



AGENDA

Council Meeting

4:00 PM - Thursday, January 14, 2021

Virtual - Zoom Technology

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9. NEW BUSINESS

9.1.	Public Works Manager's Report: Verbal-Replacement Pick Up Truck	
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10. CLOSED SESSION

10.1.	Personnel Matters about an identifiable individual(s)	
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11. RISE AND REPORT

12. BY-LAW CONFIRMING PROCEEDINGS

12.1. Proposed By-law 5 of 2021: Confirming By-law

13. ADJOURNMENT



MINUTES

Council Meeting

4:00 PM - Thursday, December 10, 2020

Virtual - Zoom Technology

The Council of the Brooke-Alvinston was called to order on Thursday, December 10, 2020, at 4:00 PM, in the Virtual - Zoom Technology, 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 Steve Knight and Administrative Assistant Darlene Paolucci

1 CALL TO ORDER

The Mayor called the meeting to order at 4:00 p.m.

2 DISCLOSURE OF PECUNIARY INTEREST

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

3 MINUTES

a) Regular Council Meeting Minutes of November 26, 2020

RESOLUTION-2020-364

Deputy Mayor Frank Nemcek made a motion that the minutes of November 26, 2020 be approved as presented with no additions or deletions. Councillor Jeannette Douglas seconded the motion.

Carried

4 BUSINESS ARISING FROM THE MINUTES

There was no business arising from the minutes discussed.

5 DELEGATIONS & TIMED EVENTS

a) 4:02 p.m. Zoning Amendment: 8075 Railroad Street, Alvinston

The Mayor called the Public Hearing to consider Zoning Amendment application Z02-20 to order at 4:02 p.m.

The Clerk Administrator noted the notice procedures of the application and noted comments on the application received from: Edgar & Arlene Brown, Mike Welburn and Kathleen Scott.

The Planner reviewed his submitted report and noted that the report from Golder Associates from 2008 addressed any environmental concerns at that time and that all concerns were addressed.

RESOLUTION-2020-365

Deputy Mayor Frank Nemcek made a motion that the Council of the Municipality of Brooke-Alvinston approve zoning application Z02-2020; and that the authorizing By-law be presented for approval later in the meeting. Councillor Jeannette Douglas seconded the motion.

Carried

- b) 4:07 p.m. Inspector Chris Avery & Officer Gord Keen - OPP
ATV (email to confirm and Amanda emails)

Officers Gord Keen and Ross Stuart attended the virtual Council meeting to provide an analysis and impacts of ATV / ORV's on municipal highways. Effective January 1, 2021, should a municipality listed in Ontario Highway Traffic Act & Regulation 316/03 not pass a restricting by-law, all ATV/ORV's will be permitted.

RESOLUTION-2020-366

Deputy Mayor Frank Nemcek made a motion that ATV/ORV's be allowed on municipal roads, excluding the roads in the Villages of Alvinston and Inwood from sunrise to sunset and that a by-law be prepared for consideration at the next session of Council. Councillor Jeannette Douglas seconded the motion.

Carried

- c) 4:20 p.m. LGPSB Member: Shirley Durance

Direction requested: Recovery of 2021 Policing contract (\$15k, \$20k, 25k) - discussed at Nov. 26, 2020 meeting

LGPSB Member Shirley Durance attended the Council meeting to provide an overview of the recovery of the 2021 policing contract request. It was noted that a Mayor's meeting on the topic may be held in the future.

RESOLUTION-2020-367

Councillor Jamie Armstrong made a motion that the Municipality of Brooke-Alvinston agree to contributing to the extra funds requested by the LGPSB in the amount of \$25,000 provided the local municipalities also contribute. seconded the motion.

The motion was withdrawn

RESOLUTION-2020-368

Councillor Jamie Armstrong made a motion that the Council of the Municipality of Brooke-Alvinston receive the request from the Lambton Police Services Board (LGPSB) for additional funding; and that the Council of the Municipality of Brooke-Alvinston approve the requested amount of \$1,121.88 / month for six months and that the recommendation be forwarded to the LGPSB. Deputy Mayor Frank Nemcek seconded the motion.

Carried

- d) 4:30 p.m. OCWA -Alvinston Water & Sewage 20 Year Capital Plan

RESOLUTION-2020-369

Councillor Jamie Armstrong made a motion that the Council of the Municipality of Brooke-Alvinston authorize the proposal submitted by OCWA to prepare a capital plan and rate study for the water and wastewater systems at a cost of \$15,000. Councillor Wayne Deans seconded the motion.

Carried

RESOLUTION-2020-370

Councillor Jamie Armstrong made a motion that the correspondence items as listed be received and filed. Councillor Jeannette Douglas seconded the motion.

Carried

6 CORRESPONDENCE

- a) Information Correspondence

RESOLUTION-2020-371

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

Carried

- b) Hamilton City Council Request: Temporary Cap on Food Delivery Service Charges

RESOLUTION-2020-372

Councillor Jamie Armstrong made a motion that the Council of the Municipality of Brooke-Alvinston receive and file the correspondence received from Hamilton City Council. Deputy Mayor Frank Nemcek seconded the motion.

Carried

- c) Hamilton City Council Request: Interim Cap on Gas Plant

RESOLUTION-2020-373

Councillor Jamie Armstrong made a motion that the Council of the Municipality of Brooke-Alvinston receive and file the correspondence received from Hamilton City Council. Councillor Wayne Deans seconded the motion.

Carried

- d) Howick Township Request: Tile Drain plans

RESOLUTION-2020-374

Deputy Mayor Frank Nemcek made a motion that the Council of the Municipality of Brooke-Alvinston support the Township of Howick resolution to amend the Tile Drainage Installation Act and/or regulations to require tile drainage contractors to file farm tile drainage installation plans with the local municipality. Councillor Jamie Armstrong seconded the motion.

Carried

7 STAFF REPORTS

- a) **Notice of Motion:** (Councillor Armstrong - Nov. 26, 2020) Raise the Roost Project

That the Council of the Municipality of Brooke-Alvinston accept the Optimist Building Committee proposal as designed and positioned for future phases; that staff report on how much municipally financed dollars can be borrowed from the Municipality for the project while ensuring it is not municipally funded (potential of Infrastructure Ontario loan) including conditions of paying back the loan including interest.

RESOLUTION-2020-375

Councillor Wayne Deans made a motion that the Notice of Motion presented by Councillor Armstrong be discussed. Deputy Mayor Frank Nemcek seconded the motion.

Carried

- b) Councillor Nemcek inquired if in the draft written agreement between the Optimist Club and the Municipality, a lower interest could be had. The Treasurer noted that the Municipality is not a lending institution and there are also legal costs associated with the agreement; he welcomed proposals from Council on a different rate.

Councillor Armstrong noted he is not expecting the Raise the Roost project to cost more than the money raised and any money borrowed including interest charges would be paid back by the Optimist Club.

Councillor Armstrong made a motion that the Municipality lend the Optimist Club \$80,000 at an interest rate the Treasurer can secure. **Councillor Armstrong later withdrew this motion.**

Councillor Douglas inquired if there was a lower interest rate; the Treasurer noted Council decides the rate.

Mayor Ferguson stated he was against the motion as the BAICCC and ball diamonds currently run at deficits; the fundraising campaign has been ongoing over 6 years with the Optimist Club (member Jamie Armstrong) applying for grants that have been denied; if the Municipality leant money for this project, it would set a precedent for future service clubs; the project does not address the current canteen and noted potential conflicts of interest on the matter.

Councillor Armstrong made a second motion that the Council of the Municipality of Brooke-Alvinston accept the draft agreement presented to the Optimist Club to borrow money from the Municipality over a 10 year period with a maximum 4% interest rate and any cost overruns if applicable. **Councillor Armstrong later withdrew the motion.**

The Public Works Manager and Parks & Recreation Supervisor reiterated that if this is not a municipal project, the Municipality will require all names of persons that can be contacted during the construction phase including adequate insurance, liability and protection from the contractors.

A recorded vote was requested on the Notice of Motion:

Councillor Douglas	No
Councillor Deans	Yes
Councillor Nemcek	Yes
Councillor Armstrong	Yes
Mayor Ferguson	No

c) **Clerk Administrator's Report:** Committee of Adjustment Vacancy

RESOLUTION-2020-376

Councillor Wayne Deans made a motion that an advertisement be prepared requesting applicants to fill the vacant position on the Committee of Adjustment effective February 2021 with a closing date of January 8, 2021; and that the Clerk Administrator and two members of the County of Lambton Planning Department interview the qualified candidates; and that a recommendation for a new member be discussed at the January 14, 2021 regular session of Council. Councillor Jamie Armstrong seconded the motion.

Carried

d) **Clerk Administrator's Report:** Accessibility Plan 2020-2022

RESOLUTION-2020-377

Deputy Mayor Frank Nemcek made a motion that the attached report and 2020-2022 Accessibility Plan be approved as presented. Councillor Jamie Armstrong seconded the motion.

Carried

e) **Clerk Administrator's Report:** 2021 Council Schedule

RESOLUTION-2020-378

Councillor Jamie Armstrong made a motion that the attached 2021 Council Schedule as presented be adopted; and that a special preliminary budget meeting be held on January 21, 2021. Councillor Jeannette Douglas seconded the motion.

Carried

f) Clerk Administrator's Report: 2021 Virtual Conferences (ROMA & OGRA)

The Mayor reminded Council to advise the Clerk-Administrator if they have interest in attending the 2021 ROMA or 2021 OGRA conference. Councillor Armstrong requested that the early bird dates for registration be provided.

g) Clerk Administrator's Report: Drain Tender Opening

RESOLUTION-2020-379

Deputy Mayor Frank Nemcek made a motion that staff be authorized to approve the tender opening and report at the January 14, 2021 Council meeting of the outcome; and that Councillor Deans be in attendance for the opening. Councillor Jeannette Douglas seconded the motion.

Carried

h) Treasurer's Report: Accounts Payable Listing - November 2020

Council reviewed the accounts with no commentary.

i) Parks & Recreation Supervisor's Report: Helmet Policy

RESOLUTION-2020-380

Councillor Wayne Deans made a motion that the attached Helmet Policy be approved as presented with implementation in January 2021. Councillor Jeannette Douglas seconded the motion.

Carried

j) Public Works Manager's Report: Reopening of Hilly Road

RESOLUTION-2020-381

Councillor Jamie Armstrong made a motion that the Council of the Municipality of Brooke-Alvinston approves the re-opening of Hilly Road as recommended; and that By-law 56 of 2018 be repealed. Deputy Mayor Frank Nemcek seconded the motion.

Carried

k) Drainage Superintendent's Report: Monthly Summary

RESOLUTION-2020-382

Councillor Wayne Deans made a motion that Council accept the Petition from Mr. Don McGugan under Section 4 of the Drainage Act and appoint R. Dobbin Engineering Inc. to determine the validity of the petition and if a valid petition exists to prepare a report to address the drainage problem; and that Council send notice to the Petitioner in regard to Council's decision on the petition; and that Council send notice to the St. Clair Region Conservation Authority in regard's to Council's decision on the petition. Councillor Jamie Armstrong seconded the motion.

Carried

l) Drainage Superintendent's Report

RESOLUTION-2020-383

Councillor Jamie Armstrong made a motion that the request from Steve Moffatt for maintenance on the Kelly Drain be addressed with the other requests for the drain maintenance and that the Drainage Superintendent be authorized to

proceed as directed on the Kelly Drain and McNally Drain (beavers and dam removal) as outlined. Councillor Wayne Deans seconded the motion.

Carried

- m) **Treasurer's Report:** Investing in Canada Infrastructure Program (ICIP): COVID-19 Resilience Infrastructure Stream - Grant Application - Update

RESOLUTION-2020-384

Deputy Mayor Frank Nemcek made a motion that Council authorize staff to apply for ICIP Resilience Infrastructure Stream funding for modifications to municipal buildings: Fire Hall and Accessory Building, BAICCC Upper Hall, Administrative Building Upper Hall, and Inwood Ball Park Washroom upgrades, subject to available cost estimates and ICIP pre-approval that projects qualify. Councillor Jamie Armstrong seconded the motion.

Carried

8 BY-LAWS

- a) Proposed By-law to authorize Zoning By-law Amendment

RESOLUTION-2020-385

Councillor Wayne Deans made a motion that By-law 49 of 2020 be read a first, second and third time and finally passed this 10th day of December 2020. Councillor Jeannette Douglas seconded the motion.

Carried

9 NEW BUSINESS

The Public Works Manager noted that he is working on a plan to clear the sidewalks in Inwood of snow.

Councillor Nemcek reminded those present of the Santa Claus parade over the weekend.

Mayor Ferguson thanked the Public Works Department for their tireless efforts during the last snowstorm. They faced many obstacles and challenges and worked diligently.

10 CLOSED SESSION

11 RISE AND REPORT

12 BY-LAW CONFIRMING PROCEEDINGS

- a) Confirming By-law

RESOLUTION-2020-386

Councillor Jamie Armstrong made a motion that the confirming By-law 50 of 2020 be read a first, second and third time and finally passed this 10th day of December, 2020. Councillor Wayne Deans seconded the motion.

Carried

13 ADJOURNMENT

Councillor Deans made a motion to adjourn the meeting at 6:17 p.m.

Clerk-Administrator

Mayor

December 1, 2020

3236 River St. P.O. Box 28
Alvinston, ON N0N 1A0

Phone: 519.898.2173
Fax: 519.898.5653



NOTICE OF COURT OF REVISION Elliott-Tait Drain

Please be advised that the Brooke-Alvinston Council has set aside
Thursday, January 14, 2021 at 4:00 p.m.
for the Court of Revision for the Elliott-Tait Drain.

A copy of the Engineer's report was mailed to you on October 14, 2020. A first and second reading of By-law 44 of 2020 was done on November 12, 2020 at the meeting to consider the report. A copy is available upon request.

The Court of Revision is set in order that any owner of land who has assessment complaints can appeal to the Court of Revision. Any appeal must be submitted in writing to the undersigned no later than January 8, 2021. The Court will only consider written appeals. There will be no public entry to the Council Chambers at the Court of Revision. Written appeals should be delivered to the Municipal Office or sent to:

Ray Dobbin, Drainage Superintendent
C/O Municipality of Brooke-Alvinston
3236 River Street
P.O. Box 28
Alvinston, ON N0N 1A0

Janet Denkers
Clerk Administrator

Elliott Tait Drain
Municipality of Brooke-Alvinston
August 20, 2020

1 of 2

**SCHEDULE OF ASSESSMENT
Recommended for Court of Revision**

Conc.	Lot or Part	Affected Hect.	Roll No.	Owner	Benefit	Outlet	Total
Agricultural Lands							
6	N1/2 L4	18.22	20-051	D.Dudley	7,504.00	2,847.00	10,351.00
	SW1/4 L4	cutoff	20-048	D. & J. Van Damme		0.00	0.00
	SE1/4 L4	cutoff	10-123	J. Van Den Corout-Reimers & Van Den Corput Pig Farm Ltd.		0.00	0.00
	NW1/4 L5	20.24	20-051	D. Dudley		3,163.00	3,163.00
	SW1/4 L5	cutoff	10-123	J. Van Den Corout-Reimers & Van Den Corput Pig Farm Ltd.		0.00	0.00
	E1/2 L5	24.29	20-053	Schotman Farms Ltd.	592.00	3,796.00	4,388.00
	NW1/4 L6	19.53	20-054	5001702 Ontario Ltd.		3,052.00	3,052.00
	NE1/4 L6	0.81	20-05605	5001702 Ontario Ltd.		127.00	127.00
	N1/2S1/2 L6	4.86	20-056	C. Martin		760.00	760.00
* surface water only							
Total Benefit					8,096.00	13,745.00	21,841.00
Total Outlet					13,745.00		
Total - Agricultural					21,841.00		

Schedule of Assessment (cont'd)

2 of 2

Conc.	Lot or Part	Affected Hect.	Roll No.	Owner	Benefit	Outlet	Total
Public Lands: Roads							
Courtright Line		0.93		County of Lambton	0.00	264.00	264.00
				Total Benefit	0.00	264.00	264.00
				Total Outlet	264.00		
				Total - Public Lands: Roads	264.00		
				Total Agricultural Lands	21,841.00		
				Total Assessment	\$22,105.00		

Elliott Tait Drain
Municipality of Brooke-Alvinston
August 20, 2020

SCHEDULE OF MAINTENANCE Recommended for Court of Revision

To maintain and repair the channel.

Conc.	Lot or Part	Affected Hect.	Roll No.	Owner	Benefit	Outlet	Total	Equiv. Ha.
Agricultural Lands								
6	N1/2 L4	18.22	20-051	D.Dudley	337.00	383.00	720.00	18.22
	SW1/4 L4	cutoff	20-048	D. & J. Van Damme	270.00	0.00	270.00	
	SE1/4 L4	cutoff	10-123	J. Van Den Corout-Reimers & Van Den Corput Pig Farm Ltd.	270.00	0.00	270.00	
	NW1/4 L5	20.24	20-051	D. Dudley	440.00	510.00	950.00	20.24
	SW1/4 L5	cutoff	10-123	J. Van Den Corout-Reimers & Van Den Corput Pig Farm Ltd.	270.00	0.00	270.00	
	E1/2 L5	24.29	20-053	Schotman Farms Ltd.	710.00	749.00	1,459.00	24.29
	NW1/4 L6	19.53	20-054	5001702 Ontario Ltd.	440.00	692.00	1,132.00	19.53
	NE1/4 L6	0.81	20-05605	5001702 Ontario Ltd.		34.00	34.00	0.81
	N1/2S1/2 L6	4.86	20-056	C. Martin	270.00	177.00	447.00	4.86
Total Benefit					3,007.00	2,545.00	5,552.00	
Total Outlet					2,545.00			
Total - Agricultural					5,552.00			

Schedule of Maintenance (cont'd)

2 of 2

Conc.	Lot or Part	Affected Hect.	Roll No.	Owner	Benefit	Outlet	Total	Equiv. Ha.
Public Lands: Roads								
Inwood Road		0.93		County of Lambton			0.00	3.72
Total Benefit					0.00	0.00	0.00	
Total Outlet					0.00			
Total Public Lands: Roads					0.00			
Total Agricultural Lands					5,552.00			
Total Assessment					\$5,552.00			

Elliott Tait Drain
Municipality of Brooke-Alvinston
August 20, 2020

ESTIMATED NET ASSESSMENT Recommended for Court of Revision						
Conc.	Lot or Part	Roll No.	Owner	Total	Grant	Allowance
						Net Assessment
Agricultural Lands						
6	N1/2 L4	20-051	D.Dudley	10,351.00	3,450.33	50.00
	SW1/4 L4	20-048	D. & J. Van Damme			100.00
	SE1/4 L4	10-123	J. Van Den Corout-Reimers & Van Den Corput Pig Farm Ltd.			0.00
	NW1/4 L5	20-051	D. Dudley	3,163.00	1,054.33	2,108.67
	SW1/4 L5	10-123	J. Van Den Corout-Reimers & Van Den Corput Pig Farm Ltd.			0.00
	E1/2 L5	20-053	Schotman Farms Ltd.	4,388.00	1,462.67	2,925.33
Public Lands: Roads	NW1/4 L6	20-054	5001702 Ontario Ltd.	3,052.00	1,017.33	2,034.67
	NE1/4 L6	20-05605	5001702 Ontario Ltd.	127.00	42.33	84.67
	N1/2S1/2 L6	20-056	C. Martin	760.00	253.33	506.67
Inwood Road						
County of Lambton				264.00		264.00
Totals				22,105.00	7,280.33	150.00
						14,674.67



Dec. 27, 2020

Dear Brooke Abenston Council,

I am writing to ask for clarification regarding a recorded vote during your last meeting of 2020.

I ask if there was a conflict of interest involved in the vote?

Sincerely,

Nancy Faylak



MINUTES

Committee of Adjustment Meeting

9:00 AM - Thursday, July 9, 2020

Virtual Committee of Adjustment Meeting Via Zoom

The Committee of Adjustment of the Brooke-Alvinston was called to order on Thursday, July 9, 2020, at 9:00 AM, in the Virtual Committee of Adjustment Meeting Via Zoom , with the following members present:

Council Present: Committee Member Nancy Faflak, Deputy Mayor Frank Nemcek, Committee Member Christa Sawyer, Committee Member Doug Smith, and Councillor Wayne Deans

Staff Present: Administrative Assistant Darlene Paolucci and Clerk Administrator Janet Denkers

Regrets:

1 CALL TO ORDER

- a) Chair Nancy Faflak called the virtual meeting to order at 9:00 a.m.

2 DISCLOSURE OF PECUNIARY INTEREST

- a) Chair Nancy Faflak requested that any pecuniary interests be declared at the appropriate time.

3 MINUTES

- a) Minutes from the May 26, 2020 Meeting

RESOLUTION-2020-008

Committee Member Doug Smith made a motion that the May 26, 2020 meeting minutes be approved as presented. Deputy Mayor Frank Nemcek seconded the motion.

Carried

4 BUSINESS ARISING FROM THE MINUTES

5 NEW BUSINESS

- a) Minor Variance Application
Beverley Cooper
6550 James Street, Inwood

The Secretary-Treasurer requested those present to hear the application state their names. Beverley Cooper was present via video.

The applicant has requested relief from the Municipality's Zoning By-law to allow an accessory building to be located on a lot before a dwelling is constructed.

The applicant has already placed a 24 foot by 12 foot shed on the subject property. The applicant's sketch indicates that the shed has been located immediately adjacent to the side lot shared by 6550 James Street and 6552 James Street.

The Secretary Treasurer advised that meeting notices were sent by regular mail to all properties within 120 m of the subject property and to the prescribed agencies, posted on the municipal website and in the municipal office.

The County Planner reviewed his report. The Planning Department does not support the approval of this application as it does not meet the four tests prescribed by the Planning Act.

The Planner did provide recommendations should the Committee decide to approve the application.

RESOLUTION-2020-009

Deputy Mayor Frank Nemcek made a motion made a motion that the Committee of Adjustment approve the Minor Variance with the conditions stated by the Secretary-Treasurer outlined below

- That written permission for the accessory dwelling be received from the St. Clair Region Conservation Authority prior to any additional work be resumed.
- That a building permit must be obtained for the storage shed
- That the storage shed must be removed from the property if construction of a new dwelling has not commenced within 12 months of the approval of this variance.
- That the storage shed must be located at least 1 metre from the side lot line.
- That the septic on the property be decommissioned and connections completed to municipal servicing; the well be inspected and all recommendations from the Building Inspector be adhered to.
- If the applicants proposal to merge the two lots fails approval, the storage shed will be required to be moved a minimum of 1 m from the lot line.
- That the storage shed be only used to store items owned by the property owner.

Councillor Wayne Deans seconded the motion.

Carried

6 ADJOURNMENT

- a) The meeting was adjourned at 10:00 a.m.


Chair


Secretary Treasurer



MUNICIPALITY OF BROOKE-ALVINSTON
NOTICE OF PASSING OF A ZONING BY-LAW AMENDMENT

TAKE NOTICE that the Council of the Municipality of Brooke-Alvinston has passed By-law 49 of 2020 on the 10th day of December, 2020 under Section 34 of the Planning Act, R.S.O. 1990, as amended.

THE ZONING BY-LAW AMENDS the Municipality of Brooke-Alvinston's Comprehensive Zoning By-law 9 of 2013 by changing the zoning on lands described as Lots 4 to 8 Plan 2, Lots 4 to 7 Plan 4, Lots 11 & 13 Plan 4, Lot 1 Plan 11 and Part of Alley (known municipally as 8075 Railroad Line) from the "Residential 1 (R1) Zone" to the "Residential 3 (R3) Zone" which would allow the property to be developed for various types of residential uses, including townhouse dwelling units.

APPEALS to the Local Planning Appeal Tribunal in respect of the By-law may be made by filing with the Clerk of the Municipality of Brooke-Alvinston a written notice of appeal, **not later than the 2nd day of January, 2021** setting out the reasons for the appeal and accompanied by the Local Planning Appeal Tribunal fee made payable to the Minister of Finance.

IF A PERSON or public body did not make oral or written submissions to the Municipality of Brooke-Alvinston before the by-law was passed; the person or public body is **not entitled to appeal** the By-law to the Local Planning Appeal Tribunal. **ONLY INDIVIDUALS**, corporations and public bodies may appeal a by-law to the Local Planning Appeal Tribunal. A notice of appeal may not be filed by an unincorporated association or group. However, a notice of appeal may be filed in the name of an individual who is a member of the association or the group on its behalf. **NO PERSON** or public body shall be added as a party to the hearing of the appeal unless, before the by-law was passed, the person or public body made oral submissions at a public meeting or written submissions to Brooke-Alvinston Council or, in the opinion of the Local Planning Appeal Tribunal, there are reasonable grounds to add the person or public body as a party.

THE KEY MAP shows more particularly the lands affected.

A COMPLETE COPY of the By-law is available for inspection during regular office hours at the Municipal Office at 3236 River St, Alvinston, ON.

DATED AT THE MUNICIPALITY OF BROOKE-ALVINSTON
 THIS 14th DAY OF DECEMBER 2020.

KEY MAP:



Janet Denkers, Clerk Administrator
 3236 River Street
 P.O. Box 28
 Alvinston, ON N0N 1A0

Phone: 519-898-2173
 Email: jdenkers@brookealvinston.com

**MUNICIPALITY OF BROOKE-ALVINSTON
COMMITTEE OF ADJUSTMENT - APPLICATION A-002/20**

DECISION OF COMMITTEE WITH REASONS
The Planning Act, R.S.O. 1990, Section 45

Re: Application for Chris Whitcroft, in respect of
3195 Inwood Road
Municipality of Brooke-Alvinston

We, the undersigned, concur in the following decision and reasons for decision of the Committee of Adjustment for the Municipality of Brooke-Alvinston made on December 15, 2020.

DECISION:

GRANTED - Relief from section 10.1 of the municipal zoning by-law 9 of 2013 which prohibits the expansion of an existing motor vehicle repair establishment on property zoned Central Commercial.

RELIEF GRANTED WITH CONDITIONS:

- a) The approved minor variance will only allow the proposed 864 square foot building addition and the 1400 ft² fabric building. No other buildings or structures are to be placed on the property
- b) The applicant must enter into a site plan agreement with the Municipality
- c) Proper backflow prevention must be installed in the commercial and/or industrial portions of the property where there is a potential threat to the municipal water system
- d) Building permits must be obtained for all proposed structures, which includes compliance with all applicable law
- e) If there is a trailer on the property that is being utilized as a residential unit for a family member, that the use be legalized by way of appropriate approvals and permits being obtained and required inspections completed
- f) The property must be brought into compliance with the municipal Tidy Yard and Property Standards – Maintenance and Occupancy By-law, by a date specified by Council – at the discretion of the Municipality and that Orders be issued to reflect the specified compliance date
- g) Written permission from the SCRCA is required prior to work being undertaken on the proposed addition

REASONS:

In the opinion of the Committee:

- 1. The Variance is minor in nature;
- 2. The intent of the Official Plan is maintained;
- 3. The intent of the Zoning By-law is maintained; and
- 4. The Variance is desirable for the appropriate development or use of the land, building or structure.

Nancy Faflak ~ Christa Sawyer ~ Doug Smith ~ Frank Nemcek ~ Wayne Deans

*** **CERTIFICATION** ***

I, Janet Denkers, Secretary-Treasurer of the Brooke-Alvinston Committee of Adjustment in the County of Lambton certify that the above is a true copy of the decision of the Committee with respect to the application recorded therein.

Dated this 15th day of December, 2020.

MUNICIPALITY OF BROOKE-ALVINSTON
NOVEMBER

<u>PERMITS</u> <u>ISSUED</u>	<u>OWNER/CONTRACTOR</u>	<u>LOCATION</u>	<u>FEE</u>	<u>TYPE</u> <u>VALUE</u>
20-047	Floyd Vanderwal, owner 3917 Petrolia Line (erect detached garage) Cont: Spectra Construction Nov 3/2020 140-001-55100	3013 Francis St Plan 1, Lot 21	550.00	Non/Res 50,000 1200' ²
20-048	Floyd Vanderwal, owner 3917 Petrolia Line, (erect single family dwelling) Cont: Spectra Construction Nov 3/2020 140-001-55100	8013 Francis St Plan 1, Lot 21	1,100.00	Res/Con 350,000 1355' ²
20-049	Robert Van Damme, owner 7611 Courtright Line, (erect storage shed for feed storage) Cont: owner Nov 3/2020 120-010-08800	2345 Ebenezer Rd Con , N Pt Lot 12	550.00	Agr/Con 70,000 900' ²
20-050	Joe Triest, owner 3304 Elgin St (erect pre-built storage shed) Cont: owner, Nov 30/2020 140-002-65900	3304 Elgin St Con 6, Pt Lot 19 RP25R6471, Pt 6	425.00	Non/Res 5,000 340' ²



Cultural Services Division
 Lambton Heritage Museum
 10035 Museum Road
 Grand Bend, ON N0M 1T0

Telephone: 519-243-2600
 Fax: 519-243-2646
www.lambtonmuseums.ca

NEWS RELEASE

For Immediate Release

Memories of Rural Life at Lambton Heritage Museum Tuesday, December 8, 2020

Grand Bend, ON - Lambton Heritage Museum is proud to host the *Memories of Rural Life* feature exhibit, on display until April 10, 2021.

Lambton County's countryside is brought to life in this vibrant and whimsical folk art exhibit. Annie McLaughlin's paintings illustrate life on the family farm in the past century and remind us of the importance of preserving our rural heritage.

"Each painting is paired with Annie's memories of her life growing up and living on a farm in rural Lambton County," said Dana Thorne, Curator/Supervisor, Lambton Heritage Museum. "You feel like part of her family by the end of the exhibit, and you're left with a sense of loss for the way that rural communities used to connect and the changes that we see now from the past."

Annie, a 94-year-old artist from Lambton County, is mostly self-taught. She took up painting at the age of 87 and has developed her own distinctive style of folk art. Her colourful work conveys a sense of comfort and joy. The paintings recreate the simple beauty of the world around us.

She had her first exhibit at the age of 90 at the Judith and Norman Alix Art Gallery in Sarnia (2016), and has since shown at the Gallery in the Grove, the Victoria Playhouse Petrolia, the Oil Museum of Canada, and the Corunna Library.

You can see a virtual slideshow of the art in the exhibition and learn more about Annie's story behind the art on the feature exhibit page of heritagemuseum.ca.

Book your visit today at heritagemuseum.ca/bookyourticket. The Museum is open Wednesdays, Fridays, and Saturdays from 11:00 a.m. until 4:00 p.m., and Thursdays from 11:00 a.m. until 8:30 p.m. The Museum will be closed December 20, 2020 to January 1, 2021. Museum admission is \$15.00 for families, \$5.00 for adults, \$4.00 for seniors and students, and \$3.00 for children. Children three and under are free.

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Please contact:

Dana Thorne
 Curator/Supervisor, Lambton Heritage Museum
 County of Lambton
 519-243-2600 ext. 3151
dana.thorne@county-lambton.on.ca



Court Services Department
150 N. Christina Street, Box 1060
Sarnia, ON N7T 7K2

Telephone: 519-344-8880
Toll-free: 1-800-387-2882
Fax: 519-344-9379

NEWS RELEASE

For Immediate Release

Temporary Relocation of Court Services Department and Service Updates

Wednesday, December 23, 2020

Sarnia, ON - The Court Services Department will be temporarily relocating to the Western Sarnia-Lambton Research Park.

This move will take place in early January 2021.

Please note, the mailing address for the Court Services Department will be changing to:

1086 Modeland Road,
Bldg. 1020, Suite 200 S.
Sarnia, Ontario
N4K 3E3

All phone numbers, fax numbers and email addresses will remain unchanged.

Additionally, as a result of the province-wide lockdown beginning December 26, 2020, the Court Services Department will be closed to the public effective December 28, 2020 until at least January 11, 2021. This closure will affect in-person administration services and in-person ticket payments.

Presently, all matters scheduled in the County of Lambton Provincial Offences Court are by remote appearances only. All scheduled court appearances will proceed by audio or video. The scheduling of in-person appearances, which is currently permitted as of January 25, 2021, will only be booked at direction of the presiding Judiciary.

Updates on public access, in-person court appearances, remote services and online payments can be found at lambtononline.ca/courtservices. Additional updates will be provided on this page as they become available.

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Please contact:

Cindy Vermeiren
Manager, Court Services
County of Lambton
519-344-8880 ext. 2236
cindy.vermeiren@county-lambton.on.ca



Lambton Public Health
160 Exmouth Street
Point Edward, ON N7T 7Z6

Telephone: 519-383-8331
Toll-free: 1-800-667-1839
Fax: 519-383-7092
www.lambtonpublichealth.ca

NEWS RELEASE

For Immediate Release

Local Adult Recreational Hockey Participants Advised to Monitor for Symptoms

Tuesday, December 29, 2020

Point Edward, ON – Lambton Public Health (LPH) is advising all adults that have participated in local adult recreational hockey in Lambton County over the past 2-3 weeks to monitor for COVID-19 or any cold-like symptoms and to get tested if symptoms are present.

COVID-19 contact tracing by LPH has identified several confirmed positive COVID-19 cases and close contact exposures that have resulted in more confirmed cases connected to adult recreational hockey in multiple locations across the county. Individuals must take the necessary precautions or the virus will continue to spread.

"Monitoring for symptoms is an important first step," states Dr. Sudit Ranade, Medical Officer of Health for Lambton County. "If you detect symptoms, even mild ones, self-isolate immediately so others around you are not exposed. Next, book an appointment to get tested for COVID-19 so we can determine if other close contacts may be impacted."

Ranade adds, "If Lambton Public Health contacts you, be honest and understand that isolating close contacts is critical to slowing the spread of COVID-19. Early detection through screening, continued social distancing and following public health measures provide control measures that all work together to limit community transmission."

Facilities have a number of these control measures in place including access procedures, mandatory mask policies, hand sanitizer stations, and limits or restrictions on the activity. Our social interactions and how we use these control measures are typically the areas that require more attention.

Recent COVID-19 cases in Lambton County have involved a number of settings including workplaces, events, recreational activities and schools. If you do have any cold-like symptoms please get tested for COVID-19 and remember to stay home and self-isolate.

