in non-cash working capital items:		
Decrease (Increase) in accounts receivable	56,196	29,290
Increase in inventory and prepaid expenses	29,938	(153,864)
Increase in accounts payable and accrued charges	20,546	(42,552)
	1,496,510	1,876,586
Financing		
Additional long term debt	2,028,400	1,034,488
Repayment of long term debt	(1,897,615)	(2,042,853)
	130,785	(1,008,365)
Investing		
Purchase of capital assets (Note 3)	(2,613,739)	(1,552,671)
Proceeds on disposal of capital assets	467,526	16,772
	(2,146,213)	(1,535,899)
Net Increase (Decrease) in cash	(518,918)	(667,678)
Cash, Beginning of Year	781,469	1,449,147
Cash, End of Year	\$ 262,551	\$ 781,469

See accompanying notes to the financial statements

Notes to the Financial Statements (December 31, 2019)

Purpose of The Organization

The Bluewater Recycling Association is a multi-municipal resource management organization providing integrated waste reduction and environmental services including the collection, processing and marketing of resource based products and q under the Laws of Ontario and is exempt from income taxes.

Accounting Estimates

Financial statements are based on representations that often require estimates to be made in anticipation of future transactions and events and include measurements that may, by their nature, be approximations.

Fund Accounting

The organization follows the restricted fund method of accounting for contributions.

The Operating Fund accounts for the organization's program delivery and administrative costs. This fund reports unrestricted resources and restricted operating grants.

The Capital Asset Fund reports the assets, liabilities, revenues and expenses related to the organization's capital assets.

The Capital Reserve Fund reports the assets, liabilities, revenues and expenses related to the organization's capital asset replacements. The annual Operating Fund surplus or deficit is transferred to this fund. Amounts are transferred from this fund to the Capital Asset Fund as funds are required to purchase capital assets.

Revenue Recognition

Restricted contributions related to general operations are recognized as revenue of the Operating Fund in the year in which the related expenses are incurred. All other restricted contributions are recognized as revenue during the course of the year as the budgeted amounts are invoiced. Revenue from recyclable products is recognized when the commodities are shipped. Revenue from services is recognized as the related services are performed. Operating grant revenue from the Resource Productivity and Recovery Authority (an Ontario non-crown corporation) is recognized in the period the organization becomes entitled to receive the grant.

Inventory

Inventory is comprised of recyclable materials and collection supplies. Recyclable materials are stated at their net realizable value. Collection supplies are stated at the lower of cost and replacement value. Cost is determined on a first in, first out basis.

Capital Assets and Amortization:

Capital assets are capitalized for financial statement purposes in the year of acquisition. The cost of repairs and maintenance of a routine nature are charged to operations while those expenditures that improve or extend the useful life of the assets are capitalized.

The corporation provides for amortization on its capital assets using the straight-line method at rates set out below, based upon management's estimates of the useful life of the respective assets.

Buildings	5%
Collection Supplies	10% - 20%
Office furniture and equipment	10% - 30%
Processing machinery and equipment	10% and 20%
Automotive equipment	10% and 30%

Foreign Currency Transactions

Transactions which are completed in United States dollars are translated into Canadian dollars by the use of the exchange rate in effect the day of the transaction. At the balance sheet date, monetary items denominated in foreign currency are adjusted to reflect the exchange rate in effect at that date.

2. Accounts Receivable

	2019	2018
Accounts Receivable	\$ 1,085,830	\$ 1,205,220
HST Receivable	79,741	16,547
	\$ 1,165,571	\$ 1,221,767

3. Inventory

	2019	2018
Recyclable Inventory	\$ 45,660	\$ 79,182
Collection Supplies	118,643	114,116
	\$ 164,303	\$ 193,298

4. Capital Assets

	2019		2018	
Capital assets are classified as follows	Cost	Accumulated Depreciation	Net Book Value	Net Book Value
Land	\$ 124,830	\$ -	\$ 124,830	\$ 124,830
Buildings	2,355,907	1,289,495	1,066,412	1,103,793
Collection Supplies	6,734,744	4,335,974	2,398,770	2,778,029
Office Furniture and Equipment	163,762	146,182	17,580	26,790
Processing machinery and Equipment	7,491,249	5,100,331	2,390,918	2,044,466
Automotive Equipment	14,490,938	9,472,930	5,018,008	4,843,562
	\$ 31,361,430	\$ 20,344,912	\$ 11,016,518	\$ 10,921,470

Purchase of capital assets:	2019	2018
Land and Buildings	\$ 77,229	\$ 146,000
Collection supplies	222,381	118,986
Office furniture and equipment	12,290	11,035
Processing machinery and equipment	799,630	521,686
Automotive equipment	1,502,209	754,964
	\$ 2,613,739	\$ 1,552,671

5. Accounts Payable

	2019	2018
Accounts Payable	\$ 787,264	\$ 781,519
Government remittances payable	110,757	95,945
	\$ 898,021	\$ 877,464



6. Long Term Debt

Rate	Instalments	Due Date	2019	2018
Prime	\$ 9,565	July 2027	\$ 860,870	\$ 975,652
4.15%	7,491.00	October 2024	\$ 452,004	
4.10%	8,249.00	June 2024	\$ 406,265	
4.10%	8,249.00	June 2024	\$ 406,265	
3.99%	14,403	April 2022	384,460	538,600
3.90%	3,004	June 2024	339,490	
Prime	4,167	August 2026	333,334	383,334
3.99%	7,875	April 2023	294,531	375,515
Prime	9,621	May 2022	279,006	394,456
4.29%	7,024	July 2023	273,594	344,428
Prime	7,250	May 2021	123,250	210,250
4.55%	2,331	October 2023	98,345	121,281
Prime	4,166	November 2021	95,833	145,833
Prime	6,833	February 2021	95,667	177,667
Prime	3,916	November 2021	90,083	137,083
Prime	5,833	February 2021	81,667	151,667
3.85%	1,390	August 2024	77,812	
Prime	2,306	April 2022	62,250	
Prime	10,250	July 2020	61,500	184,500
3.98%	2,835	August 2021	54,765	85,925
5.05%	11,608	April 2020	46,041	179,372
Prime	497	January 2025	29,832	
5.09%	8,590	March 2020	25,673	124,698
Prime	5,833	February 2020	11,667	81,667
Prime	750	October 2020	7,500	16,500
Prime	883	September 2020	7,067	17,667
Prime	10,364	September 2019	-	103,641
Prime	8,667	July 2019	-	60,666
Prime	9,750	June 2019	-	48,750
Prime	4,833	January 2019	-	4,834
Prime	1,000	May 2019	-	4,000
4.25%	11,657	October 2018	-	-
4.25%	8,261	October 2018	-	-
			4,998,771	4,867,986
Less amounts due within one year			2,941,035	3,690,549
			\$ 2,057,736	\$ 1,177,437

Long term debt repayments due over the next five years are as follows:

2019	\$ 2,941,035
2020	685,213
2021	571,749
2022	423,440
2023	377,334
	\$ 4,998,771

Although there are loans included in the long term debt that are due on demand or come due within the next fiscal year, management does not believe that the demand features of

the loans will be exercised; the scheduled principal repayments on the long term debt for the next five years and thereafter are as follows:

2019	\$	1,539,110
2020		1,149,580
2021		797,518
2022		594,189
2023		388,795
2024 and future years		529,579
	\$	<u>4,998,771</u>

The bank terms loans are secured by a general security agreement covering all of the association's assets, chattel mortgages over equipment financed and a first charge collateral mortgage of \$1,000,000 on real estate. The Association has an authorized operating loan line bearing interest at the bank's prime rate with a credit limit of \$200,000, an approved re-advanceable capital expenditure credit facility for equipment purchases of up to \$4,500,000 of which \$3,378,521 has not been used at December 31, 2019.

The bank has provided the Association with a \$170,000 letter of credit in favour of municipalities in lieu of performance binds and a \$750,000 settlement risk product to facilitate the utilization of wire or electronic funds transfers.

7. Commitments

Prior to December 31, 2019 the Association entered into an agreement to purchase two fleet trucks with the balance of \$1,015,000 payable upon delivery. These two trucks will be delivered in 2020.

The Association has arranged financing with its existing lenders for this purchase.

8. Pension Agreements

The Association participates in the Ontario Municipal Employees Retirement System (OMERS), which is a multi-employer plan, on behalf of its employees. The plan is a contributory defined benefit plan, which specifies the amount of the retirement benefit to be received by employees based on length of service and rates of pay.

The amount contributed to OMERS for 2019 was \$330,681 (2018 - \$302,174) for current service. These payments are included as expenditure in the financial statements. OMERS sets the pension contribution rate annually to ensure that the plan remains fully funded. The pension contribution rate for 2019 was 9.0% of regular wages.

9. Financial Instruments

The company has interest rate risk due to having bank loans subject to floating interest rates and is exposed to fluctuations based on the bank's prime rate of interest. It is management's opinion that the Association is not exposed to significant currency or credit risks.