Learn more about [COVID-19 symptoms](#), options to [get tested](#), and details about current case counts, outbreaks and trends from the COVID-19 status dashboard and surveillance reports at LambtonPublicHealth.ca.

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Please contact:

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



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NEWS RELEASE

For Immediate Release

COVID-19 Outbreaks Declared at a Long-Term Care Home and Retirement Home Friday, January 1, 2021

Point Edward, ON - Lambton Public Health (LPH) is investigating an outbreak at North Lambton Lodge and Village on the St. Clair, both declared on Thursday December 31. LPH received the laboratory-confirmed positive COVID-19 test results for one resident at North Lambton Lodge Long Term Care facility and two staff at Village on the St. Clair Retirement Home.

A long-term care or other communal living setting outbreak is declared facility wide when there is one or more lab-confirmed COVID-19 case in a staff member or resident, and possible exposure to others in the setting has occurred.

"The individuals who tested positive have been notified of their results," states Lori Lucas, Supervisor of Health Protection for Lambton Public Health. "LPH is continuing to conduct case and contact management as part of the investigation."

LPH will continue to monitor the situation and work with the stakeholders involved to limit further transmission in the setting and the broader community. No additional details will be provided at this time based on the current needs of the investigation. All individuals impacted have been notified.

This news release has been issued to provide public notification of the outbreak. During standard operating hours, notification is supported through our [website dashboard and detailed reports](#), unless the outbreak investigations require additional information sharing.

We all have a role to play to reduce the transmission of COVID-19. Limit all non-essential social activities and stay home if you are sick. If Lambton Public Health contacts you, be honest and understand that isolating close contacts is critical to slowing the spread of COVID-19.

To learn more about public health's COVID-19 response in Lambton County visit LambtonPublicHealth.ca.

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Please contact:

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



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NEWS RELEASE

For Immediate Release

COVID-19 Outbreaks Declared at Two Long-Term Care Homes

Saturday, January 2, 2021

Point Edward, ON - Lambton Public Health (LPH) is investigating an outbreak at Afton Park Place and Lambton Meadowview Villa, both declared on Friday January 1. LPH received the laboratory-confirmed positive COVID-19 test results for one staff member at Afton Park Place Long Term Care Community in Sarnia and two staff members at Lambton Meadowview Villa Long Term Care Home in Petrolia.

A long-term care or other communal living setting outbreak is declared facility-wide when there is one or more lab-confirmed COVID-19 case in a staff member or resident, and possible exposure to others in the setting has occurred.

"The individuals who tested positive have been notified of their results," states Kevin Churchill, Manager of Family Health for Lambton Public Health. "LPH is continuing to conduct case and contact management as part of the investigation." Testing of all residents is underway and staff testing is ongoing.

LPH will continue to monitor the situation and work with the stakeholders involved to limit further transmission in the setting and the broader community. No additional details will be provided at this time based on the current needs of the investigation. All individuals impacted have been notified.

This news release has been issued to provide public notification of the outbreak. During standard operating hours, notification is supported through our [website dashboard and detailed reports](#), unless the outbreak investigations require additional information sharing.

We all have a role to play to reduce the transmission of COVID-19. Limit all non-essential social activities and stay home if you are sick. If Lambton Public Health contacts you, be honest and understand that isolating close contacts is critical to slowing the spread of COVID-19.

To learn more about public health's COVID-19 response in Lambton County visit LambtonPublicHealth.ca.

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Please contact:

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



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NEWS RELEASE

For Immediate Release

Lambton Heritage Museum Community Photo Challenge

Monday, January 4, 2021

Grand Bend, ON – Lambton Heritage Museum invites you to participate in a Community Photo Challenge. Use your spare time this winter to practice your photography skills with this fun activity.

Vintage photographs from the Lambton Heritage Museum and Lambton County Archives' collections have been selected for you to recreate or reimagine. Find a similar background, strike a similar pose, and *click*. Submit an entry in the **Snow** category or the **People** category. If you're feeling ambitious and inspired, submit pictures in both! You can even use a great old picture in your personal collection that fits one of these categories, recreate your own **Snow** or **People** picture, and submit both the old and new photos.

"We thought it would be fun to challenge the community to show off their photography skills and recreate some historical images with us," said Colleen Inglis, Educational Program Coordinator at Lambton Heritage Museum. "Lambton Heritage Museum is currently closed to the public in response to the province-wide shutdown, but you can still participate in this activity with your household bubble and share the results digitally." The program was inspired by the museum's current feature exhibit, *Capturing the Moment: Photography in Lambton County*, which will reopen to the public when it is safe to do so.

As of January 4, 2021, submissions will be accepted online at lambtonmuseums.ca/community-photo-challenge. You can enter as many photos as you like. Selected entries will be displayed on the Lambton Heritage Museum website from March 1 until April 10, 2021. Submission deadline is February 19, 2021.

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Please contact:

Colleen Inglis
 Educational Program Coordinator, Lambton Heritage Museum
 County of Lambton
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colleen.inglis@county-lambton.on.ca



Lambton Public Health
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NEWS RELEASE

For Immediate Release

Outbreak Declaration for Retirement and Nursing Homes

Saturday, January 9, 2021

Point Edward, ON – Lambton Public Health (LPH) is investigating outbreaks at nursing and retirement homes, declared on January 8. LPH received the laboratory-confirmed positive COVID-19 test results for one staff member at Fiddick's Nursing Home and Retirement Home in Petrolia and two staff members and three residents at Twin Lakes Terrace Nursing Home and Retirement Home in Sarnia.

A long-term care or other communal living setting outbreak is declared facility wide when one or more lab-confirmed COVID-19 case in a staff member or resident and possible exposure to others in the setting has occurred.

"The individuals who tested positive have been notified of their results," states Michael Gorgey, Manager of Health Promotion for Lambton Public Health. "LPH is continuing to conduct case and contact management as part of the investigation." Testing of all residents is underway and staff testing is ongoing.

No additional details will be provided at this time based on the current needs of the investigation. All individuals impacted have been notified.

This news release has been issued to provide notification of the outbreak. During standard operating hours the reporting notification is supported through our [website dashboard and detailed reports](#), unless the investigation requires additional information sharing.

We all have a role to play to reduce the transmission of COVID-19. Limit all non-essential social activities and stay home if you are sick. If Lambton Public Health contacts you, be honest and understand that isolating close contacts is critical to slowing the spread of COVID-19.

To learn more about public health's COVID-19 response in Lambton County visit LambtonPublicHealth.ca.

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Please contact:

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



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NEWS RELEASE

For Immediate Release

Outbreak Declaration for Long-Term Care Home

Sunday, January 10, 2021

Point Edward, ON – Lambton Public Health (LPH) is investigating an outbreak at a long-term care home, declared on January 9. LPH received the laboratory-confirmed positive COVID-19 test results for one staff member at Sumac Lodge Long-Term Care Home in Sarnia.

A long-term care or other communal living setting outbreak is declared facility wide when one or more lab-confirmed COVID-19 case in a staff member or resident and possible exposure to others in the setting has occurred.

"The individual who tested positive has been notified of their results," states Crystal Palleschi, Supervisor of Health Protection for Lambton Public Health. "LPH is continuing to conduct case and contact management as part of the investigation." Testing of all residents is underway and staff testing is ongoing.

No additional details will be provided at this time based on the current needs of the investigation. All individuals impacted have been notified.

This news release has been issued to provide notification of the outbreak. During standard operating hours the reporting notification is supported through our [website dashboard and detailed reports](#), unless the investigation requires additional information sharing.

We all have a role to play to reduce the transmission of COVID-19. Limit all non-essential social activities and stay home if you are sick. If Lambton Public Health contacts you, be honest and understand that isolating close contacts is critical to slowing the spread of COVID-19.

To learn more about public health's COVID-19 response in Lambton County visit LambtonPublicHealth.ca.

-30-

Please contact:

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



December 7, 2020

AMO Policy Update – Initial Vaccination Approach, AG Annual Report, Wetland Conservation Program

Ontario Approach on Key Populations to Vaccinate First

The Ontario government is getting ready to distribute COVID-19 vaccines as soon as they are received, beginning with vaccinating vulnerable populations and those who care for them. As recommended by the COVID-19 Vaccine Distribution Task Force, the Province has now identified key populations to receive the vaccine first, including long-term care and retirement home residents and the staff who provide care to these groups. The government has stated that this approach is informed by science and prioritizes population groups that are at greatest risks of COVID-19.

Groups to receive the early vaccine doses in the first few months of the Ontario immunization program will include:

- residents, staff, essential caregivers, and other employees of congregate living settings (e.g. long-term care homes and retirement homes) that provide care for seniors as they are at higher risk of infection and serious illness from COVID-19;
- health care workers, including hospital employees, other staff who work or study in hospitals, and other health care personnel;
- adults in Indigenous communities, including remote communities where risk of transmission is high; and
- adult recipients of chronic home health care.

As well, the Province will be prioritizing the rollout of the vaccine in regions with the highest rates of COVID-19 infection, including those in the Red-Control and Lockdown zones. The immunization program will focus on health care workers and the most vulnerable populations in those regions.

It is expected that clarification on who comprises the group of staff who work/study in hospitals and other health care personnel will be provided shortly (i.e. inclusion of paramedics in this grouping).

We have been assured that as further information is available about the various type of vaccines and availability of doses, additional details related to the implementation of the COVID-19 immunization program will be provided by the Province.

Auditor General 2020 Annual Report

The Auditor General, Bonnie Lysyk, has released her reflections and the *2020 Annual Report*. It focuses on consumer protection, oversight, and operational effectiveness. The Report also includes follow up reports on recommendations from previous Annual Reports. The 13 value-for-money audits in the *2020 Annual Report* are summarized in this News Release. AMO staff will review the Report and follow up with any analysis from a municipal lens if required.

New Ontario Wetland Conservation Program

The Honourable Steve Clark, Minister of Municipal Affairs and Housing, has announced a new \$30 million, five-year Wetlands Conservation Partner Program to help create and restore wetlands in the Great Lakes watershed. In the first year, Ontario is providing \$6 million to Ducks Unlimited Canada (DUC) focusing on restoration projects in the Lake Ontario and Lake Erie watersheds. Later years of the program will focus on wetlands in other Great Lakes watersheds and inland waterways. Wetlands help to improve water quality and to manage stormwater as well as play an important role in ecosystem health.

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.



December 10, 2020

AMO Policy Update – COVID-19 Municipal Financial Impacts, Supportive Housing Expansion, COVID-19 Modelling and Emergency Orders Extended, and Fall Legislative Session Adjourned

Financial Accountability Office Reports on Financial Impacts of COVID-19 on Ontario Municipalities

Today, the Financial Accountability Office (FAO) released its report on COVID-19 and Ontario's Municipal Finances, finding that the pandemic will ultimately result in a cost of \$6.8 billion in lost revenues and expenses for municipal governments. The report also affirms the importance of federal and provincial support through the Safe Restart Agreement (SRA) which provides \$4 billion in critical assistance to municipalities which, together with municipal cost saving measures, has mitigated the negative financial impact in 2020. However, support in 2021 is limited to transit impacts in the first quarter.

The FAO report's conclusions are consistent with AMO's understanding of the pandemic's financial impact on municipalities and the importance of access to continued support to avoid service reductions, use of reserves for capital projects, increased property taxes, or resort to deficit budgets.

AMO responded to the report through a new release acknowledging the financial impacts and noting that AMO and FCM continue to advocate for the extension of the Safe Restart Agreement to address 2021 financial impacts.

Report Highlights:

COVID-19 Impact on Municipal Finances:

- COVID-19 will have a negative impact on municipal budgets of \$6.8 billion ultimately, projected to be \$4.1 billion in 2020 and \$2.7 billion in 2021.
- The pandemic reduced revenues by \$4.7 billion and will likely increase expenses by 2.1 billion over the two years.

- Municipalities saved of \$1.1 billion through layoffs, reduced transit, recreation services, and cancelled programming in 2020.
- The Safe Restart Agreement funding provided \$2 billion to municipalities to date. The remaining \$2 billion is to be provided for those able to demonstrate outstanding general operating pressures in 2020 and transit pressures in 2020 and Q1 of 2021.

2021 Implications:

- Together municipal cost savings and federal and provincial financial support have mitigated negative municipal budget impacts in 2020, but the projected \$2.7 billion (\$0.9 billion transit and \$1.8 billion operating) in 2021 will only be partially offset by SRA support.
- This may require municipalities to access reserves, the availability of which will vary throughout the sector; reduce services or other measures to contain costs; or reduce budget surpluses/run deficits to manage financial needs.

AMO has cautioned that service reductions or deferring capital investments because of COVID-19 cost pressures would have the affect of undermining Ontario's economic recovery.

Ontario Expanding Supportive Housing

The government announced it is expanding funding for Supportive Housing. Over \$47 million in investments will strengthen supports for individuals with mental health and addictions issues who are either homeless or at-risk of becoming homeless. The initiative is part of the implementation of the Roadmap to Wellness plan.

COVID-19 Modelling and Emergency Order Extension

Solicitor General, Sylvia Jones, announced today that the Province would extend all Emergency Orders under the Reopening Ontario (A Flexible Response to COVID-19) Act, 2020 (ROA) until January 20, 2021. These include orders related to the reopening stages and areas currently in lockdown.

Later in the day, the Ontario Chief Medical Officer of Health, Dr. David Williams, released updated pandemic modelling showing growth in cases, ICU bed occupancy, and mortality. The modelling suggests that relaxing current public health restrictions would increase cases, ICU demand and mortality, and noted that current restrictions were much less restrictive on mobility than during the spring.

In addition, the presentation noted that inadequate housing, multi-generational housing, and the prevalence of essential workers outside of health care settings all presented risks for case growth.

Ontario Legislature Adjourned

The Fall session of the Legislature wrapped up on Tuesday. The next session will begin on February 16th, 2021.

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.



December 10, 2020

AMO is your organization.

In 2020, we worked hard to make an incredibly difficult year a little easier for you. We developed and shared critically important information, facts and webinars that helped you keep your communities safe and well informed. We worked in collaboration with the Province to effect countless policy decisions needed for municipalities to manage in an unprecedented pandemic. This work resulted in swift changes such as virtual council meetings allowing you to get on with the job of governing, managing and protecting your communities. We advocated for you for federal and provincial financial assistance with the added costs of human services, operations and transit, resulting in more than \$4 billion in financial relief. We did our job so you could do yours. That's what AMO does year-in and year-out, and never more so than in 2020.

Your membership makes all the difference; we simply couldn't do it without your support.

2020 was a tough year for conference organizers, but we did our best to ensure we were not letting you down. With incredible support from our host, the City of Ottawa, the Province and TVO, we delivered a ground-breaking virtual conference to your doorstep. The reviews were strong, and the lessons were valuable. For reasons all too apparent, the AMO Conference will be virtual again in 2021, hosted virtually by the City of London. Thank you for supporting AMO through your conference attendance in 2020 and please join us again in 2021.

AMO is a highly influential policy and advocacy organization, but it's also much more. Through our Local Authority Services (LAS) – AMO's Business Services organization, there are many programs and services designed to support municipalities. In 2020, AMO delivered approximately \$650 million of federal gas tax funding to Ontario municipalities, including payment of the full year allocation in June to get federal infrastructure funding to you sooner during the pandemic. Since the first gas tax agreement was signed in 2005, AMO has delivered nearly \$9 billion in federal funding to municipalities in Ontario, based on a formula and terms that put you in control of local capital investment.

We also advance municipal employer interests in OMERS as your sponsor representative through the Municipal Employer Pension Centre of Ontario

(MEPCO). Through MEPCO, we ensure that your voice influences the governance and the administration of the \$100 billion OMERS plan. We know that OMERS is important to you and to your employees. Making sure it's affordable, sustainable and meaningful, is MEPCO's top priority. Now, in the face of global markets rocked by a pandemic, the governance and administration of the OMERS fund is more important than ever. Your ongoing support of MEPCO is essential to our success.

You have my commitment that we will continue our hard work on your behalf in 2021. To do that, we need your membership in AMO and MEPCO. The related membership invoices have been mailed to your treasury department for payment. Municipal governments are the frontline of governments. Let us work together in 2021 to ensure the collective voice of municipal government in Ontario is heard loud and clear. Best wishes to you, your friends and family, and your community for a happy, safe and festive holiday season.

Sincerely,

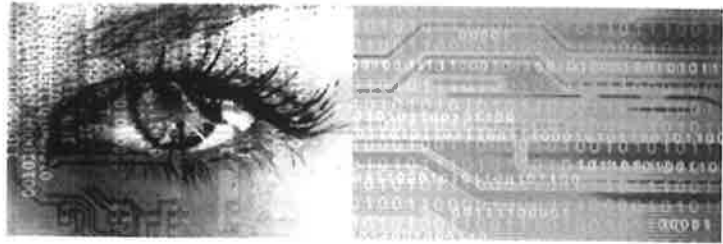


Graydon Smith

AMO President

Mayor of the Town of Bracebridge

*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.



December 10, 2020

In This Issue

- Accessible municipal websites.
- Ontario seeking input on Draft Water Quantity Framework Guidance.
- ROMA Conference 2021: Connecting you to provincial leaders.
- Want to reduce stress this lockdown holiday season? It's possible.
- Webinar: Struggling with your meeting management system? eSCRIBE can help.
- Municipal Group Buying Program saves thousands!
- Investments 101 - Online training.
- Careers with AMO, Ontario Public Service, Durham and Toronto.

AMO Matters

Need an AODA compliant municipal website in time for January 1, 2021? AMO's partner [eSolutionsGroup](#) has you covered. eSolutionsGroup is [offering](#) members engaging and accessible websites on a budget. Contact [Karen Mayfield](#), eSolutionsGroup President, for more information.

Provincial Matters

Earlier this year, Ontario finalized its Water Quantity Framework, establishing priority water uses, updating provincial authority to manage uses in stressed watersheds and establishing the ability for municipalities to formally consider their support for new or expanded water bottling operations. The [draft guidance](#) is open to comment on the EBR until February 5, 2021. AMO will be reviewing for broad municipal considerations. Municipal officials are encouraged to review and submit comments.

Eye on Events

The ROMA Conference is an important opportunity to connect with provincial leaders. As in past years, this year's conference will feature Ministers' Forums, main stage addresses by key ministers and party leaders. Start off 2021 with important provincial updates and insights that will help you plan for the year ahead. [Early Bird rates](#) end December 31, 2020.

Holidays always come with its share of stress - but this year is like no other, with the challenges of COVID-19 and lockdown restrictions. Join [AMO's partner BEACON](#) for a webinar today at noon on insights and strategies to deal with negative stress to help you build holiday resiliency. [Register now](#).

Get your chance to ask Daniel Drexler, Corporate Officer & IT Manager, City of Grand Forks, B.C. how switching to eSCRIBE has made meeting management less time

consuming and stressful for staff. Sign up for today's 2 pm webinar.

LAS

The Municipal Group Buying Program is saving municipalities thousands of dollars. One town is now saving \$137,000 by changing their approach to fleet management. Another saved \$4,000 in tires on two fire trucks. And a large municipality saved over \$100,000 on an excavator, loader and tandem truck. Do you have a success story to share? Let us know - we'd love to hear it!

ONE Investment

Learn at your pace from your place in 2020 by registering online for the Investments 101 course. The course is developed to educate municipal staff on the fundamentals of investing and discusses options available to municipalities under the Legal List and Prudent Investor Standard.

Careers

Policy Intern - AMO. Assisting senior advisors and the Director of Policy, the successful candidate will support AMO's policy development process. Please apply in confidence to: careers@amo.on.ca by Friday, December 18, 2020 at 12 noon.

Director, Statistics Integration Branch (Ministry of Finance) - Ontario Public Service. Location: Toronto. Job Term: 1 Permanent. Job Code: XEXE2 - Executive 2. Please apply online, only, by Wednesday, December 16, 2020, by visiting Ontario Public Service Careers. Please follow the instructions to submit your application. Faxes are not being accepted at this time.

Director, Business Affairs - Region of Durham. Job ID 13758. Reports to: Commissioner & Medical Officer of Health. To learn more about this opportunity, please visit Durham Region Job Postings and apply online directly to Job ID #13758 no later than December 31, 2020.

Director, Office of Emergency Management - City of Toronto. Reports to the Toronto Fire Chief / General Manager of Emergency Management. If you are interested in exploring this opportunity, please submit a resume and letter of interest online at Odgers Berndtson Opportunities. To acquire more information about the role, please contact Margaret Campbell at Margaret.Campbell@odgersberndtson.com or Joanne McMullin at Joanne.McMullin@odgersberndtson.com.

About AMO

AMO is a non-profit organization representing almost all of Ontario's 444 municipal governments. AMO supports strong and effective municipal government in Ontario and promotes the value of municipal government as a vital and essential component of Ontario's and Canada's political system. Follow @AMOPolicy on Twitter!

December 11, 2020

AMO Policy Update – New Stronger Public Health Measures

The Ontario government, in consultation with provincial and local public health, is moving seven public health regions to new levels with stronger public health measures, including Windsor-Essex County Health Unit and York Region Public Health moving into Grey-Lockdown. The regional levels and specific public health measures are in the *Keeping Ontario Safe and Open Framework*.

Based on the latest data, the following public health regions will move from their current levels in the framework to the following levels **effective Monday, December 14, 2020 at 12:01 a.m.:**

- Grey-Lockdown
 - Windsor-Essex County Health Unit; and
 - York Region Public Health
- Red-Control
 - Middlesex-London Health Unit;
 - Simcoe Muskoka District Health Unit; and
 - Wellington-Dufferin-Guelph Public Health
- Orange-Restrict
 - Eastern Ontario Health Unit
- Yellow-Protect
 - Leeds, Grenville and Lanark District Health Unit.

All other public health regions will remain at their current levels. Please see COVID-19 Regional Public Health Measures and Restrictions for the full regional list.

For long-term care homes, visitor restrictions apply to those homes in the public health unit regions that are in the Orange-Restrict level or higher. In addition, long-term care homes must implement recently enhanced testing requirements.

Trends in public health data continue to be reviewed weekly to determine if public health units should stay where they are or be moved into different levels. Public health units will stay in their levels for a minimum of 28 days, or two COVID-19 incubation periods, at which time, the government will assess the impact of public health measures to determine if the public health unit should stay where it is or be moved to a different level. The government and the Chief Medical Officer of Health will continue

to consult regularly with local medical officers of health on local context and conditions to help inform the classification of their public health unit regions.

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.



December 16, 2020

AMO Policy Update – Phase 2 ReStart Agreement Municipal Funding

This morning, AMO President Graydon Smith joined Mayor John Tory, Member of Parliament Adam Vaughan, and the Honourable Minister Steve Clark for a major announcement on additional relief funding for Ontario's municipal governments.

The Ontario government is allocating the second phase of the Safe Restart Agreement (SRA) funding to municipal governments in the amount of \$695 million. Minister Clark noted that the government is helping to ensure that every single municipality in Ontario is entering 2021 without an operating deficit from 2020.

This \$695 million in relief funding is broken out into two sections:

- First, \$396 million will be allocated to 48 individual municipalities that have demonstrated the need for additional assistance in covering operating deficits for 2020.
- The remaining \$299 million will be allocated across all 444 municipalities to help provide additional financial relief to help support operating budgets in 2021.
 - AMO understands that 20% (\$59.8 million) of this allocation will be provided to all municipalities on a per household basis (like Phase 1 SRA funding).
 - The remaining 80% (\$239.2 million) is to be allocated through a new methodology that proportionally reflects COVID-19 case counts with data provided by Ontario's 34 Public Health Units. More information on this methodology and the associated allocations will be provided by the Ministry of Municipal Affairs and Housing.

AMO is pleased that the remaining Safe Restart Agreement funding is being provided to municipal governments at this time. *"This funding will ensure municipalities in every part of Ontario are in a better position to maintain vital municipal services in 2021 and to proceed with capital investments essential to Ontario's economic recovery",* said AMO President Graydon Smith.

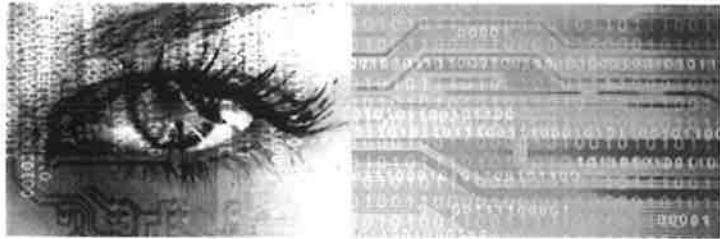
In addition, Minister Clark indicated that the Province is notionally allocating \$1.3 billion for municipal transit systems above and beyond the initial allocation of \$700

million made under Phase 1 of the SRA. More details about this funding will be available in January 2021.

This financial relief package and, notably, the early support in 2021 follows AMO's direct advice to create greater certainty around the financial needs of municipal governments. This will help ensure municipalities continue to protect our communities and play an essential role in Ontario's economic recovery as we enter the coming year ahead.

For more information: [Phase 2 of SRA Funding - Municipal Allocations](#).

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.



December 17, 2020

Everyone at AMO wishes you, your friends and family, and your community a happy and safe holiday season!

In This Issue

- AMO office closure during the holidays.
- Provincial survey: Seeking feedback to improve the towing industry.
- Connecting Rural Ontario Conference - Don't miss the Early Bird!
- AMO Launches its 2021 Virtual Annual General Meeting and Conference.
- How to ensure your CFTA compliance in 2021.
- Big purchases in your budget? LAS can help!
- LAS Blog: Year end message.
- ONE Investment fall webinars.
- Investments 101 - Online training.
- Careers with AMO, Durham, OPS and Canada Council for the Arts.

AMO Matters

The AMO Office will be closed from December 25, 2020 to January 1, 2021 and will re-open on January 4, 2021. The next issue of the WatchFile will be on January 7, 2021.

Provincial Matters

The Province is seeking feedback on challenges when using towing services to improve towing industry oversight and inform a regulatory model. The survey is open until January 15, 2021.

Eye on Events

The ROMA Annual Conference is a key moment for municipal and provincial officials to connect on the unique challenges faced by rural municipalities. Don't miss this year's event or the early bird deadline: December 31, 2020.

No need to book a room. AMO 2021 will be a virtual conference building on the success and lessons learned of 2020. Join the City of London as they host this exciting event. Registration opens Friday, December 18.

LAS

Over 385 municipalities participate in one or more LAS programs. The new year



December 18, 2020

AMO Policy Update – Additional COVID-19 Vaccine Sites, ESA Termination and Severance Provisions Extension

Additional COVID-19 Vaccine Rolling Out

Ontario will be distributing additional doses of the Pfizer vaccine to 17 more hospital sites throughout the province over the next two weeks, including regions with the highest rates of COVID-19 infection. This is part of the initial phase of the government's three-phase vaccine implementation plan that began on December 14th in Toronto and Ottawa.

Ontario is expecting to receive up to 90,000 Pfizer-BioNTech doses from the federal government before the end of the year to continue vaccinating health care workers and essential caregivers who work in hospitals, long-term care homes, retirement homes, and other congregate settings caring for seniors.

During this initial phase, Ontario is expecting to receive doses of the Moderna vaccine – once approved by Health Canada – which will allow vaccines to be provided at long-term care homes in lockdown areas, followed by retirement homes, other congregate care settings for seniors, and remote Indigenous communities. In early 2021, additional hospital sites across the province will be administering additional Pfizer vaccines to health care workers, as well as essential caregivers, and long-term care home and retirement home residents.

Extension of Temporary Relief from ESA Termination and Severance Provisions

The Ontario government has extended the temporary relief measures from the termination and severance provisions of the *Employment Standards Act, 2000* (ESA) as of December 17, 2020 until **July 3, 2021**. The temporary measures are found in Ontario Regulation 228/20, Infectious Disease Emergency Leave (IDEL Regulation), and had been set to expire January 2, 2021. The IDEL Regulation has been amended

to define the “COVID-19 period” as that period beginning on March 1, 2020 and ending on July 3, 2021. Additional Hicks Morley information can be found [here](#).

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.

**Season’s Greetings from AMO.
Best wishes for a safe and healthy 2021.**



December 17, 2020

AMO Policy Update – Long-Term Care Staffing Plan, Conservation Authorities Working Group, Poverty Reduction Strategy, and Mental Health and Addiction Services Funding

Long-Term Care Staffing Plan Released

The Province announced the release of its anticipated long-term care staffing plan that sets out actions to hire more staff, improve working conditions for existing staff, drive effective and accountable leadership, and implement retention strategies.

The plan is called, “A Better Place to Live, A Better Place to Work: Ontario’s Long-Term Care Staffing Plan”. Included in the plan are six key areas of action to be delivered over four years, not least of which is an investment of up to \$1.9 billion annually by 2024-2025 to create more than 27,000 new positions for personal support workers (PSWs), registered nurses (RNs), and registered practical nurses (RPNs) in long-term care to meet the government’s 2020 Ontario budget commitment to increase hours of daily direct care to an average of four hours per day for each long-term care resident.

Other actions include accelerating and expanding education and training pathways to train the new staff, supporting continued professional development and growth of long-term care staff, and finding ways to improve working conditions, increasing effective and accountable leadership, and measuring progress on these actions.

AMO staff will be reviewing the staffing plan in its entirety to inform its future work under our Health Task Force to the Long-Term Care Commission as well as consultation on future regulations.

Ontario’s Working Group on Conservation Authorities

The Province has announced a Conservation Authorities Working Group. Hassaan Basit, President and CEO of Conservation Halton, will chair this group to provide input

on proposed regulations development under the *Conservation Authorities Act*, and on how conservation authorities are governed.

The working group will be formed early in the new year and will provide input to help the Province develop regulations that will focus on:

- the mandatory core programs and services conservation authorities would be required to provide,
- the agreements between municipalities and conservation authorities and the transition period associated with non-mandatory programs and services, and
- how local members of the community can participate in their conservation authorities through community advisory boards.

AMO has been calling for such a group to undertake this work and welcomes this process. AMO has also requested representation on this working group.

Ontario's New Poverty Reduction Strategy

The government released a new Poverty Reduction Strategy to guide cross ministry actions over the next five years. The objective is to help more people get back into employment and participate in the Province's economic recovery.

Key government initiatives are to help connect people experiencing poverty with education, skills training, health, and other supports. In many cases this involves joint efforts with municipalities and District Social Service Administration Boards delivering critical human services in communities such as social assistance, housing, and homelessness prevention programs.

New Mental Health and Addiction Services

As part of the ongoing response to COVID-19, the government is providing \$147 million of funding to increase access to supports. This allocation builds on the provincial Roadmap to Wellness Plan.

This welcome funding will add more staff, accommodations, virtual supports, housing and short-term accommodation, and other supports to continue providing safe in-person services where appropriate. It will also include supports specifically for Ontario's frontline workers.

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.



December 21, 2020

AMO Policy Update – Lockdown 2.0: Province-Wide Lockdown Starts December 26, Communities Strategy and Enforcement, New School Protocols, Child Care, and Small Business Grant

Province-Wide Lockdown Starts December 26

Today, the Province announced an Ontario-wide lockdown starting at 12:01am as of Saturday, December 26, 2020. The current COVID-19 Response Framework will be paused when the Province-Wide Shutdown comes into effect.

Lockdown measures include, but are not limited to:

- **Restricting indoor organized public events and social gatherings, except with members of the same household** (the people you live with). Individuals who live alone may consider having exclusive close contact with one other household.
- **Prohibiting in-person shopping in most retail settings.** Curbside pickup and delivery can continue. Discount and big box retailers selling groceries will be limited to 25 per cent capacity for in-store shopping. Supermarkets, grocery stores and similar stores that primarily sell food, as well as pharmacies, will continue to operate at 50 per cent capacity for in-store shopping.
- **Restricting indoor access to shopping malls.** Patrons may only go to a designated indoor pickup area (by appointment only), essential retail stores that are permitted to be open (e.g. pharmacy, grocery store), or, subject to physical distancing and face covering requirements, to the food court for takeout purchases. Shopping malls may also establish outdoor designated pickup areas.
- **Prohibiting indoor and outdoor dining.** Restaurants, bars, and other food or drink establishments will be permitted to operate by take out, drive-through, and delivery only.

The impacts of these time-limited measures will be evaluated throughout the 14 days in Northern Ontario and 28 days in Southern Ontario to determine if it is safe to lift any restrictions or if they need to be extended.

Note that the essential business definition has changed based on learning from earlier experience (i.e. regulated health professionals, construction etc.). For more information, call the ["Stop the Spread" business information line](#).

High Priority Communities Strategy and Enforcement

As part of this announcement, the government is providing \$12.5 million to implement a [High Priority Communities Strategy](#) to take a tailored, community-based approach to fund community agencies in 15 priority neighbourhoods in Durham, Peel, Toronto, York, and Ottawa.

Additional funding of \$42 million will also be available to establish isolation centres. The Province will work with local municipal partners to establish new isolation centres to help those who may need to isolate following testing.

The Ministry of Labour, Training and Skills Development is leading a multi-ministry COVID-19 Safety Team. The team will partner with local authorities to carry out additional enforcement blitzes in sectors where they are needed most.

New School Protocols and Child Care

All publicly funded and private elementary and secondary schools will move to teacher-led remote learning when students return from the winter break on January 4, 2021. [Seven Health Units](#) will resume in-person instruction on January 11, 2021, for both elementary and secondary students.

For schools in all other Public Health Unit regions, elementary school students can return to in-person on January 11, 2021, and secondary school students will continue learning remotely until January 25, 2021, at which point they may resume in-person learning.

During this period child care centres, authorized recreational and skill building programs, and home-based child care services will remain open. From January 4-8, 2021, before and after school programs will be closed and emergency child care for health care and frontline workers will be provided. School boards will be required to make provisions to continued in-person support for students with special education needs who cannot be accommodated through remote learning from whom remote learning is challenging.

New Ontario Small Business Support Grant

Today the government also announced a new Ontario Small Business Support Grant, which will provide a minimum of \$10,000 and up to \$20,000 for eligible businesses. Further details, including how to apply will be announced in January 2021. The other supports for businesses during COVID-19, including property tax and energy rebate programs for eligible businesses in Control or Lockdown regions (or previously in modified stage 2 regions), will continue.

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.