2019 Management

Board of Directors

Chairman Brad Richards, *Strathroy Caradoc*

Vice-Chairman Jim Craigmile, *St. Marys*

Huron

Alwyn Vanden Berg, *Bluewater*

George Finch, *South Huron*

Lambton

Dan Sageman, *Lambton Shores*

Jackie Rombouts, *Warwick*

Middlesex

Dave Manders, *Lucan Biddulph*

Brad Richards, *Strathroy Caradoc*

Perth

Allan Rothwell, *North Perth*

Jim Craigmile, *St. Marys*

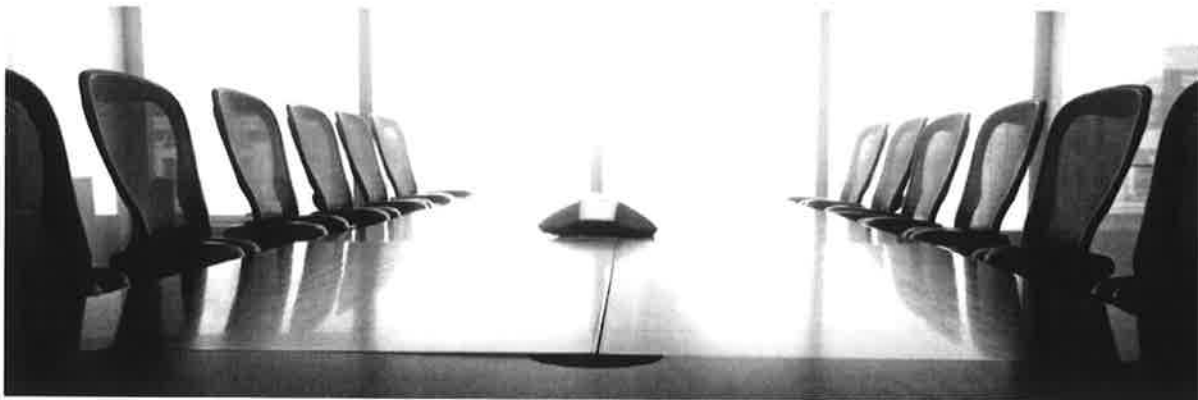
Management

President Francis Veilleux, *since inception*

Controller Michelle Courtney, *since December 2016*

Fleet Manager Adam Hebden, *since September 2018*

Operations Manager Terry Erb, *since February 2001*



Membership

Huron County

Municipality of Bluewater
 Municipality of Central Huron
 Municipality of Huron East
 Municipality of South Huron
 Town of Goderich
 Township of Morris-Turnberry (Associate)

Lambton County

Municipality of Lambton Shores
 Township of Brooke Alvinston
 Township of Dawn-Euphemia
 Township of Warwick
 Village of Oil Springs

Middlesex County

Municipality of Middlesex Centre
 Municipality of North Middlesex
 Township of Adelaide Metcalfe
 Township of Lucan-Biddulph
 Township of Strathroy-Caradoc

Perth County

City of Stratford (Associate)
 Municipality of North Perth
 Municipality of West Perth
 Town of St. Marys
 Township of Perth East (Associate)
 Township of Perth South

The Association also services other communities under contracts and/or through subcontractors.

Associate Members have no voting rights.



Corporate Directory

Head Office

Bluewater Recycling Association
P.O. Box 547
415 Canada Avenue
Huron Park ON N0M 1Y0

Solicitors

McKenzie Lake
Barristers & Solicitors
140 Fullarton Street, Suite 1800
London ON N6A 5P2

Auditors

PTMG LLP
Chartered Accountants
71 Main Street, North
Exeter ON N0M 1S3

Financial Institution

Bank of Montreal
400 Main Street
Exeter ON N0M 1S3



**Board of Directors Meeting Highlights
Held on April 16, 2020 at 5:00 PM
as a Virtual Meeting**



q

Services During COVID-19

We began 2020 with a positive feel about future as we tried to forget 2019 as one of our worst years ever in the history of the organization.

It did not take long for COVID - 19 to become the only matter of importance on the news as this global pandemic is turning the entire world upside down. We are certainly not immune to this phenomenon and being recognized as an essential service during this time of crisis has not made it easier to manage.

The Association quickly responded with its own four stage plan which it have been carefully monitoring since the outbreak. So far, the Association is still primarily in the preparedness stage of its contingency plan. For the most part, it is business as usual.

Areas affected as a result of the pandemic are as follows:

1. We have temporarily stop all waste auditing functions including bin inspections.
2. We have closed our facilities to the general public to minimize potential staff exposure.
3. Some of our administrative staff able to work remotely have been providing their support from home.
4. Recyclables from high risk facilities such nursing homes and hospitals are managed as waste.

Shipment of recyclables to end markets continues but getting haulers is becoming more difficult and some commodity prices like plastics are dropping because of the oil prices while others like cardboard are going up from the lack of supply with all the businesses closed.

Generally, the volume of residential materials collected is up as people are taking advantage to do spring cleanup. Some municipalities still using bags tags have requested leniency on the use of tags as they are not always available to the public. We have no problem accommodating but beware of the abuse. We have seen several households that normally generate 1 or 2 bags per set out suddenly have 10-20 bags. We highly recommend that if leniency will be given that a limit be enforced. In other jurisdictions ahead of Ontario where the lock down is in place, have seen increases in waste of 20%. Our fleet is on the road everyday but increasing all volumes by 20% will not be manageable.

Automated Collection Launches Postponed One Month

Unfortunately, we are not immune to the challenges some of the control measures are posing and as a result, we postponed the launch of all automated collection programs to June.

At this time, we have secured the wheelie bins and they will be produced as originally planned. All the bins are manufactured in the US. The Association has agreed to receive loads as available in our yard until the complete order for all five launches we were planning is here. At

that time we will redistribute to the local staging sites where we expect to start the delivery of the containers. The company assembling and delivering the bins for us is Canadian but was working in the US. Upon their return, they were quarantined for 14 days. We are planning to start the delivery of the bins the first full week in May and do all the launches at the same time with a larger crew.

Michigan Landfill Report Released

Michigan recently released its 23rd annual solid waste report, which offers an annual look at waste disposed of in Michigan's landfills. The report stated that Michigan has 27 years of landfill capacity at the current rate. There was a 3.6% overall increase in solid waste disposed of in Michigan landfills compared to the same period in 2017. Waste disposed of by Michigan residents and businesses increased by almost 5%, and waste imported from other states and Canada decreased by about 3%. Imported waste represented about 24% of all waste disposed of in Michigan landfills. The largest source of waste imported into Michigan continued to be Canada, contributing 18.6% of waste disposed of in Michigan. Eleven states import waste into Michigan; Ohio contributed the largest amount of waste imported to Michigan from a U.S. state.

New Blue Box Program Regulation Expected Summer 2020

The MOECP continues its round of consultation meetings with municipalities, producers and waste service providers on developing a new Regulation to transition the Blue Box program to full producer responsibility. Key issues discussed at the most recent meetings included: regulatory requirements for a timeline during which municipalities will transition their programs to producers, and during which PROs will tender collection contracts to service providers; the minimum requirements for a common collection system; and, the timeline for adding new collection sources, such as multi-residential properties. The ministry staff stated that a draft regulation may be posted as early as Summer 2020, a few months earlier than the originally anticipated Fall 2020 period.

Emterra Environmental Wins Waste Collection Contract For Oxford County, Ontario

Recently, municipal officials from Oxford County (a rural municipal county of 111,000 in southwestern Ontario) awarded Emterra Environmental a five-year contract for curbside garbage and recycling pickup. The contract also includes two one-year extension options. The value of the contract is \$2.8 million a year, plus and additional \$703,000 for the processing and transfer of materials. This represents a 38% increase over the previous contract which is consistent with other contracts awarded in recent months. Other vendors that bid on the curbside collection contract were Green for Life Environmental and HGC Management Inc.

The transfer of service providers from HGC Management Inc. to Emterra Environmental is scheduled for May 4th. Under the contract, the County will stay on its current five-day garbage pickup and recycling scheduled. With the new contact approved, Emterra will move to purchase new fleet equipment and have a used fleet collect until September.

The change in companies also brings new collection routes to some Oxford communities. Also, plastic film products such as plastic bags, plastic wrap or film packaging, and Styrofoam products will no longer be accepted in recycling.

WM Encourages Recycling To Support Manufacturers During Pandemic

Facial tissues, toilet paper, hand sanitizer and disinfectant wipes have been flying off store shelves, while families are spending more hours at home to stay healthy and safe during the COVID-19 pandemic. Waste Management, Houston, is calling on everyone to Recycle Right during this time when recyclables are needed for manufacturing more than ever.

Recycling is vitally important to the environment, and it has come to play a critical role in certain manufacturing supply chains, the company notes. Without recyclables collected from homes and businesses, Waste Management says its customers that produce products such as tissue, toweling and packaging boxes for groceries and medical supplies would not have the raw materials that they need to manufacture these items.

“Most recyclers don’t think about the importance of placing their clean recyclable materials in their bins, but now it is more important than ever as recyclable products are playing a critical role for key manufacturing businesses,” Waste Management Vice President of Recycling Brent Bell says. “Across North America, people are generating more household garbage and recyclable materials than usual, and manufacturers are in need of more clean recyclable materials to meet their demands for making basic goods and emergency supplies. We can all do our part by recycling right during these challenging times.”

According to Waste Management, recycling best practices include recycling only clean, dry and loose material such as:

- cardboard (without inside packing materials);
- paper products, including newspapers, junk mail and office and school paper;
- paperboard, such as cereal and cracker boxes;
- plastic bottles and jugs; and
- steel, tin and aluminum cans.

The following materials should be thrown in the trash, according to the company:

- plastic, latex and cloth disposable gloves;
- disposable masks;
- liquid soap and hand sanitizer bottles that contain residue;
- disinfectant wipes;
- facial tissues, napkins and paper towels;
- disposable plates, cups and cutlery;
- takeout containers;
- leftover food and liquids;
- plastic bags and plastic film wrap; and
- hoses, cords, polystyrene foam and other packaging.

In addition to Waste Management, several industry organizations have weighed in calling for increased recycling to meet the needed demand during this time, including the American Forest and Paper Association, the Association of Plastic Recyclers, the Institute of Scrap Recycling Industries and The Recycling Partnership.

SWANA Releases Industry Fatality Data

According to the association, the most common cause of death was being struck by one's own waste vehicle, followed by single vehicle accidents involving only a waste vehicle.

The Solid Waste Association of North America (SWANA) released a report March 16 stating that at least 53 solid waste industry workers died on the job in 2019 in the United States and Canada. The most common cause of death was being struck by one's own waste vehicle, followed by single vehicle accidents involving only a waste vehicle. Over 40 percent of worker fatalities were a result of one of these two causes.

Solid waste and recycling collection professions continue to have the highest occurrence of fatalities in the industry, representing about 68 percent of worker deaths. Fatalities at landfills increased slightly from 8 in 2018 to 11 in 2019 and fatalities at material recovery facilities (MRFs) increased from 3 to 4.

"The number of solid waste-related fatalities continued at unusually high levels in 2019," SWANA Executive Director and CEO David Biderman says. "Although there was a small decline from 2018, and that slight improvement has continued into 2020, we remain concerned about the solid waste industry's overall safety performance. We urge all employers and employees to take advantage of the growing number and variety of SWANA safety resources."

SWANA collects data on solid waste-related fatalities from a wide number of industry and media sources in order to produce an annual picture of the state of safety. In addition to the workers killed on the job in 2019, at least 80 members of the public were killed in an incident involving the industry. Almost all of these were the result of a collision with a solid waste collection vehicle. Two-thirds of the victims were a driver or passenger at the time and about 16 percent were pedestrians. Incidents involving motorcyclists represented 9 percent of fatalities in 2019 and bicyclists represented 7.5 percent of fatalities.

Forty-four of all fatalities recorded by SWANA in 2019 occurred in the United States and nine were in Canada. This represents an increase from 2018 and 2017 when four and six fatalities, respectively, were recorded in Canada.

January was the deadliest month in 2019, with 22 total fatalities. It was also the month with the most fatalities in 2018 with 19. January was also by far the deadliest month for members of the public with 15 fatalities, the only month to experience double-digit fatalities for that group. In 2019, June had the most worker fatalities with 8, followed by July with 7.

Texas had 13 fatalities for the year, making it the state with the most solid waste-related deaths in 2019. This was followed by California with 11, New York with 9 and Pennsylvania with 8. The 10 states and provinces with the most fatal incidents in 2019 represented 57 percent of all fatalities in the United States and Canada as a whole. Counting only worker fatalities, New York had the most with 8 deaths in 2019, followed by California and Texas with 7.

"Employers must look inward for causes and corrective actions," Suzanne Sturgeon, SWANA Safety Committee chair and health & safety program manager for Long Beach-based SCS Field Services. "Changing the culture of workers is essential to this effort. Training frequently in small and digestible doses is paramount to make this shift."

In order to provide training resources to those most in need, SWANA and other industry leaders hold Hauler Safety Outreach events at landfills, transfer stations, MRFs, WTE facilities and other locations.

Stifel Says Every Solid Waste Company To See Economic Ramifications Of COVID-19 Virus

In the update, the investment banking firm outlines the projected impact of the COVID-19 pandemic on solid waste industry participants.

Commercial Waste Financial Hauling Municipal Recycling Municipal Solid Waste

Stifel, St. Louis, released an industry update March 22 titled, "Solid Waste: Revising Models for C-19, Volume Down, Price Durable, Deal Flow Slows, FCF Stands Out." In the update, the investment banking firm outlines the projected impact of the COVID-19 pandemic on solid waste industry participants.

"What public/private company avoids any sales pressure due to C-19? None," the report states. "We believe the impact on solid waste will look like both 9/11 and the Great Recession. The former was a shock and awe [event], the consumer paused. The latter, the U.S./North American economies were over levered which it is not now but wholesale business shutdowns had a volume impact. Today, solid waste has more control of cost/capital than ever before. Social distancing and big urban settings forcing closure of food, beverage, hospitality and entertainment leads to a big drop in collected volume and commercial customers asking for service on-hold/cancellations. We assume an annual 15 percent hit to volume of 10 percent for third-party commercial, C&D and special waste volume and 5 percent direct commercial collection sales cut in half for two months. Residential volumes will be up, and in many cases, contracts allow for charging for extra bin/bag pick-ups."

As part of the report, Stifel outlines potential points of stress in residential, commercial/small container, and roll-off/large container collection.

On residential collection:

"This revenue stream is nearly recession proof. The biggest risk is the homeowner walks away from the house and does not pay the bill. Otherwise, if they put the trash out and do not pay, the garbage company does not pick it up. On average residential relationships run over 12 years."

On commercial/small container collection:

"We suspect commercial in hard-hit [COVID-19] shut-in areas are moving to service-on-holds rapidly for April and May. We suspect commercial sales for those two months could be down 25 percent to 50 percent. We are using 50 percent cut for two-months."

On roll-off/large container collection:

"Unit price for temporary [roll-offs] has proven very durable as solid waste learned in the Great Recession—to quickly park equipment and rationalize the cost structure, pull prices were virtually unchanged. Permanent roll-off is highly recession resistant—a building is rarely vacant. Temporary roll-off is sensitive to construction cycles, residential and non-residential. Normal seasonal ramp in construction is likely to be soft. Home builders are 'the canary in the coal mine'—as soon as consumers stop buying, they stop building; therefore, watch housing starts carefully. Not just the drop, but what level it settles [at] and how quickly it recovers."

Recovery

Here are three possible scenarios, drawing on the work of our investment colleagues at Federated-Hermes.

V-Shaped Recovery.

Here we see a meaningful de-escalation of the health crisis over the next month or so and a quick return to work for everyone. Back to normal by the fall, and people out shopping and travelling as if this had just been a bad dream. A possible scenario, but what about the businesses that have to close for good? We'd peg this at 10% probability.

The L-Shaped Recovery.

Here is the opposite view. An economic slowdown triggers a deep recession. Then banks refuse to loan out money, leading to bankruptcies on a wide scale. It gets hard to find work. Economic conditions worsen. Equally unlikely, why? Unlike previous slowdowns (1970s, 1930s) we have meaningful, concerted government and central bank action to keep people and businesses solvent until they can get back to work. That makes our L-Shaped Recovery only a remote possibility, say 10%.

That leaves the U-Shaped Recovery, which we think is the most likely outcome.

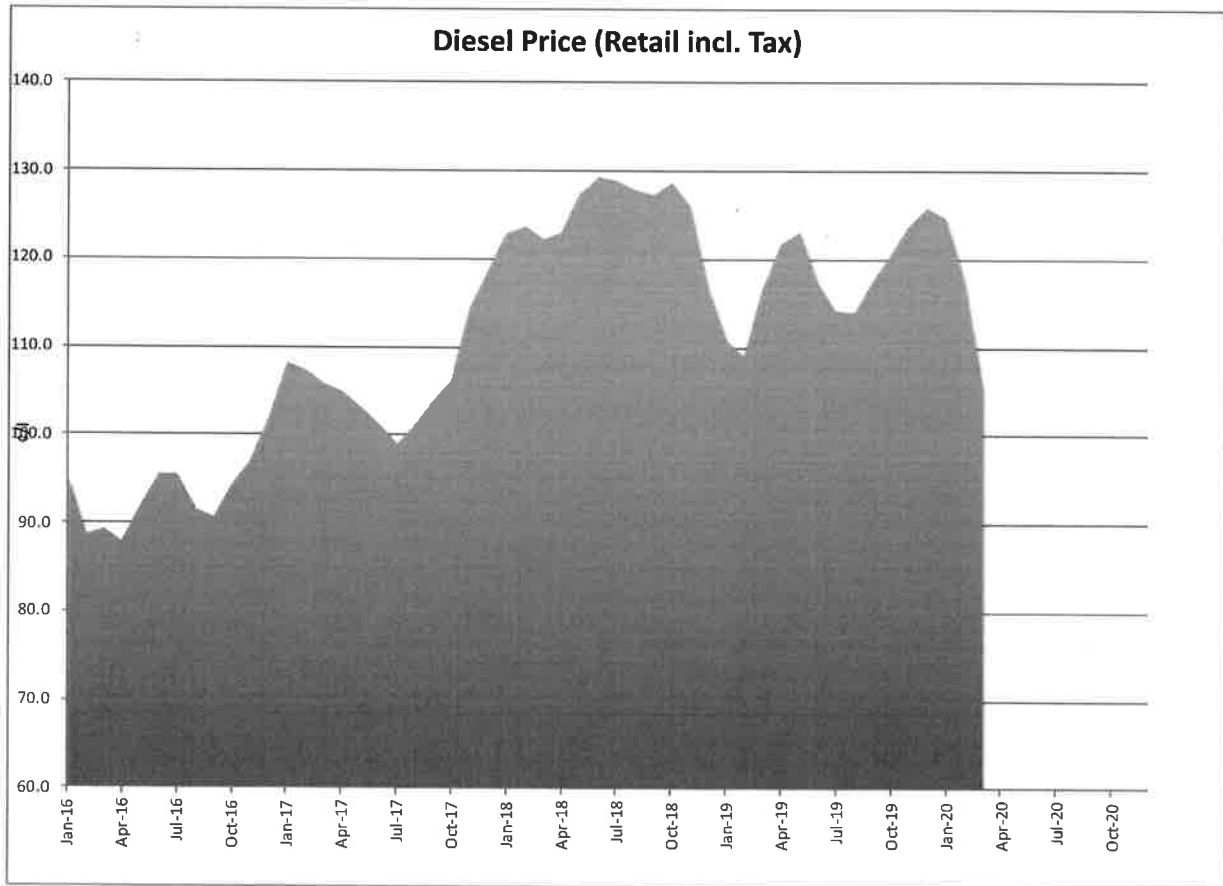
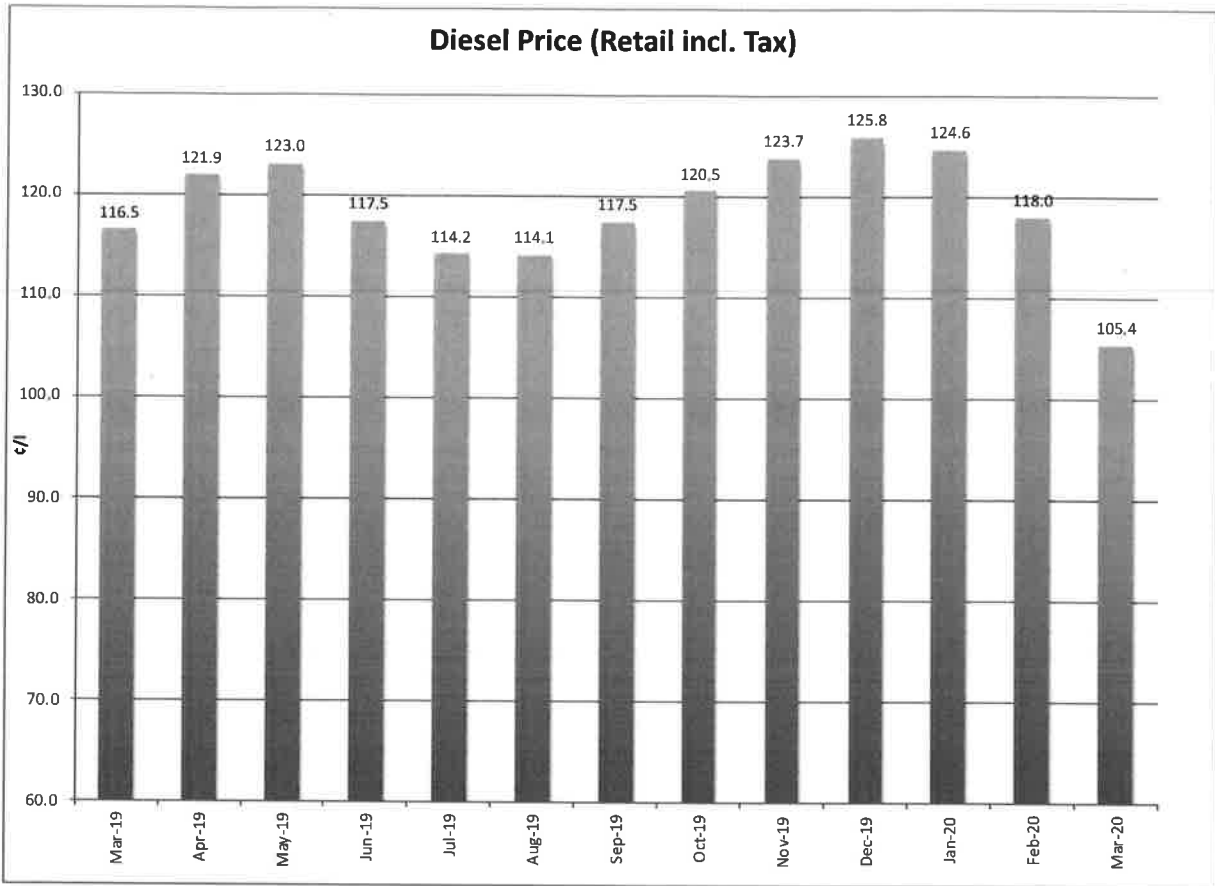
A period of dramatic economic contraction is followed by a period – call it 6 months to a year – of uneven but meaningful recovery as people get back to work and businesses re-open and re-adapt. Some businesses don't make it. Others – the more creative ones who are able to capitalize on new consumer demands – grow quickly. (We'd put this at 80% probability). No question that we'll be doing things differently post-Coronavirus. Maybe we can do them better, too?