January 7, 2021

AMO Policy Update – New Lock Down Measures and New CSWB Plan Deadline

New Lock down measures, elementary school closure extension and emergency child care extension

As COVID-19 cases are currently increasing throughout the province, the Ontario government is extending certain public health measures for the safety of students, education staff, and residents of Northern Ontario. This includes extending the shutdown in Northern Ontario for another 14 days, aligning with the shutdown period in Southern Ontario until at least January 23, 2021.

In response to increasing community transmission, in-person learning will be deferred to January 25, 2021 in Southern Ontario, which aligns with the planned return of in-person learning for secondary school students in these regions. Elementary students and secondary students in the seven Northern Ontario public health unit regions will proceed with returning to in-person learning on January 11, 2021. This new timing in Northern Ontario is also trying to be responsive to the fact that Northern Ontario students are not able to learn at home as effectively due to limited access to reliable Internet service.

Since Ontario was moved into a Provincewide Shutdown on December 26th, trends in key public health indicators have continued to worsen in both Northern and Southern Ontario, including concerning trends in health system capacity. Trends show increasing transmission in many Northern Ontario public health regions, with only one region showing a sustained low level of transmission.

To support families during this extended school closure, child care centres, and home-based child care services will remain open. Ontario is also expanding eligibility for the Ministry of Education's targeted emergency child care program for a broader number of frontline health and safety workers.

The impacts of these time-limited measures throughout the province will be evaluated after 14 days to determine if it is safe to lift any restrictions or if they need to be extended.

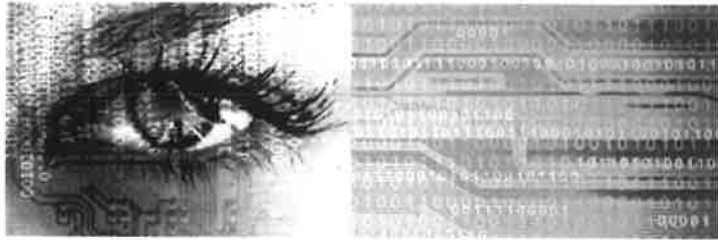
New Community Safety and Well-Being Plan (CSWB) Deadline

In April 2020, the Solicitor General delayed the January 1st, 2021 deadline for the completion and adoption of Community Safety and Well-Being (CSWB) plans. This delay acknowledged the impact that the COVID-19 pandemic was placing on municipal governments and restricting their ability to complete these plans by year end.

On December 24th, 2020, the Ministry of the Solicitor General announced a new July 1st, 2021 deadline date for municipal governments to have their CSWB plans adopted. This six-month extension is appreciated but we understand will continue to prove challenging for many municipal governments across Ontario.

AMO has long been concerned that CSWB plans are an unfunded mandate placed on municipal governments including many with limited staffing resources. With managing an aggressive second wave of the pandemic, municipal governments will find it challenging to conduct and coordinate effective community engagement, including required strong participation from local health and education agencies, that is necessary to produce meaningful plans by the middle of 2021.

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.



January 7, 2021

In This Issue

- Maple Medical to help AMO members/communities by donating certified PPEs.
- Important deadlines coming for broadband funding.
- Provincial survey: Seeking feedback to improve the towing industry.
- Three weeks until ROMA 2021 and there is still time to register!
- New lighting incentives for LED upgrades.
- Spring Road/Sidewalk Assessments ready to book.
- LAS Blog: Accessible websites.
- Energy Training in an era of social distancing.
- Keeping up-to-date with LAS.
- Careers with United Counties of Leeds & Grenville, Greater Sudbury and Ottawa.

AMO Matters

Maple Medical will donate 20 million certified 3 ply disposable face masks, over 100k bottles of sanitizer and disinfectant wipes to frontline workers and any low income/vulnerable individuals. For information email Savdah Manjra, VP Sales, or call 647.501.1553.

Deadlines are fast-approaching for applications to the Improving Connectivity in Ontario (ICON) program and the federal Universal Broadband Fund (UBF). For information on ICON, contact ICONprogram@ontario.ca, or get-connected@canada.ca for information on the UBF.

Provincial Matters

The Province is seeking feedback on challenges when using towing services, to improve towing industry oversight and inform a regulatory model. The survey is open until January 15, 2021.

Eye on Events

The ROMA Conference is a key moment for municipal and provincial officials to connect on the unique challenges faced by rural municipalities. The program features plenary sessions and workshops touching on everything from the economic recovery to health care, broadband and environmental matters. [Register here](#).

LAS

LAS makes it easy to take advantage of IESO's new lighting incentives when you participate in our turn-key Facility Lighting Service program. Contact Christian Tham for a free budget proposal.

A Road and/or Sidewalk Assessment through LAS can help your municipality spend infrastructure dollars wisely. Contact us to learn how better data saves money and improves service levels. Now booking assessments for Spring 2021.

AMO has partnered with eSolutionsGroup to offer easy, affordable, accessible websites to municipalities. This week's LAS Blog discusses solutions for your website in light of the new AODA requirements.

Social distancing may have affected the way we work and learn, but every challenge has a solution. Our custom Energy Workshops are available online and include a virtual energy hunt! Sign-up today - winter dates are still available.

Did you know the LAS home page is updated on a regular basis? Visit often to learn more about our programs, read the blog, and view our webinar archives.

Careers

Chief Administrative Officer - United Counties of Leeds and Grenville. To explore this opportunity please apply via email by January 19th, 2021 to careers@waterhousesearch.ca quoting project LG-CAO. Should you wish to speak to our Executive Recruiter or review the detailed job description please contact Jon Stungevicius at 416-214-9299 x1, or Amy Oliveira at 416-214-9299 x4.

Director of Land Use Planning Services - City of Greater Sudbury. Reports to General Manager of Growth and Infrastructure. For more information on this exciting opportunity, please visit Greater Sudbury Current Opportunities. Please indicate competition number EX20-590 *revised on your application. Qualified candidates should submit their resumes in confidence by 4:30 p.m. on Friday, January 29, 2021. Applicants may email or fax their resume to hrjobs@greatersudbury.ca or 705.688.3979.

Director, Public Safety, Emergency & Protective Services - City of Ottawa. Reports to General Manager, Emergency and Protective Services. To explore this opportunity further, please contact Joanne McMullin at Odgers Berndtson at Joanne.McMullin@odgersberndtson.com or submit your resume and letter of interest online to Odgers Berndtson Opportunities by January 29, 2021.

About AMO

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AMO Contacts

AMO Watch File Tel: 416.971.9856

**COVID-19 Vaccine Distribution
Task Force**

General (Ret'd) Rick Hillier
Chair

25 Grosvenor Street
11th Floor
Toronto ON M7A 1Y6



December 12, 2020

I have been asked by the Premier of Ontario to assist during the COVID-19 crisis to distribute vaccines in an efficient and equitable manner.

This communication is meant to include each of you and your teams in this process. But to do that - you need to be comfortable with the way the Task Force is working and also understand the plan.

That's why this first Situation Report is a little long - it is meant to establish the baseline that we are operating from now, three days before we expect the first vaccines to arrive.

I appreciate that each of you will have a valuable role in this noble effort in which we are engaged. I thank you for your efforts in advance and trust that our continuing flow of information will assist you in the planning and eventual execution of your responsibilities.

Many of you directly involved have received more detailed guidance from specific departments within the Ontario Government. This email is not intended to interfere with that guidance but to ensure that you understand the intent of the senior leadership of the Task Force.

Again, my thanks to each one of you as we reach the fantastic milestone of being ready to deliver vaccines to everyone who wants one in our great province. Good luck to you all - and best wishes for you and your community in these difficult times.

With kind regards,

General (Ret'd) Rick Hillier
Chair of the COVID-19 Vaccine Distribution Task Force

Ontario's Vaccine Distribution Implementation Plan

December 11, 2020

BACKGROUND

- On **December 7, 2020**, the province announced the **key populations** that will be first to receive the COVID-19 vaccine, namely:
 - **Residents, employees and staff**, and **essential caregivers** of congregate living settings that provide care for seniors
 - **Health care workers** (including all those who work in health care settings and those in direct contact with patients)
 - **Adults in First Nations, Métis, and Inuit populations** where infection can have disproportionate consequences, including those living in remote or isolated areas
 - **Adult recipients** of chronic home health care
- On December 9, 2020, **Health Canada granted authorization** with conditions for the use of the Pfizer-BioNTech COVID-19 Vaccine in individuals 16 years of age and older, after an independent and thorough scientific review for safety, effectiveness and quality.
- Health Canada will continue to monitor the safety and efficacy of the vaccine.
- The province has committed to distributing COVID-19 vaccines to priority populations in the **highest risk areas** as soon as shipments are received from federal government suppliers, expected in the coming days.

ONTARIO'S COVID-19 VACCINATION PROGRAM

PHASES

VACCINE QUANTITY	POPULATION TO BE VACCINATED	DISTRIBUTION SITES
<p>Initial doses will vaccinate over 2,500 people, with additional shipments arriving over the coming weeks</p> <p>90,000 doses of Pfizer-BioNTech and estimated 35,000-85,000 doses of Moderna vaccines (pending approval) are expected in the coming weeks</p> <p>An estimated total of over 2M doses is expected in this phase</p>	<p>Residents, essential caregivers, and staff of congregate care settings for seniors</p> <p>Health care workers</p> <p>Adults in First Nations, Métis, and Inuit populations</p> <p>Adult recipients of chronic home health care</p>	<p>Initially, two pilot sites, followed by selected hospital sites in Grey-Lockdown and Red-Control zones, expanding to approximately 21 hospitals across the province</p> <p>LTC Homes and Retirement Homes as soon as feasible.</p>
<p>Increasing stock of vaccines available.</p>	<p>Expanded for health care workers, long-term care homes, retirement homes, home care patients with chronic conditions and additional First Nation communities and urban Indigenous populations, including Métis and Inuit adults.</p>	<p>Expanded vaccination sites</p>
<p>Vaccines available for every Ontarian who wants to be immunized.</p>	<p>All eligible Ontarians</p>	<p>Widely available across Ontario</p>



DISTRIBUTION, LOGISTICS AND ADMINISTRATION

Phased Distribution Plan

Phase 1 - key milestones

- **Pilot – week of December 14, 2020:**
 - Pfizer-BioNTech doses to vaccinate **over 2,500** health care workers
 - **Two** pilot hospital sites, **University Health Network** and **The Ottawa Hospital**
 - **Recipients:** health care workers from long-term care, hospitals
- **Additional Pfizer-BioNTech doses expected**
 - Expected to receive **90,000 doses** in December 2020 – January 2021
 - **14** selected hospital sites in Grey-Lockdown and Red-Control zones
 - **Recipients:** health care workers in long-term care homes, retirement homes, hospitals, additional congregate settings caring for seniors

DISTRIBUTION, LOGISTICS AND ADMINISTRATION (cont'd)

- **Moderna vaccine doses expected** (pending Health Canada approval):
 - Expected to receive **35,000 – 85,000** doses in December-January (planning estimates)
 - **Expanded vaccinations** to long-term care homes in Grey-Lockdown areas
 - **Recipients:** residents in long-term care homes, retirement homes, hospitals, additional congregate settings caring for seniors
- **Early 2021:**
 - **Expansion of up to 21** hospital sites providing the Pfizer-BioNTech vaccine
 - **Recipients:** health care workers, and once forward movement authorized by Pfizer, long-term care home and retirement home residents
 - **Expansion of the number of locations** to administer the Moderna vaccine
 - **Recipients:** long-term care homes, retirement homes, public health units, other congregate care settings, remote Indigenous communities

**Ministry of Agriculture,
Food and Rural Affairs**

Office of the Minister

77 Grenville Street, 11th Floor
Toronto, Ontario M7A 1B3
Tel: 416-326-3074
www.ontario.ca/OMAFRA

**Ministère de l'Agriculture, de
l'Alimentation et des Affaires rurales**

Bureau du ministre

77, rue Grenville, 11^e étage
Toronto (Ontario) M7A 1B3
Tél. : 416 326-3074
www.ontario.ca/MAAARO



Ontario

December 15, 2020

Janet Denkers
Administrator/Clerk
Municipality of Brooke-Alvinston
jdenkers@brookealvinston.com

Dear Ms. Denkers:

I am pleased to announce the next application intake for the Rural Economic Development (RED) program opened on December 11, 2020 and will be available until February 1, 2021. You can find all program information, including how to apply, on my ministry's website at ontario.ca/REDprogram.

In July 2019, we announced the revitalized RED program. Our updates put the focus on outcome-based projects that will have tangible benefits for Ontario's rural and Indigenous communities. The updates to the RED program better align with our government's priorities to remove barriers to investment, open doors to rural economic development and create good jobs across the province.

The program has two project categories:

- The **Strategic Economic Infrastructure** stream provides up to 30 per cent in cost-shared funding for minor capital projects that advance economic development and investment opportunities.
- The **Economic Diversification and Competitiveness** stream provides up to 50 per cent in cost-shared funding for projects that remove barriers to business and job growth, attract investment, attract or retain a skilled workforce, strengthen sector and regional partnerships and diversify regional economies.

Our government is committed to supporting economic growth in rural communities and ensuring Ontario is open for business.

.../2



Foodland
ONTARIO

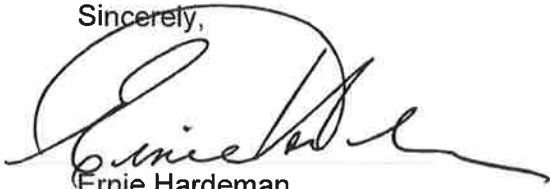
ONTARIO
Terre nourricière

Good things grow in Ontario
À bonne terre, bons produits

Ministry Headquarters: 1 Stone Road West, Guelph, Ontario N1G 4Y2
Bureau principal du ministère: 1 Stone Road West, Guelph (Ontario) N1G 4Y2

I encourage you to take advantage of this funding opportunity and submit an application for your economic development project. Together, we can ensure Ontario's communities thrive.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ernie Hardeman', written over a horizontal line.

Ernie Hardeman

Minister of Agriculture, Food and Rural Affairs

COVID-19 Reminders

- Practise physical distancing – stay 2 metres away from others in public
- Wash your hands – with soap and water thoroughly and often
- Get the facts - www.ontario.ca/page/covid-19-stop-spread

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

Minister's Office

7th Floor
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Toronto ON M5G 2K8

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Fax: 416 325-5240

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

Bureau du ministre

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438, avenue University
Toronto ON M5G 2K8

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



127-2020-14553

December 16, 2020

Dear Municipal Partner:

Last December, I invited stakeholders to participate in consultations to inform the development of a new five-year poverty reduction strategy.

I am pleased to announce the release of *Building a Strong Foundation for Success: Reducing Poverty in Ontario (2020-2025)*. In this new five-year strategy, we set out a vision for an Ontario where everyone can participate to their full potential in their communities and achieve greater independence, stability and, wherever possible, long-term job success to support themselves and their families. I want to extend my sincere thanks to those who contributed to the development of our strategy to reduce poverty in Ontario.

Through the consultation process, we heard from people across the province about their community's experiences with poverty. We received more than 2,500 survey responses and over 280 submissions and had additional engagement with Indigenous partners and municipal committees. As our consultations came to a close, Ontario was faced with one of its greatest challenges, the COVID-19 outbreak that led to an unprecedented economic downturn that continues to deeply impact our communities.

Reducing and preventing poverty is a goal that is even more important in the context of the health, social and economic challenges resulting from COVID-19. Building on the government's COVID-19 response, the strategy connects initiatives across government, identifying actions that will help stabilize peoples' lives, connect them with employment, training, health, mental health and housing supports to set them on a pathway to jobs and financial stability. The Social Assistance Recovery and Renewal Plan and Employment Services Transformation are the cornerstone initiatives of the strategy, supported by others like the *Roadmap to Wellness*, Ontario's mental health and addictions strategy.

.../cont'd

-2-

As we move forward with the strategy's implementation over the next five years, I look forward to listening to and working with municipalities, community partners, the federal government, the private sector and Indigenous partners to create an Ontario where everyone can participate in their communities to their full potential.

Sincerely,

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

Todd Smith
Minister

COVID-19 Vaccine Distribution Task Force

General (Ret'd) Rick Hillier
Chair

25 Grosvenor Street
11th Floor
Toronto ON M7A 1Y6
Email:

COVID-19VaccineTaskForce@ontario.ca

Groupe d'étude sur la distribution des vaccins contre la COVID-19

Général (à la retraite) Rick Hillier
Président

25, rue Grosvenor
11^e étage
Toronto ON M7A 1Y6

COVID-19VaccineTaskForce@ontario.ca



December 24, 2020

This is my third report to you.

Our vaccine plan continues to rollout successfully. I know you are all as excited as I am to see the pictures of our long-term care employees and healthcare workers receiving the vaccine. We have surpassed the 9,300 “shots in arms” mark!

Nineteen sites have received deliveries of the vaccine this week – with more to come. I want to acknowledge all the hard work that is happening on the ground to get the clinics up and running – thank you to all of the folks involved in this extraordinary feat.

As we enter the holiday season, it is more important than ever to continue to follow public health measures to keep everyone safe and healthy. Avoid social gatherings, wear a mask when required, practice physical distancing, wash your hands frequently, and download the COVID Alert app.

I understand how difficult it is to continue to follow public health measures at this time – when we have been diligent for so long and you want to gather with family and friends. Even as vaccinations begin in Ontario, it is vital that we continue to persevere and follow the measures that have been set by public health officials including limiting personal contacts. Please have confidence that we can look forward to celebrating with loved ones again soon, as we reduce COVID-19 transmission and we achieve coverage of the vaccine across the province.

With kind regards,

General (Ret'd) Rick Hillier
Chair of the COVID-19 Vaccine Distribution Task Force

COVID-19 Vaccine Distribution Task Force Update #3

VACCINE UPDATE: DISTRIBUTION, LOGISTICS AND ADMINISTRATION

Phased Distribution Plan

December 24, 2020

- We are halfway through a successful second week
 - ~**90,000** doses were delivered to **17 additional** selected hospital sites across the province, bringing the total sites to **19**.
 - Over **9,300** doses have been administered to date.
- **Recipients** included health care workers and essential caregivers in long-term care homes and retirement homes identified as high-risk (i.e., memory care) or attached to long-term care homes, as well as hospital staff.
- Plans for remote/fly-in First Nation communities are under development with Indigenous partners, and a meeting was held this week to begin developing plans for delivery to First Nations and urban Indigenous communities across the province.
- **Key successes from last week:**
 - Collaboration between ministries, hospitals, public health units, and Ontario Health contributed to seamless vaccine delivery and clinic set-up.
 - “Clinic in a Box” Information Technology implementations went smoothly supporting on-site real-time dashboards.

Solicitor General

Office of the Solicitor General

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132-2020-5553

By email

December 24, 2020

Dear Head of Council/Chief Administrative Officer/Municipal Clerk:

As you know, on January 1, 2019, amendments to the *Police Services Act* (PSA) came into force which mandate every municipality in Ontario to prepare and adopt a community safety and well-being (CSWB) plan, working in partnership with police services/boards and various other sectors, including health/mental health, education, community/social services, and children/youth services. As previously communicated, municipalities originally had two years from the in-force date to prepare and adopt their first CSWB plan (i.e., by January 1, 2021).

The government recognizes that the pandemic has created unprecedented challenges for communities across Ontario. Over the past several months, we have heard from municipal partners that resources have been redirected to the pandemic response and, as a result, some have experienced delays in their CSWB planning and engagement processes.

In an effort to support municipal, policing and community partners during the emergency, on April 14, 2020, the government passed the *Coronavirus (COVID-19) Support and Protection Act, 2020*, which amended the PSA to allow the Solicitor General to prescribe a new deadline for the completion and adoption of CSWB plans post January 1, 2021. This amendment came into force immediately upon Royal Assent.

I would like to inform you that the new deadline for municipalities to prepare and adopt a CSWB plan is now July 1, 2021. This extension provides municipalities with an additional six months to complete their plans.

This change will ensure municipalities, police services and local service providers can continue to dedicate the necessary capacity and resources to respond to COVID-19, while also providing adequate time to effectively undertake consultations, work collaboratively with multi-sectoral partners, and meet the legislative requirements to develop meaningful and effective CSWB plans.

Community partners continue to underscore the importance and need for this type of holistic planning that addresses crime and complex social issues on a long-term, sustainable basis and improves the safety and well-being of Ontario communities.

.../2

Head of Council/Chief Administrative Officer/Municipal Clerk
Page 2

Despite the unforeseen challenges that the pandemic has created, it is encouraging to see municipalities across the province persevere and make significant progress on their CSWB plans through innovative and forward-thinking approaches.

I greatly appreciate your on-going support as we move forward on this modernized approach to CSWB together. Through collaboration, we will continue to build safer and stronger communities in Ontario.

Lastly, if municipalities have any questions about CSWB planning, please direct them to ministry staff, Tiana Biordi, Community Safety Analyst, at Tiana.Biordi@ontario.ca.

Sincerely,

A handwritten signature in black ink, appearing to read 'Sylvia Jones', with a stylized, cursive script.

Sylvia Jones
Solicitor General



**Ministry of Municipal
Affairs and Housing**

Office of the Deputy Minister

777 Bay Street, 17th Floor
Toronto ON M7A 2J3
Tel.: 416 585-7100

**Ministère des Affaires
Municipales et du Logement**

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December 24, 2020

MEMORANDUM TO: Municipal Chief Administrative Officers and Clerks

SUBJECT: Enforcement of Orders under the *Reopening Ontario Act, 2020*

I want to thank you again for your sustained efforts in limiting the spread of infection and managing the impact of the pandemic on your communities.

Public Health Measures

As COVID-19 cases continue to rise at an alarming rate, the Ontario government, in consultation with the Chief Medical Officer of Health and other health experts, announced a Provincewide Shutdown effective December 26, 2020 at 12.01 a.m. These additional restrictions reinforce that Ontarians should stay at home as much as possible to minimize transmission of the virus and prevent hospitals from becoming overwhelmed. Municipalities, residents and businesses can find out which regional public measures are in place for their area at <https://www.ontario.ca/page/covid-19-response-framework-keeping-ontario-safe-and-open>. Municipalities and local public health units may have additional restrictions or targeted requirements, on top of any applicable provincial public health measures.

The Ontario government, in consultation with the Chief Medical Officer of Health, has also extended all orders currently in force under the *Reopening Ontario (A Flexible Response to COVID-19) Act, 2020* (ROA) until January 20, 2021. These can be found online on the Government of Ontario's website at <https://www.ontario.ca/laws/statute/20r17>.

Enforcement

As you are aware, municipal by-law officers are designated to enforce provincial orders under the ROA.

To help support municipal enforcement activities, I am attaching information the Ministry of the Solicitor General has shared with Chiefs of Police regarding additional amendments to orders made under the ROA.

Page 1 of 2

Ontario's municipalities have shown leadership and actively engaged in enforcement and compliance, including enforcement of any local by-laws they may have enacted. To ensure we continue to maximize the impact of enforcement efforts on the ground, and as I mentioned in my previous correspondence to you, I strongly encourage our municipal partners to work closely with provincial enforcement officers and public health officers to coordinate enforcement activities in your communities. To identify opportunities for and to plan coordinated compliance activities in your community, please email Natasha Bartlett at natasha.bartlett@ontario.ca.

To help support enforcement personnel, staff at the Ministry of the Solicitor General continue to respond to inquiries via EssentialWorkplacesSupport.SolGen@ontario.ca. Through this confidential channel, assistance is available to enforcement personnel seven days a week. In addition, a confidential Enforcement Support Phone Line (1-866-389-7638) is operational and available to assist enforcement personnel Monday to Friday (8:30 a.m. – 5:30 p.m.).

Reporting

I would also encourage you again to support the Ministry of the Solicitor General's efforts to collect enforcement data to help monitor and measure the impact of accelerated enforcement and compliance activities province wide. You can find out more on how you may contribute to the Ministry of the Solicitor General's weekly data collection efforts by contacting Jeanette Gorzkowski or Agata Falkowski at Jeanette.Gorzkowski@ontario.ca or Agata.Falkowski@ontario.ca, respectively.

Thank you, once again, for your continued efforts to help keep our communities safe and healthy.

Sincerely,

Kate Manson-Smith
Deputy Minister, Ministry of Municipal Affairs and Housing

Enclosure: Correspondence from the Ministry of the Solicitor General to all Chiefs of Police – English version. If a French version is required, please contact Richard.Stubbings@ontario.ca.

Ministry of Transportation

Office of the Director
Highway Operations Management Branch

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January 4, 2021

Dear Municipal Stakeholder,

I am pleased to announce that effective **January 1, 2021**, the province has expanded the on-road opportunities for off-road vehicle riders in some parts of Ontario. Off-road vehicle riders are expected to experience enhanced trail access resulting from the increased on-road connections to Ontario's off-road vehicle trail network. The changes apply only to municipalities listed in Ontario Regulation 8/03 and amend the way permitted off-road vehicles are allowed on-road access to municipal highways.

In municipalities listed in [Ontario Regulation 8/03](#), permitted off-road vehicles will be allowed by default on municipal highways unless the municipality has an existing by-law that restricts their use or creates a new by-law to prohibit or restrict the use of some or all off-road vehicles. These new provisions replace the previous requirement that municipalities had to enact a by-law to permit off-road vehicles to operate on municipal highways. The updated regulations can be found at [Ontario Regulation 316/03](#), and [Ontario Regulation 863](#).

It is important to note that the on-road access rules for off-road vehicles in municipalities that are not listed in Ontario Regulation 8/03 will continue to be subject to the existing regulatory framework under Ontario Regulation 316/03 and these municipalities are not affected by this change.

The equipment configuration and performance requirements for off-road vehicles as set out in Section 10 of Ontario Regulation 316/03 also remain unchanged. The *Highway Traffic Act* prohibition of drivers of any motor vehicles causing the vehicle to make unnecessary noise, for example through modification, also applies and violations are subject to fines.

In order to support municipalities with these changes, the ministry has provided a Municipal Guidance Document (attached) to help municipalities decide whether they need to take action to revoke, update or pass new by-laws related to on-road access by off-road vehicles on the highways under their jurisdiction.

I ask you to kindly forward this notice and the attached Municipal Guidance Document to municipal staff responsible for traffic safety and those responsible for enforcing off-road vehicle laws in your area. Although changes have been previously announced on the Ontario Newsroom site and there will be a communication in the backgrounder issued by the Premier's Office, municipalities should ensure that the public and off-road vehicle riders are made aware of the rules in their area.

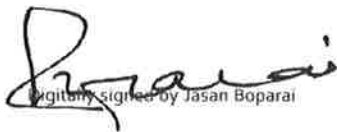
Municipal Stakeholder
Page 2

If there are any questions regarding off-road vehicles licencing, operation or equipment requirements referenced in the attached guidance material, please contact Angela Litrenta, Manager, Road Safety Program Development Office at (416) 235-5130 or Angela.Litrenta@ontario.ca.

If there are any questions regarding amendments to Ontario Regulation 316/03, and Ontario Regulation 863, please contact Ron Turcotte, Head, Safety Information Management Section, Provincial Traffic Office at (289)-407-9880 or Ron.Turcotte@ontario.ca.

Thank you for your assistance in communicating this change.

Sincerely,



Digitally signed by Jasan Boparai

Jasan Boparai
Director

Attachment – Municipal Guidance document

Municipal Guidance Document
Operation of Off-road Vehicles on Municipal Roadways

January 1, 2021

Effective January 1, 2021, the Ministry of Transportation (MTO) is changing the way the province manages how off-road vehicles (ORVs) are allowed on-road in some municipalities.

The use of ORVs on highways is controlled under Section 191.8 of the Highway Traffic Act (HTA), Ontario Regulation 316/03 made under the HTA, and municipal by-laws passed in accordance with the legislation and regulations. Currently, ORVs that meet the requirements in Ontario Regulation 316/03 are allowed on some provincial highways and municipal highways where a municipality has passed a by-law allowing the use of such ORVs on highways under their jurisdiction.

WHAT'S NEW?

Effective January 1, 2021, all ORVs that meet the requirements in Ontario Regulation 316/03 for ORVs permitted on-road, will be allowed by default on municipal highways under the jurisdiction of municipalities listed in Ontario Regulation 8/03 unless the municipality has a by-law prohibiting or restricting the use of some or all such ORVs.

Municipalities that are not listed in Ontario Regulation 8/03 will continue to be subject to the existing regulatory framework and are not affected by this change. In these municipalities, ORVs will continue to be allowed only if the municipality has passed a by-law to allow permitted ORVs on municipal highways under their jurisdiction.

Provincial Requirements

Municipal Considerations

Municipalities listed in Ontario Regulation 8/03 will continue to have the authority and make decisions about ORVs through by-law to:

► Prohibit ORVs on some or all highways



► Permit only specific ORVs on road



► Prohibit ORVs at specific hours of the day



► Impose additional lower speed limits



Local municipalities listed in Ontario Regulation 8/03 that wish to prohibit ORVs; or restrict the permitted types of ORVs; or restrict the time of day or the season when permitted types of ORVs are allowed on-road; or establish lower speed limits for these vehicles; may need to pass a new by-law.

Where a local municipality affected by the change has an existing by-law providing a blanket permission for ORVs on all municipal highways, the by-law would not be in conflict with the new regulations. If an existing by-law only permits some ORVs or restricts ORVs to only some highways, the municipality may have to revoke the by-law and pass a new by-law as outlined above if the municipality wishes to continue such restrictions.

There is no change to the enforcement of laws related to the use of ORVs. Any issues with the day-to-day operations of police services and the actions of police officers related to ORVs should be raised with the local chief of police or their designated representatives. All set fines can be found on the Ontario Court of Justice website.







This document is provided primarily as a guide. For additional information please refer to the Highway Traffic Act, associated regulations and visit Ontario.ca/ATV for information and tips related to the operation of ORVs in Ontario.

Off-road Vehicles Allowed On-road

Effective July 1, 2020, MTO made changes to add off-road motorcycles (ORM) and extreme terrain vehicles (XTV) to the existing list of ORVs permitted on-road. These two new ORV types are in addition to the currently permitted 4-wheeled ORV types.

MUNICIPAL BY-LAWS: Effective July 1, 2020, the two new ORV types added to the list of ORVs permitted on-road can be allowed on municipal highways in accordance with the HTA and Ontario Regulation 316/03.

ORV is a general term used to capture several different vehicles designed for off-road use, however, only certain off-road vehicles that meet the requirements in Ontario Regulation 316/03 are permitted on-road:

Provincial Requirements	All-Terrain Vehicles	"A "single-rider" all-terrain vehicle (ATV) is designed to travel on four tires, having a seat designed to be straddled by the operator, handlebars for steering control and it must be designed by the manufacturer to carry a driver only and no passengers.	
		A two-up ATV is designed and intended for use by an operator or an operator and a passenger. It is equipped with straddle-style seating and designed to carry only one passenger.	
	Side-by-Sides	A recreational off-highway vehicle (ROV) has two abreast seats, typically built with a hood, and uses a steering wheel instead of a motorcycle steering handlebar.	
		A utility terrain vehicle (UTV) has similar characteristics to an ROV but typically also features a box bed. UTVs are generally designed for utility rather than for recreational purposes.	
	New Off-Road Vehicle Types	Extreme Terrain Vehicles (XTVs), commonly referred to as Argos are 6+ wheeled off-road vehicles capable of riding in multiple terrains, including through water. These vehicles sometimes come with tracks, however, tracked versions are not being permitted on road and are restricted to off-road use only.	
		Off-Road Motorcycles (ORMs) are 2 wheeled off-road vehicles that come in varying configurations such as, but not limited to: Recreational ORM, Trail ORMs or Competition ORM.	



MEMO / NOTE DE SERVICE

To/Destinataire	Mayor and Members of Council	File/N° de fichier:
From/Expéditeur	Anthony Di Monte, General Manager of Emergency and Protective Services and Dr. Vera Etches, Medical Officer of Health	
Subject/Objet	COVID-19 Vaccine Distribution Update	Date: January 4, 2021

The purpose of this memo is to provide Members of Council with an update on the current planning assumptions respecting the distribution and administration of COVID-19 vaccines in our community, as directed by the Province. The City of Ottawa and Ottawa Public Health (OPH) are taking a proactive planning approach, outlined below, to ensure readiness as additional vaccines are approved by Health Canada and more doses are received from the Province.

As you read through this document, please keep in mind that there are new developments emerging daily about vaccines and the federal and provincial distribution plans. The information below reflects a moment in time in an ongoing and evolving project. Please rest assured that staff are continually monitoring for updates and aligning our planning efforts in response to new developments.

Jurisdictional Framework

The federal government has taken the lead on the approval and procurement of COVID-19 vaccines in Canada. The federal government has stood up its National Operations Centre through the Public Health Agency of Canada (PHAC), led by Major-General Dany Fortin.

The provincial government receives COVID-19 vaccines from the federal government and is responsible for identifying priority population groups, as it distributes vaccines across Ontario. The Province is also responsible for vaccine tracking and healthcare records management and has established the provincial COVID-19 Vaccine Distribution Task Force, led by General (retired) Rick Hillier. The Provincial Emergency Operations Centre (PEOC) and the Ministry of Health's Emergency Operations Centre have also been stood up.

OPH will eventually receive vaccines from the Province to administer in accordance with the provincially mandated prioritization groups. The City has established a COVID-19 Vaccine Distribution Task Force with partners from OPH and The Ottawa Hospital and has also stood up the municipality's Emergency Operations Centre in support of these efforts.

Vaccine Approvals

Health Canada approved the Pfizer-BioNTech COVID-19 vaccine on December 9, 2020, and the Moderna COVID-19 vaccine on December 23, 2020. There are other potential vaccines expected to follow, including vaccine candidates from Janssen, AstraZeneca and

Novavax, among others. The Public Health Agency of Canada has announced that the federal government has negotiated agreements with seven vaccine manufacturers that would provide access to COVID-19 vaccines to everyone living in Canada by September 2021.

Both the Pfizer-BioNTech and Moderna vaccines require two doses. Currently, the Pfizer-BioNTech vaccine is approved for people aged 16 and older and the Moderna vaccine is approved for people aged 18 and older. Reports have indicated that the vaccines are close to being equivalent in efficacy. Based on the data from the vaccine trials, the Pfizer-BioNTech and Moderna vaccines are 95 and 94.1 percent effective respectively, at preventing symptomatic COVID-19 infection, following two doses of the vaccine.