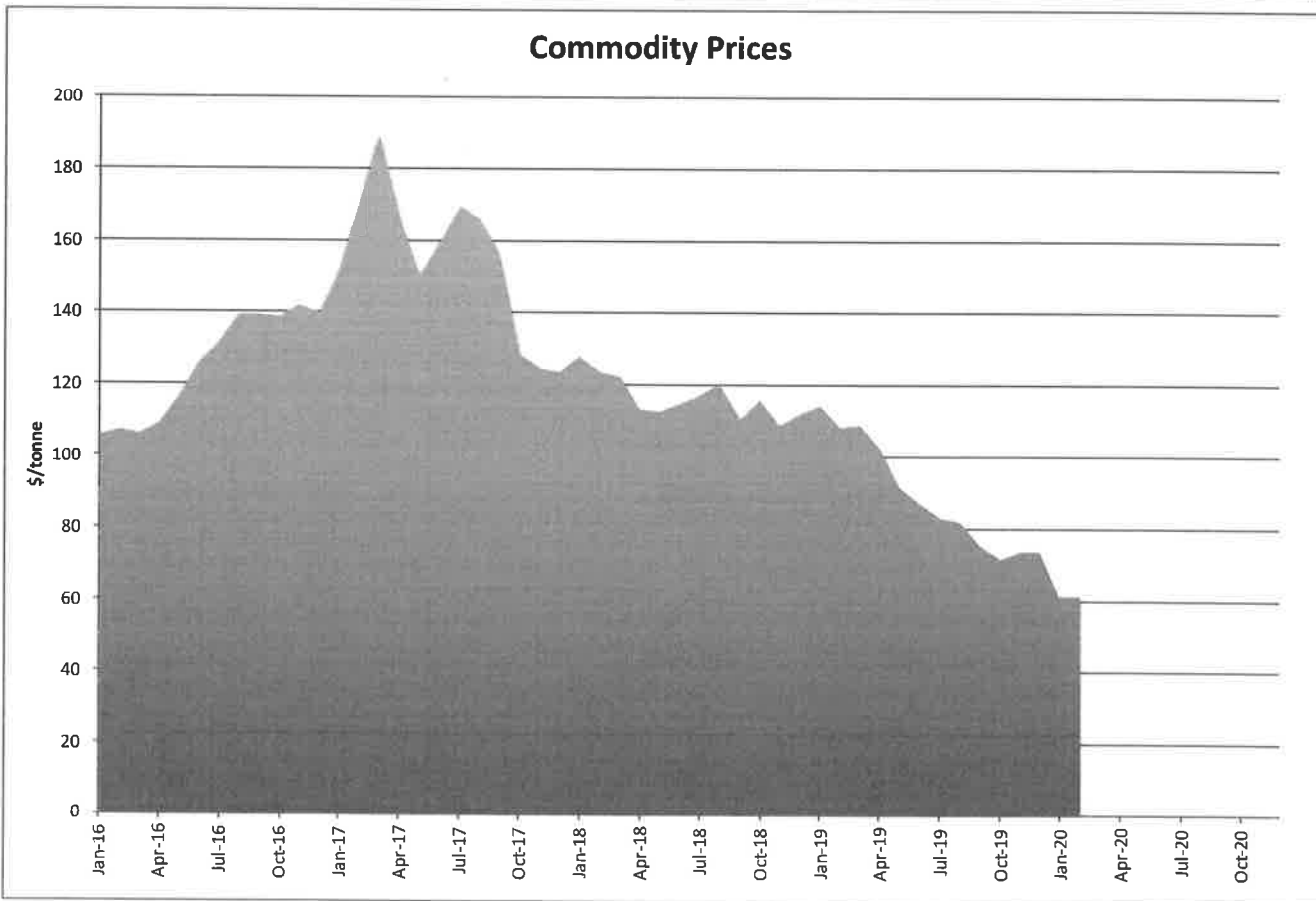
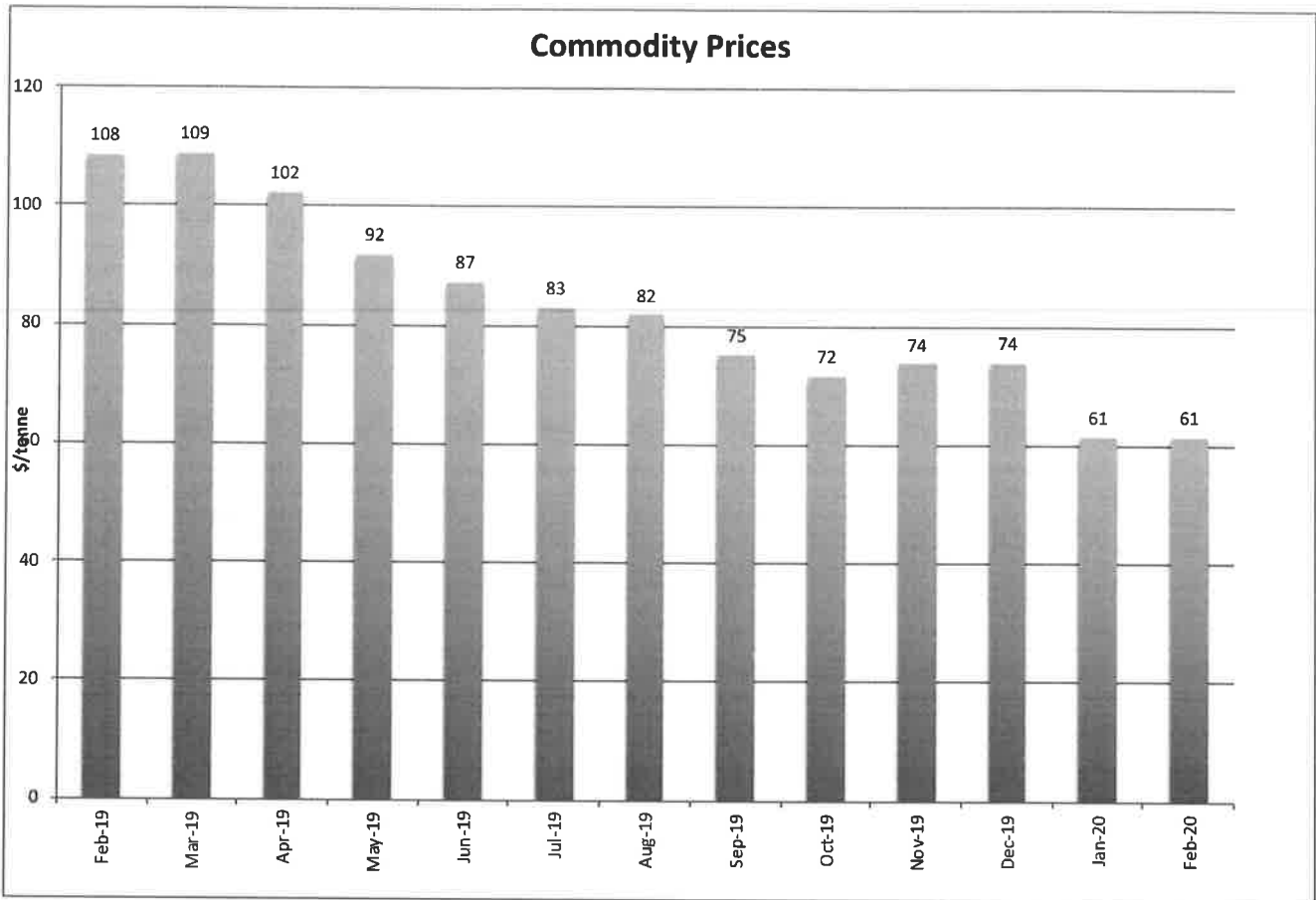
And for those of you following the stock market...

Here's a chart of the Dow Jones Industrial Average from a few days ago. Might this be a wide bottoming range developing?



Chart courtesy StockCharts.com and RBC Wealth Management





Conservation Update

April 2020



St. Clair Region Conservation Authority COVID-19 Response

The COVID-19 pandemic has drastically altered how we go about our day-to-day lives. The St. Clair Region Conservation Authority (SCRCA) is committed to supporting our communities and delivering essential services during this challenging time while abiding by recommendations put forth by local, provincial and federal health authorities.



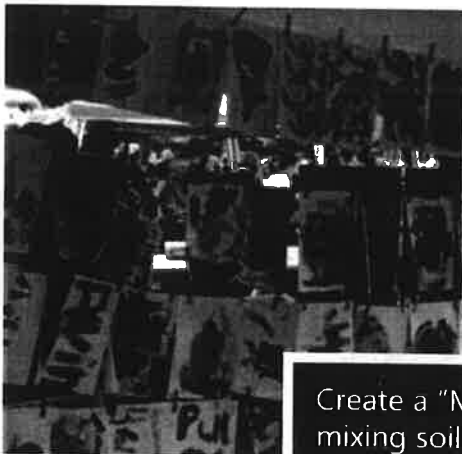
Our offices are currently closed to the public and staff are working remotely from home. We ask that members of the public communicate with Authority staff by telephone or email. Planning and regulation services are on-going, however, some delay in response time should be anticipated.