There are different cold storage requirements for both vaccines. The Moderna COVID-19 vaccine must be stored at minus 20 degrees Celsius whereas the Pfizer vaccine must be stored at minus 70 degrees Celsius. For this reason, the Pfizer-BioNTech vaccine requires ultra-cold freezers that public health units, doctor's offices and most pharmacies do not have. As of today, only some hospitals are equipped to store and administer the Pfizer-BioNTech vaccine, whereas the Moderna vaccine may be administered by a wider range of health care providers with the acquisition of special freezers that can meet temperature storage requirements.

Vaccine Distribution

Overall, Canada has secured access to 20 million Pfizer-BioNTech doses and 40 million Moderna doses, with options to purchase more if needed. The total amount of vaccine that will be distributed to the City of Ottawa and precise delivery dates are not yet known. These decisions are made by the Province.

Various tactics will be used to distribute and administer vaccines across Ottawa based on the quantity and type of vaccines received throughout 2021. The main tactics that will be used include: hospital clinics, mobile vaccination teams, community clinics, pharmacies, primary health care providers like family doctors and by other health care professionals such as nurses working in congregate living settings, including long-term care homes and shelters.

Provincial Timeline

The table below outlines the three phases that the Province has announced for the rollout of vaccines in Ontario. The Province has also announced that public health units should be prepared to convert flu clinics under Phase 2 of the rollout. These timelines are subject to change based on the supply/availability of vaccines.

Phases	Phase 1: Starting Dec. 15, 2020	Phase 2: Starting Winter 2021	Phase 3 When supply allows
Population Groups	Limited doses of the vaccine available for health care workers in hospitals, long-term care homes and retirement homes, other congregate care settings and remote Indigenous communities	Increasing stock of vaccines, available to all health care workers, residents in long-term care homes, retirement homes, home care patients with chronic conditions and additional Indigenous communities	Vaccines available widely across Ontario for anyone who wants to be immunized

Phase 1 and Pilot Phase

Canada expects to receive a combined total of six million doses of the Pfizer-BioNTech and Moderna COVID-19 vaccines for distribution in the first quarter of 2021 - enough for three million Canadians to be vaccinated with the recommended two-doses. The Ontario government previously announced that it expects to receive approximately two million doses by the end of March, which would amount to roughly one million people fully vaccinated.

If these vaccines were to be distributed on a per capita basis, Ottawa would see up to 160,000 doses by the end of March, enough to fully vaccinate 80,000 residents within the priority groups. However, given that there are areas in the province that have been more severely impacted by COVID-19, the large geographic size and remote areas of the province, and other factors, it is reasonable to assume that the number of doses received in Ottawa could fall below this optimistic projection.

The three main tactics that will be used in Phase 1 include hospital clinics, mobile vaccination teams and nursing staff working in congregate living settings for seniors.

On December 15, 2020, the Ontario government selected The Ottawa Hospital (Civic campus) and the University Health Network in Toronto to receive and administer a small amount of the Pfizer-BioNTech vaccine as part of a provincial pilot. The City and OPH have supported The Ottawa Hospital with their pilot clinic, and as of December 31, 2020, they have received 12,675 of the Pfizer-BioNTech vaccine. Currently, the Civic clinic has the capacity to inoculate up to 1,200 people per day.

The Province recently announced that 17 more hospitals in Ontario would be opening similar clinics (all outside of Ottawa) with more hospitals to follow. Each hospital will be responsible for the storage and administration of the vaccines they receive. Given the cold chain requirements of the Pfizer-BioNTech vaccine, and that it cannot currently be moved from the site where it is received, health care workers from long-term care and retirement homes, as well as essential caregivers, are receiving the vaccine at the Civic campus of The Ottawa Hospital. Additional essential health care workers, such as emergency room and intensive care unit staff, those working on COVID-19 wards, paramedics and others can also receive the vaccine at the hospital clinic.

With Health Canada's approval of the Moderna vaccine, the ability to immunize seniors living in specified congregate settings will exist once supply is received from the Province. Ottawa is not expected to receive the initial doses of Moderna, which will go to harder-hit areas of the province and remote northern communities. In the meantime, staff are working with long-term care and retirement homes to understand their needs and capacity to immunize their residents with the nurses working in those facilities, as applicable. There are 28 long-term care homes and 90 retirement homes in the City of Ottawa.

In addition to the availability of nurses working in congregate living settings that are delegated the authority to administer vaccines, OPH is designing mobile vaccination teams that can be deployed to long-term care and retirement homes to administer vaccines on-site. OPH is developing this model based on existing best practices that have been established as part of regular vaccination clinics, such as for influenza and meningitis (i.e., process, supplies, delivery practices, etc.). Other City services will support OPH with

coordinating logistics and building resource capacity by identifying immunizers from other organizations and services like the Ottawa Paramedic Service and local hospitals, as well as providing non-clinical staff support.

Notwithstanding that the Province has indicated that the conversion of existing flu clinics will not be required until Phase 2 of the rollout, the City and OPH will be prepared to launch its four community clinics as soon as mid-January for the population groups targeted in Phase 1. These clinics have been identified as a contingency measure should more vaccine become available (or arrives sooner) than expected. The four clinic sites are identified as follows:

1. Horticulture Building, 1525 Princess Patricia Way
2. Eva James Memorial Centre, 65 Stonehaven Drive
3. Orléans Client Service Centre, 255 Centrum Boulevard
4. Nepean Sportsplex, 1701 Woodroffe Avenue

OPH will leverage its existing flu and meningitis vaccine clinic model to establish these COVID-19 community vaccine clinics with specific provisions set out by the Province, for such things as space requirements (15,000 square/feet), layouts/flow of the clinic, technology (e.g. registration system), etc. These four clinics have the capacity to administer 1,200 vaccines per day at each site, and to ensure enhanced access, they will operate 7-days a week from 8:00 am to 8:00 pm. The total capacity for these four clinics would be 134,400 vaccines per month.

If 160,000 vaccines are received in Q1 2021, the operation of hospital clinics, mobile vaccination teams, nurses working in congregate living settings and the potential to launch community clinics as a contingency will ensure that the City has the capacity required as part of Phase 1 of the Province's rollout plan.

Phase 2

For the second quarter of 2021, Ontario expects to receive a combined total of approximately 15 million doses. This is enough for an additional 7.5 million Ontarians to be fully vaccinated. On a per capita basis, an allocation model which has not been confirmed by the Province, Ottawa would receive approximately 1.2 million doses in Q2 2021. The Q1 2021 projections estimate that approximately 80,000 residents would be vaccinated, and another 600,000 residents would be vaccinated in Q2 2021. This means that up to 680,000 Ottawa residents, who are eligible, could be immunized by the beginning of July, based on current Provincial estimates and the availability of vaccine supply - two variables that are highly susceptible to change.

The four main tactics that will be used in Phase 2 include an expansion on hospital clinics, mobile vaccination teams, launching community clinics and pharmacies.

Distribution of vaccines to pharmacies across Ontario will be contingent on the Province. Pharmacies have existing infrastructure and capacity to immunize residents and are well distributed across the city to make a significant contribution to support vaccination efforts.

For Phase 2 of the vaccination rollout, the City will continue to deploy mobile vaccination teams to complete the Phase 1 population group that includes long-term care and

retirement homes, other congregate care settings and Indigenous communities. In addition, the City will be prepared to expand on the four community clinics noted as a contingency in Phase 1 above, with three additional community clinics for a total of seven mass immunization clinics. These locations have not yet been determined and staff are assessing various options that align with the guidance provided by the Province.

These new sites will require an additional 90 immunizers and 60 non-clinical support staff to operate. There will likely be other resources needed to support these sites to meet logistical needs as well. To staff these sites, the City is reviewing various options, such as redeployments and new recruitments. These options will also consider existing redeployments that are already in place with OPH for testing and contact tracing. Existing hospital clinics established under Phase 1 would also continue and potentially be expanded to other local area hospitals, as dictated by the Province.

If Ottawa receives 1.2 million vaccines in Q2 2021, immunization through pharmacies, mass immunization community clinics, hospital clinics, mobile vaccination teams and nurses in congregate settings will ensure that the City has the capacity required as part of Phase 2 of the Province's rollout plan.

Phase 3

If Ottawa receives the estimated doses from now until July 2021, by Phase 3 we could potentially return to a steady state with regular vaccination delivery mechanisms, such as through flu clinics, pharmacies, and primary health care providers.

Key Considerations

The Province has noted that this will be the "largest vaccine rollout in a generation". The vaccine logistics and distribution processes are complex, and the City is collaborating with public health experts and industry partners, such as the hospitals, to ensure vaccines are administered in a way that is timely, efficient and safe.

There are many logistical challenges to consider, including but not limited to:

- Staff scheduling
- Client booking
- Transportation
- Supply Management (e.g. clinical supplies, personal protective equipment, etc.)
- Clinic technology and data management
- Vaccine storage, handling and distribution
- Traffic and parking
- Security

The above-noted considerations will be factored into the different phases through the rollout of the vaccines.

The City's Vaccine Distribution Task Force was created on November 16, 2020 and began working with key stakeholders, like OPH and TOH. The Task Force quickly established its governance structure and has regularly met on a weekly basis. Various members on the Task Force have joined provincial roundtable discussions, while others are working closely with area hospital CEOs, Ontario Health and other public health units.

The Vaccine Distribution Task Force has proactively secured facilities to help convert OPH flu clinics into COVID-19 community clinics and has retrofitted sites to meet requirements set out by the Province relating to cold storage, security and inventory management, among others. As a result of the City's declaration of a state of emergency, staff were also able to quickly procure three additional freezers as a public safety contingency to proactively prepare to maintain its Moderna vaccine supply at total cost of less than \$20,000.

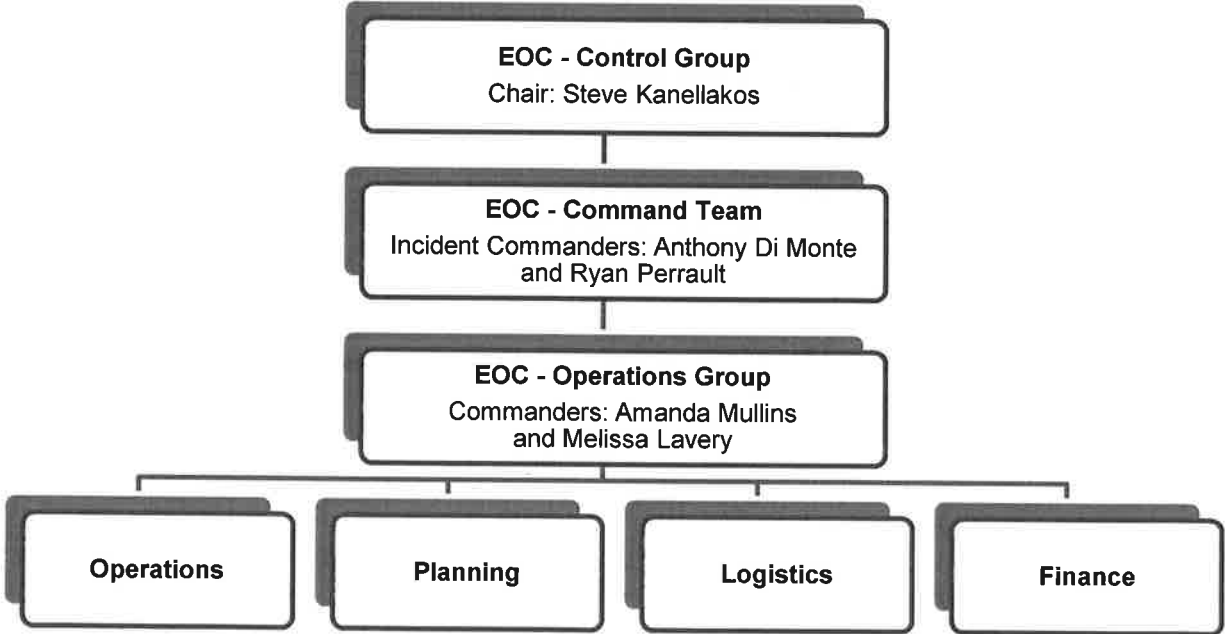
In addition, a robust communications and community engagement strategy is being rolled out to promote the safety and efficacy of the vaccine, along with ensuring alignment across the many partner organizations.

Part of this work will also include a comprehensive community outreach plan for populations that are marginalized, racialized and higher-risk across Ottawa and consider the mobilization of community clinics in areas that are most impacted by COVID-19.

Emergency Management

To ensure Ottawa is well prepared for what will be another historic year, the City's Emergency Operations Centre (EOC) is also evolving as part of our Incident Management System (IMS) model, which is a best practice for emergency management across North America. As such, the COVID-19 Vaccine Distribution Task Force is evolving into an Incident Command Team with key IMS functions that will be expanded in our Emergency Operations Centre.

2021 EOC Organizational Structure



The EOC Control Group is made up of the Senior Leadership Team along with other key leaders from across the city (Medical Officer of Health, Police Chief, Fire Chief, Paramedic Chief, etc.). This group will remain as is and continues to focus on developing strategies and setting corporate policy direction for the emergency response. The Command Team

has a focus on city-wide continuity of operations and consequence management, while the Operations Group manages the day-to-day operational needs of the services. Together, these three groups will ensure a well-coordinated city-wide response.

Since the onset of the pandemic, the City has had to respond quickly to new and changing information that continues to come at an unprecedented pace. Despite this challenge, we have adapted quickly to meet the needs of our residents and to support our staff during the COVID-19 response. We will continue to do so as we work to ensure our readiness to administer vaccines to communities across Ottawa to help bring an end to this pandemic.

Respectfully,

Anthony Di Monte
GM, Emergency and Protective Services

Vera Etches
Medical Officer of Health

Cc: Senior Leadership Team
Extended Senior Leadership Team

COVID-19 Vaccine Distribution Task ForceGeneral (Ret'd) Rick Hillier
Chair25 Grosvenor Street
11th Floor
Toronto ON M7A 1Y6

COVID-19VaccineTaskForce@ontario.ca

Groupe d'étude sur la distribution des vaccins contre la COVID-19Général (à la retraite) Rick Hillier
Président25, rue Grosvenor
11^e étage
Toronto ON M7A 1Y6

COVID-19VaccineTaskForce@ontario.ca



January 8, 2021

This is my first memo of 2021 and I am pleased to report how much progress has been made this past week. We have vaccinated 91,000 Ontarians since the start of the rollout.

As planned, we have been able to study our vaccine rollout at the first 19 sites to ensure our logistics were in place and running smoothly. We have worked with our Pfizer pilot sites, UHN and The Ottawa Hospital, to put together a playbook for future sites. This will allow us to continue expanding and make necessary changes to ensure we are running efficient clinics at their full capacity. We are always looking at ways to push harder and to use all available resources to vaccinate as many of our priority populations as we can each day.

To this end, we have put in place an accelerated Long-Term Care Home Vaccination Plan. Four public health units (Toronto, York, Peel and Windsor-Essex) are piloting the administration of the Moderna vaccine and are accelerating their vaccination plans at **161** long-term care homes. Our goal, which I know we can achieve, is to offer all residents, caregivers and staff who have not been vaccinated, the vaccine, on-site, by January 21, 2021.

We are not just focusing on the four pilot sites. We know that the other regions need to get the vaccine into their long-term care homes as well. With the protocols in place to move the Pfizer-BioNTech vaccine in place this week, public health units and hospitals will work together to vaccinate long-term care home residents from the Pfizer-BioNTech vaccine doses allocated to hospital sites.

As we rollout vaccines in the above sites, we continue to work daily with all our health sector partners across the province ensuring they are ready when their vaccines are delivered.

Thank you to our public health unit, hospital and municipal partners who have taken the challenge to strive to do more each day and to push to the limits. I value the dedication and hard-work your staff are putting in each and every day.

Sincerely,

General (Ret'd) Rick Hillier
Chair of the COVID-19 Vaccine Distribution Task Force

COVID-19 Vaccine Distribution Task Force Update #5

Vaccine Update

Update as of January 8, 2021:

- Over **91,000** doses of COVID-19 vaccines have been administered to date.
- Working with hospital sites to continue to increase vaccine administration, having already achieved 10,000 doses per day.
- **Long-Term Care Home Accelerated Vaccination Plan:**
 - Toronto, York, Peel and Windsor-Essex health units are piloting the administration of the Moderna vaccine and are accelerating vaccination plans at 161 LTC homes.
 - They will offer all residents, essential caregivers and staff who have not been vaccinated the opportunity to be vaccinated, on-site, by January 21, 2021.
 - Ministry of Health, Ministry of Long-Term Care, in partnership with Ontario Health, and the Public Health Units have been hosting daily calls to support implementation.
 - Vaccination of over 6,400 residents, essential caregivers and staff were accomplished within the first 6 days of this accelerated plan using the Moderna vaccine, with more and more planned in the coming weeks.
 - Movement of the Pfizer vaccine beginning this week unlocks the potential to use doses delivered to hospital to vaccinate residents, staff, and essential caregivers in LTC immediately, after successful demonstrations of this in Ottawa on January 5, 2021.

Fly-In Northern Communities

- Significant progress has been made on the plan for vaccinating those residing in fly-in Northern communities, including the identification of health care personnel who will be administering the vaccine.
- Ornge is undertaking the operational lead and is partnering with the Nishnawbe Aski Nation (NAN) and the communities to lead the deployment of the vaccine in fly-in communities.
- A First Nations sub-table has been established under the Vaccine Distribution Task Force and continues to meet to engage First Nations on the approach to vaccination.
- Dedicated engagement with urban Indigenous partners is underway, with a view to launching a parallel Urban Indigenous process to engage on the approach to vaccinating First Nations, Métis, and Inuit populations residing in urban centres.
- A communications process is being established with key Indigenous, health and ministry partners to gather input and collaboration on effectively developing, translating and distributing culturally appropriate communications and public education materials for First Nations, Métis and Inuit people.

IT and Data

- Rapid enhancements to the COVax_{ON} solution were implemented Dec 31st, which include:
 - Expanded capabilities to track administering Moderna vaccine in addition to Pfizer.
 - Support for second dose recording.
 - Added functionality to allow on-site “super users” to upload their client contact lists to support the cohort approach to scheduling.
- Additional metrics are now available via hourly dashboards and enhanced reporting has been developed and shared via an end-of-day email summary of the vaccine by location.
- The total doses administered are regularly published online to the [Ontario Open Data Catalogue](#).

Communications


- Launch of the Ethical Framework for COVID-19 vaccine distribution which was developed in partnership with the COVID-19 Vaccine Distribution Task Force, guides vaccine prioritization and distribution across the province.
- Social campaign continues to perform well: paid search campaign has delivered 6.9 million impressions.
- Refresh of the Ontario.ca/COVIDvaccine page offering real-time information and daily progress on vaccinations. Since its launch on December 7 with over 40% of traffic (over 43,000 visits) coming to the website from the paid ad campaign and 401,888 pageviews.
- Technical briefings ongoing with media on background to provide update on Pfizer and Moderna rollout and level set regarding questions on vaccines. Major media in attendance included: CTV, CBC, TVO, Toronto Sun, Globe and Mail.

Ottawa Vaccine Deployment Case Study:


Overview

By the Numbers	
<div> <div>53,000</div> <div>Individuals to be vaccinated by mid-February</div> </div>	<div> <div>1,800</div> <div>Doses delivered per day at peak operations</div> </div>
<div> <div>18</div> <div>Vaccinators per site</div> </div>	<div> <div>2</div> <div>Sites operational to differentiate between first and second doses</div> </div>
	<div> <div>1 min. 45 sec.</div> <div>"In chair" time per vaccination</div> </div>

Keys to Success




Develop clear mission: to vaccinate as much of the community as possible in accordance with prioritization framework




A clear Incident Management Structure (see Appendix), comprised of integrated teams that have clear roles and an understanding of how to work together, i.e.:

- Establish a lead point of contact
- Enable two-way communication built on pre-existing, trusting relationships
- Provide support and information in 'real time'



Limit open/unreserved vaccination timeslots by looking outside of your organization for eligible healthcare staff (per prioritization criteria)

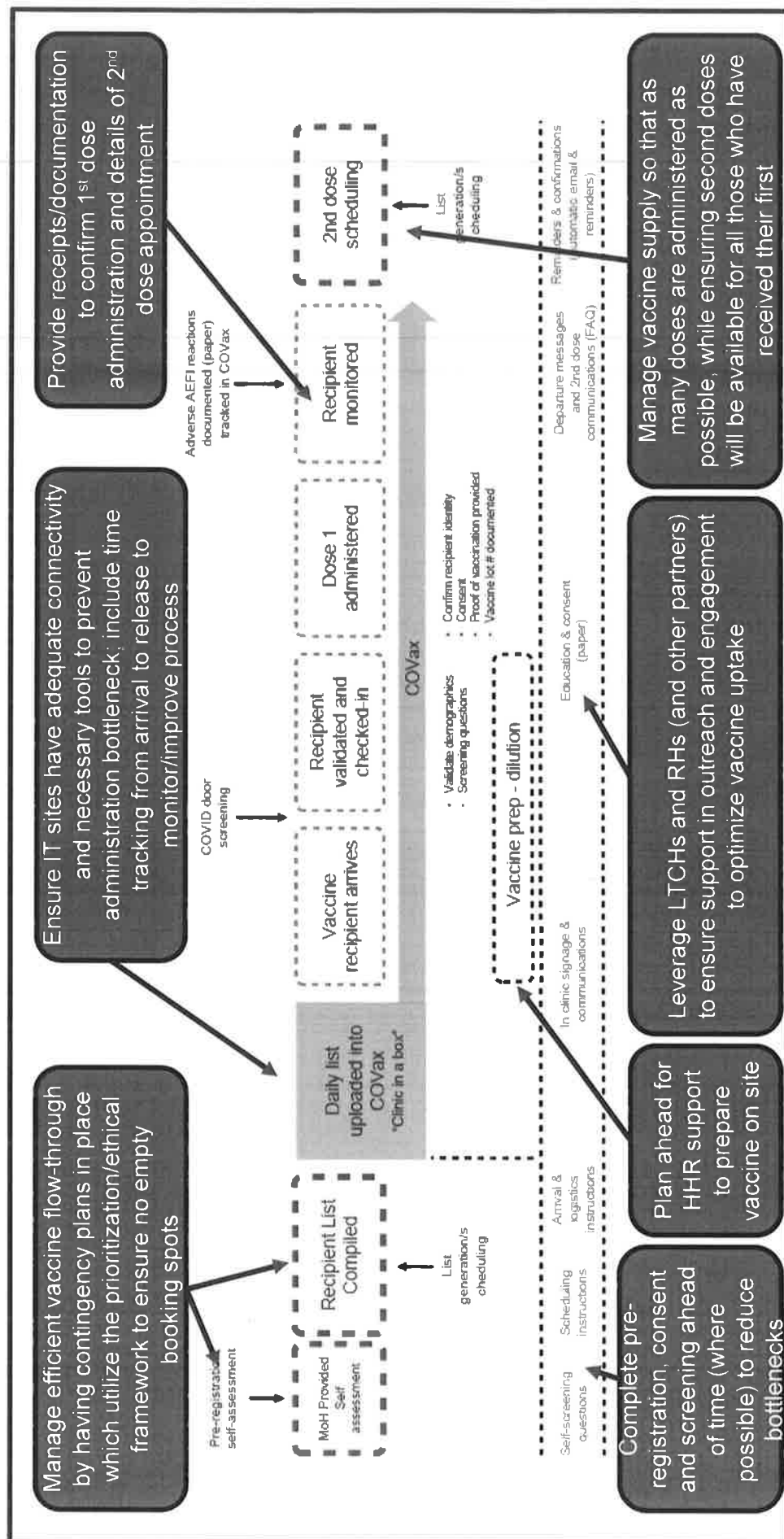


Provide access to clear, tangible, information (in writing) to eligible cohort and obtain consents as early as possible



Ottawa Vaccine Deployment Case Study: Process Highlights

Tips for Process Success





St. Clair Region Conservation Authority Meeting Highlights – November 12, 2020

Below is a list of highlights from the SCRCA board meeting held in November. For details, please refer to the entire meeting package which can be found at www.scrca.on.ca/about-us/board-meeting-packages.

Provincial Bill 229: On November 5, 2020, the Ontario government released its 2020 Budget Bill through Bill 229. In addition to the budget, the Bill also included changes to the *Conservation Authorities (CA) Act* that have raised concerns from CAs across the province, Conservation Ontario, municipalities, and the environmental community – particularly in terms of CA oversight of municipal planning comments, regulation of development in sensitive areas and board of director membership and duties.

Flood Threat: The flood threat in the St. Clair Region watershed is low due to a drop in water levels on the Great Lakes, Lake St. Clair and in Wallaceburg. Regional precipitation amounts are near or above normal averages.

Lake Levels: Lake Huron and Lake Erie lake levels were below their September record average water levels (1986 and 2019, respectively) by 4 cm. Lake St. Clair exceeded the 2019 record average water level by 2 cm. Water level forecasts for Lake Huron and Lake St. Clair show levels may exceed record-highs in January through to March.

Healthy Lake Huron Program: The Healthy Lake Huron program is a campaign that works to maintain and improve the water quality of the Lake by taking local action from Sarnia to Tobermory. In addition to working with private landowners to implement Best Management Practices (BMPs) on their property to reduce nutrient loss to Lake Huron tributaries, the program also provides outreach and educational opportunities for local communities. COVID-19 has shuttered many opportunities for coordinating outreach activities, however, SCRCA staff were able to safely host an annual Shoreline Cleanup event at Ipperwash Beach in Lambton Shores. Thirty-five people attended the event in late September that resulted in the removal of enough garbage to fill the back of a pick-up truck. Similar to previous years, cigarette butts were scattered along the shoreline and were again, the item collected in the largest quantity. Other items included diapers, blankets, wire, broken metal and glass.

Foundation Memorial Forest Dedication: Due to the COVID-19 pandemic, the SCRCA and St. Clair Region Conservation Foundation made the difficult decision to cancel the in-person Foundation Memorial Forest Dedication service scheduled to take place on September 27, 2020 at the Lorne C. Henderson Conservation Area. In the coming months, a recorded service will be released and made available to all the families and individuals who made donations this past year. In addition, 2020 families will be invited to the 2021 dedication next September. From September 2019 to August 2020, 79 trees were dedicated through individual donations to the program.

Conservation Education: In response to the COVID-19 pandemic, conservation education staff have altered conservation education programming opportunities to abide by health authority restrictions and guidelines. Programs offered by the SCRCA this fall include:

- **Family Field Trips** – Offered at the Lorne C. Henderson Conservation Area for groups of individuals who share a common “social bubble”.
- **Live-Stream with a Naturalist** – Teachers and students can connect with SCRCA educators “live” from a Conservation Area.
- **Virtual Field Trips** – The catalogue of virtual field trips produced in the spring continues to be offered to local schools. Various grades are available with more options to meet science-based curriculum requirements.
- **Nature in Your Neighbourhood** – SCRCA educators will visit local school yards and school neighbourhoods to deliver curriculum connected, experiential outdoor education, while maintaining the safety of pre-existing cohorts. This program has become a popular choice for schools throughout the watershed.

Shoreline Projects: The SCRCA continues to work with contractors and local municipalities to complete shoreline protection projects along the Lake Huron shoreline.

- **Brights Grove, Kenwick Street to Helen Avenue – Phase 2** – Work continues to repair 17 deficiencies identified in May at the toe of the shoreline protection. The contractor is currently exploring methods to complete the repairs.
- **Brights Grove, Kenwick Street to Helen Avenue – Phase 3** – A Request for Pre-Qualification (RFPQ) is being developed that will allow for the selection of a qualified contractor to continue with Phase 3 of the shoreline project. The RFPQ process is expected to be completed in November with tender submission to follow.
- **Brights Grove, Old Lakeshore Road East** – Shoreline work at this location on Lake Huron is progressing well with all in-water work completed. The project is anticipated to be complete by mid-December.

For more information, contact:
 Brian McDougall, General Manager
 519-245-3710 ext. 236
bmcdougall@scrca.on.ca



St. Clair Region Conservation Authority Meeting Highlights – December 10, 2020

Below is a list of highlights from the SCRCA board meeting held in December. For details, please refer to the entire meeting package which can be found at www.scrca.on.ca/about-us/board-meeting-packages.

Conservation Areas and 2020 Camping Season: Due to the COVID-19 pandemic, camping at the SCRCA's three regional campgrounds was delayed. Seasonal camping opened June 5th and transient camping opened June 29th with limited site availability to accommodate social distancing. Overall camping revenue was down 23.8% (\$290,646). Despite challenges associated with the pandemic, a number of upgrades were completed in 2020 including new boardwalk installations at the Strathroy Conservation Area (CA) and Coldstream CA, the construction of a "WIFI café" at Warwick CA and new viewing and fishing docks at A.W. Campbell CA and Wawanosh Wetlands CA, among others.

Flood Threat: The flood threat in the St. Clair Region watershed is low due to drops in water levels on the Great Lakes, Lake St. Clair and in Wallaceburg. Regional precipitation amounts are near normal averages for 6- and 12-month periods with the last 3 month period below normal.

Lake Levels: October water levels recorded for Lake Huron, Lake St. Clair and Lake Erie were a few centimetres below levels recorded in October 2019. All lakes were below their October 1986 record levels. Levels are expected to continue decreasing by 5-10 cm in November. Forecasts for Lake Huron and Lake St. Clair show that levels may reach or exceed record-highs in January through to April.

Shoreline Projects: The SCRCA continues to work with contractors and local municipalities to complete shoreline protection projects along the Lake Huron shoreline.

- **Brights Grove, Kenwick Street to Helen Avenue – Phase 2** – Work continues to repair 17 deficiencies identified in May at the toe of the shoreline protection. The contractor is currently exploring methods to complete the repairs.
- **Brights Grove, Kenwick Street to Helen Avenue – Phase 3** – A Request for Pre-Qualification (RFPQ) was initiated on November 6, 2020. Twelve submissions were received, and an evaluation team is currently reviewing the applications. The tender process will begin in December 2020, with shoreline work expected to commence January 2021.
- **Brights Grove, Old Lakeshore Road East** – All shoreline work was completed on November 27th, 2020. The City of Sarnia has requested for a secondary capstone placement along the entire length of the project.

Biology 2020 Monitoring and Research Highlights: Despite challenges associated with the COVID-19 pandemic, the SCRCA Biology team successfully completed all research and monitoring fieldwork scheduled for the 2020 season. Project highlights include:

- **Turtle Head-starting Program** – A total of 799 eggs were collected from turtle nests at risk of predation and destruction in the St. Clair Region and incubated at Salthaven Wildlife Rehabilitation Centre and the Upper Thames River Conservation Authority. An incredible 682 healthy hatchlings were released back into the wild including the endangered Eastern Spiny Softshell turtle.
- **Mussel Monitoring** – Mussel monitoring along a 5 km stretch of the Sydenham River resulted in the detection of 1,688 live mussels including seven Species at Risk.
- **Fish Monitoring** – Fish monitoring conducted at 10 sites along the Sydenham River resulted in the collection, identification and release of 3,611 fish. Forty different species were identified including 233 invasive Round Goby.

Tree Planting Program: Approximately 56,600 trees were planted throughout the St. Clair Region as part of the SCRCA tree seedling afforestation program. The majority of trees were planted by SCRCA crews totalling 50,340 trees on 29 individual properties. Staff are currently working on the 2021 tree program by contacting landowners, performing site visits and formulating tree planting plans.

Seed Collection Program: SCRCA staff collected more than 2,500 litres of tree seed as part of its annual tree seed collection program. The majority of tree seed collected were oaks, hickories, walnut, and maple. The 2020 seeds collected will be seedling trees available for planting in 2022 and 2023.

Watershed Interpreters Network (WIN) Award: Through the efforts of the Conservation Education team, the SCRCA was the recipient of the 2020 WIN Award for Innovation for the highly successful virtual field trips developed in response to spring school closures resulting from the COVID-19 pandemic.

2021 Budget: The 2021 Authority budget was approved at \$9,739,780. The General Levy (matching and non-matching) of \$1,179,567 accounts for 12% of the total budget. The remainder of the funds come from fundraising, government grants and self-generated funds such as camping fees, and fees for services (e.g., tree planting, permits, natural heritage planning, education programs, etc.).

For more information, contact:
 Brian McDougall, General Manager
 519-245-3710 ext. 236
bmcDougall@scrca.on.ca



St. Clair Region Conservation Authority
205 Mill Pond Cres., Strathroy, ON, N7G 3P9
(519) 245-3710 (519) 245-3348 FAX
E-Mail: stclair@scrca.on.ca
Website: www.scrca.on.ca

Member Municipalities

Township of
Adelaide-Metcalfe

Municipality of
Brooke-Alvinston

Municipality of
Chatham-Kent

Township of
Dawn-Euphemia

Township of
Enniskillen

Municipality of
Lambton Shores

Municipality of
Middlesex Centre

Village of
Newbury

Village of
Oil Springs

Town of
Petrolia

Town of
Plympton-Wyoming

Village of
Point Edward

City of
Sarnia

Municipality of
Southwest Middlesex

Township of
St. Clair

Municipality of
Strathroy-Caradoc

Township of
Warwick

To: Member Municipalities

Attention: Clerks, Planning Coordinators, Planners and Building Inspectors

Date: January 5, 2021

From: Brian McDougall, SCRCA General Manager

Regarding: Planning and Regulations 2021 Fee Schedule - Notice of Change

At the September 12, 2020 SCRCA Board of Directions meeting, the 2021 Fee Schedule was approved. Please see the copy attached. Fees have generally been increased by 10% and rounded to an easy number for processing, as the department moves towards a cost recovery model.

To assist with the collection of fees for Planning Act applications, SCRCA has prepared the enclosed fee guide. If you are unsure of the Conservation Authority fee required, or would like to confirm if Natural Hazard and/or Natural Heritage fees apply, please contact Laura Biancolin at lbiancolin@scrca.on.ca or at 519-245-3710 extension 257.

If you have any issues or would like to seek clarification with regard to above direction, please contact me.