We want to ensure our communities and member municipalities that flood forecasting and warning operations will not be compromised during this time as evidenced during the March 27th flood event that included the distribution of five flood bulletins and the closure of the McKeough Dam.

Currently, trails at SCRCA Conservation Areas remain open to the public, however, trail maintenance may be limited. Washroom facilities, playgrounds, picnic facilities and other recreational facilities (e.g., volleyball courts, mini putt) are closed, and gates will be locked. The SCRCA is prepared to close conservation areas if deemed necessary for the health and safety of our communities.

The 2020 camping season has been delayed. The opening of the season will be determined based on the guidance of health officials.

We sincerely apologize for the inconvenience this may cause and appreciate your understanding and cooperation. For more information, please visit www.scrca.on.ca/COVID-19.



Create a "MUDsterpiece" by mixing soil and water!

Family Nature Fun Activities

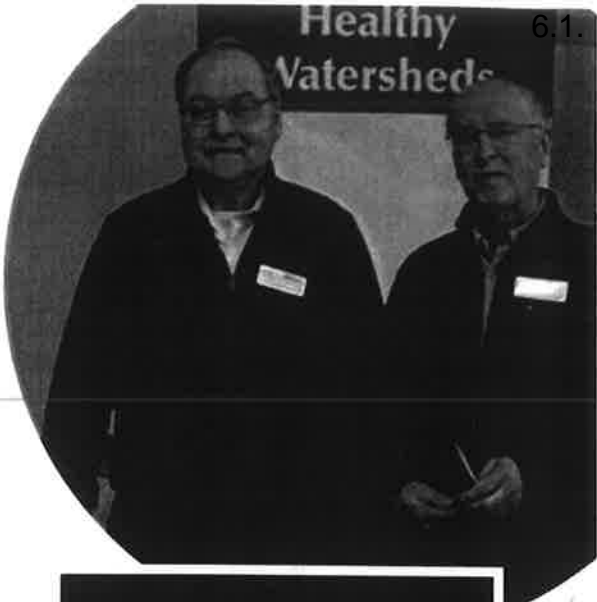
Looking for some outdoor fun to do with your kids, while also adhering to 'social distancing' practices? Our conservation educators are working on fun activities that you and your family can do during this time that will keep you connected to nature. Keep an eye out for our posts on Facebook and Twitter, or visit www.scrca.on.ca/familynaturefun, over the coming weeks!



Follow us on Facebook and Twitter
Check out our website at scrca.on.ca

SCRCA Holds Annual General Meeting

The SCRCA held it's 2020 Annual General Meeting on February 27, 2020, in Forest. Authority Chair Joe Faas reflected on the challenges the organization faced in 2019. Record floods impacted not only the St. Clair Region but many communities throughout Ontario. At the same time, provincial transfer payments that supported flood management and floodplain regulation programs were cut by 50% and the mandate of Conservation Authorities became a topic of debate.



2020 Chair, Joe Faas (left) and Larry Gordon, 2020 Vice-Chair (right)

Regardless, the SCRCA celebrated many accomplishments in 2019 including:

- Securing \$8 million to support shoreline protection projects along Lake Huron and the St. Clair River;
- Planting of over 68,000 trees;
- The initiation of the Detailed Engineering and Design Plan phase for management of the remaining areas of contaminated sediment in the St. Clair River;
- The release of almost 800 turtle hatchlings into the Sydenham River, and;
- The participation of over 12,000 students in the SCRCA's Conservation Education programs.

Three Conservation Awards were presented to deserving community members who have significantly contributed to the environmental health of the St. Clair Region.

Al and Lisa Nogueira are private landowners who were recognized for the stewardship work they have implemented on their property located along the north branch of the Sydenham River. Since 2007, 6,000 trees have been planted on their property. In addition, Al and Lisa have incorporated Phragmites control practices to eradicate current infestations on their land and prevent the re-establishment of this invasive grass.



Samuel Somerville receives his Conservation Award from Vice-Chair Larry Gordon.

Samuel Somerville and Austen Wong were recognized for their volunteer work during the summer of 2019. Samuel and Austen donated their time this past summer to assist the Biology department with their fish and turtle monitoring programs. In addition, both men helped complete data entry and organized outreach events.

Joe Faas, representing the Regional Municipality of Chatham-Kent was re-elected Chair of the SCRCA while Larry Gordon, who represents the Village of Point Edward was re-elected Vice-Chair.

Soil Health Day

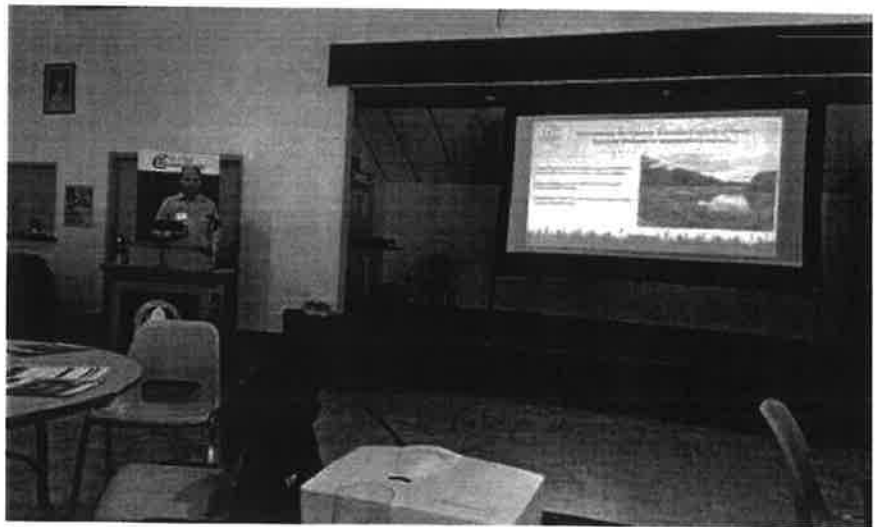
The second Soil Health Day conference was held at the Brooke-Alvinston-Inwood Community Centre on February 12th. Funded through the Canadian Nature Fund administered by the Department of Fisheries and Oceans Canada, the event focused on the current action plans for phosphorus load reductions in the Lake Erie watershed. Other topics included the conservation and protection of the biological diversity of the Sydenham River watershed.

Nearly 100 farmers, agricultural industry, municipal, government and conservation representatives were in attendance for the one-day event. Local, national and international speakers presented their research related to phosphorus modelling, phosphorus reducing best management practices (BMPs), soil health and carbon sequestration.



Steve Groff, Cover Crop Coach and Founder of the Pennsylvania based organization, Cover Crop Coaching and Cover Crop Innovators, joined via video conference to present his research related to cover crops, planting green and the importance of improving soil health.

Bryan Page, Research Biologist at Ducks Unlimited Canada (DUC) shared the results of DUC's one-year study investigating the role of newly restored wetlands on phosphorus retention.



SCRCA staff also organized two workshops earlier in the year. The Wetland and Phosphorus Workshop was held at the SCRCA administration office on January 14th and the Nutrient Management Workshop was held on January 22nd at the Brooke-Alvinston-Inwood Community Centre. The two workshops attracted 33 and 25 participants, respectively.

Supporting Conservation Education



Each March, our educators offer a Spring Water Awareness Program (SWAP) that teaches children about the hazards of spring floodwaters and the importance of avoiding these dangerous situations. For the second year, our 2020 programming was made available free-of-charge to local schools thanks to a generous donation by Plains Midstream Canada (from left to right: Ian Forster, Community Relations Advisor for Plains Midstream Canada; Sharon Nethercott, SCRCA Conservation Education Coordinator; Brian McDougall, SCRCA General Manager).



The Lambton Upland Game Bird club has once again provided a generous donation to support SCRCA conservation education programs. The funds will go towards trail upgrades at the Lorne C. Henderson Conservation Area to keep students, teachers and staff safe while exploring the natural world. The SCRCA is very appreciative of their continued support.

Operation of the W. Darcy McKeough Floodway – March 29, 2020

On March 29th, the W. Darcy McKeough Floodway was put into operation for the third time since late October 2019. Sustained strong wind gusts and high rainfall caused water levels in Wallaceburg to overflow the streambank and move into the surrounding floodplain. In response the McKeough floodgates were closed. The gates remained closed until the following morning.



PC - Sharon Nethercott

Next Conservation Authority Board Meeting

Thursday, April 16, 2020 10:00 am

(Subject to change due to the COVID-19 pandemic)

St. Clair Region Conservation Authority
205 Mill Pond Crescent Strathroy, ON N7G 3P9

p. 519-245-3710, f. 519-245-3348

stclair@scrca.on.ca

scrca.on.ca

member of





TREASURER'S STAFF REPORT

Report to: Mayor Ferguson and Members of Council
 From: Stephen Ikert, Treasurer
 Date: April 23, 2020
 Subject: Year-to-Date (to March 31) Budget to Actual Comparisons

RECOMENDATION

That Council receive and file Year-to-Date (to March 31) Budget to Actual Comparisons

BACKGROUND

Regular reporting and comparison of budget to actual results and analysis allows Management and Council to:

- Track revenues and expenditures to date and ensure that it has the necessary funds for operations and any planned capital expenditures.
- Improve the accuracy of the budgeting process, as management and council will have a better understanding of variances and their causes.
- Exercise more effective cost control by routinely assessing actual results against the budget.

ANALYSIS

- The year-to-date budget to actual results to March 31, 2020 are attached.
- Council is encouraged to review the year-to-date results.
- In general, there are no unexplained variances that require action.
- Since the budget was just approved this past month there are few capital expenditures to date.

CONCLUSION

- The report is provided for information purposes only.
- No further action is required at this time.
- Should you have any questions, please do not hesitate to contact me or any department head.

MUNICIPALITY OF BROOKE-ALVINSTON

2020 Budget to Actual Comparison

To March 31, 2020

ALL DEPARTMENTS

EXPENDITURES

GENERAL GOVERNMENT

		OPERATING				CAPITAL				TOTAL							
		2020 Total Budget	2020 YTD Budget	2020 YTD Actual	YTD Under / (Over)	!	2020 Total Budget	2020 YTD Budget	2020 YTD Actual	YTD Under / (Over)	!	2020 Total Budget	2020 YTD Budget	2020 YTD Actual	YTD Under / (Over)	!	% of Total budget Used
		(1)	(2)	(3)	(4)		(5)	(6)	(7)	(8)		(9)	(10)	(11)	(12)		(13)
ALL DEPARTMENTS																	
EXPENDITURES																	
GENERAL GOVERNMENT																	
1	COUNCIL	55,160	16,415	13,330	3,085				-			55,160	16,415	13,330	3,085		24.2%
2	COUNCIL SUPPORT	170,250	46,849	48,906	(2,057)				-			170,250	46,849	48,906	(2,057)		28.7%
3	ADMINISTRATION	325,123	117,467	118,936	(1,469)		38,000	-	-			363,123	117,467	118,936	(1,469)		32.8%
		550,533	180,731	181,172	(441)		38,000	-	-			588,533	180,731	181,172	(441)		30.8%

PROTECTION

4	FIRE - ALVINSTON	210,124	47,761	37,019	10,742		32,000	-	365	(365)		242,124	47,761	37,384	10,377		15.4%
5	FIRE - INWOOD	103,575	34,156	26,401	7,755		15,500	5,000	5,265	(265)		119,075	39,156	31,667	7,489		26.6%
6	FIRE - WATFORD	4,627	3,427	3,427	-							4,627	3,427	3,427	-		74.1%
7	FIRE CHIEF & INSPECTOR	82,549	16,305	15,662	643							82,549	16,305	15,662	643		19.0%
8	POLICE	408,226	102,057	102,057	0							408,226	102,057	102,057	0		25.0%
9	CONSERVATION AUTHORITY	23,191	18,662	18,662	-							23,191	18,662	18,662	-		80.5%
10	INSPECTIONS & CONTROL	47,825	10,650	9,451	1,199							47,825	10,650	9,451	1,199		19.8%
11	EMERGENCY MEASURES	4,100	1,000	810	190							4,100	1,000	810	190		19.8%
		884,217	234,018	213,489	20,528		47,500	5,000	5,630	(630)		931,717	239,018	219,120	19,898		23.5%

TRANSPORTATION SERVICES

12	ROADS - MATERIALS & SERVICES	634,250	4,010	3,800	210		1,126,000	-	-			1,760,250	4,010	3,800	210		0.2%
13	PUBLIC WORKS OVERHEAD	581,009	189,036	189,616	(580)							581,009	189,036	189,616	(580)		32.6%
14	VEHICLES & EQUIP	154,100	36,335	24,601	11,734		375,000	-	-			529,100	36,335	24,601	11,734		4.6%
15	SNOW REMOVAL	35,000	8,500	7,081	1,419							35,000	8,500	7,081	1,419		20.2%
16	STREET LIGHTS - ALVINSTON	14,500	3,250	1,402	1,848							14,500	3,250	1,402	1,848		9.7%
17	STREET LIGHTS - INWOOD	6,750	1,500	898	602							6,750	1,500	898	602		13.3%
		1,425,609	242,631	227,398	15,233		1,501,000	-	-	-		2,926,609	242,631	227,398	15,233		7.8%

ENVIRONMENTAL

18	STORM SEWER	68,252	-	-	-							68,252	-	-	-		0.0%
19	WASTE COLLECTION/DISPOSAL	81,537	18,509	18,509	0							81,537	18,509	18,509	0		22.7%
20	RECYCLING	77,999	19,500	19,500	0							77,999	19,500	19,500	0		25.0%
		227,788	38,009	38,009	0		-	-	-	-		227,788	38,009	38,009	0		16.7%

HEALTH

21	HOSPITAL/CEMETERIES - DONATIONS	850	-	-	-							850	-	-	-		0.0%
22	CEMETERY OPERATIONS	85,393	-	-	-							85,393	-	-	-		0.0%
		86,243	-	-	-		-	-	-	-		86,243	-	-	-		0.0%

MUNICIPALITY OF BROOKE-ALVINSTON

2020 Budget to Actual Comparison

To March 31, 2020

RECREATION AND CULTURAL

	2020 Total Budget	2020 YTD Budget	2020 YTD Actual	YTD Under / (Over)	!	2020 Total Budget	2020 YTD Budget	2020 YTD Actual	YTD Under / (Over)	!	2020 Total Budget	2020 YTD Budget	2020 YTD Actual	YTD Under / (Over)	!	% of Toal budget Used
	(1)	(2)	(3)	(4)		(5)	(6)	(7)	(8)		(9)	(10)	(11)	(12)		(13)
23 REC & CANADA DAY	18,250	-	-	-		110,000	-	-	-		128,250	-	-	-		0.0%
24 COMMUNITY CENTER - ARENA	435,133	150,140	133,532	16,608		145,000	5,000	4,975	25		580,133	155,140	138,507	16,633		23.9%
25 COMMUNITY CENTER - CONCESSION	2,000	1,000	962	38					-		2,000	1,000	962	38		48.1%
26 INWOOD REC	6,106	1,919	1,450	469		-	-	-	-		6,106	1,919	1,450	469		23.7%
27 LIBRARY - ALVINSTON	7,315	2,885	2,332	553		-	-	-	-		7,315	2,885	2,332	553		31.9%
28 LIBRARY - INWOOD	5,273	1,453	1,001	452		-	-	-	-		5,273	1,453	1,001	452		19.0%
	474,077	157,397	139,277	18,120		255,000	5,000	4,975	25		729,077	162,397	144,252	18,145		19.8%

PLANNING AND DEVELOPMENT

29 PLANNING & ZONING	5,750	550	538	12					-		5,750	550	538	12		9.4%
30 COMMERCIAL INDUSTRIAL	12,500	825	640	185		-	-	-	-		12,500	825	640	185		5.1%
31 POST OFFICE	46,200	11,550	13,846	(2,296)					-		46,200	11,550	13,846	(2,296)		30.0%
32 AGRICULTURE & REFORESTATION	21,300	8,500	3,091	5,409					-		21,300	8,500	3,091	5,409		14.5%
33 MUNICIPAL DRAIN LOANS	1,250	-	-	-					-		1,250	-	-	-		0.0%
34 MUNICIPAL DRAIN WORK	640,000	-	5,448	(5,448)					-		640,000	-	5,448	(5,448)		0.9%
35 TILE DRAIN LOANS	12,000	-	5,217	(5,217)					-		12,000	-	5,217	(5,217)		43.5%
	739,000	21,425	28,781	(7,356)		-	-	-	-		739,000	21,425	28,781	(7,356)		3.9%

OTHER/RESERVES

36 RESERVES	203,000	203,000	-	203,000					-		203,000	203,000	-	203,000		0.0%
37 RESERVE FUNDS	-	-	-	-					-		-	-	-	-		-
	203,000	203,000	-	203,000		-	-	-	-		203,000	203,000	-	203,000		0.0%

38 TOTAL EXPENDITURES

	4,590,467	1,077,211	828,127	249,084		1,841,500	10,000	10,605	(605)		6,431,967	1,087,211	838,733	248,478		13.0%
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MUNICIPALITY OF BROOKE-ALVINSTON

2020 Budget to Actual Comparison

To March 31, 2020

REVENUES

FEES AND CHARGES

		OPERATING				CAPITAL				TOTAL							
		2020 Total Budget	2020 YTD Budget	2020 YTD Actual	YTD Under / (Over)	!	2020 Total Budget	2020 YTD Budget	2020 YTD Actual	YTD Under / (Over)	!	2020 Total Budget	2020 YTD Budget	2020 YTD Actual	YTD Under / (Over)	!	% of Toal budget Used
		(1)	(2)	(3)	(4)		(5)	(6)	(7)	(8)		(9)	(10)	(11)	(12)		(13)
39	GENERAL GOVERNMENT	(14,050)	(2,550)	(2,520)	30		-	-	-	-		(14,050)	(2,550)	(2,520)	30		17.9%
40	FIRE & EMERGENCY	-	-	-	-							-	-	-	-		0.0%
41	PROPERTY INSPECTION & CONTROL	(43,000)	-	(294)	(294)							(43,000)	-	(294)	(294)		0.7%
42	TRANSPORTATION	(2,500)	-	-	-							(2,500)	-	-	-		0.0%
43	WASTE COLLECTION & RECYCLYING	-	-	-	-							-	-	-	-		0.0%
44	CEMETERY	(85,393)	-	-	-							(85,393)	-	-	-		0.0%
45	COMMUNITY CENTER - ALVINSTON	(155,500)	(68,975)	(70,426)	(1,451)							(155,500)	(68,975)	(70,426)	(1,451)		45.3%
46	COMMUNITY CENTER - CONCESSION	(2,600)	(1,300)	(1,211)	89							(2,600)	(1,300)	(1,211)	89		46.6%
47	COMMUNITY CENTER - INWOOD	(500)	-	-	-							(500)	-	-	-		0.0%
48	CANADA DAY	(13,250)	-	-	-							(13,250)	-	-	-		0.0%
49	PLANNING FEES	(7,250)	(4,300)	(4,300)	-							(7,250)	(4,300)	(4,300)	-		59.3%
50	HANGING BASKETS/COMMUNITY GROUP	(2,520)	-	-	-							(2,520)	-	-	-		0.0%
51	POST OFFICE	(60,000)	(15,000)	(16,729)	(1,729)							(60,000)	(15,000)	(16,729)	(1,729)		27.9%
52	AGRICULTURE & REFORESTATION	(3,500)	(3,500)	(2,054)	1,447							(3,500)	(3,500)	(2,054)	1,447		58.7%
53	MUNICIPAL DRAIN BILLINGS	(450,000)	-	-	-							(450,000)	-	-	-		0.0%
54	TILE DRAIN LOANS	(12,000)	-	-	-							(12,000)	-	-	-		0.0%
		(852,063)	(95,625)	(97,533)	(1,908)		-	-	-	-		(852,063)	(95,625)	(97,533)	(1,908)		11.4%
MUNICIPAL																	
55	ALVINSTON FIRE	(45,016)	-	-	-		(5,920)	-	-	-		(50,936)	-	-	-		0.0%
56	INWOOD FIRE	(12,322)	-	-	-		(1,860)	-	-	-		(14,182)	-	-	-		0.0%
57	COUNTY POLICING & OTHER GRANTS	(11,910)	(11,910)	(11,910)	-		-	-	-	-		(11,910)	(11,910)	(11,910)	-		100.0%
58	DONATIONS	-	-	(600)	(600)		(15,000)	-	-	-		(15,000)	-	(600)	(600)		0.0%
		(69,248)	(11,910)	(12,510)	(600)		(22,780)	-	-	-		(92,028)	(11,910)	(12,510)	(600)		13.6%
ONTARIO																	
59	OCIF				-		(273,968)	-	(137,421)	(137,421)		(273,968)	-	(137,421)	(137,421)		50.2%
60	EFFICIENCY FUNDING				-		(122,299)	-	-	-		(122,299)	-	-	-		0.0%
61	OMRFA DRAIN SUPERINTENDENT	(7,500)	-	-	-							(7,500)	-	-	-		0.0%
62	OMAFRA - DRAIN SUBSIDIES	(190,000)	-	-	-							(190,000)	-	-	-		0.0%
63	OMPF	(678,100)	(169,525)	(169,525)	-							(678,100)	(169,525)	(169,525)	-		25.0%
		(875,600)	(169,525)	(169,525)	-		(396,267)	-	(137,421)	(137,421)		(1,271,867)	(169,525)	(306,946)	(137,421)		24.1%