Kind Regards,

Brian McDougall
General Manager

Encl. 2021 SCRCA Planning and Regulations Fee Schedule
Planning Fee Guide



Planning Fee Guide

ST. CLAIR REGION CONSERVATION AUTHORITY
205 Mill Pond Crescent, Strathroy, Ontario N7G 3P9

January 5, 2021

SCRCA Fee Schedule for Planning & Regulation is available in full on our website at <https://www.scrca.on.ca/planning-and-regulations/planning-and-regulations-fee-schedule/> The fee schedule is approved by our Board of Directors on an annual basis. A simplified fee schedule is summarized below.

	Natural Hazard	Natural Heritage	Combined
Severance per lot created	\$275	\$500	\$775
Minor Variance	\$200	\$330	\$530
Zoning By-law Amendment			
Standard	\$280	\$500	\$780
Major	\$420	\$830	\$1,250
Official Plan Amendment			
Standard	\$280	\$500	\$780
Major	\$425	\$830	\$1,255

Natural Hazard: means property or land that could be unsafe for development due to naturally occurring processes. Along the shorelines of the Great Lakes system, this means the land, including the water, to the furthest landward limit of the flooding hazard, erosion hazard or dynamic beach hazard limits. Along river, stream and small inland lake systems, this means the land, including that covered by water, to the furthest landward limit of the flooding hazard or erosion hazard limit. Comments regarding Natural Hazards are provided by the Conservation Authority on behalf of the Province. **These areas are identified in red on our online mapping.** Severance and Minor Variance fees are doubled for properties within the shoreline hazards along Lake Huron, St. Clair River, Chenal Ecarte and Lake St. Clair.

Natural Heritage features and areas: means features and areas, including significant wetlands, coastal wetlands, fish habitat, significant woodlands, significant valleylands, habitat of endangered species and threatened species, significant wildlife habitat and significant areas of natural and scientific interest, which are important for their environmental and social values as a legacy of the natural landscapes of the area. Comments regarding Natural Heritage are provided by the Conservation Authority on behalf of the municipality, as outlined in our Memorandums of Understanding. **These areas are identified in green on our online mapping, with the adjacent lands in yellow.**

Standard: most applications the Conservation Authority provides comments on are standard.

Major: applications are major when there are additional technical reports to be reviewed with the application. Major applications require pre-consultation with the Conservation Authority before the application is submitted to ensure the appropriate studies have been completed. Examples of major applications include, large scale development encroaching into the hazard or heritage feature.



Planning Fee Guide

ST. CLAIR REGION CONSERVATION AUTHORITY
205 Mill Pond Crescent, Strathroy, Ontario N7G 3P9

Screening Process

To determine if an application is within a Natural Hazard and/or Natural Heritage area, our online mapping tool can be used to screen the application. This will help to determine if a fee for the Conservation Authority is needed and the amount.

Alternatively, property addresses can be sent directly to Laura Biancolin lbiancolin@scrca.on.ca to confirm the Conservation Authority fee.

Fees can be paid by cheque made payable to St. Clair Region Conservation Authority, by credit card over the phone at 519-245-3710 extension 257 or by visiting our office.

We appreciate receiving applications or information in advance of the formal notice to ensure we have appropriate time to provide comments before the meeting package deadline. We aim to have comments ready 1 week before the meeting date. If you would like them sooner, please let us know.

If at any time during the screening process you require assistance, feel free to contact Laura Biancolin, Planner with the Conservation Authority at lbiancolin@scrca.on.ca or 519-245-3710 extension 257.

Online Mapping Tool

To use our online mapping tool, visit our website at www.scrca.on.ca and click on Maps from the homepage as shown in the image below. This will open a new tab for the map. Agree to the Disclaimer, which appears on screen in order to use the map. The following two pages detail how to use the online mapping tool.

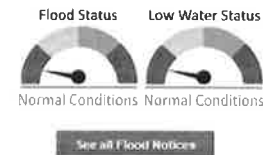


Welcome

The St. Clair Region Conservation Authority is located in southwestern Ontario and includes the Sydenham River watershed and smaller watersheds draining directly into southern Lake Huron, the St. Clair River and northeastern Lake St. Clair. The Conservation Authority implements programs to reduce the risk to life and property from flooding and erosion; water and land stewardship; forestry; wildlife habitat creation and outdoor recreation.



Current Watershed Conditions

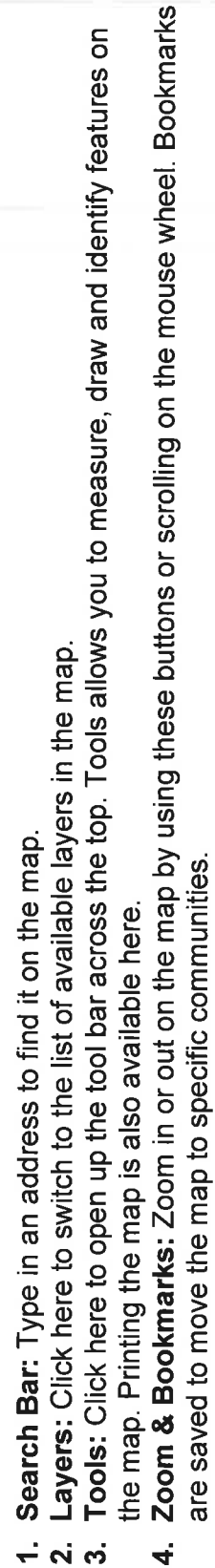


What's New?

Call for Applications

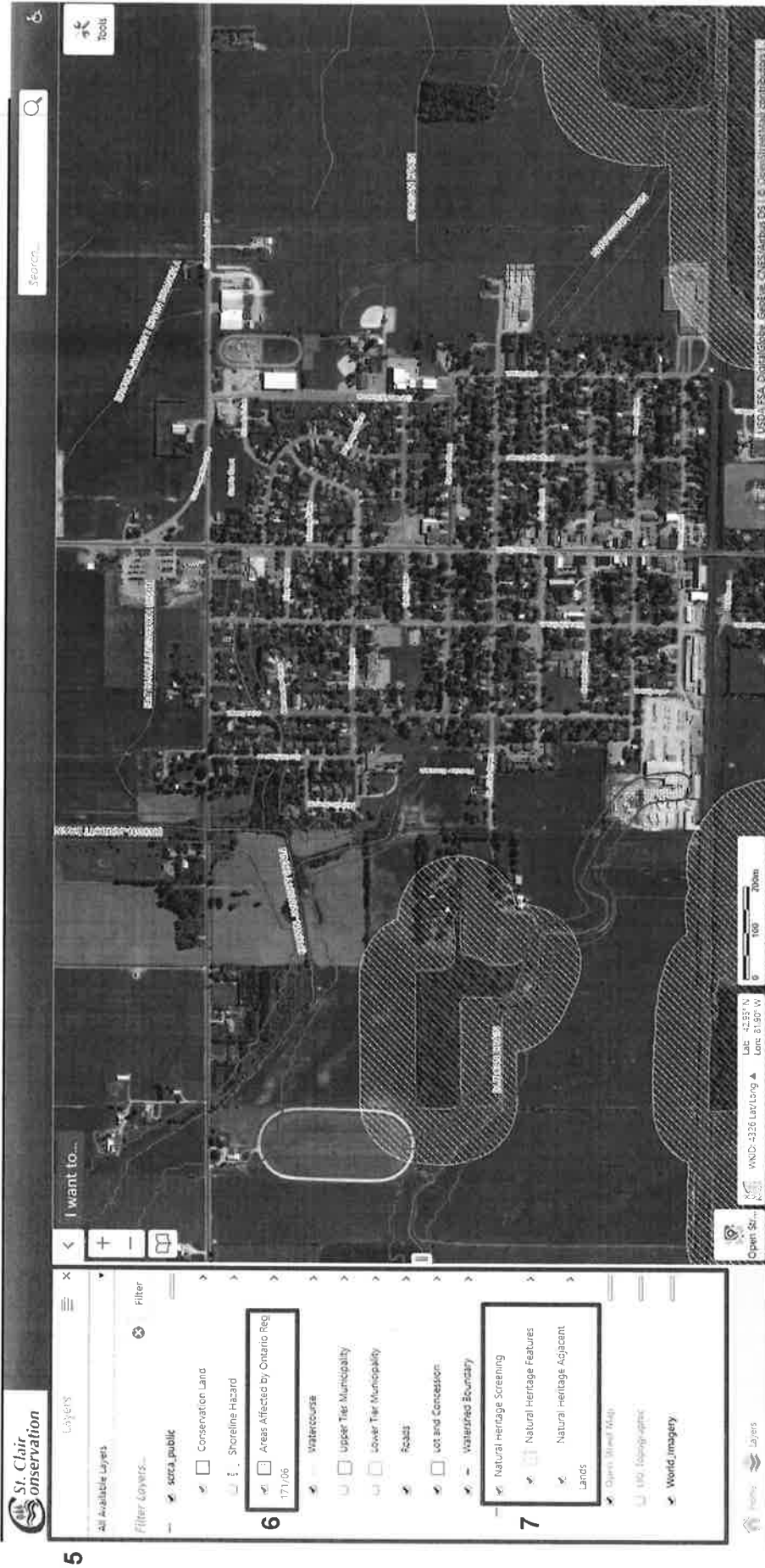
2017-18 Brown Creek Riparian Study

2018 Annual General Meeting Held in Petrolia



Planning Fee Guide

ST. CLAIR REGION CONSERVATION AUTHORITY
205 Mill Pond Crescent, Strathroy, Ontario N7G 3P9



5. **Layers:** Layers greyed out are only visible when you zoom closer in on the map. The map automatically switches to the aerial photography once the map is zoomed in close enough. Layers can be turned on and off by checking boxes.
6. **Natural Hazard:** Areas identified as Natural Hazard are also lands regulated by the Conservation Authority and are shown in red. This layer can be turned on and off here.
7. **Natural Heritage:** Areas where Natural Heritage comments are necessary are shown in green with the associated adjacent lands to the feature shown in yellow. This layer can be turned on here and is not on by default.



Planning & Regulations Fee Schedule

The fee schedule is revised annually by the Authority's Board of Directors. If an applicant has concerns with a fee charged, they have the right to appeal to the Authority's Board of Directors after the fee has been paid. To appeal a fee which has been charged, the applicant must submit a written request to the Authority's Board of Directors via the General Manager outlining their concerns with the fee charged. Written concerns should be submitted to stclair@scrca.on.ca. The decision to revise the fee will be made by the Authority's Board of Directors via an impartial review by the General Manager and Director of Finance. This is in accordance with the MNR/CO Policies and Procedures for Charging of CA Fees, 1997 and the SCRCA Fee Administration Guidelines.

Administrative Fees	2021
Processing Fee	\$120.00
Legal Inquiries	\$200.00
Site Inspection/ Meeting Attendance	\$220.00

Technical Report Review

Includes initial review of complete report; review of revised reports are subject to surcharge.

Technical Report Review fees are in addition to application fees.

Terms of Reference¹	\$360.00
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Engineering Study/Technical Report

(floodline, geotechnical, meander belt, slope stability, natural heritage, coastal²)

Standard	\$400.00
Major - complex features, potential impact	\$700.00

Environmental Impact Study / Development Assessment Report

Minor - limited assessment required, adjacent to feature	\$880.00
Standard - scoped technical assessment, adjacent or within feature	\$1,650.00
Major - comprehensive technical assessment, adjacent or within feature	\$4,180.00
Mitigation / Monitoring Report	\$660.00

Hydrogeological Assessment	\$1,320.00
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Stormwater Management Plans

Preliminary Concept	\$330.00
Detail Design	\$640.00

Additional Review of Revised Report	25% surcharge
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¹ Terms of Reference fee is reduced from the Technical Report Review fee.

² SCRCA will generally require shoreline development to be reviewed by the Conservation Authority retained coastal engineer. Costs for review are to be borne by the proponent. In this case, a Technical Report Review fee would not apply. As per Board of Directors approval November 10, 2016.



Planning & Regulations Fee Schedule

Planning Service Fees

Fees are per application unless otherwise noted. Applications are assessed for Natural Hazard and/or Natural Heritage features and fees will be charged accordingly.

2021

Pre-consultation/ Property Inquiry³	\$240.00
Natural Hazards	
Minor Variance (Waterfront ⁴ 2x)	\$200.00
Severance (per lot created; Waterfront ⁴ 2x)	\$275.00
Site Plan Approval	\$270.00
Major - large scale, complex features, requiring technical studies	\$635.00
Zoning By-law Amendment	\$280.00
Major - large scale, complex features, requiring technical studies	\$420.00
Official Plan Amendment	\$280.00
Major - large scale, complex features, requiring technical studies	\$425.00
Natural Heritage	
Minor Variance	\$330.00
Severance (per lot created)	\$500.00
Site Plan Approval	\$410.00
Major - large scale, complex features, requiring technical studies	\$830.00
Zoning By-law Amendment	\$500.00
Major - large scale, complex features, requiring technical studies	\$830.00
Official Plan Amendment	\$500.00
Major - large scale, complex features, requiring technical studies	\$830.00
Draft Plan of Subdivision/Condominium	
< 20 Units	\$1,330.00
21-50 Units	\$2,725.00
> 51 Units	\$3,630.00
Additional Natural Heritage Fee	
< 20 Units	\$600.00
21-50 Units	\$1,200.00
> 51 Units	\$1,800.00
Clearance of Conditions (per condition)	\$265.00
Redline Revision (applicant initiated)	25% of initial fee

³This fee will be deducted from the application fee when a formal application is submitted.

⁴Waterfront includes properties within the Shoreline Hazard along Lake Huron, St. Clair River, Chenal Ecarte and Lake St. Clair.



Planning & Regulations Fee Schedule

Ontario Regulation 171/06 Review Fees

Application fees are applied per works/project.

	2021
Property Inquiry⁵	\$230.00
Application Fees	
Routine Permit	
Limited review, minor in nature relative to cost, location, or impact	\$215.00
Minor Permit A	
Small scale, and/or consistent with policy	\$425.00
Minor Permit B	
Medium scale, primary structures, and/or consistent with policy	\$660.00
Major Permit	
Large scale, requiring technical studies, and/or inconsistent with policy	\$1,120.00
Drainage Act Review⁶	
DART Review	
Minor - project value under \$500.00	\$60.50
Standard	\$330.00
Major - wetland	\$840.00
Engineer's Report Review	\$425.00
Other Fees	
Aggregate Resource Act Review	\$2,795.00
Environmental Assessment Act	
Standard	\$2,795.00
Major	\$6,985.00
Commercial Renewable Energy Projects	Double
Golf Course Development/Realignment	\$840.00
Hearing Request	\$700.00
Application Revisions and Permit Revisions/Extensions	\$120.00
Applications for Work Proceeded without Authorization	Double

⁵This fee will be reduced from the application fee provided no change has occurred in the proposal and the application moves forward within a 2 year limit.

⁶If an Ontario Regulation 171/06 application is required for a drain enclosure, or works within or adjacent to a wetland additional fees, as appropriate, may be charged. Section 76 reports are exempt.



Tree Seedling Program – 2021

The St. Clair Region Conservation Authority (SCRCA) offers native tree seedlings, planting services, and maintenance agreements to all landowners within the SCRCA watershed boundaries. **A minimum order of 30 tree seedlings is required.** Tree species available in multiples of 10.

Seedlings Planted by the Conservation Authority

Planting projects eligible for SCRCA planting include windbreaks, buffer strips, wildlife corridors, erosion control and retiring agricultural land. The SCRCA will provide:

- a site visit, a planting plan, obtaining high quality tree stock and recommendations for preparing the planting site
- planting services and one application of pre-emergent herbicide at the time of planting
- a survival assessment after one years growing season
- additional herbicide applications up to three years for an additional cost

Planting Service Fees

- Seedling Tree Planting Services Machine Planting:

500 to 950 trees	\$1,250.00
1000 to 1950 trees	\$1.25 / Seedling
2000 plus trees	\$1.20 / Seedling
3500 or more trees	Cost based on site

Prices include planting and one herbicide application over the tree rows.
There is a 12% price reduction on coniferous plantations

- Seedling Tree Planting Services – New & Refill Hand Planting:

Up to 500 trees	\$1,250.00
500 plus trees	\$2.25 / Seedling

Hand planting price includes planting and one backpack spray application of herbicide over the tree rows

Landowners must prepare the planting area prior to spring planting by providing a level and vegetation free site



Additional Maintenance (Recommended 3 additional tending)

0 to 750 trees	\$300.00 / application
750 to 3500 trees – applied by machine sprayer	\$0.40 / tree / application or max charge \$1225.00
More than 3500 trees	\$0.35 / seedling
Up to 1000 trees with a backpack sprayer	\$500.00 / site
1000 plus trees – applied by backpack sprayer	\$0.50/ seedling / application

- Tending includes one application of pre-emergent herbicide annually.
- Owners **must mow** vegetation between tree rows for plantations or provide a 2-metre wide access area between tree rows or adjacent crop fields in the case of single row field windbreaks.

Trees Planted by the Landowner

Individual tree and shrub species must be ordered in multiples of 10. Tree order forms must be filled out and returned to the SCRCA either by email or by regular mail. Trees will be allocated on a first come basis, therefore the sooner your order form is return the more likely it is for you to get your desired species and quantities. You will be notified in April when and where to pick up your tree order. Please see the reverse for available species and costs.

For Further information about the seedling program please contact:

St. Clair Region Conservation Authority
205 Mill Pond Cr., Strathroy, ON N7G 3P9
Phone: (519) 245-3710 Fax: (519) 245-3348

Contact:
Steve Shaw sshaw@scrca.on.ca ext. 213
Jeff Sharp jsharp@scrca.on.ca ext. 217

TREE SPECIES AVAILABLE FOR 2021

Coniferous (evergreens)

Evergreen Trees - (order in groups of 10)	Size	50 to 950	1000 or more
White cedar 4 yr. (<i>bare root transplant stock</i>) 2+2	25 - 45 cm	\$1.55	\$1.30
Norway spruce (<i>bare root transplant stock</i>) 1.5+1.5	20 - 35 cm	\$1.30	\$1.15
White spruce (<i>bare root transplant stock</i>) 1.5+1.5	20 - 35 cm	\$1.30	\$1.15
White pine (<i>bare root seedling stock</i>) 3+0	15 - 30 cm	\$1.20	\$1.00

Deciduous (hardwoods)

Evergreen Trees - (order in groups of 10)	Size	50 to 950	1000 or more
Silver maple (<i>bare root seedling</i>) 1+0	25 - 40 cm	\$1.55	\$1.35
Black maple (<i>bare root seedling</i>) 2+0 <i>Not Available</i>	25 - 60 cm	NA	NA
Burr oak (<i>bare root seedling</i>) 1+0	20 - 40 cm	\$1.75	\$1.60
Swamp white oak (<i>bare root seedlings</i>) 2+0	25 - 60 cm	\$1.85	\$1.70
Red oak (<i>bare root seedling</i>) 1+0	20 - 40 cm	\$1.50	\$1.30
Pin oak (<i>bare root seedling</i>) 1+0	20 - 35 cm	\$1.75	\$1.60
Bitternut hickory (<i>bare root seedling</i>) 2+0	25 - 60 cm	\$1.85	\$1.70
Shagbark hickory (<i>bare root seedling</i>) 3+0	20 - 40 cm	\$2.20	\$1.85
Hybrid Poplar (<i>bare root seedling</i>) C+1	45 - 100 cm	\$1.75	\$1.60
Black Walnut (<i>bare root seedling</i>) 1+0	20 - 40 cm	\$1.80	\$1.65
Sycamore (<i>bare root seedling</i>) 2+0	25 - 60 cm	\$2.35	\$2.00
Hackberry (<i>bare root seedling</i>) 2+0 <i>Not Available</i>	25 - 60 cm	NA	NA

Other hardwood species are available, call or email to inquire.

- Some tree species are in limited supply and will be allocated on a first come, first serve basis.
- Above trees are ordered from private nurseries.
- Above prices include, transportation of trees to Strathroy, cold storage and handling.

Planting Stock Age Classes –

Bare root stock is often sold using an age class designation, such as 1+0, 3+0 or 1+2. The first number refers to the amount of years spent in a seedbed. For example, a **3+0** designation means the tree spent three years in a seed bed. The second number refers to the number of years spent in a transplant bed. For example, **1+2** designation means the tree spent one year in a seedbed, then lifted and planted in a transplant bed and grown for another two years (transplant improves root development and increases stem calliper).

Plug plants are seedlings raised in small, individual cells of peat moss. The root system is smaller than a bare root seedling, generally 2" x 4" in size. A one year old plug seedling would be referred to as a **P+1**

Conservation Update

January 2021

St. Clair Celebrates 60 Years of Conservation in 2021

The year 2021 marks 60 years of watershed management and conservation in the St. Clair Region. Formally the Sydenham Valley Conservation Authority, the St. Clair Region Conservation Authority was founded on January 12, 1961, in cooperation with the Province of Ontario and local municipalities.



For 60 years, the SCRCA has implemented watershed management principles to ensure development occurs in safe and sustainable locations. Staff have also delivered conservation education programs to elementary and secondary students, worked with private landowners and organizations to create and enhance local habitat, and have become leaders in flood management and mitigation in the St. Clair watershed.

Our 60th Anniversary will look a little different than originally planned as a result of the COVID-19 pandemic. We invite our watershed community to keep updated on our anniversary celebrations that will occur over the next year by visiting our social media and website.

The success of the SCRCA over the last 60 years is due, in large part, to the support of our watershed communities, our member municipalities, and local, provincial and federal partnerships. In the spirit of conservation, we look forward to our continued collaboration over the next 60 years and beyond.

Community Partner Spotlight – Bonduelle Foods, Strathroy

For over five years, the employees and management at Bonduelle Foods in Strathroy have donated time and money to help maintain and improve the Strathroy Conservation Area.

Their generous donations have allowed for trail improvements, the installation of boardwalks and the construction of park benches and picnic areas, including a wheelchair accessible table.



A sign will be placed along the trails at the Strathroy Conservation Area to acknowledge the long-standing support Bonduelle has shown to the SCRCA and Strathroy Conservation Area. We thank them for their commitment to encouraging healthy lifestyles in our community and to local conservation.



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

SCRCA Response to Schedule 6 of Ontario Bill 229

In November 2020, the provincial government introduced Bill 229 in the Ontario legislature. Titled the *"Protect, Support and Recover from COVID-19 Act"*, the Bill also contained changes to the *Conservation Authorities Act* in Schedule 6 that would significantly alter the roles and responsibilities of Authorities across Ontario. Essentially, the new legislation will limit the oversight and expertise provided by Conservation Authorities that ensures development is conducted in a safe and sustainable manner that protects people and property from natural hazards and conserves important natural ecosystems.

Despite pleas by Conservation Authorities, municipalities, environmental law firms and local conservation groups to repeal Schedule 6, the government passed Bill 229 in its entirety on December 8, 2020.

While the SCRCA is not in support of the changes outlined in the Bill, we are encouraged that a working group that includes Conservation Authority representation has been established to provide input into the development of new regulations. In moving forward, the SCRCA is hopeful that future discussions will result in constructive dialogue and the productive continuation of our long-standing partnership with the province.

Tree Seedling Orders Now Being Accepted

Are you or your organization looking to plant some trees this spring? The SCRCA is currently accepting orders for our seedling and large stock tree planting programs. Order forms that outline 2021 prices and inventory can be found on our website at <https://www.scrca.on.ca/conservation-services/tree-planting-woodlot-services/>. Order forms are due by March 19, 2021 (seedlings) and March 26, 2021 (large stock).

The SCRCA also offers a tree planting and maintenance program for eligible projects (e.g., windbreaks, buffer strips, wildlife corridors) that includes:

- A site visit and development of a comprehensive tree planting plan;
- Planting services and application of pre-emergent herbicide at the time of planting;
- A one-year growing season survival assessment.

For more information on our tree planting services, please contact:

Steve Shaw
Manager of Conservation Services
sshaw@scrca.on.ca; (519) 245-3710 Ext. 213

Jeff Sharp
Conservation Services Specialist
jsharp@scrca.on.ca; (519) 245-3710 Ext. 217



Canada Nature Fund supports Aquatic Species at Risk in the St. Clair Region

In April 2021, the SCRCA will enter the third year of a four-year agreement with the Department of Fisheries and Oceans Canada to protect aquatic species at risk in the St. Clair Region.

Through the Canada Nature Fund grant program, the SCRCA was awarded a total of \$1,227,000 in funding over four years to support the monitoring and recovery of aquatic species at risk in the Sydenham River and the implementation of stewardship projects within five priority sub-basins of the East Sydenham River.

The Sydenham River is the only river in Ontario that lies solely within the Carolinian life zone and supports one of the most species-rich watersheds in all of Canada. To date, this funding has supported the implementation of Best Management Projects (BMPs) on landowner properties to reduce nutrient and sediment runoff, reduce soil erosion and enhance or create wetland habitat. In addition, the funding has supported extensive water quality monitoring and fish and freshwater mussel surveys along the River.



Donate to the St. Clair Region Conservation Foundation Today!

The St. Clair Region Conservation Foundation was established to support the activities and programs of the St. Clair Region Conservation Authority. In addition to fundraising efforts, donations can be made to support conservation programs that will help create healthier communities for ourselves and future generations.

We hope you will consider a donation to the Foundation in 2021. Donations can be made by phone, mail and now online by visiting <https://www.scrca.on.ca/foundation/donate/>. Your donation can be allocated to programs where funds are most needed or directed to specific areas or programs that are of importance to you (e.g., tree planting, species at risk, education).

The St. Clair Region Conservation Foundation and Authority thank all our past, current and future donors who have supported local conservation in the St. Clair Region.

Next Conservation Authority Board Meeting Annual General Meeting

Thursday, February 25, 2021 10:00 am
(Virtual Meeting)

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





To: Mayor and Council

From: Gravel Watch Ontario

Re: Ontario on the Rocks

Date: January 8, 2021

Gravel Watch is a province-wide umbrella group representing communities and individuals across the province. Like you, we keep a watchful eye on aggregate-related operations, practices, and policy development throughout Ontario. In addition to that vigilance, we offer many resources to our members and the public, providing education via our website at www.gravelwatch.org and in monthly meetings. Further, we advocate on behalf of members, communities, the environment, and all Ontarians, for better management of aggregate resources. We believe that these can be of use to you and to members of your community.

When, in 2020, we sent a previous communication, we were pleased that we subsequently heard from community groups. That means that you shared the document, and we shared your burden of providing information around aggregate issue to the community. If we lightened your load by doing so, that is a good thing. We know what difficult times you are steering your municipality through. Thank you for that work.

The attached document, *Ontario on the Rocks: A Report on the Economic, Social and Environmental Consequences of Resource Extraction*, is a summary of some current policy directions as well as our recommendations which have been previously offered to the Ministry of Natural Resources and Forestry. It suggests the following:

- Stimulating the Ontario economy's emerging industries as well as reducing costs to the municipalities and the province through resource recovery and other measures;



- Prioritizing local industry, and local jobs through provincial procurement practices;
- Quantifying, evaluating, and conserving aggregate resources;
- Valuing agriculture and water resources above the narrow, short-term interests of one industry
- Showing respect to individuals, community groups and municipalities in a way that recognizes not only your attachment but your detailed knowledge of the particularities of your location.

Gravel Watch Ontario invites you to consider and discuss the attached document, and to share it actively with members of your community who have an interest in moving toward better management of aggregate resources. Additionally, Gravel Watch is open to discussions with you and them via our email connection i.e., info@gravelwatch.org, our website at www.gravelwatch.org, or by calling 289-270-7535.

Sincerely,

Bryan Smith, President

Gravel Watch Ontario

Corporation of the Town of Carleton Place

175 Bridge Street, Carleton Place, ON, K7C 2V8, Phone: (613) 257-6200 Fax (613) 257-8170



December 14, 2020

The Honourable Ahmed Hussen
Minister of Families, Children and Social Development
48 Rosemount Avenue
Unit B
York, Ontario
M9N 3B3

VIA EMAIL

Dear Honourable Minister:

At the December 8th, 2020 session of The Town of Carleton Place Council, Resolution 1-132-10 was adopted as follows:

WHEREAS the COVID-19 pandemic has negatively impacted childcare options for nearly every family in our community and has profoundly increased the cost to operate safe childcare forcing childcare spaces or centres to close.

AND WHEREAS Ontario has among the highest average childcare fees of any Canadian province and while costs vary regionally for licensed childcare, families are paying between \$9,000 and \$20,000+ per year for each child and these costs continue to rise steadily which makes passing the associated COVID-19 costs to families not possible;

AND WHEREAS a 2012 study identified that in Ontario, public investment in the early years and childcare has a ripple effect in positive economic benefits resulting in an economic output of \$2.27 for every dollar invested in childcare;

AND WHEREAS the economic recovery of Carleton Place, Lanark County and Ontario is dependent on families having access to safe, reliable, and affordable childcare that incorporates early learning principles;

AND WHEREAS we are committed to working with the provincial government and childcare service managers to deliver positive and affordable options for our families;

NOW THEREFORE BE IT RESOLVED THAT:

1. The Town of Carleton Place request the Government of Ontario:
 - a. prioritize children and childcare as part of its overall post pandemic recovery plan;



- b. develop, adequately fund and release publicly a comprehensive plan that can support facilities through the provision of licensed childcare and early learning education; and
 - c. provide increased funding to childcare providers reflective of COVID-19 operating cost increases to ensure a safe reopening and long-term sustainability for the sector; and
2. this resolution be circulated to all municipalities in Ontario, Randy Hillier MPP, Scott Reid, MP, the Federal Minister of Families, Children and Social Development and the provincial Minister of Education.

CARRIED

We look forward to hearing back from you with respect to any opportunities for funding to ensure the long-term sustainability of the childcare services sector.

Sincerely,

Stacey Blair

Town Clerk

sblair@carletonplace.ca

- cc. Federal Minister of Families, Children and Social Development
 Provincial Minister of Education
 MP Scott Reid
 MPP Randy Hillier
 All municipalities within the Province of Ontario



MUNICIPALITY OF CHARLTON AND DACK

TEL: (705)-544-7525
FAX: (705)-544-2369
info@charltonanddack.com
www.charltonanddack.com

January 7th, 2021

The Honourable Doug Ford
Premier of Ontario

Sent by email: doug.fordco@pc.ola.org

RE: MOTION REGARDING - Insurance

The following resolution was passed by the Council for the Municipality of Charlton and Dack on December 18th, 2020:

WHEREAS the cost of municipal insurance in the Province of Ontario has continued to increase – with especially large increases going into 2021.

AND WHEREAS Joint and Several Liability continues to ask property taxpayers to carry the lion's share of a damage award when a municipality is found at minimum fault;

AND WHEREAS these increases are unsustainable and unfair and eat at critical municipal services;

AND WHEREAS the Association of Municipalities of Ontario outlined seven recommendations to address insurance issues including:

1. *The provincial government adopt a model of full proportionate liability to replace joint and several liability.*
2. *Implement enhancements to the existing limitations period including the continued applicability of the existing 10 day rule on slip and fall cases given recent judicial interpretations and whether a 1 year limitation period may be beneficial.*
3. *Implement a cap for economic loss awards.*
4. *Increase the catastrophic impairment default benefit limit to \$2 million and increase the third party liability coverage to \$2 million in government regulated automobile insurance plans.*
5. *Assess and implement additional measures which would support lower premiums or alternatives to the provision of insurance services by other entities such as non profit insurance reciprocals.*
6. *Compel the insurance industry to supply all necessary financial evidence including premiums, claims and deductible limit changes which support its*

287237 Sprucegrove Road
Englehart, ON
P0J 1H0



and municipal arguments as to the fiscal impact of joint and several liability.

7. *Establish a provincial and municipal working group to consider the above and put forward recommendations to the Attorney General.*

THEREFORE BE IT RESOLVED THAT the Council for the Municipality of Charlton and Dack call on the Province of Ontario to immediately review these recommendations and to investigate the unethical practice of preferred vendors who are paid substantial amounts over industry standards, despite COVID 19 delays, as insurance premiums will soon be out of reach for many communities.

AND FURTHER BE IT RESOLVED THAT this motion be provided to the Honourable Doug Ford, Premier of Ontario, the Honourable Rod Phillips, Minister of Finance, the Honourable Doug Downey, Attorney General of Ontario, the Honourable John Vanthof, MPP for Timiskaming- Cochrane, and all Ontario municipalities.

Yours Truly,

Dan Thibeault
Clerk Treasurer CAO
Municipality of Charlton and Dack

CC: Honourable Peter Bethlenfalvy, Minister of Finance
 Honourable Doug Downey, Attorney General of Ontario
 Honourable John Vanthof, MPP for Timiskaming- Cochrane
 All Ontario Municipalities



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Municipal Health & Safety Policy 2021
Meeting: Council - 14 Jan 2021
Department: Administration
Staff Contact: Janet Denkers, Clerk Administrator

Recommendation:

That the Council of the Municipality of Brooke-Alvinston approve the Health & Safety Statement for 2021.

Background:

According to the *Occupational Health & Safety Act*, employers must prepare and review at least annually a written occupational health and safety policy. The policy statement is reviewed annually.

Comments:

Representatives from each department are appointed as Safety Representatives and are responsible for conducting monthly inspections. The monthly inspection sheets are then submitted to the Clerk Administrator for review with the department head to remedy any violations. The Committee strives to meet quarterly and to conduct joint investigations.

In 2020, staff participated in several training opportunities including:

- WHMIS with GHS (all staff)
- First Aid Refresher (all staff - 4 more to be completed in 2021)
- Part 1 & 2 Certification: Kevin Miller & Janet Denkers

With COVID-19 protocols in place since mid March 2020, all staff have routinely updated and reviewed policies including sign off sheets and documentation on cleaning protocols. Staff have showed commitment in all policies created and have adhered to provincial guidelines.

The Policy Statement for 2021 is attached

Financial Considerations:

None associated with this report.

ATTACHMENTS:

[H & S Policy Statement 2021](#)

The Policy Statement is:

Municipality of Brooke-Alvinston- Health & Safety Policy – 2021

Management of the Corporation of the Municipality of Brooke-Alvinston is vitally interested in the health and safety of its employees. Protection of the employees from injury or occupational disease is a major continuing objective. The Corporation of the Municipality of Brooke-Alvinston will make every effort to provide a safe and healthy work environment. All supervisors and workers must be dedicated to the continuing objective of reducing risk of injury. The Corporation of the Municipality of Brooke-Alvinston as an employer is ultimately responsible for worker health and safety.

As Council of the Corporation of the Municipality of Brooke-Alvinston, we give you our personal promise that every reasonable precaution will be taken for the protection of workers.

Supervisors will be held accountable for the health and safety of workers under their supervision. Supervisors are responsible to ensure that machinery and equipment are safe and that workers work in compliance with established safe work practices and procedures. Workers must receive adequate training in their specific work tasks to protect their health and safety.

Every worker must protect his or her own health and safety by working in compliance with the law and with safe work practices and procedures established by the company.

It is in the best interest of all parties to consider health and safety in every activity. Commitment to health and safety must form an integral part of this organization, from the Mayor to the workers.



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Committee of Adjustment Member Appointment
Meeting: Council - 14 Jan 2021
Department: Clerks
Staff Contact: Janet Denkers, Clerk Administrator

Recommendation:

That Christa Sawyer be appointed to the Committee of Adjustment for a three year term commencing February 1, 2021 - January 31, 2024 and that the appointment by-law be amended to reflect this.

Background:

The Committee of Adjustment (COA) is comprised of two Council members and 3 members of the public. The appointments for Council are for the term of Council and for the public members, three year terms. This arrangement keeps continuity on the committee and builds expertise of the members. A member of the public can only serve two consecutive, three year terms.

Comments:

The current members on the COA are:
 Councillor Nemcek and Councillor Deans

The members of the public are:
 Christa Sawyer to Feb. 2021 (first term)
 Doug Smith to Feb. 2022 (first term)
 Nancy Faflak to Feb 2023 (second term)

Christa Sawyer applied for the position and has only served on the committee for one, three year term. No other applications were received. Ms. Sawyer has served the Committee well her first term. She understands the planning application processes, studies the applications prior to the hearing and has proven to be an asset on the Committee.

Financial Considerations:

None associated with this report.



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: ATV Draft By-law
Meeting: Council - 14 Jan 2021
Department: Clerks
Staff Contact: Janet Denkers, Clerk Administrator

Recommendation:

That the following draft by-law be approved and adopted.

Background:

Effective January 1, 2021, should a municipality listed in Ontario Highway Traffic Act & Regulation 316/03 not pass a restricting by-law, all ATV/ORV's will be permitted. Council heard a delegation from the OPP on the impact of ATV / ORV's on municipal roadways. After discussion, the following motion was passed:

that ATV/ORV's be allowed on municipal roads, excluding the roads in the Villages of Alvinston and Inwood from sunrise to sunset and that a by-law be prepared for consideration at the next session of Council.

Comments:

The attached by-law was drafted for presentation to Council. The Municipal By-law Officers will be responsible for enforcement of the By-law.

Financial Considerations:

None associated with this report.

ATTACHMENTS:

[By-law 4 of 2021 - ATV](#)

THE CORPORATION OF THE MUNICIPALITY OF BROOKE-ALVINSTON

BY-LAW NUMBER 4 OF 2021

WHEREAS Section 191.8(3) of the Highway Traffic Act, R.S.O. 1990 Chapter H.8, as amended, provides that Council of a municipality may pass a by-law permitting the operation of Off-road Vehicles on any highway within the municipality that is under the jurisdiction of the municipality, or on any part or parts of such highway and during specified months or hours;

AND WHEREAS under Ontario Regulation 8/03, the Municipality of Brooke-Alvinston is listed, thereby allowing Off-Road Vehicles (ORV's) on municipal roads

AND WHEREAS the Council of the Municipality of Brooke-Alvinston now deems it appropriate to permit the operation of Off-Road Vehicles on specified highways under the jurisdiction of the Municipality of Brooke-Alvinston;

AND WHEREAS Section 425 of the Municipal Act, 2001, S. O. 2001, c. 25 as amended, provides that any person who contravenes any by-law of the municipality, passed under this Act, is guilty of an offence;

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

1. For the purpose of this by-law

Act means the Highway Traffic Act

All Terrain Vehicle shall have the same meaning as that term under the *Highway Traffic Act*, R.S.O. 1990 Chapter H.8, which is defined as of the date of this bylaws as: an off-road vehicle that,

- (a) has four wheels, the tires of which are all in contact with the ground,
- (b) has steering handlebars,
- (c) has a seat that is designed to be straddled by the driver, and
- (d) is designed to carry,
 - (i) a driver only and no passengers, or
 - (ii) a driver and only one passenger, if the vehicle,
 - (A) has one passenger seat that is designed to be straddled by the passenger while sitting facing forward behind the driver, and
 - (B) is equipped with foot rests for the passenger that are separate from the foot rests for the driver.

Highway shall mean a common and public roadway, street, bridge, any part of which is intended for or used by the general public for the passage of vehicles and includes the area between the lateral property lines thereof, but excludes all highways under Provincial jurisdiction.

Multi-purpose Off-highway Utility Vehicle shall have the same meaning as that term under the Highway Traffic Act, R.S.O. 1990 Chapter H.8, which is defined as of the date of this By-law as: an off-road vehicle that;

- (a) has four or more wheels, the tires of which are all in contact with the ground,
- (b) has a steering wheel for steering control,
- (c) has seats that are not designed to be straddled, and
- (d) has a minimum cargo capacity of 159 kilograms.

Permitted Off-road Vehicle shall mean an all-terrain vehicle, multi-purpose off highway utility vehicle, and recreational off-highway vehicle, as described in this section.

Off-road Vehicle shall have the same meaning as that term under the Off-Road Vehicles Act, R.S.O. 1990, c. O.4, which is defined as of the date of this By-law as: a vehicle propelled or driven otherwise than by muscular power or wind and designed to travel,

- (a) on not more than three wheels, or
- (b) on more than three wheels and being of a prescribed class of vehicle.

Recreational Off-highway Vehicle shall have the same meaning as that term under the Highway Traffic Act, R.S.O. 1990 Chapter H.8, which is defined as of the date of this By-law as: an off-road vehicle that;

- (a) has four or more wheels, the tires of which are all in contact with the ground,
- (b) has a steering wheel for steering control,
- (c) has seats that are not designed to be straddled, and
- (d) has an engine displacement equal to or less than 1,000 cubic centimetres.

Restricted Highway shall mean:

- (a) those Highways described in Schedule "A" under the heading "Restricted Highways";
- (b) Highways under the jurisdiction of the Province of Ontario;

2. Permitted Off-road Vehicles shall be permitted on all Highways in the Municipality of Brooke-Alvinston, except for Restricted Highways, from one-half hour after sunrise to one-half hour before sunset. No Off-Road Vehicle shall be permitted on Restricted Highways at any time, save for crossing Restricted Highways as permitted by Ontario Regulation 316/03, Operation of Off-road Vehicles on Highways, under the Highway Traffic Act, R.S.O. 1990 Chapter H.8.

3. **PROHIBITIONS FOR OFF-ROAD VEHICLES**

3.1 The authority to drive an off-road vehicle on highways under the jurisdiction of the Municipality of Brooke-Alvinston does not include:

- (i) any sidewalk, footpath or other area meant solely for pedestrian traffic;
- (ii) any lands within a municipal park, trail, and cemeteries;
- (iii) private roads or driveways without the consent of the owner thereof;
- (iv) any highway falling under the jurisdiction of the Province of Ontario or any other government authority;
- (v) any highway under the jurisdiction of the Municipality of Brooke-Alvinston where the common law right of passage has been removed or restricted under a by law passed pursuant to Section 35 of the Municipal Act, 2001.
- (vi) unopened road allowances.
- (vii) roads designated in the Municipality of Brooke-Alvinston Official Plan as residential, commercial, open space, industrial or mixed commercial/industrial

4. All provisions of Ontario Regulation 316/03, Operation of Off-road Vehicles on Highways, under the Highway Traffic Act, R.S.O. 1990 Chapter H.8, and the Off Road Vehicles Act, R.S.O. 1990, c.O.4, shall apply to this by-law and the operation of Permitted Off-Road Vehicles. Without limiting the generality of the foregoing, an Off Road Vehicle shall not be operated on a Highway unless:

- (a) a permit has been issued under section 5 of the Off Road Vehicles Act, R.S.O. 1990, c.O.4 or section 7 of the Highway Traffic Act, R.S.O. 1990, c. H.8;
- (b) the Off-road Vehicle is insured in accordance with section 2 of the Compulsory Automobile Insurance Act, R.S.O. 1990, c.C.25 and section 15 of the Off Road Vehicles Act, R.S.O. 1990, c.O.4;
- (c) the driver of the Off-road vehicle holds a valid driver's licence pursuant to the Highway Traffic Act, R.S.O. 1990, c. H.8 and regulations;
- (d) All equipment requirements and operational requirements for Off-road Vehicles under Ontario Regulation 316/03, Operation of Off-road Vehicles on Highways, under the Highway Traffic Act, R.S.O. 1990 Chapter H.8, are met.

5. **MOTOR VEHICLE SAFETY STANDARDS**

5.1 The off-road vehicle must meet the motor vehicle safety standards prescribed for restricted use motorcycles in the Motor Vehicle Safety Regulations made under the Motor Vehicle Safety Act (Canada) applicable when the vehicle was manufactured. O. Reg. 135/15, s.3.

5.2 Safety equipment for multi-purpose off-highway utility vehicles and recreational off-highway vehicles

- (i) If the off-road vehicle is a multi-purpose off-highway utility vehicle, it must be equipped with an occupant protective structure and comply with subsection (3).O. Reg. 135/15, s.3.
- (ii) If the off-road vehicle is a recreational off-highway vehicle, it must be equipped with a roll-over protective structure and comply with subsection (3) O. Reg. 135/15, s.3..
- (iii) A multi-purpose off-highway utility vehicle or a recreational off-highway vehicle must be equipped,
 - a. with a handle or device that may be grasped by an occupant to provide support and to assist the occupant in keeping his or her arms and hands within the vehicle;
 - b. for each seating position, with a seat belt assembly that is in good working order and that includes a strap or straps sufficient to restrain both the pelvis and the torso; and
 - c. with a rear view mirror. O. Reg. 135/15, s.3.

6. LAMPS

- 6.1 Despite subsection 62 (1) of the Act, the off-road vehicle must be equipped with one or two lamps that emit a white light on the front of the vehicle and one or two lamps that emit a red light at the rear of the vehicle.
- 6.2 The lamps required by section 6. 1 must be lit at all times the off road vehicle is operated on the highway.
- 6.3 The lamps required on the front of an off-road vehicle by section (6.1) must be aimed such that the intensity portion of the beam is directed below the horizontal line through the centre of the lamp from which it comes

7. PERMIT

- 7.1 The off road vehicle shall not be operated on a highway unless a permit under section 5 of the Off Road Vehicles Act has been issued in respect of that vehicle and a number plate showing the number of the permit shall be displayed on the vehicle as required under the Act, O.Reg. 135/15, s.5

8. **INSURANCE**

The off-road vehicle shall be insured in accordance with section 2 of the Compulsory Automobile Insurance Act and section 15 of the Off Road Vehicles Act. O. Reg. 316/03, s.17.

9. **DRIVER'S LICENCE CONDITIONS**

9.1 The driver of the off-road vehicle shall hold a valid Class A, B, C, D, E, F, G, G2, M or M2 driver's LICENCE issued under the Act unless he or she is exempt, under section 34 of the Act, from the application of section 32 of the Act. O. Reg. 135/15, s.6.

9.2 The age distinctions in this section apply despite the Human Rights Code. O. Reg. 135/15, s.6.s.19.

10. **HELMET**

The driver of the off-road vehicle and every passenger on the vehicle shall wear a helmet that complies with section 19 of the Off-Road Vehicles Act. O. Reg. 135/15, s.16

No person shall drive an off-road vehicle on a highway with a passenger on the vehicle unless the passenger is wearing a helmet as required by subsection (1). O. Reg. 135/15, s.6.

11. **SEATBELTS**

Seat belts on multi-purpose off-highway utility vehicles or recreational off highway vehicles

11.1 Every passenger on a multi-purpose off-highway utility vehicle or a recreational off-highway vehicle on a highway shall,

- a) occupy a seating position for which a seat belt assembly has been provided; and
- b) wear the complete seat belt assembly as required by subsection (4). O. Reg. 135/15, s.6.

11.2. No person shall drive a multi-purpose off-highway utility vehicle or a recreational off-highway vehicle on a highway unless he or she is wearing a complete seat belt assembly as required by subsection (4). O. Reg. 135/15, s.6.

11.3 No person shall drive a multi-purpose off-highway utility vehicle or a recreational off-highway vehicle on a highway with a passenger on the vehicle, unless the passenger is,

- a) occupying a seating position for which a seat belt assembly has been provided; and
- b) wearing the complete seat belt assembly as required by subsection (4).O. Reg. 135/15, s.6.

11.4 A seat belt assembly shall be worn so that,

- a) the strap of each restraint is securely fastened and worn firmly against the body in the intended position; and
- b) no more than one person is wearing any strap of the seat belt assembly at any one time. O. Reg. 135/15, s.6.

12. **PASSENGERS ON ALL TERRAIN VEHICLES**

No person shall drive an all-terrain vehicle on a highway with a passenger on the vehicle unless,

- a) the vehicle is designed to carry both a driver and a passenger; and
- b) the passenger is straddling the passenger seat behind the driver while facing forward with his or her feet securely on the separate footrests intended for the passenger. O. Reg. 135/15, s.6.

12.1 No passengers under the age of eight

No person shall drive an off-road vehicle on a highway with a passenger on the vehicle who is under the age of eight. O. Reg. 135/15, s.6.

12.2 No riding on a trailer

No person shall drive an off-road vehicle on a highway while it is towing a trailer or any other attachment if there is a passenger on the trailer or other attachment. O. Reg. 135/15, s.6.

13. **RULES OF THE ROAD**

13.1 The off-road vehicle shall be driven on the shoulder of the highway in the same direction as the traffic using the same side of the highway. O. Reg. 316/03, s.24 (1).

13.2 Despite subsection 13.1, the off-road vehicle may be driven on the roadway in the same direction as the traffic using the same side of the highway if,

- a) there is no shoulder;
- b) the shoulder of the highway is obstructed and cannot be used by the off road vehicle; or

- c) The shoulder is not wide enough to allow the off-road vehicle to be driven with all of its tires remaining completely off of the roadway.
O. Reg. 135/15, s.7.
- 13.3 When driven on the shoulder of the highway, the off-road vehicle shall be driven as close to and parallel with the right edge of the shoulder as can be done practicably and safely.
- 13.4 When driven on the roadway pursuant to subsection 13.2, the off-road vehicle shall be driven as close to and parallel with the right edge of the roadway as can be done practicably and safely.
- 13.5 The off-road vehicle shall not be driven in the median strip of the highway.
- 13.6 The off-road vehicle shall not be driven on any part of the highway that is designated as a construction zone

14. **EXEMPTIONS**

- 14.1 The exemptions governing crossing a highway, farmers and trappers and public work functions as set out in Section 25, 26, 27 and 28, of Ontario Regulation 316/03 shall apply to this by law.
- 14.2. Where any legislative reference is made in this By-law it shall be deemed to include that legislation, any regulations thereunder, any amendments thereto and any successor legislation or section.
- 14.3 If a court of competent jurisdiction should declare any section or part of a section of this By-law to be invalid the remainder of the By-law shall be valid and shall remain in force. Where a provision of this By-law conflicts with the provision of another by-law, the provisions that establish the higher standards to protect the health, safety and welfare of the general public shall prevail.
- 14.4 Every person who contravenes any of the provisions of this By-law is guilty of an offence and shall, upon conviction thereof, pay a penalty established under the Off Road Vehicles Act, R.S.O. 1990, c.O.4 or the Highway Traffic Act, R.S.O. 1990, c. H.8, as applicable, and where such a penalty is not established under those Acts shall pay a penalty not exceeding the maximum fine permitted under the Provincial Offences Act, R.S.O. 1990, c. P.33.
- 14.5. This By-law may be enforced by any police officer, as defined in the Provincial Offences Act, R.S.O. 1990, c. P.33.

This By-law shall be in effect from the date of passing.

Read a first, second and third time and finally passed this 14 day of January 2021.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 14th DAY OF JANUARY, 2021.

David Ferguson, Mayor

Janet Denkers, Clerk Administrator

Schedule "A" to By-law Number 4-2021

A By-law to Permit and Regulate the use of Off-road Vehicles on highways in the
Municipality of Brooke-Alvinston Restricted HighwaysRestricted Highways

Those highways specified in the Municipal Official Plan that are located in the following areas are restricted from Off Road Vehicles:

Residential

Commercial

Open Space

Industrial

Mixed Industrial / Commercial



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Draft Agreement with the Optimist Club
Meeting: Council - 14 Jan 2021
Department: Administration
Staff Contact: Janet Denkers, Clerk Administrator

Recommendation:

That the attached draft agreement be forwarded to the Alvinston & District Optimist Club for review and once all documentation is provided to the Municipality including schematic drawings with actual footprint, insurance requirements, contractor certificates, permits, approvals and bank drafts, the document be signed and formal authorization be granted.

Background:

The following Notice of Motion was presented at the Dec. 10, 2020 Council meeting and was carried:

Notice of Motion: (Councillor Armstrong - Nov. 26, 2020) Raise the Roost Project

That the Council of the Municipality of Brooke-Alvinston accept the Optimist Building Committee proposal as designed and positioned for future phases; that staff report on how much municipally financed dollars can be borrowed from the Municipality for the project while ensuring it is not municipally funded (potential of Infrastructure Ontario loan) including conditions of paying back the loan including interest.

Comments:

A draft agreement was presented to the Optimist Club and Council with the understanding that should the pavilion placement be approved, the draft agreement would be presented to the municipal insurance providers and lawyer for comment.

Upon review of the agreement, legal and insurance recommended the following for Council review. If approved by Council, the attached will be forwarded to the Alvinston Optimist Club for consideration. The agreement is quite comprehensive and protects the municipality from any liabilities and non payments.

Financial Considerations:

The Municipality is assumed to be contributing \$80,000 (budgeted amount from 2020) to the project. Additional funding for the project is to be secured by the Optimist Club. It has been recommended that proof of funds by way of bank records be provided to the Municipality prior to construction starting.

ATTACHMENTS:[Pavilion \(legal\)](#)

THIS AGREEMENT MADE in triplicate this ____ day of _____, 2021

BETWEEN:

The Alvinston & District Optimist Club

AND

THE CORPORATION OF THE MUNICIPALITY OF BROOKE-ALVINSTON

(together, each of the parties is referred to individually herein as a "Party" and the parties are referred to together as the "Parties")

WHEREAS the Alvinston & District Optimist Club (the "Club") has initiated the "Raise the Roost" project (the "Project") the purpose of which is to construct a 48' by 80' public pavilion to the specifications set out in in Schedule "A" hereto (the "Pavilion") on The Corporation of the Municipality of Brooke-Alvinston's (the "Municipality") lands located at 3310 Walnut Street (the "Lands");

AND WHEREAS the Club wishes the Municipality to consent to the Club constructing the Pavilion on the Lands at that location on the Lands identified in Schedule "A";

AND WHEREAS the Club has asked the Municipality to financially support a portion of the costs required to construct the Pavilion on the Lands;

AND WHEREAS the Municipality is prepared to provide the Club with its consent and agreement for the Club to construct the Pavilion on the Lands and partially support the construction thereof, on the terms and conditions set out herein;

NOW THEREFORE in consideration of the covenants and terms and conditions contained herein, the Parties agree as follows:

1. All capitalized terms used in this Agreement shall have the meaning given to them in the recitals above.
2. On and subject to the terms and conditions hereof, the Club agrees to construct the Pavilion on the Lands at its sole costs and liability and to complete the construction of the Pavilion by no later than [enter date].
3. On and subject to the terms and conditions hereof, the Municipality hereby grants the Club, its employees, officers, volunteers and contractors a limited license to enter upon the Lands to carry out such activities reasonably required by the Club to construct and erect upon the Lands the Pavilion. Such license shall be in effect from [enter date] and shall terminate on [enter date] unless the Municipality agrees in writing with the Club to

extend such period to accommodate any unforeseeable reasonable delays incurred by the Club to complete its construction of the Pavilion on the Lands.

4. Prior to exercising any of its license rights granted herein to enter the Lands for the purposes set out herein, the Club shall first provide the Municipality the following:
 - (a) draft architectural drawings of the Pavilion that identify the anticipated finished, fully constructed Pavilion, the works to be carried out and the materials and labour expected to be used to construct the Pavilion on the Lands, for the Municipality's review and approval. The Municipality shall have thirty (30) calendar days to review such information from the date the Club delivers such information to the Municipality. The Municipality shall be entitled to require reasonable amendments and other changes to such drawings, concepts, works and materials to address any reasonable health and safety concerns that the Municipality may have about the Pavilion. If such amendments and/or changes are requested by the Municipality, the Club shall amend and/or change, as required, its architectural drawings, concepts, works and materials to address the Municipality's communicated concerns and provide revised drawings for the Municipality's review and approval. In each instance the Municipality shall have thirty (30) calendar days to review such information from the date the Club delivers such information to the Municipality. The Municipality assume no liability whatsoever on any grounds arising from its review and any requested changes to the drawings, and the Club hereby releases and agrees to defend and indemnify the Municipality from any such liability;
 - (b) the date the Club and/or its employees, officers, volunteers and contractors first wish to enter upon the Lands for the purposes of constructing thereon the Pavilion and the anticipated time period such employees, officers, volunteers and contractors will occupy the Lands for such purposes, including, without limitation, the date such employees, officers, volunteers and contractors are expected to vacate the Lands upon completion of the Pavilion;
 - (c) at least five (5) calendar days before the date identified by the Club to the Municipality for the purposes of paragraph 2 above: (i) a clearance certificate issued by the Workplace Safety and Insurance Board evidencing that the Club's contractor retained to construct the Pavilion or to carry out any works associated with the Project is insured under the Workplace Safety and Insurance Act, 1997 and that its account with the Workplace Safety and Insurance Board is in good standing; and (ii) such certificate(s) of insurance required to be provided to the Municipality under this Agreement; and
 - (d) a safety plan, policy(ies), programs and measures the Club, its employees, officers, volunteers and contractors, as the case may be, will implement and adhere to, to:
 1. protect the health and safety off all workers on the Lands involved directly or indirectly in the construction of the Pavilion;

2. protect the health and safety of members of the public from the Club's activities on the Lands and emanating from the Lands in relation to the construction of the Pavilion thereon; and
 3. safeguard the security of all materials, tools, equipment, vehicles and any other asset of the Club, its employees, officers, volunteers and contractors on the Lands.
5. The Club hereby acknowledges, represents and warrants the following:
- (a) the Project, including without limitation the construction of the Pavilion, is solely a Club project and the Club assumes all responsibility and liability in regards thereto Club at its own and exclusive costs;
 - (b) the Club has the necessary expertise to carry out the Project and to construct or cause to be constructed the Pavilion on the Lands;
 - (c) the Club has the financial resources to assume and pay for all architectural, engineering, labour, material and any other costs reasonably foreseeable to complete the Project including the construction of the Pavilion on the Lands, and that the Club has a minimum or will have a minimum of \$350,000.00 in cash available to it to completely pay for the Project and all costs associated and incurred with the construction of the Pavilion;
 - (d) the Club is authorized to enter into this Agreement;
 - (e) the Club's signatory to this Agreement are authorized to enter into this Agreement and bind the Club to the terms and conditions hereof.
6. The Club agrees and covenants further with the Municipality as follows:
- (a) The Club shall provide the Municipality with copies of all quotations received by the Club for the construction of the Pavilion on the Lands before accessing the Lands to construct thereon the Pavilion;
 - (b) The Club shall or shall cause the Pavilion to be constructed on the Lands with diligence and good workmanship;
 - (c) The Club and/or the Club's retained general contractor shall assume all responsibilities and duties of a "constructor" over the Project and construction of the Pavilion on the Lands for the purposes of the Occupational Health and Safety Act;
 - (d) The Club shall construct the Pavilion strictly in accordance with all applicable laws, by-laws and, without limiting the generality of the foregoing, the Accessibility for Ontarians with Disabilities Act, 2005, at its sole costs. Without limiting the generality of the foregoing, the Club shall be solely responsible and liable for securing, at its sole costs, all requisite permits, including building permits, and approvals, including applicable environmental approvals and consents (if any) and locates, required by law to construct the Pavilion on the Lands prior to carrying out any works on the Lands. The Club shall provide a

copy of such permits and approvals to the Municipality prior to starting any works on the Lands associated with the Club's construction of the Pavilion thereon;

- (e) The Club shall not and shall not permit its employees, officers, volunteers and contractors to emit any unreasonable noise and/or odour from the Lands and/or contaminate the Lands with any contaminant (as defined in the Environmental Protection Act);
 - (f) The Club will or will cause that area on the Lands reasonably necessary for its and/or its employees, officers, volunteers and contractors to construct the Pavilion to be safeguarded at all times against unauthorized access;
 - (g) The Club shall provide the Municipality with "as built" drawings of the Pavilion within five (5) calendar days after the day the Pavilion is substantially completed as determined by the Municipality, acting reasonably;
 - (h) Upon completion of the Pavilion, the Club shall and shall cause the Club, its employees, officers, volunteers and contractors, as the case may be, to vacate the Lands and do such things reasonably required to permit access to, and use by, the public to, and of, the Pavilion. The Lands (including grass and asphalt thereon) shall be restored to their original condition, to the reasonable satisfaction of the Municipality, and free of any debris. If the Club fails to do within ten (10) calendar days after completion of the Pavilion, the Municipality may carry out such works and/or repairs and/or remediation as the Municipality deems required and the Club shall fully reimburse the Municipality the costs thereof within thirty (30) days of the Municipality's invoices therefor to the Club;
 - (i) Upon completion of the Pavilion or such other date as the Municipality may direct, the Club shall transfer ownership of the Pavilion (including all of its constituent parts) to the Municipality. The Club shall execute any reasonable documents required by the Municipality for such purposes within five (5) days of the Municipality's request therefor; and
 - (j) Unless otherwise explicitly stated otherwise herein, the Municipality shall have no responsibility or liability whatsoever in relation to the construction of the Pavilion on the Lands, and the Club shall defend, save harmless and indemnify the Municipality from all losses, damages, liens, fines, claims and/or proceedings, including legal fees, claimed against the Municipality arising from any omission or action (including negligence) of the Club, its employees, volunteers and contractors in relation to the Project, the construction of the Pavilion and/or any the Club's breach of this Agreement;
7. Throughout the term of this Agreement, the Club shall secure and maintain, at its costs:
- (a) a commercial general liability insurance policy in an amount not less than \$2,000,000.00 per occurrence and in the aggregate, which policy shall include cross-liability and severability of interest endorsements;
 - (b) environmental liability insurance policy in an amount of no less than \$2,000,000.00 per occurrence and in the aggregate;
 - and (c) a Builder's Risk (Course of Construction) liability insurance policy in an amount not less than \$350,000.00. The Club shall provide a true copy of the certificates evidencing the insurances required herein and deposit same with the Municipality at

least ten (10) days prior to it, its employees, officers, volunteers or contractor (s) first accessing the Lands to commence construction thereon of the Pavilion. Such certificates shall contain, at a minimum, the following information: (a) that the Municipality is an additional insured party under the policy(ies); (b) the above mentioned coverages; (c) the commencement date of the policy(ies); (d) a waiver of subrogation against the Municipality, its employees, councillors, directors and officers, whether or not any loss is caused by the act, omission or negligence of the Municipality, its employees, councillors, directors, officers; and that if the policy(ies) are ever cancelled or amended in any manner for any reason, a minimum of thirty (30) days written notice of such change or cancellation will be provided to the Municipality.

8. The Club shall defend, indemnify and save harmless the Municipality of Brooke-Alvinston, its elected officials, officers, employees and agents from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever, including but not limited to bodily injury, sickness, disease or death or to damage to or destruction of tangible property including loss of revenue or incurred expense resulting from disruption of service, arising out of or allegedly attributable to the negligence, acts, errors, omissions, misfeasance, nonfeasance, fraud or willful misconduct of the Supplier, its directors, officers, employees, agents, contractors and subcontractors, or any of them, in connection with or in any way related to the delivery or performance of this Contract. This indemnity shall be in addition to and not in lieu of any insurance to be provided by the Club in accordance with this Contract and shall survive this Contract.
9. The Club agrees to defend, indemnify and save harmless Municipality of Brooke-Alvinston from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever arising out of or related to the Club's status with WSIB. This indemnity shall be in addition to and not in lieu of any proof of WSIB status and compliance to be provided by the Club in accordance with this Contract, and shall survive this Contract.
10. Broad Form Builders' Risk Insurance written in the joint names of the Contractor, Owner, Club, Sub-contractors, and underwritten by an insurer licensed to conduct business in the Province of Ontario. The policy shall have limits of not less than 1.1 times the Contract Price and the full value as stated in the Agreement. Should the Owner provide any property to be incorporated into the structure, the policy must be endorsed to include the Owner's property. Coverage shall be maintained during the term of the contract and until 10 calendar days after the date of Substantial Performance of the Work.

The Builders' Risk shall:

- a) Be endorsed to grant permission to occupy prior to the completion or acceptance of the entire work.
- b) Not be less than the insurance coverage provided by IBC Forms 4042 and 4047 or their equivalent replacement.

- c) Include the installation, testing, commissioning and subsequent use of any machinery and equipment including boilers, pressure vessels or vessels under vacuum.
 - d) Apply to all products, labour, equipment and supplies of every nature, the property of the Club or Contractor or for which the Club or Contractor may have assumed responsibility (whether on site or in transit), that is to be used in or pertaining to site preparation, erection, fabrication, construction or reconstruction of the structure.
 - e) Be subject to a waiver of coinsurance.
 - f) Include coverage for materials while in transit, awaiting installation or stored at off-site locations. Coverage shall be in an amount equal to the value of the material.
 - g) (on Contractor purchased policies) provide that in the case of a loss or damage payment shall be made to the Club and the Contractor as their respective interests may appear, the Contractor shall act on behalf of the Club for the purpose of adjusting the amount of such loss or damage payment with the insurer. When the extent of the loss or damage is determined, the Design Builder shall proceed to restore the Work. Loss or damage shall not affect the rights and obligations of either party under the Contract except that the Contractor shall be entitled to a reasonable extension of Contract Time
11. Standard Form Automobile Liability Insurance that complies with all requirements of the current legislation of the Province of Ontario, having an inclusive limit of not less than (no less than \$ 2 Million) per occurrence for Third Party Liability, in respect of the use or operation of vehicles owned, operated or leased by the Contractor.
12. Commercial General Liability, underwritten by an insurer licensed to conduct business in the Province of Ontario, for a limit of not less than (\$ 2 Million) per occurrence, an aggregate limit of not less than \$ 2 Million, within any policy year with respect to completed operations and a deductible of not more than \$ 50,000. The policy shall include an extension for a standard provincial and territorial form of non-owned automobile liability policy. This policy shall include but not be limited to:
- (a) Name the Municipality as an additional insured
 - (b) Cross-liability and severability of interest
 - (c) Blanket Contractual
 - (d) Products and Completed Operations
 - (e) Premises and Operations Liability
 - (f) Personal Injury Liability
 - (g) Contingent Employers Liability
 - (h) Work performed on Behalf of the Named Insured by Sub-Contractors
 - (i) Broad Form Property Damage

13. This Agreement shall remain in effect until five (5) days after the date the Club has transferred ownership of the Pavilion to the Municipality as required in accordance with paragraph (6) of section (i) above. Despite the expiry of this Agreement, all rights and obligations of the Club that have accrued as of the date of expiry, and all indemnity obligations of the Club, shall survive such expiry.
14. Despite the term of this Agreement set out in section (3) above, the Municipality may terminate this Agreement without advance notice and without liability to the Club upon providing written notice thereof to the Club, if the Club breached any term or condition of this Agreement and has failed to remedy such breach within five (5) days of the date the Municipality has notified the Club of the breach. In the event this Agreement is terminated pursuant to this section [3], the Club shall and shall cause its employees, officers, volunteers and contractors to vacate the Lands, remove therefrom their equipment and materials, and clean and restore the Lands to the reasonable satisfaction of the Municipality within ten (10) days after this Agreement is so terminated.
15. This Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario and the laws of Canada applicable thereto. The parties each agree to submit to the jurisdiction of the Province of Ontario.
16. Time shall be of the essence for the observance and performance of all obligations required to be performed hereunder.
17. If and to the extent either Party is prevented or delayed by reason of an event beyond a Party's reasonable control, provided that reasonable due diligence was exercised to prevent the event, such Party shall not be in default and the time for performance of such obligation(s) shall be extended accordingly.
18. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument. Communication of an executed copy of this Agreement, or of any counterparts thereto, by facsimile transmission or electronically in portable document format (PDF) shall constitute good and effective delivery.
19. Where in this Agreement any notice is required, or authorized to be given, that notice shall be in writing and may be sent by registered mail, by courier, delivered in person or delivered by electronic mail (e-mail). Where any notice is sent by registered mail it shall be deemed to be delivered four (4) days (excluding Saturday and Sunday) after the date of mailing; when sent by e-mail, it shall be deemed received three (3) days after delivery; where delivered by courier, it shall be deemed received the next day (excluding Saturday and Sunday) following delivery to the courier; when delivered in person, when received. Any notice shall be addressed as follows:
 1. to the Municipality: [Attention: Clerk-Administrator, 3236 River Street, Alvinston, ON N0N 1A0, jdenkers@brookealvinston.com]
 2. to the Club: [Alvinston District Optimist Club]
20. In the event of a dispute arising between the Parties in connection with this Agreement:

1. Such dispute shall be promptly referred to a member of senior management of each Party who shall attempt to resolve such dispute. If such members of senior management are unable to resolve such dispute within twenty (20) days after referral to them, then the Parties shall resolve such dispute in accordance with the remaining provisions of this Section.
 2. Any dispute, difference or question between the Parties hereto or any provision hereof shall be determined by reference to arbitration by a single arbitrator, in accordance with the provisions of the Arbitration Act, 1991, S.O. 1991, c. 17 (or as may be amended) and in accordance with the rules of arbitration of the ADR Institute of Canada, Inc. The seat of arbitration shall be Sarnia, Ontario. The dispute shall be heard before a single arbitrator. The language of arbitration shall be English. Each Party shall bear its own costs of the arbitration, including legal fees, unless ordered otherwise by the arbitrator.
21. This Agreement, together with Schedule A attached hereto, shall be deemed to constitute the entire agreement between the Parties with respect to the subject matter hereof, and shall supersede all previous negotiations, representations and documents made by either Party hereto. In the event of any inconsistency between the terms and conditions of the Agreement and Schedule A attached hereto, the terms and conditions of the document specifically defining the parties' rights and obligations over the subject matter at issue shall govern to resolve the inconsistency.
 22. That the municipality/taxpayers contribution is limited to no more than \$80,000;
 23. That the municipality only forward funds to the Optimists based on the Optimists supplying contractor invoices that conform to the quote(s) /contract(s);

IN WITNESS WHEREOF each of the parties hereto has affixed its Corporate Seal by the hands of its proper officers.