MUNICIPALITY OF BROOKE-ALVINSTON

2020 Budget to Actual Comparison

To March 31, 2020

		OPERATING				CAPITAL				TOTAL				
		2020 Total Budget	2020 YTD Budget	2020 YTD Actual	YTD Under / (Over)	2020 Total Budget	2020 YTD Budget	2020 YTD Actual	YTD Under / (Over)	2020 Total Budget	2020 YTD Budget	2020 YTD Actual	YTD Under / (Over)	% of Toal budget Used
		(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
CANADA														
64	CANADA - ACCESSIBILITY				-	(9,392)	-	-	-	(9,392)	-	-	-	0.0%
65	FEDERAL GAS TAX				-	(228,949)	-	-	-	(228,949)	-	-	-	0.0%
66	FEDERAL CANADA DAY	(5,000)	-	-	-				-	(5,000)	-	-	-	0.0%
		(5,000)	-	-	-	(238,341)	-	-	-	(243,341)	-	-	-	0.0%
67	LICENCES, PERMITS, RENTS	(16,083)	(3,971)	(3,473)	498				-	(16,083)	(3,971)	(3,473)	498	21.6%
68	FINES AND PENALTIES	(45,000)	(13,500)	(11,514)	1,986				-	(45,000)	(13,500)	(11,514)	1,986	25.6%
69	OTHER REVENUES	(45,500)	(19,150)	(20,834)	(1,684)				-	(45,500)	(19,150)	(20,834)	(1,684)	45.8%
AREA RATINGS														
70	ALVINSTON AREA RATING	(44,202)	-	-	-				-	(44,202)	-	-	-	0.0%
71	INWOOD AREA RATING	(14,474)	-	-	-				-	(14,474)	-	-	-	0.0%
		(58,676)	-	-	-	-	-	-	-	(58,676)	-	-	-	0.0%
RESERVES/RESERVE FUNDS/FINANCING														
72	RESERVES	-	-	-	-	(887,000)	-	-	-	(887,000)	-	-	-	0.0%
73	FINANCING -OTHER													
		-	-	-	-	(887,000)	-	-	-	(887,000)	-	-	-	0.0%
TAXATION														
74	GENERAL TAXATION	(2,951,195)	-	-	-				-	(2,951,409)	-	-	-	0.0%
75	ADJUSTMENTS/WRITE-OFFS	50,500	-	(37,043)	(37,043)				-	50,500	-	(37,043)	(37,043)	-73.4%
76	SUPPLEMENTAL	(5,000)	-	-	-				-	(5,000)	-	-	-	0.0%
77	UTILITY TRANSMISSION	(14,500)	-	-	-				-	(14,500)	-	-	-	0.0%
		(2,920,195)	-	(37,043)	(37,043)	-	-	-	-	(2,920,409)	-	(37,043)	(37,043)	1.3%
78	TOTAL REVENUES	(4,887,365)	(313,681)	(352,431)	(38,750)	(1,544,388)	-	(137,421)	(137,421)	(6,431,968)	(313,681)	(489,852)	(176,171)	7.6%
79	NET EXPENDITURES OVER REVENUE	(296,898)	763,530	475,696	287,834	297,112	10,000	(126,816)	136,816	(0)	773,530	348,881	424,650	

MUNICIPALITY OF BROOKE-ALVINSTON

2020 Budget to Actual Comparison

To March 31, 2020

WATER & SEWER

REVENUE

		OPERATING				CAPITAL				TOTAL				
		2020 Total Budget	2020 YTD Budget	2020 YTD Actual	YTD Under / (Over)	2020 Total Budget	2020 YTD Budget	2020 YTD Actual	YTD Under / (Over)	2020 Total Budget	2020 YTD Budget	2020 YTD Actual	YTD Under / (Over)	% of Toal budget Used
		(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
1	ONTARIO - GRANTS				-	(75,116)	-	-	-	(75,116)	-	-	-	0.0%
2	FEDERAL - GRANTS				-	-	-	-	-	-	-	-	-	0.0%
3	RESERVES				-	-	-	-	-	-	-	-	-	0.0%
4	RESERVE FUNDS				-	(72,577)	-	-	-	(72,577)	-	-	-	0.0%
5	WASTE WATER - ALVINSTON	(202,500)	(33,267)	(34,271)	(1,004)				-	(202,500)	(33,267)	(34,271)	(1,004)	16.9%
6	ALVINSTON OTHER SEWER CHGS	(5,933)	-	-	-				-	(5,933)	-	-	-	0.0%
7	WASTE WATER - INWOOD	(58,950)	-	-	-				-	(58,950)	-	-	-	0.0%
8	INWOOD SEWER CAPITAL & CONNECTION	(62,974)	-	-	-				-	(62,974)	-	-	-	0.0%
9	WATER - ALVINSTON	(332,380)	(55,480)	(55,200)	280				-	(332,380)	(55,480)	(55,200)	280	16.6%
10	WATER - ALVINSTON - OTHER CHGS	-	-	-	-				-	-	-	-	-	0.0%
TOTAL WATER & SEWER REVENUES		(662,737)	(88,747)	(89,471)	(724)	(147,693)	-	-	-	(810,430)	(88,747)	(89,471)	(724)	11.04%

EXPENDITURES

11	WASTE WATER - ALVINSTON	170,832	52,514	49,483	3,031	110,000	-	-	-	280,832	52,514	49,483	3,031	17.6%
12	WASTE WATER - INWOOD	119,386	40,134	38,721	1,413	-	-	-	-	119,386	40,134	38,721	1,413	32.4%
13	WATER - ALVINSTON	305,949	116,126	56,568	59,557	75,116	7,715	7,715	-	381,065	123,841	64,283	59,557	16.9%
14	RESERVE FUND	29,148	-	-	-				-	29,148	-	-	-	0.0%
TOTAL WATER & SEWER EXPENDITURES		625,315	208,773	144,772	64,001	185,116	7,715	7,715	-	810,430	216,488	152,487	64,001	18.82%
NET WATER & SEWER EXPENDITURES		(37,423)	120,027	55,302	64,725	37,423	7,715	7,715	-	-	127,741	63,016	64,725	



**CLERK ADMINISTRATOR
STAFF REPORT
Impacts of COVID-19 Update Report**

Report to: Mayor Ferguson and Members of Council
From: Janet Denkers
Date: April 23, 2020

Recommendation: That Council receive and file the Impacts of COVID-19 Update Report dated April 23, 2020.

Background:

A number of measures have been implemented to address legislative, safe working conditions, and operational requirements throughout the Municipality as a result of the COVID-19 pandemic. This report outlines service impacts or alterations within the Municipality. The purpose of this report is to update Council on the status of and to update on the impacts of the COVID-19 pandemic on service delivery.

Administration

The full complement of administration staff are working. Accommodations have been made for staff members to work remotely, when practical, to help maintain physical distancing in office environments. The Office is closed to the public however one manager, one support staff are working in the office during business hours. Communication with remote staff is ongoing via email, telephone, and weekly zoom meetings. Overall, the change to remote work has been successful and productive.

Administration has implemented gradual operational changes to accommodate COVID-19 precautions within the working environment. In general, these measures have allowed service delivery to continue without significant disruption.

Financial Implications:

The Municipality was fortunate in recent months to receive efficiency funding which was utilized in upgrades to staff computers. The purchase of laptops for Managers has proven to be a worthwhile purchase as the laptops are now utilized by staff working remotely. In addition, one laptop was purchased for use by the Deputy Treasurer in working remotely. It is anticipated that this cost will be recouped under the Emergency and Management Act once the Emergency declaration is over.

Revenue is also being lost on upstairs EarlyON rent and reduced investment income is expected due to reduced interest rates by the Bank of Canada.

Service Delivery Procedures during COVID-19:

- i) The foyer doors entering the office are locked and residents are not allowed entry into the office; staff interact with residents through the glass doorway; only one resident allowed in the vestibule at a time with consideration to ATM users as well.
- ii) Payments - payments are accepted: online, drop box, telephone, mail and accepted at the door if needed (cheques must be made out and totalled); penalty & interest on taxes and accounts receivable waived for the months of April and May 2020.
- iii) Canada Post is now using "Drop and Knock" parcel delivery method which is appreciated and limits interaction; Canada Post Counter still accepts outgoing parcels and letter mail.
- iv) Lottery license issuance has decreased with many events being cancelled; Marriage licenses are only issued within one week of wedding as directed by the Division Registrar office; dog tags will be issued as in previous years with the recent cancellation of the Rabies Clinic.
- v) Planning Applications– Our County Planner continues to provide service to the municipality. Provincial Orders under the EMCPA have suspended appeal periods for Planning Act matters and granted discretionary approval timelines, retroactive to March 16, 2020.

Ontario Regulation 149/20 came into force on April 15th and was issued specifically to deal with various periods of time under the Planning Act during COVID-19 emergency. Statutory limitation periods under the Planning Act are now suspended for the duration of the COVID-19 emergency by virtue of O.Reg 149/20. The Municipality has one application affected by this and new notices of decision will need to be mailed upon the end of the emergency period.

The Clerk Administrator and Planner are looking into applications received that are considered an urgent matter (eg. sale pending). Should meetings occur during the pandemic, they will be held electronically. The Procedural By-law may need to be amended again to allow for this. A further report will be provided at the next Council meeting upon further research and consultation.

- vi) Building Permits are all forwarded to the County for review and issuance if deemed an essential build at this time.
- vii) Property Standards complaints are addressed through the County of Lambton by written correspondence or appropriate social distancing. Inspections on violations to the pool fence by-law resulted in approximately 10 violations in the community with letters being sent from this office for compliance. Permits will be issued for pool fences as they are considered a safety issue.

- viii) Drainage – onsite meetings have been suspended at this time; monitoring and reports of various drainage work continues, and those issues deemed essential will be looked at further to prevent any issues with farming.
- ix) Administration continues to work with outside contracts including legal teams, corporate agreements, and contractors through various medias.

Public Works

The Public Works Department is operating with a full complement of Full Time staff. They are proceeding with the capital road and bridge projects identified in the approved 2020 Budget.

Public access to Public Work facilities is restricted to scheduled appointments only; and public interaction and meetings are only being carried out if they can be done so in a COVID-19 safe environment.

Work on non-critical infrastructure may be postponed to comply with the April 4, 2020 Provincial Order in Council. Maintenance activities continue to operate using physical distancing in the workplace.

Staff are working with the “one man to one equipment” protocol. Increased wiping of surfaces in the equipment and sanitizing procedures are in place.

In most areas, service delivery within the Public Works Department has been minimally impacted from an end-user perspective.

Financial Implications

Significant Departmental budget impacts as a result of COVID-19 have not been observed to date. Any additional costs associated with COVID-19 are being tracked for future reporting purposes. Changes to Provincial restrictions, construction activity, enforcement demand, and staffing availability could influence future budget impacts.

Parks & Recreation

The BAICCC was closed mid-March; the three municipally owned parks, dog park and skateboard park were subsequently closed on March 31, 2020.

The residents of Brooke-Alvinston have been very co-operative of this and we have had no significant issues with the closures – COVID-19 is understood in this community and everyone is working together.

Two Full Time staff have been disinfecting, cleaning, painting and providing maintenance as needed during the closure of the BAICCC. Efforts will be moved to grass and garden upkeep in the coming weeks. It is unfortunate, at this time, that employment is only limited to Full Time staff in the Parks & Recreation Department. Summer student applications have further been placed on hold during the pandemic.

Financial Implications

- Rentals of the Community Centre are continually being cancelled while restrictions are in place and full refunds are being issued on all contracts; we continue to offer later in the year bookings as an option.
- It is unknown if various festivals, including Canada Day celebrations, will be suspended; requests for donations are being delayed at this time.
- Alvinston Minor Ball games and schedules, along with the Aces and Jr. Aces, are an unknown at this time and when and if the season may open.
- Hanging basket sponsorship has been tremendous during this time and that program will continue.
- The hiring of a new Parks & Recreation Supervisor has been suspended temporarily; The PW Manager and Administrator will be reporting to Council at a later time on methods to fill this position.

Brooke Fire Rescue

The Fire Chief continues to keep the safety of BFR paramount and has issued various protocols in dealing with the calls they receive.

Training has continued in a unique and electronic format using zoom.

Financial Implications:

PPE has been the most significant cost associated with COVID-19

Summary of Lost revenue during pandemic

- i) BAICCC revenue from rentals to date (ice, rooms & grounds)
-estimated \$24,000**
- ii) Administration building loss of revenue from EarlyON
-estimated \$1,000**
- iii) Penalty & Interest income for April and May
– estimated \$10,000**
- iv) Investment Income on Reserves
– estimated \$10,000**



PUBLIC WORKS MANAGER STAFF REPORT

Report to: Mayor Ferguson and Members of Council
 From: Randy Hills
 Date: April 23, 2020

Recommendation: That Council receive and file the report dated April 23, 2020 regarding the crushing of concrete.

Background:

At the January 23, 2020 meeting of Council, the following resolution was duly moved and seconded:

Councillor Jamie Armstrong made a motion that the Public Works Manager be approved to continue with the crushing of concrete at the works yard on Brooke Line; and that should there be a need for cleaning at the adjacent neighbour's property, that the neighbour be reimbursed up to \$2,000. Councillor Wayne Deans seconded the motion. Carried unanimously

Comments:

Schouten Excavating is able to begin the crushing of concrete at the Public Works Yard located on Brooke Line on April 28th pending weather conditions. Schouten Excavating has a license issued by the Province to undergo the crushing of concrete and has experience in crushing concrete in large urban centres including the former Sarnia General Hospital site. He has not encountered any issues with dust control to date.

The crushing of concrete is deemed an essential service at this time and the material will be used in the Lorne Street project and Hilly Road crossing which are currently in progress.

I have provided notice to the neighbouring property owner(s) and will be monitoring the site consistently throughout the crushing stages as will the contractor.

An inspection from a third party will be completed on the Gray residence before the crushing begins and communication will continue daily throughout the process. Should any residue from the crushing be noted, the crushing will cease. Wind weather will also be monitored. Mr. Gray has been provided with the Ministry of the Environment phone number should he wish to consult the process with them.

Financial Considerations: The net value of the crushed concrete after crushing is approximately \$5.50 / tonne + HST

Relationship to Strategic Plan: This process is recognized by the Province and promotes fiscal responsibility and good environmental practices.

Parks & Recreation Advisory Committee (PARC) Meeting

Wednesday, March 11, 2020

Members present: Randy Hills, Brad MacKenzie, Adam MacKellar, Christa Sawyer, Steve Sanders, Dan Cumming, Kim Lee, Jim Annett, Brad Goss,

Regrets: Mark McNally, Hannah Symington

Meeting Called to Order by Randy Hills at 7:00pm

Steve Sanders motioned to approve the minutes, Adam MacKellar seconded, all in favour; motion passed

Current Projects

Clubs are to provide their requested 2020/21 black out dates as soon as possible. Season length will be reviewed after the 2019/20 season is complete to verify if it is viable to have the ice in an extra week to accommodate the carnival being held outside of the regular season. It may be possible for the carnival to be held on the last Sunday of March if the Synchro Provincial Competition is held earlier in the season.

Budget has been presented to council but has not yet been approved. Items submitted to Council for the Budget include: continuation of the newly installed soft flooring to extend in to the Lobby area, a new heating mixing valve to address the temperature issues in the dressing room showers, auditorium remodel; nothing specific but does include re-sanding the floor and covering the murals, new lighting in the dressing rooms, addressing the drainage issue for the flooring outside of the Olympia room extending to the ice surface, replacement of the floor scrubber and the upgrade of the sound system to be wireless.

The Optimist has approved funding of \$5000 to address the issues with the spiderweb climber in the playground.

Money has been set aside for the pavilion project from both the Optimist and the Municipality. Grants that have been applied for have not been approved at this time and work must not be tendered until the approval has been given to avoid the risk of losing the Grant. An information night will be announced so that service groups and the public can be notified of the status of the project.

The Ref room bench has been addressed.

New Bases are being ordered in preparation for the Baseball season.

The grant for the paving of Shiloh Line to include a paved path from Campbell's Park to Forest Road has been approved. Tying in a trail system into town and around the arena will be reviewed.

4) new business

The Committee recommends to council that the tractor pull lane be blocked off from traffic.

Referees are not supposed to be moving the hockey nets. The Committee recommends to Council that consideration be given to creating a student position to move the nets at the games and be available to complete other tasks during the season.

Brad Goss proposed having a town-wide cleanup to coincide with Big Garbage Day on April 18 and Earth Day is April 22. No clubs are confident to organize their groups due to liability and safety.

Mighty Mite day was busy for the canteen as there were no restaurants open in town as it was Family Day. Dwayne Ayris has asked if he could use an extra fryer for that day. After consulting Gerber Electric, it was determined that it would require extra ventilation and Engineer Approval to accommodate an extra fryer. Adam will work with Dwayne to come up with a better solution for Mighty Mite Day next year up to and including sharing the auditorium kitchen. Randy is working on additional storage for the canteen.

Wall space in the Lobby is becoming crowded. Christa has suggested that this year's winning ELMHA teams should consider taking smaller pictures.

The Committee recommends to council that the railings be moved out to extend to the edge of the viewing area on the west end of the stands. It is also recommended that consideration be given to a better use of that space and perhaps access from the upper floor.

It is requested that staffing be addressed for the Canada Day Celebration as 2 staff members are required to support activities both in and outside of the arena.

Meeting adjourned by Dan Cumming, seconded by Adam MacKellar

Date of Next meeting: Tuesday, June 23rd, 2020 7pm

THE MUNICIPALITY OF BROOKE-ALVINSTON

BY-LAW NUMBER 17 OF 2020

“A By-Law to Amend By-Law Number 4 of 2020”

(Re: 2020 Penalty and Interest By-law)

WHEREAS it is deemed expedient that the Corporation of the Municipality of Brooke-Alvinston amend By-Law Number 4 of 2020 of the Municipality of Brooke-Alvinston, being “A By-Law to Provide for the levy of interest and penalty on unpaid taxes for the Year 2020 for the Municipality of Brooke-Alvinston”, and temporarily suspend the application of both penalty and interest;

NOW THEREFORE the Council of the Corporation of the Municipality of Brooke-Alvinston hereby enacts as follows:

- 1. That Section 4 of By-Law 4 of 2020 of the Municipality of Brooke-Alvinston is repealed and the following is substituted therefor:

“4. The percentage charge as a penalty for non-payment of current taxes shall be imposed on the first day of default and on the first day of each calendar month thereafter in which default continues, except for the months of April and May 2020.”

- 2. That Section 5 of By-Law 4 of 2020 of the Municipality of Brooke-Alvinston is repealed and the following is substituted therefor:

“5. The Treasurer shall add to the amount of all tax arrears due and unpaid, interest as specified in Section 3 of this By-Law at the rate of 1.25% per for each month or fraction thereof from the day the By-Law takes effect, except for the months of April and May 2020.”

READ A FIRST AND SECOND TIME THIS 23rd DAY OF APRIL, 2020.

READ A THIRD TIME AND FINALLY PASSED THIS 23rd DAY OF APRIL, 2020.

Dave Ferguson, Mayor

Janet Denkers, Clerk Administrator