SIGNED, SEALED AND EXECUTED:

Alvinston Optimist Club

Per:

Per:

THE CORPORATION OF THE MUNICIPALITY OF BROOKE-ALVINSTON

Mayor David Ferguson

Clerk-Administrator Janet Denkers

SCHEDULE A

Description of the pavilion & components including: washrooms, all appurtenances and specific location of lands



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Cost of Living Adjustment 2021
Meeting: Council - 14 Jan 2021
Department: Administration
Staff Contact: Janet Denkers, Clerk Administrator

Recommendation:

That having regard to local area municipal projections, that the municipal wage grid be adjusted by a cost of living increase of 1.5% for 2021 and be applied to employee wages effective January 10, 2021.

Background:

Council adopted a compensation grid that requires a review by Council each year with consideration to annual adjustments to the salary grid. Information is gathered from local municipalities of similar size and the average inflation rate / CPI in Ontario to compare with. Step progression for employees is based on successful yearly performance appraisals.

Comments:

Based on data received, the 2021 projected salary grid adjustment of similar sized municipalities ranges from 0.8% to 2%.

Attraction and retention of staff continues to pressure municipalities to retain competitive job rates. In summary, having regard to both local area municipal (union & non union) projections and the Consumer Price Index, it is recommended that the salary grid be adjusted by 1.5% for 2021.

Financial Considerations:

The financial impact of 1.5% increase would be included in the draft 2021 budget.



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: 2021 Mileage Rate
Meeting: Council - 14 Jan 2021
Department: Administration
Staff Contact: Janet Denkers, Clerk Administrator

Recommendation:

That the Council of the Municipality of Brooke-Alvinston approve the 2021 mileage rate of \$0.55 / km.

Background:

Municipal employees and elected officials can claim mileage for costs associated with the use of privately owned vehicles and may be reimbursed for necessary travel during the course of ordinary work. This includes mileage to training, conferences or meetings.

Comments:

The current municipal mileage rate is \$0.565 / km. In accordance with the Travel Directive issued by the National Joint Council the current government mileage rate effective January 1, 2021 is \$0.55 / km.

With the COVID-19 pandemic, many in person meetings, conferences and training sessions have moved virtually which has limited mileage expenses with Council and staff.

Financial Considerations:

The financial impact of \$0.55 / km would be included in the draft 2021 budget with consideration of the virtual vs in person meetings expected in 2021.

Relationship to Strategic Plan:

None associated with this report



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Accounts Payable Listing - December 2020
Meeting: Council - 14 Jan 2021
Department: Treasury
Staff Contact: Stephen Ikert, Treasurer

Recommendation:

That Council Receive and File the Accounts Payable Listing for December 2020.

Background:

The Accounts Payable Listing is provided for information purposes only. Any questions should be directed to the treasurer or appropriate department head. In most cases the goods or services have already been provided and the Municipality is already legally obligated to make the payment(s) with a preference to pay on time to avoid late payment charges.

ATTACHMENTS:

[Posted Accounts Payable List - December 2020](#)

Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

Invoice Entry Date 12-01-20 to 12-31-20 Paid Invoices Cheque Date 12-01-20 to 12-31-20

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
ASSETS & LIABILITIES					
01-0000-0498	002302 SUN LIFE ASSURANCE COMPANY OF CANADA	DEC2020 SUNLIFE BENEFITS	12-01-20	12-01-20	4.34
01-0000-0609	002573 TRICKEY ET AL TAX TEAM INC.	14707 TAX SALE COSTS	12-16-20	12-16-20	56.50
01-0000-0609	002573 TRICKEY ET AL TAX TEAM INC.	14708 TAX SALE COSTS	12-16-20	12-16-20	56.50
Account Total					113.00
01-0000-2291	002708 RECEIVER GENERAL-DEDUCTIONS	NOV2020 DEDUCTIONS	12-02-20	12-02-20	32,447.57
01-0000-2292	000090 WORKERS SAFETY & INSURANCE BOARD	NOV2020 WSIB PREMIUM	12-02-20	12-02-20	3,013.15
01-0000-2292	000370 MINISTER OF FINANCE -EHT	NOV2020 EMPLOYER HEALTH TAX	12-02-20	12-02-20	1,394.31
Account Total					4,407.46
01-0000-2293	000011 BMO INVESTMENTS INC.	DEC2020 EMPLOYEE RSP	12-28-20	12-28-20	743.56
01-0000-2293	000085 EQUITY ASSOCIATES	DEC2020 EMPLOYEE RSP	12-28-20	12-28-20	829.84
01-0000-2293	000087 BMO NESBITT BURNS	DEC2020 EMPLOYEE RSP	12-28-20	12-28-20	1,557.56
Account Total					3,130.96
01-0000-2426	002996 NANCY FAFLAK	DEC2020 FOODBANK PURCHASES	12-08-20	12-08-20	175.00
01-0000-2426	002800 KIM LEE	DEC2020 FOOD BANK PURCHASES	12-10-20	12-10-20	77.88
Account Total					252.88
Department Total					40,356.21
LICENCES, PERMITS, RENTS					
01-0050-1435	000003 BROOKE TELECOM CO-OPERATIVE	10605820-1220 PHONE & INTERNET SERVICE	12-08-20	12-08-20	-425.00
Department Total					-425.00
GOVERNANCE					
01-0240-7398	000279 BMO BANK OF MONTREAL	8180-1220 ZOOM MEETINGS	12-08-20	12-08-20	22.60
01-0240-7399	000279 BMO BANK OF MONTREAL	4621-1220 ART & ACTIVITY THANK YOU	12-08-20	12-08-20	78.34
Department Total					100.94

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Invoice Entry Date 12-01-20 to 12-31-20 Paid Invoices Cheque Date 12-01-20 to 12-31-20

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
COUNCIL SUPPORT					
01-0241-7117	002302 SUN LIFE ASSURANCE COMPANY OF CANAD	DEC2020 SUNLIFE BENEFITS	12-01-20	12-01-20	1,069.34
01-0241-7150	000279 BMO BANK OF MONTREAL	4621-1220 HEALTH & SAFETY	12-08-20	12-08-20	-270.07
01-0241-7150	002912 CANADIAN RED CROSS- ATTENTION ACCOUN	CRC-284873 FIRST AID	12-08-20	12-08-20	60.00
Account Total					-210.07
01-0241-7301	000279 BMO BANK OF MONTREAL	4621-0121 ANNUAL FEE	12-28-20	12-28-20	25.00
01-0241-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-1220 PHONE & INTERNET SERVICE	12-08-20	12-08-20	59.64
Department Total					943.91
CORPORATE MANAGEMENT					
01-0250-7117	002302 SUN LIFE ASSURANCE COMPANY OF CANAD	DEC2020 SUNLIFE BENEFITS	12-01-20	12-01-20	1,461.61
01-0250-7150	000279 BMO BANK OF MONTREAL	4621-1220 1ST AID TRAINING	12-08-20	12-08-20	48.26
01-0250-7150	002912 CANADIAN RED CROSS- ATTENTION ACCOUN	CRC-284873 FIRST AID	12-08-20	12-08-20	60.00
Account Total					108.26
01-0250-7301	000165 MANLEY'S BASICS	1093572 OFFICE SUPPLIES	12-08-20	12-08-20	20.33
01-0250-7301	000165 MANLEY'S BASICS	1093575 OFFICE SUPPLIES	12-08-20	12-08-20	70.81
01-0250-7301	000165 MANLEY'S BASICS	1093889 OFFICE SUPPLIES	12-08-20	12-08-20	44.70
01-0250-7301	000165 MANLEY'S BASICS	1094397 OFFICE SUPPLIES	12-18-20	12-18-20	104.08
01-0250-7301	000165 MANLEY'S BASICS	1094440 OFFICE SUPPLIES	12-18-20	12-18-20	166.71
01-0250-7301	000165 MANLEY'S BASICS	1094451 OFFICE SUPPLIES	12-18-20	12-18-20	9.25
01-0250-7301	000165 MANLEY'S BASICS	1094720 OFFICE SUPPLIES	12-23-20	12-23-20	18.19
01-0250-7301	000165 MANLEY'S BASICS	1094721 OFFICE SUPPLIES	12-23-20	12-23-20	85.39
01-0250-7301	000018 CLOVER MART	2020-14 OFFICE SUPPLIES	12-21-20	12-21-20	3.38
01-0250-7301	000100 MCNAUGHTON HOME HARDWARE CENTRE	300351 WATER	12-08-20	12-08-20	14.76

Accounts Payable

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Vendor 000000 Through 999999

Invoice Entry Date 12-01-20 to 12-31-20 Paid Invoices Cheque Date 12-01-20 to 12-31-20

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
01-0250-7301	000100 MCNAUGHTON HOME HARDWARE CENTRE	3006042 WATER	12-08-20	12-08-20	3.69
01-0250-7301	000100 MCNAUGHTON HOME HARDWARE CENTRE	310169 OFFICE SUPPLIES	12-14-20	12-14-20	11.07
01-0250-7301	000279 BMO BANK OF MONTREAL	4621-1220 OFFICE SUPPLIES	12-08-20	12-08-20	11.72
01-0250-7301	003052 CHERYL BEAUGRAND	DEC2020 COVID SUPPLIES	12-23-20	12-23-20	13.52
Account Total					577.60
01-0250-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-1220 PHONE & INTERNET SERVICE	12-08-20	12-08-20	58.14
01-0250-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-1220 PHONE & INTERNET SERVICE	12-08-20	12-08-20	247.89
Account Total					306.03
01-0250-7304	002187 INTEGRATED DIGITAL SOLUTIONS	AR290858 COPIER MAINTENANCE CONTRACT	12-08-20	12-08-20	208.15
01-0250-7304	002187 INTEGRATED DIGITAL SOLUTIONS	AR292590 PHOTOCOPIER MAINTENANCE CONTRA	12-28-20	12-28-20	100.33
Account Total					308.48
01-0250-7305	003217 MUN OF BROOKE-ALVINSTON - EFT	TR231877 OFFICE POSTAGE	12-08-20	12-08-20	1,174.40
01-0250-7305	003217 MUN OF BROOKE-ALVINSTON - EFT	TR233460 OFFICE POSTAGE	12-28-20	12-28-20	411.68
Account Total					1,586.08
01-0250-7306	000125 MUNICIPALITY OF BROOKE-ALVINSTON - PAF	069649 WATER & SEWER	12-28-20	12-28-20	162.00
01-0250-7306	000099 BLUEWATER POWER DISTRIBUTION CORP	250004948568 ELECTRICITY CHARGES	12-21-20	12-21-20	391.74
Account Total					553.74
01-0250-7309	000002 ENBRIDGE GAS / UNION GAS	173-7348-1220 NATURAL GAS HEATING	12-10-20	12-10-20	265.05
01-0250-7310	002215 KEYSTONE TECHNOLOGIES LTD.	17943 IT SUPPORT	12-08-20	12-08-20	339.00
01-0250-7310	002215 KEYSTONE TECHNOLOGIES LTD.	17974 IT SUPPORT & LICENCING	12-08-20	12-08-20	455.33
01-0250-7310	003264 REDCHAIR	3495 WEB HOSTING	12-28-20	12-28-20	296.63
Account Total					1,090.96
01-0250-7340	000112 NUTECH PEST SERVICES	9937 PEST CONTROL	12-28-20	12-28-20	47.46

Accounts Payable

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Invoice Entry Date 12-01-20 to 12-31-20 Paid Invoices Cheque Date 12-01-20 to 12-31-20

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
01-0250-7341	000132 A-1 SECURITY SYSTEMS	143961 ELEVATOR MONITORING	12-18-20	12-18-20	271.20
01-0250-7399	000279 BMO BANK OF MONTREAL	4621-0121 2020 APPRECIATION	12-28-20	12-28-20	50.00
01-0250-7405	003353 BETTY MCKELLAR	DEC2020 OFFICE CLEANING	12-28-20	12-28-20	250.00
Department Total					6,876.47
<u>FIRE STATION - ALVINSTON</u>					
01-0411-7120	000375 FISHER'S REGALIA	47027 NEW FF UNIFORMS	12-08-20	12-08-20	219.95
01-0411-7120	000375 FISHER'S REGALIA	47055 AWARD PINS	12-08-20	12-08-20	130.00
01-0411-7120	000375 FISHER'S REGALIA	47148 UNIFORM	12-16-20	12-16-20	109.94
Account Total					459.89
01-0411-7150	002101 LAMBTON COLLEGE	004423515 TRAINING DAY EXPENSE	12-11-20	12-11-20	579.13
01-0411-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-1220 PHONE & INTERNET SERVICE	12-08-20	12-08-20	67.18
01-0411-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-1220 PHONE & INTERNET SERVICE	12-08-20	12-08-20	60.66
Account Total					127.84
01-0411-7305	003217 MUN OF BROOKE-ALVINSTON - EFT	TR231941 FIRE DEPARTMENT SHIPPING	12-08-20	12-08-20	17.16
01-0411-7306	000125 MUNICIPALITY OF BROOKE-ALVINSTON - PAF	069560 WATER & SEWER	12-28-20	12-28-20	189.92
01-0411-7306	000099 BLUEWATER POWER DISTRIBUTION CORP	250004948564 ELECTRICITY CHARGES	12-21-20	12-21-20	182.33
01-0411-7306	000099 BLUEWATER POWER DISTRIBUTION CORP	250004948565 ELECTRICITY CHARGES	12-21-20	12-21-20	8.82
Account Total					381.07
01-0411-7309	000002 ENBRIDGE GAS / UNION GAS	173-7133-1220 NATURAL GAS HEATING	12-10-20	12-10-20	186.54
01-0411-7320	000340 LAMBTON COUNTY FIRE CHIEFS ASSOCIATIC	2020-24 MEMBERSHIPS	12-16-20	12-16-20	117.50
01-0411-7340	000279 BMO BANK OF MONTREAL	8180-1220 LED LIGHTING UPGRADES	12-08-20	12-08-20	680.26

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Invoice Entry Date 12-01-20 to 12-31-20 Paid Invoices Cheque Date 12-01-20 to 12-31-20

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
01-0411-7345	003232 CANADIAN IPG CORPORATION	00443554 COMPRESSOR REPAIRS AND MTCE	12-28-20	12-28-20	496.41
01-0411-7345	000100 MCNAUGHTON HOME HARDWARE CENTRE	309185 EXTENSION CORD	12-11-20	12-11-20	101.69
Account Total					598.10
01-0411-7351	003185 MIKE LIGHTFOOT	DEC2020 STRUCTURE FIRE COURSE TRAVEL	12-08-20	12-08-20	39.55
01-0411-7360	003232 CANADIAN IPG CORPORATION	00434312 MEDICAL SUPPLIES	12-28-20	12-28-20	142.95
01-0411-7360	000021 M & L SUPPLY	005394 PPE-COVID RELATED	12-28-20	12-28-20	281.10
Account Total					424.05
01-0411-7370	000119 THREE MAPLES VARIETY	126601 FUEL FOR SMALL ENGINES	12-28-20	12-28-20	55.56
01-0411-7460	002223 COUNTY OF LAMBTON	34117 RADIO TOWER LEASE/OPERATING	12-10-20	12-10-20	1,769.71
Department Total					5,436.36
FIRE STATION - INWOOD					
01-0412-7120	000375 FISHER'S REGALIA	47027 NEW FF UNIFORMS	12-08-20	12-08-20	219.95
01-0412-7120	000375 FISHER'S REGALIA	47055 AWARD PINS	12-08-20	12-08-20	129.99
Account Total					349.94
01-0412-7150	002101 LAMBTON COLLEGE	004423515 TRAINING DAY EXPENSE	12-11-20	12-11-20	579.12
01-0412-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-1220 PHONE & INTERNET SERVICE	12-08-20	12-08-20	44.78
01-0412-7320	000340 LAMBTON COUNTY FIRE CHIEFS ASSOCIATION	2020-24 MEMBERSHIPS	12-16-20	12-16-20	117.50
01-0412-7345	003232 CANADIAN IPG CORPORATION	00443554 COMPRESSOR REPAIRS AND MTCE	12-28-20	12-28-20	496.41
01-0412-7351	000279 BMO BANK OF MONTREAL	8180-1220 ZOOM MEETINGS	12-08-20	12-08-20	22.60
01-0412-7360	000021 M & L SUPPLY	005394 PPE-COVID RELATED	12-28-20	12-28-20	281.10
Department Total					1,891.45

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Invoice Entry Date 12-01-20 to 12-31-20 Paid Invoices Cheque Date 12-01-20 to 12-31-20

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
POLICE					
01-0420-7460	000055 LAMBTON GROUP POLICE SERVICES BOARD	2125 MONTHLY POLICING	12-08-20	12-08-20	34,018.84
Department Total					34,018.84
PROTECTIVE INSPECTION & CONTROL					
01-0440-7420	003317 PICKFIELD LAW PROFESSIONAL CORPORATI	10335 NFP LEGALS	12-15-20	12-15-20	3,260.05
01-0440-7470	002223 COUNTY OF LAMBTON	34180 BUILDING PERMIT CHARGES	12-28-20	12-28-20	2,502.50
01-0440-7470	002223 COUNTY OF LAMBTON	34180 BUILDING PERMIT CHARGES	12-28-20	12-28-20	434.70
01-0440-7470	002223 COUNTY OF LAMBTON	34181 PROPERTY STANDARDS CHARGES	12-28-20	12-28-20	79.92
Account Total					3,017.12
01-0440-7472	000175 VICKI KYLE	DEC2020 ANIMAL CONTROL SERVICES	12-08-20	12-08-20	885.72
01-0440-7476	002223 COUNTY OF LAMBTON	34181 PROPERTY STANDARDS CHARGES	12-28-20	12-28-20	780.00
01-0440-7476	002223 COUNTY OF LAMBTON	34182 PROPERTY STANDARDS CHARGES	12-28-20	12-28-20	9.82
Account Total					789.82
Department Total					7,952.71
RT&M - LITTER/GARBAGE PICKUP					
01-0549-7401	000066 WASTE MANAGEMENT OF CANADA CORP.	0391393-0676-3 DUMPSTER	12-28-20	12-28-20	109.97
Department Total					109.97
RT&M - SIGNS					
01-0550-7301	000191 CEDAR SIGNS	2020/3673 SIGNS	12-14-20	12-14-20	1,055.71
Department Total					1,055.71
RT&M - INTERSECTION LIGHTING					
01-0551-7306	000014 HYDRO ONE NETWORKS INC.	2620 4674-1220 HYDRO	12-08-20	12-08-20	18.05
Department Total					18.05
OVERHEAD					
01-0560-7117	002302 SUN LIFE ASSURANCE COMPANY OF CANAD	DEC2020 SUNLIFE BENEFITS	12-01-20	12-01-20	2,934.79

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Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
01-0560-7125	000032 RANDY HILLS	149596 WORK BOOTS	12-28-20	12-28-20	174.98
01-0560-7125	002966 JAMIE BUTLER	DEC2020 WORK BOOTS	12-14-20	12-14-20	175.00
Account Total					349.98
01-0560-7150	000279 BMO BANK OF MONTREAL	4621-1220 1ST AID TRAINING	12-08-20	12-08-20	48.27
01-0560-7150	002912 CANADIAN RED CROSS- ATTENTION ACCOUN	CRC-284873 FIRST AID	12-08-20	12-08-20	80.00
Account Total					128.27
01-0560-7301	000018 CLOVER MART	13121615 OFFICE SUPPLIES	12-21-20	12-21-20	72.52
01-0560-7301	000100 MCNAUGHTON HOME HARDWARE CENTRE	305095 WATER	12-08-20	12-08-20	11.07
Account Total					83.59
01-0560-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-1220 PHONE & INTERNET SERVICE	12-08-20	12-08-20	118.70
01-0560-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-1220 PHONE & INTERNET SERVICE	12-08-20	12-08-20	120.27
Account Total					238.97
01-0560-7304	003140 ACCESS FASTENERS & SUPPLY LTD	0000132547 NUTS & BOLTS	12-14-20	12-14-20	41.90
01-0560-7304	003140 ACCESS FASTENERS & SUPPLY LTD	0000132557 BOLTS	12-28-20	12-28-20	15.97
01-0560-7304	003136 NAPA GLENCOE	130-467189 TOOLS	12-14-20	12-14-20	89.50
01-0560-7304	003136 NAPA GLENCOE	130-467214 WRENCHES	12-14-20	12-14-20	31.37
01-0560-7304	003136 NAPA GLENCOE	130-467822 LIGHTS	12-14-20	12-14-20	54.21
01-0560-7304	000139 JOHN O'NEIL WELDING	29601 REBAR, ELECTRODES	12-28-20	12-28-20	327.10
01-0560-7304	000168 WATFORD AUTO PARTS	5329-209559 AIR CHECK	12-14-20	12-14-20	55.46
01-0560-7304	000168 WATFORD AUTO PARTS	5329-210234 ELECTRODE HOLDER	12-28-20	12-28-20	32.82
01-0560-7304	003378 MONARCH REBUILDING	83688 IMPACT GUN REPAIR	12-14-20	12-14-20	187.27
01-0560-7304	000279 BMO BANK OF MONTREAL	9819-DEC2020 CHAINFALL	12-14-20	12-14-20	118.65
01-0560-7304	000279 BMO BANK OF MONTREAL	9819-DEC2020 GLYCOL	12-14-20	12-14-20	5.00

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Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
01-0560-7304	000136 PODOLINSKY EQUIPMENT LTD	AG22424 GRAPPLE	12-28-20	12-28-20	3,277.00
Account Total					4,236.25
01-0560-7306	000125 MUNICIPALITY OF BROOKE-ALVINSTON - PAF	069311 WATER	12-28-20	12-28-20	93.00
01-0560-7306	000014 HYDRO ONE NETWORKS INC.	2287 6362-1220 HYDRO	12-28-20	12-28-20	115.53
01-0560-7306	000014 HYDRO ONE NETWORKS INC.	545-2206-1220 HYDRO	12-14-20	12-14-20	322.46
Account Total					530.99
01-0560-7307	002734 THE INDEPENDENT	11202 EMPLOYMENT AD	12-28-20	12-28-20	130.99
01-0560-7309	000002 ENBRIDGE GAS / UNION GAS	182-4615-1220 NATURAL GAS HEATING	12-14-20	12-14-20	448.82
01-0560-7310	000131 BEARCOM CANADA CORP	5117636 GPS	12-14-20	12-14-20	305.10
01-0560-7320	000331 ONTARIO GOOD ROADS ASSOCIATION	57985 MEMBERSHIP	12-14-20	12-14-20	758.26
01-0560-7340	000279 BMO BANK OF MONTREAL	8180-1220 LED LIGHTING UPGRADES	12-08-20	12-08-20	1,793.31
01-0560-7340	000112 NUTECH PEST SERVICES	9939 PEST CONTROL	12-28-20	12-28-20	47.46
Account Total					1,840.77
01-0560-7405	003353 BETTY MCKELLAR	DEC2020 OFFICE CLEANING	12-28-20	12-28-20	187.50
Department Total					12,174.28
06 STERLING PSD					
01-0601-7372	003136 NAPA GLENCOE	130-468742 WIRE CONNECTORS	12-28-20	12-28-20	113.00
01-0601-7372	002008 VIKING CIVES	2696268 VALVE	12-28-20	12-28-20	580.22
01-0601-7372	002008 VIKING CIVES	2696750 SHIFT KIT	12-28-20	12-28-20	188.76
01-0601-7372	000168 WATFORD AUTO PARTS	5329-209663 LIGHT SOCKET	12-14-20	12-14-20	70.92
01-0601-7372	000168 WATFORD AUTO PARTS	5329-210767 BULBS	12-28-20	12-28-20	21.06
01-0601-7372	000062 KUCERA UTILITY & FARM SUPPLY LTD.	CT44997 PINS	12-14-20	12-14-20	11.53

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Invoice Entry Date 12-01-20 to 12-31-20 Paid Invoices Cheque Date 12-01-20 to 12-31-20

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
01-0601-7372	003068 SARNIA TIRE INC.	S143447 USED TIRE, NEW TIRE	12-28-20	12-28-20	659.92
01-0601-7372	000214 KARL'S TRUCK SERVICE	w70138 EMISSION TESTS	12-14-20	12-14-20	135.60
Account Total					1,781.01
01-0601-7397	000279 BMO BANK OF MONTREAL	9819-DEC2020 LICENCE	12-14-20	12-14-20	1,917.50
Department Total					3,698.51
11 INTERNATIONAL					
01-0603-7372	003136 NAPA GLENCOE	130-468742 WIRE CONNECTORS	12-28-20	12-28-20	113.00
01-0603-7372	000070 RANDY'S MOTOR VEHICLE REPAIR	31681 REPAIR NO POWER	12-28-20	12-28-20	4,702.55
01-0603-7372	000168 WATFORD AUTO PARTS	5329-210767 BULBS	12-28-20	12-28-20	21.07
01-0603-7372	000062 KUCERA UTILITY & FARM SUPPLY LTD.	CT46013 HOSE REPAIR	12-28-20	12-28-20	173.08
01-0603-7372	003068 SARNIA TIRE INC.	S143447 USED TIRE, NEW TIRE	12-28-20	12-28-20	342.39
Account Total					5,352.09
Department Total					5,352.09
18 WESTERN STAR					
01-0604-7372	003136 NAPA GLENCOE	130-468742 WIRE CONNECTORS	12-28-20	12-28-20	112.99
01-0604-7372	000168 WATFORD AUTO PARTS	5329-209663 LIGHT SOCKET	12-14-20	12-14-20	70.92
01-0604-7372	000168 WATFORD AUTO PARTS	5329-209767 PLUG	12-14-20	12-14-20	35.46
01-0604-7372	000168 WATFORD AUTO PARTS	5329-210767 BULBS	12-28-20	12-28-20	21.06
Account Total					240.43
Department Total					240.43
97 CAT GRADER					
01-0610-7372	003068 SARNIA TIRE INC.	S142486 TIRE REPAIR	12-14-20	12-14-20	288.15
Department Total					288.15
17 FORD 4X4					
01-0620-7372	000070 RANDY'S MOTOR VEHICLE REPAIR	31638 SAFETY	12-14-20	12-14-20	696.17
01-0620-7372	000068 KAL TIRE	873098998 TIRE REPAIR	12-28-20	12-28-20	36.45

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Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
Account Total					732.62
Department Total					732.62
11 GMC PICKUP					
01-0621-7372	000070 RANDY'S MOTOR VEHICLE REPAIR	31644 REPAIRS	12-14-20	12-14-20	1,160.33
01-0621-7372	000350 MICHELIN NORTH AMERICA CANADA INC	NA098066 TIRES	12-14-20	12-14-20	1,255.93
Account Total					2,416.26
Department Total					2,416.26
19 FORD 4x4 PICKUP					
01-0622-7372	003184 INVENTORY EXPRESS INC.	20-32274 OIL	12-28-20	12-28-20	66.43
Department Total					66.43
MASSEY LOADER 50C					
01-0632-7372	000068 KAL TIRE	873098817 TIRE	12-28-20	12-28-20	350.62
Department Total					350.62
SMALL ENGINE EQUIPMENT					
01-0634-7370	000119 THREE MAPLES VARIETY	126602 GAS-CHAINSAWS	12-28-20	12-28-20	30.00
Department Total					30.00
TRAILER					
01-0638-7372	000070 RANDY'S MOTOR VEHICLE REPAIR	31639 SAFETY	12-14-20	12-14-20	573.50
01-0638-7372	000168 WATFORD AUTO PARTS	5329-209734 BATTERY	12-14-20	12-14-20	39.54
Account Total					613.04
Department Total					613.04
SAND AND SALT					
01-0671-7301	000104 JOHNSTON BROS. (BOTHWELL) LTD.	126042 SAND	12-28-20	12-28-20	2,216.81
01-0671-7301	000104 JOHNSTON BROS. (BOTHWELL) LTD.	126043 SAND	12-28-20	12-28-20	1,587.75
01-0671-7301	003169 NORTH ELEMENT INC.	1874 SIDEWALK SALT	12-14-20	12-14-20	565.00
01-0671-7301	000100 MCNAUGHTON HOME HARDWARE CENTRE	3077579 STONE FOR SHED	12-14-20	12-14-20	54.17
01-0671-7301	000264 COMPASS MINERALS CANADA CORP.	714402 HIGHWAY COARSE SALT	12-14-20	12-14-20	3,434.76

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01-0671-7301	000264 COMPASS MINERALS CANADA CORP.	716079 HIGHWAY COARSE SALT	12-14-20	12-14-20	3,682.99
Account Total					11,541.48
01-0671-7401	003324 CHRIS REGIER TRUCKING	193CR TRUCK SALT	12-14-20	12-14-20	569.93
Department Total					12,111.41
<u>STREET LIGHTING - ALVINSTON</u>					
01-0751-7306	000099 BLUEWATER POWER DISTRIBUTION CORP	250004954650 ELECTRICITY CHARGES	12-28-20	12-28-20	906.25
Department Total					906.25
<u>STREET LIGHTING - INWOOD</u>					
01-0752-7306	000014 HYDRO ONE NETWORKS INC.	8282 6752-1220 HYDRO	12-08-20	12-08-20	525.80
Department Total					525.80
<u>SANITARY SEWER SYSTEM</u>					
01-0810-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-1220 PHONE & INTERNET SERVICE	12-08-20	12-08-20	149.28
01-0810-7306	000099 BLUEWATER POWER DISTRIBUTION CORP	200000364721 ELECTRICITY CHARGES	12-21-20	12-21-20	1,777.59
01-0810-7306	000099 BLUEWATER POWER DISTRIBUTION CORP	250004948570 ELECTRICITY CHARGES	12-21-20	12-21-20	116.10
01-0810-7306	000002 ENBRIDGE GAS / UNION GAS	267-9380-1220 NATURAL GAS HEATING	12-10-20	12-10-20	25.43
Account Total					1,919.12
01-0810-7347	003029 MEGA-LAB	159012 LIMIN8	12-28-20	12-28-20	752.58
01-0810-7432	000034 CENTRAL SANITATION / 2696235 ONTARIO LIM	0000214052 SLUDGE REMOVAL	12-28-20	12-28-20	437.31
01-0810-7432	000034 CENTRAL SANITATION / 2696235 ONTARIO LIM	0000214061 SLUDGE REMOVAL	12-28-20	12-28-20	437.31
01-0810-7432	000034 CENTRAL SANITATION / 2696235 ONTARIO LIM	0000214068 SLUDGE REMOVAL	12-28-20	12-28-20	437.31
01-0810-7432	003240 ONTARIO CLEAN WATER AGENCY - PAP	INV00000006715 OPERATIONS CONTRACT	12-08-20	12-08-20	9,081.93
Account Total					10,393.86
Department Total					13,214.84
<u>INWOOD SEWER SYSTEM</u>					

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01-0811-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-1220 PHONE & INTERNET SERVICE	12-08-20	12-08-20	49.76
01-0811-7306	000002 ENBRIDGE GAS / UNION GAS	268-0619-1220 NATURAL GAS HEATING	12-18-20	12-18-20	26.45
01-0811-7306	000014 HYDRO ONE NETWORKS INC.	5156 7692-1220 HYDRO	12-15-20	12-15-20	254.49
Account Total					280.94
Department Total					330.70

WATERWORKS SYSTEM

01-0830-7301	000099 BLUEWATER POWER DISTRIBUTION CORP	250004948567 ELECTRICITY CHARGES	12-21-20	12-21-20	139.45
01-0830-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-1220 PHONE & INTERNET SERVICE	12-08-20	12-08-20	49.76
01-0830-7306	000099 BLUEWATER POWER DISTRIBUTION CORP	250004948994 ELECTRICITY CHARGES	12-21-20	12-21-20	612.83
01-0830-7306	000014 HYDRO ONE NETWORKS INC.	4856 6857-1220 HYDRO	12-28-20	12-28-20	53.45
Account Total					666.28
01-0830-7340	000279 BMO BANK OF MONTREAL	8180-1220 LED LIGHTING UPGRADES	12-08-20	12-08-20	248.60
01-0830-7432	000100 MCNAUGHTON HOME HARDWARE CENTRE	305163 SUMP PUMP TOWER	12-14-20	12-14-20	219.76
01-0830-7432	003240 ONTARIO CLEAN WATER AGENCY - PAP	INV00000006715 OPERATIONS CONTRACT	12-08-20	12-08-20	8,094.28
Account Total					8,314.04
Department Total					9,418.13

WASTE COLLECTION

01-0840-7480	000026 BLUEWATER RECYCLING ASSOC.	25305 GARBAGE COLLECTION	12-08-20	12-08-20	6,169.73
Department Total					6,169.73

ALVINSTON COMMUNITY CENTRE

01-1635-7117	002302 SUN LIFE ASSURANCE COMPANY OF CANADA	DEC2020 SUNLIFE BENEFITS	12-01-20	12-01-20	1,252.89
01-1635-7125	000037 RON GOSS	DEC2020 HELMET	12-23-20	12-23-20	67.79
01-1635-7125	000212 LEONARD MITCHELL	DEC2020 HELMET	12-23-20	12-23-20	52.82

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01-1635-7125	002035 RON HENDERSON	DEC2020 HELMET	12-23-20	12-23-20	54.23
01-1635-7125	002654 ANDY PAVEY	DEC2020 HELMET	12-23-20	12-23-20	75.00
01-1635-7125	002929 JOHN KOOLEN	DEC2020 HELMET	12-23-20	12-23-20	72.31
Account Total					322.15
01-1635-7150	000279 BMO BANK OF MONTREAL	4621-1220 1ST AID TRAINING	12-08-20	12-08-20	48.27
01-1635-7150	000279 BMO BANK OF MONTREAL	4621-1220 HEALTH & SAFETY	12-08-20	12-08-20	789.87
01-1635-7150	002912 CANADIAN RED CROSS- ATTENTION ACCOUNT	CRC-284873 FIRST AID	12-08-20	12-08-20	80.00
Account Total					918.14
01-1635-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-1220 PHONE & INTERNET SERVICE	12-08-20	12-08-20	113.61
01-1635-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-1220 PHONE & INTERNET SERVICE	12-08-20	12-08-20	131.48
Account Total					245.09
01-1635-7306	000125 MUNICIPALITY OF BROOKE-ALVINSTON - PAF 069721	WATER & SEWER	12-28-20	12-28-20	1,305.70
01-1635-7306	000125 MUNICIPALITY OF BROOKE-ALVINSTON - PAF 069722	WATER & SEWER	12-28-20	12-28-20	967.77
01-1635-7306	000099 BLUEWATER POWER DISTRIBUTION CORP	250004948995 ELECTRICITY CHARGES	12-21-20	12-21-20	94.29
01-1635-7306	000099 BLUEWATER POWER DISTRIBUTION CORP	250004948996 ELECTRICITY CHARGES	12-21-20	12-21-20	39.52
01-1635-7306	000099 BLUEWATER POWER DISTRIBUTION CORP	250004956498 ELECTRICITY CHARGES	12-28-20	12-28-20	7,217.02
Account Total					9,624.30
01-1635-7309	000002 ENBRIDGE GAS / UNION GAS	173-7205-1220 NATURAL GAS HEATING	12-10-20	12-10-20	1,775.44
01-1635-7310	002215 KEYSTONE TECHNOLOGIES LTD.	17943 IT SUPPORT	12-08-20	12-08-20	101.70
01-1635-7340	002214 GERBER ELECTRIC LTD	00024602 EXIT SIGNS	12-14-20	12-14-20	375.73
01-1635-7340	000048 WATFORD HOME HARDWARE / CARIS HARDV	134413 WINTERIZE CANTEEN	12-14-20	12-14-20	86.31
01-1635-7340	000048 WATFORD HOME HARDWARE / CARIS HARDV	160287 DISPENSERS	12-14-20	12-14-20	94.92

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01-1635-7340	000018 CLOVER MART	2020-11 VINEGAR	12-21-20	12-21-20	9.98
01-1635-7340	000100 MCNAUGHTON HOME HARDWARE CENTRE	311067 COVID SUPPLIES	12-23-20	12-23-20	19.72
01-1635-7340	000048 WATFORD HOME HARDWARE / CARIS HARDV	356405 GARBAGE BAGS	12-14-20	12-14-20	288.06
01-1635-7340	003017 MARCOTTE DISPOSAL INC.	4100 DUMPSTER	12-14-20	12-14-20	311.32
01-1635-7340	003344 HOLLAND CLEANING SOLUTIONS LTD.	530269 DISPENSERS & SANITIZER	12-14-20	12-14-20	1,501.77
01-1635-7340	000325 TECHNICAL STANDARDS & SAFETY AUTHORI	6709379 ELEVATOR LICENCE RENEWAL	12-23-20	12-23-20	105.00
01-1635-7340	000048 WATFORD HOME HARDWARE / CARIS HARDV	763637 BATTERIES, PAPER TOWELS, SOAP	12-14-20	12-14-20	1,206.67
01-1635-7340	000279 BMO BANK OF MONTREAL	9819-DEC2020 FOGGER	12-14-20	12-14-20	1,106.26
01-1635-7340	000112 NUTEC PEST SERVICES	9938 PEST CONTROL	12-28-20	12-28-20	47.46
Account Total					5,153.20
01-1635-7372	003140 ACCESS FASTENERS & SUPPLY LTD	0000132546 NUTS & BOLTS	12-14-20	12-14-20	178.79
01-1635-7372	000170 HAYTER PLUMBING & HEATING LTD	16267 FURNACE REPAIRS	12-28-20	12-28-20	203.34
01-1635-7372	000167 BLACK & MCDONALD LIMITED	43-1144704 RELIEF VALVE, BELTS	12-28-20	12-28-20	3,024.11
01-1635-7372	000167 BLACK & MCDONALD LIMITED	43-1155799 INSTALL BOLTS, ADJUST ICE BOX	12-28-20	12-28-20	526.83
01-1635-7372	000362 STATE CHEMICAL LTD	901810547 CHEMICAL	12-28-20	12-28-20	585.34
01-1635-7372	000177 NELLA CUTLERY	IN2403292 ICE RESURFACING BLADE SHARPEN	12-28-20	12-28-20	67.80
01-1635-7372	000177 NELLA CUTLERY	IN2404492 ICE RESURFACING BLADE SHARPEN	12-28-20	12-28-20	33.90
01-1635-7372	000042 ADVANTAGE FARM EQUIPMENT LTD.	J83322 FILTERS-MASSEY	12-14-20	12-14-20	382.76
Account Total					5,002.87
01-1635-7399	000161 MUNRO HONEY	DEC2020 APPRECIATION GIFT	12-03-20	12-03-20	50.00
Department Total					24,445.78
INWOOD COMMUNITY CENTER					
01-1639-7306	000014 HYDRO ONE NETWORKS INC.	1550 9863-1220 HYDRO	12-15-20	12-15-20	27.82
Department Total					27.82

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ALVINSTON LIBRARY					
01-1641-7306	000125 MUNICIPALITY OF BROOKE-ALVINSTON - PAF	069655 WATER & SEWER	12-28-20	12-28-20	162.00
01-1641-7306	000099 BLUEWATER POWER DISTRIBUTION CORP	250004948569 ELECTRICITY CHARGES	12-21-20	12-21-20	105.93
Account Total					267.93
01-1641-7309	000002 ENBRIDGE GAS / UNION GAS	173-7481-1220 NATURAL GAS HEATING	12-10-20	12-10-20	122.75
Department Total					390.68
INWOOD LIBRARY					
01-1642-7306	000014 HYDRO ONE NETWORKS INC.	4170 3530-1220 HYDRO	12-15-20	12-15-20	76.09
01-1642-7309	000002 ENBRIDGE GAS / UNION GAS	199-8300-1220 NATURAL GAS HEATING	12-18-20	12-18-20	39.14
Department Total					115.23
PLANNING & ZONING					
01-1810-7101	002996 NANCY FAFLAK	COA-DEC2020 COA MEETING A02/20	12-15-20	12-15-20	50.00
01-1810-7101	003114 CHRISTA SAWYER	DEC2020 COA MEETING A02/20	12-15-20	12-15-20	50.00
01-1810-7101	003202 DOUG SMITH	DEC2020 COA MEETING A02/20	12-15-20	12-15-20	50.00
Account Total					150.00
01-1810-7307	002043 HAYTER - WALDEN PUBLICATIONS	1000063341 COA AD-2021	12-28-20	12-28-20	135.60
01-1810-7307	002734 THE INDEPENDENT	11196 COA MEMBER AD	12-28-20	12-28-20	89.22
Account Total					224.82
01-1810-7430	000113 R DOBBIN ENGINEERING INC	249.20 DRAIN & APPORTIONMENT FEES	12-23-20	12-23-20	942.42
01-1810-7430	002223 COUNTY OF LAMBTON	DEC2020 COB ROLLER 201-2020	12-10-20	12-10-20	400.00
01-1810-7430	002223 COUNTY OF LAMBTON	DEC2020 KT EXCAVATING 202-2020	12-10-20	12-10-20	400.00
Account Total					1,742.42
Department Total					2,117.24
COMMERCIAL & INDUSTRIAL					
01-1820-7306	000099 BLUEWATER POWER DISTRIBUTION CORP	250004948571 ELECTRICITY CHARGES	12-21-20	12-21-20	110.94

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Department Total					110.94
AGRICULTURE & REFORESTATION					
01-1840-7455	000113 R DOBBIN ENGINEERING INC	258.20 DRAINAGE SUPERINTENDENT	12-28-20	12-28-20	3,445.35
Department Total					3,445.35
COUNTY OF LAMBTON TAXATION					
01-9400-9100	002223 COUNTY OF LAMBTON	2020-4th-qtr SUPPS-W/OS-REBATES-PILS	12-14-20	12-14-20	-42,485.81
Department Total					-42,485.81
EDUCATION ENGLISH PUBLIC					
01-9500-9100	000176 LAMBTON KENT DISTRICT SCHOOL BOARD	2020-4th-qtr FINAL INSTALMENT WITH ADJS	12-14-20	12-14-20	204,495.13
Department Total					204,495.13
EDUCATION FRENCH PUBLIC					
01-9510-9100	000277 CONSEIL SCOLAIRE VIAMONDE	2020-4th-qtr FINAL INSTALMENT WITH ADJS	12-14-20	12-14-20	1,512.12
Department Total					1,512.12
EDUCATION ENGLISH SEPARATE					
01-9520-9100	000276 ST. CLAIR CATHOLIC DISTRICT SCHOOL BD.	2020-4th-qtr FINAL INSTALMENT WITH ADJS	12-14-20	12-14-20	56,893.28
Department Total					56,893.28
EDUCATION FRENCH SEPARATE					
01-9530-9100	000278 CONSEIL SCOLAIRE CATHOLIQUE PROVIDEN	2020-4th-qtr FINAL INSTALMENT WITH ADJS	12-14-20	12-14-20	7,168.31
Department Total					7,168.31
GUARD RAILS					
20-0508-7401	000064 SYLVESTER CONSTRUCTION	1387 GUARD RAILS PETROLIA LINE	12-14-20	12-14-20	14,983.80
Department Total					14,983.80
SHILOH LINE RECONSTRUCTION					
20-0512-7301	000104 JOHNSTON BROS. (BOTHWELL) LTD.	15112 GABION STONE-CULVERTS	12-28-20	12-28-20	1,385.32
20-0512-7301	000100 MCNAUGHTON HOME HARDWARE CENTRE	297613 PLATE TAMPER RENTAL	12-14-20	12-14-20	113.00
20-0512-7301	000104 JOHNSTON BROS. (BOTHWELL) LTD.	76187 GRAVEL-SHILOH LINE	12-28-20	12-28-20	446.36
Account Total					1,944.68

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20-0512-7431	003379 BLACK CREEK ENGINEERING	030-2020 ENGINEER SHILOH	12-28-20	12-28-20	6,066.07
Department Total					8,010.75
SEWAGE TREATMENT PLANT					
20-0811-8050	003347 H2FLOW EQUIPMENT INC.	18375 UV SYSTEM	12-23-20	12-23-20	2,885.74
20-0811-8050	003377 NEVTRO SALES LTD.	7893 UV SYSTEM INSTALLATION	12-08-20	12-08-20	71,843.14
20-0811-8050	002840 JLH EXCAVATING INC.	E10125 UV SYSTEM INSTALLATION	12-23-20	12-23-20	1,621.55
Account Total					76,350.43
Department Total					76,350.43
COMMUNITY CENTRE					
20-1635-8013	002214 GERBER ELECTRIC LTD	00024185 LED LIGHTING	12-28-20	12-28-20	12,989.35
20-1635-8016	000173 J.D. RENOVATIONS / JASON DENKERS	DEC2020 AUDITORIUM	12-14-20	12-14-20	41,435.05
Department Total					54,424.40
MUNICIPAL DRAINS - CONSTRUCTION					
20-2800-7341	000113 R DOBBIN ENGINEERING INC	177.20 PARKER LUCAS & ACTON DRAIN	12-08-20	12-08-20	3,796.80
20-2800-7341	000113 R DOBBIN ENGINEERING INC	252.20 LOGAN DRAIN BRANCHES 2-6	12-28-20	12-28-20	3,866.52
20-2800-7341	000113 R DOBBIN ENGINEERING INC	252.30 LOGAN DRAIN-BRANCHES 2-6	12-23-20	12-23-20	3,866.52
20-2800-7341	000113 R DOBBIN ENGINEERING INC	253.20 RUTH DRAIN	12-23-20	12-23-20	14,201.28
20-2800-7341	000113 R DOBBIN ENGINEERING INC	89.20 LOGAN DRAIN BRANCHES 2-6	12-28-20	12-28-20	15,183.81
Account Total					40,914.93
20-2800-7401	000106 ST. CLAIR REGION CONSERVATION AUTH.	IN0017020 SISSON-PARKER DRAIN	12-23-20	12-23-20	300.00
20-2800-7401	000106 ST. CLAIR REGION CONSERVATION AUTH.	IN0017020 EDGAR DRAIN #1	12-23-20	12-23-20	300.00
20-2800-7401	000106 ST. CLAIR REGION CONSERVATION AUTH.	IN0017020 MCEACHERN DRAIN	12-23-20	12-23-20	300.00
20-2800-7401	000106 ST. CLAIR REGION CONSERVATION AUTH.	IN0017020 MOFFAT LUCAS BRANCH DRAIN	12-23-20	12-23-20	300.00
20-2800-7401	000106 ST. CLAIR REGION CONSERVATION AUTH.	IN0017020 MCINTYRE WEED DRAIN	12-23-20	12-23-20	300.00

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20-2800-7401	000106 ST. CLAIR REGION CONSERVATION AUTH.	IN0017020 MOFFAT LUCAS DRAIN # 2	12-23-20	12-23-20	300.00
Account Total					1,800.00
Department Total					42,714.93
<u>MUNICIPAL DRAINS - MAINTENANCE</u>					
20-2900-7401	000267 TOWNSHIP OF WARWICK	065577 HIGGINS DRAIN	12-23-20	12-23-20	39.66
20-2900-7401	003291 GREG DRURY	21 MUNRO DRAIN	12-23-20	12-23-20	100.00
Account Total					139.66
Department Total					139.66
Total Paid Invoices					531,167.81
Total Unpaid Invoices					90,667.14
Total Invoices					621,834.95

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Department Summary

01-0000	ASSETS & LIABILITIES	40,356.21
01-0050	LICENCES, PERMITS, RENTS	-425.00
01-0240	GOVERNANCE	100.94
01-0241	COUNCIL SUPPORT	943.91
01-0250	CORPORATE MANAGEMENT	6,876.47
01-0411	FIRE STATION - ALVINSTON	5,436.36
01-0412	FIRE STATION - INWOOD	1,891.45
01-0420	POLICE	34,018.84
01-0440	PROTECTIVE INSPECTION & CONTROL	7,952.71
01-0549	RT&M - LITTER/GARBAGE PICKUP	109.97
01-0550	RT&M - SIGNS	1,055.71
01-0551	RT&M - INTERSECTION LIGHTING	18.05
01-0560	OVERHEAD	12,174.28
01-0601	06 STERLING PSD	3,698.51
01-0603	11 INTERNATIONAL	5,352.09
01-0604	18 WESTERN STAR	240.43
01-0610	97 CAT GRADER	288.15
01-0620	17 FORD 4X4	732.62
01-0621	11 GMC PICKUP	2,416.26
01-0622	19 FORD 4x4 PICKUP	66.43
01-0632	MASSEY LOADER 50C	350.62
01-0634	SMALL ENGINE EQUIPMENT	30.00
01-0638	TRAILER	613.04
01-0671	SAND AND SALT	12,111.41
01-0751	STREET LIGHTING - ALVINSTON	906.25
01-0752	STREET LIGHTING - INWOOD	525.80
01-0810	SANITARY SEWER SYSTEM	13,214.84
01-0811	INWOOD SEWER SYSTEM	330.70
01-0830	WATERWORKS SYSTEM	9,418.13
01-0840	WASTE COLLECTION	6,169.73
01-1635	ALVINSTON COMMUNITY CENTRE	24,445.78
01-1639	INWOOD COMMUNITY CENTER	27.82
01-1641	ALVINSTON LIBRARY	390.68
01-1642	INWOOD LIBRARY	115.23
01-1810	PLANNING & ZONING	2,117.24
01-1820	COMMERCIAL & INDUSTRIAL	110.94
01-1840	AGRICULTURE & REFORESTATION	3,445.35
01-9400	COUNTY OF LAMBTON TAXATION	-42,485.81
01-9500	EDUCATION ENGLISH PUBLIC	204,495.13
01-9510	EDUCATION FRENCH PUBLIC	1,512.12
01-9520	EDUCATION ENGLISH SEPARATE	56,893.28
01-9530	EDUCATION FRENCH SEPARATE	7,168.31

Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

Invoice Entry Date 12-01-20 to 12-31-20 Paid Invoices Cheque Date 12-01-20 to 12-31-20

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
		20-0508 GUARD RAILS			14,983.80
		20-0512 SHILOH LINE RECONSTRUCTION			8,010.75
		20-0811 SEWAGE TREATMENT PLANT			76,350.43
		20-1635 COMMUNITY CENTRE			54,424.40
		20-2800 MUNICIPAL DRAINS - CONSTRUCTION			42,714.93
		20-2900 MUNICIPAL DRAINS - MAINTENANCE			139.66
				Report Total	621,834.95



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: 2021 Municipal Insurance Renewal
Meeting: Council - 14 Jan 2021
Department: Treasury
Staff Contact: Stephen Ikert, Treasurer

Recommendation:

That the Municipal Insurance Renewal Report be received and filed.

Background:

Frank Cowan Insurance Limited specializes in municipal insurance and is the Municipal Market Share Leader in Ontario. They have been our insurance provider for many years and have developed a good working relationship with us. They promote good risk management and help us to minimize our exposure. They manage our claims effectively and promptly.

Comments:

Insurance Premiums are going up across the industry. Some reasons for this are:

1. Continued escalating costs of insurance claims. This is a global issue effecting all insurers.
 - Things just cost more. Parts, labour and everything in general.
 - There is a continuing trend that shows we, as a society, have become more litigious and demonstrate less personal accountability resulting in a higher frequency and severity of claims. In response, judges have awarded more contributory negligence to municipalities versus plaintiffs. Damage awards are substantial. A number of years ago it was alarming to hear about a \$5M liability award. Today, larger awards are more frequent. Court awards for severe bodily injury claims have increased dramatically in the last ten years.
 - The cost of defending a claim is going up. Individual claims are more complex to defend resulting in more time to manage the claim with more detailed investigation, more experts and more legal time involved in the process – at ever-increasing rates.
 - Property losses are more frequent and severe. Climate change has resulted in a substantial increase in property losses and catastrophic losses. Regardless of whether this has impacted a municipality directly, the substantial escalation in the cost of claims has increased both property insurance and reinsurance rates worldwide.
 - Joint and several liability (the 1% rule) is a significant concern for municipalities in Ontario. As the severity of awards increases, so too does the exposure to those who have deep pockets.
2. Low interest rates. Insurers have always used the premiums collected to invest those funds in order to help off set claim losses. Interest rates have been low for over a decade. Great if you are borrowing money but not good if your investing. This has produced poor results and very little to zero return on those investments. Combine this with claims cost escalating faster then the inflation rate and insurers are forced into rate increases.

3. Backlog within the courts. This is effecting the insurers' ability to close claims. The longer a insurance claim is open the more it typically costs. With Covid the courts shut down like everything else. The system was already back logged. Add further delays due to the second wave and another lockdown, matters that should of settled within the year are being dragged along even longer. With more claims open, insurance companies have an increased risk of paying out more in claims costs. This puts pressure on premium rates.

Financial Considerations:

For the second year in a row the municipality has faced double digit insurance premium rate increases. The total insurance renewal premium is up 10.8% from last year's premium or around \$18,000 more (including taxes). Last year it was 15.5% premium rate increase. These increases will put pressure on our 2021 Municipal Property Tax Rates. On a positive note, our insurance premium increases are substantially lower than the industry average over the past two years (over 30% for 2021 and 24% for 2020).

Relationship to Strategic Plan:

Ensuring we have adequate insurance coverage to mitigate the risk of loss.

ATTACHMENTS:

[Municipal Insurance Renewal Report 2021](#)

December 16, 2020

Greg Cameron
Cam-Ron Insurance Brokers Limited
4579 Oil Springs Line
Oil Springs, ON N0N 1P0

Re: Corporation of the Municipality of Brooke-Alvinston

Dear Greg:

We are now pleased to attach a copy of our Insurance Renewal Report setting out the Insured's coverages on renewal together with our Program Options.

Also attached are the following:

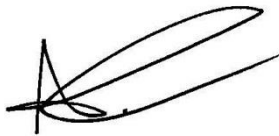
- Property
 - Scheduled Items;
 - Exhibit A – Buildings & Structures - With Values;
 - Exhibit A – Other Property (Excluding Buildings) – With Values;
 - Additional Interests(s);
- Liability – Additional Insured(s);
- Automobile – Fleet Schedule.

Refer to Page 14 of the Insurance Renewal Report for changes that have been made to your insurance program.

Policies will be held pending your instructions. Please contact me to discuss this renewal and your binding instructions.

We trust you will find these enclosures satisfactory, but if any clarification is required or if you have any questions pertaining to these documents, please do not hesitate to contact our office.

Yours sincerely,



Tony Commisso, CAIB
Regional Manager
FRANK COWAN INSURANCE LIMITED

/rc
Attachment(s)

2021 Municipal Insurance Program CORPORATION OF THE MUNICIPALITY OF BROOKE-ALVINSTON

Renewal Report for the Policy Term January 1, 2021 to January 1, 2022

In Partnership with:
Greg Cameron
Cam-Ron Insurance Brokers Limited
4579 Oil Springs Line
Oil Springs, ON N0N 1P0

Prepared by:
Tony Commisso, CAIB
Regional Manager

Ref 08845/rc

16 December 2020

75 Main Street North
Princeton, ON N0J 1V0
1-800-265-4000
frankcowan.com

ABOUT FRANK COWAN COMPANY

Frank Cowan Company is a Canadian leader in providing specialized insurance programs, including risk management and claims services for municipalities and public service, healthcare, education, community, children's and social service organizations across Canada. Proven industry knowledge, gained through over nine decades of partnering with insurance companies and independent brokers, gives Frank Cowan Company the ability to effectively manage the necessary risk, advisory and claims services for both standard and complex issues. Frank Cowan Company is a wholly-owned subsidiary of Intact Financial Corporation with its head office located in Princeton, Ontario and a branch office in Cambridge, Ontario. Clients and broker partners receive support out of both locations. For additional information about Frank Cowan Company visit www.frankcowan.com.

Frank Cowan Company is a Managing General Agent (MGA) with the authority to write and service business on behalf of strategic partners who share our commitment and dedication to protecting specialized organizations. Because our partners are long-term participants on our program, they understand the nature of fluctuating market conditions and complex claims and are prepared to stay the course.

Intact Insurance Company is integrating The Guarantee Company of North America's business and policies and, as such, The Guarantee Company of North America will be replaced as a subscriber by Intact Insurance Company when your policy becomes effective.

CANADIAN OWNED COMPANY WITH 90+ YEARS OF CONTINUOUS OPERATION

MARKET LEADER

MUNICIPAL & SPECIALTY CLIENTS

Municipal market share leader in Ontario with strong representation of public entity and specialty clients across Canada.

INNOVATIVE

NEW PRODUCTS & SERVICES

Active Assailant
Cyber Risk Insurance
Fraudulently Induced Transfer
Road Reviews
Fleet Management

IN-HOUSE

CLAIMS & RISK MANAGEMENT

In-house claims management = faster turn around, single point of contact, specialized expertise in the municipal claims environment.

Go above and beyond with complimentary risk management services such as contract reviews, inspections and the Centre of Excellence.



**Municipal Market Share
Leader in Ontario**



First Municipal Client
The Village of Ayr, Ontario

THE ADVANTAGE OF A MANAGING GENERAL AGENT

The MGA model is different than a traditional broker/insurer arrangement in that an MGA provides specialized expertise in a specific, niche area of business. As an MGA we also offer clients additional and helpful services in the area of risk management, claims and underwriting. And unlike the reciprocal model, a policy issued by an MGA is a full risk transfer vehicle not subject to retroactive assessments but rather a fixed term and premium.

We invite you to work with a partner who is focused on providing a complete insurance program specific to your organization that includes complimentary value-added services that help drive down the cost of claims and innovative first to market products and enhancements. You will receive personalized service and expertise from a full-service, local and in-house team of risk management, claims, marketing and underwriting professionals.

As a trusted business partner, we believe in participating in and advocating for the causes that affect our clients. For this reason, we affiliate with and support key provincial and national associations. In order for Frank Cowan Company to be effective in serving you, we, as an MGA, believe in fully understanding your needs, concerns and direction. Our support is delivered through thought leadership, financial resources, advocacy, services, education and more.

RISK MANAGEMENT SERVICES

We are the leader in specialized risk management and place emphasis on helping your organization develop a solid plan to minimize exposure before potential incidents occur. Risk management is built into our offerings for all clients, fully integrated into every insurance program. Our risk management team is comprised of analysts, inspectors and engineers who use their expertise to help mitigate risk. We do everything we can to minimize your exposure before potential incidents occur. This includes providing education, road reviews, fleet reviews, contract analysis and property inspections.

CLAIMS MANAGEMENT SERVICES

Our in-house team of experts has the depth of knowledge, experience and commitment to manage the complicated details of claims that your organization may experience. You deal with the public often in sensitive instances where serious accusations can be made. Your claims are often long-tail in nature and can take years to settle. Some claims aren't filed until years after the occurrence or accident. You want a team of professionals on your side that will vigorously defend your reputation. We understand your risks and your exposures and have maintained a long-term commitment to understanding the complex issues your organization may face so that we can better service your unique claims requirements.



***Please note that the information contained in this document is proprietary and confidential and is to be used for the sole purpose of determining the successful proponent. Permission must be obtained from Frank Cowan Company prior to the release of any information contained herein for any other purpose than evaluating this submission.**

BEST IN CLASS VALUE-ADDED SERVICES

Frank Cowan Company offers more than just an insurance policy. As a leading MGA specializing in public entities, we provide Canadian municipalities with a complete insurance program. What's the difference? A vested interest in helping you reduce your total cost of risk while providing you with complimentary best in class value-added services that help improve your overall performance.

ADVOCACY & MUNICIPAL ASSOCIATION SUPPORT

Frank Cowan Company employees are continually recruited to serve on legislative committees and are aware of changes that will be introduced. We can move quickly to help you begin to modify your policies and procedures to maintain regulatory compliance.

Frank Cowan Company advocates and supports your municipal associations across the country.



RISK MANAGEMENT SERVICES

Asset Valuation and Risk Inspections

Inspections provide you with calculated reconstruction costs for insurance purposes and ensure insurance to value. Inspections also analyze potential areas of harm and provide risk recommendations to reduce the frequency and severity of incidents.

Roads & Sidewalks

Road Risk Assessment

Non-repair of road liability claims are costly to defend, result in high court awards and greatly impact a municipality's cost of risk. To help municipalities minimize exposure to non-repair of road claims, road assessments can be employed to review documentation, compliance with the Ontario Traffic Manual, adequacy of policies and procedures and select road segments.

Sidewalk Services

Our sidewalk consulting services can help to reduce the frequency of falls on your sidewalks.

Driver Trainer

Fleets and individual drivers can receive comprehensive driver training through the use of seminars, tools and guidelines that assist with everything from pre-employment checklists and driver management policies to defensive and cooperative driving education.

Fleet Management Evaluation

Have your municipality's fleet risk management practices evaluated. Topics for review include: management

structure with the fleet, areas of operation/travel, driver training/hiring practices and loss control management.

MMS Compliance

Our Minimum Maintenance Standards (MMS) compliance analysis focuses on reviewing your policies/procedures/ documentation and comparing these to the required standards set under the MMS as well as the best practices developed by the Ontario Good Roads Association

Municipal Education

Education & Seminars

Over 10,000 municipal employees from almost every department have received training from Frank Cowan Company over the past few years. Training can be provided through customized sessions on the topics of your choosing or be tied to a policy/procedure review or claims review. We can also provide training through a webinar format and record these webinars so your managers can use them at any time to train new staff or as a refresher for existing staff. We have also partnered with Ontario Good Roads Association and the Association of Ontario Road Supervisors to provide technical training on several books of the Ontario Traffic Manual. Every year we offer Regional Training Sessions to larger audiences on topics such as Building Inspection Losses, Fleet Safety, Trails and Cycling on Municipal Roads. We are always interested in hearing from you as to the type of training your municipality requires.

Frank Cowan Company Institute of Municipal Risk Management

Register for courses specific to your role as a Councillor or municipal employee. The Institute is a collaborative initiative with the Association of Ontario Municipalities and features a variety of courses. Content rich material will help participants identify existing and emerging risks; become familiar with laws, statutes and legislation; and understand the importance of risk management protocols relating to a variety of municipal areas such as roads, sidewalks and claims management. Visit municipaleducation.ca for more information or to register.

Reviews & Analysis

Contract Reviews

This complimentary service is among our most popular because a third-party contract review can make a substantial difference. You'll receive valuable feedback and insight from a Paralegal on the suitability and effectiveness of liability provisions and insurance clauses in contracts and agreements.

Policy and Procedural Reviews

Includes an audit of systems and processes to reduce potential losses within your organization. Reviews focus on identifying gaps or inconsistencies between written policies and procedures, operational procedures and current legislation. The review also includes a claims analysis to identify trends, patterns and adherence or its lack of to the written operational policies and procedures.

Online Resource Library - Risk Management Centre of Excellence

You'll receive access to hundreds of relevant and helpful resources and templates designed to provide you with the tools needed to manage municipal risk.

CLAIMS SERVICES

Claims Management Best Practices Framework

Manage claims under your deductible with greater efficiency using our tested claims analytics and measures that are guaranteed to have a positive effect on cost savings. Couple this with strong claims and risk management and your organization will be better prepared to help mitigate and manage future incidents.

In-House Claims Management Services

Your claims will be handled better. We have in-house claims authority – others may not. Why does this matter? You'll experience faster turnaround, one point of contact, reduced frustration, better claims resolution and improved expense management.

Claims History Analysis

Identify the cause of claims and focus on trends and patterns to help eliminate risk sources so as to better identify risk trends and address them with mitigation techniques.

Guidewire ClaimCenter® Claims Management

View the status of claims in addition to data mining capabilities for risk management purposes so as to better identify risk trends and address them with mitigation techniques.

Claims Education

Customized municipal seminars on claims related topics delivered to solve specific risk issues.

Expertise

Canadian municipal claims experience and expertise is important. Our understanding of the complex municipal landscape allows us to better service your unique claims requirements.

YOUR INSURANCE COVERAGE

Schedule of Coverage

(Coverage is provided for those item(s) indicated below)

Casualty

Coverage Description	(\$)*Deductibles	(\$)*Limit of Insurance
General Liability (Occurrence Form) <i>Broad Definition of Insured</i>	10,000	15,000,000 Per Claim No Aggregate
Voluntary Medical Payments	Nil	50,000 Per Person 50,000 Per Accident
Voluntary Property Damage	Nil	50,000 Per Occurrence 50,000 Annual Aggregate
Voluntary Compensation - Employees	Nil	50,000 Each Person 250,000 Annual Aggregate
Sewer Backup	10,000 Per Claimant	
Wrongful Dismissal (Legal Expense – Claims Made)	5,000	250,000 Per Claim 250,000 Aggregate
Forest Fire Expense	Nil	1,000,000 1,000,000 Aggregate
Errors & Omissions Liability (Claims Made Form)	5,000	15,000,000 Per Claim No Aggregate
Non-Owned Automobile Liability		15,000,000
Legal Liability for Damage to Hired Automobiles	500	250,000
Environmental Liability (Claims Made Form)	5,000	2,000,000 Per Claim 4,000,000 Aggregate
*Your deductible may be a Deductible and Reimbursement Clause (including expenses) refer to Policy Wordings		

Follow Form – Excess Liability

Coverage Description		(\$)*Limit of Insurance
Excess Limit		5,000,000
Underlying Policy	(\$)*Underlying Limit	
General Liability	15,000,000	
Errors & Omissions Liability	15,000,000	
Non-Owned Automobile	15,000,000	
Owned Automobile	15,000,000	

Total Limit of Liability (\$) 20,000,000

Schedule of Coverage

(Coverage is provided for those item(s) indicated below)

Crime

Coverage Description	(\$) Deductibles	(\$) Limit of Insurance
Employee Dishonesty – Form A (Commercial Blanket Bond)		1,000,000
Loss Inside the Premises (Broad Form Money & Securities)		300,000
Loss Outside the Premises (Broad Form Money & Securities)		300,000
Audit Expense		200,000
Money Orders and Counterfeit Paper Currency		200,000
Forgery or Alteration (Depositors Forgery)		1,000,000
Computer and Transfer Fraud (Including Voice Computer Toll Fraud)		200,000

Accident

Coverage Description	(\$) Deductibles	(\$) Limit of Insurance
Board Members: Persons Insured Mayor, Four (4) Councillors, Five (5) Office Staff, Four (4) Road Staff, Two (2) Arena Staff, Twenty (20) Board and Committee Members		
Board Members Accidental Death & Dismemberment		250,000
Paralysis		500,000
Weekly Income – Total Disability		500
Weekly Income – Partial Disability		300
Accidental Death of a Spouse while Travelling on Business		Included
Volunteers Accidental Death & Dismemberment		50,000
Paralysis		100,000
Weekly Income – Total Disability		500
Weekly Income – Partial Disability		250

Conflict of Interest

Coverage Description	(\$) Deductibles	(\$) Limit of Insurance
Legal Fees Expenses		100,000 Per Claim No Aggregate

Legal Expense (Claims Made)

Coverage Description	(\$) Deductibles	(\$) Limit of Insurance
Legal Defence Cost		100,000 500,000 Aggregate

Schedule of Coverage

(Coverage is provided for those item(s) indicated below)

Property

Coverage is on an All Risk Basis unless otherwise specified. Basis of Settlement is Replacement Cost unless otherwise specified The Deductible is on a Per Occurrence Basis			
Coverage Description	(\$) Deductibles	Basis	(\$) Limit of Insurance
Property of Every Description - Blanket	5,000	RC	27,330,555
Scheduled Items Coverage, Deductible and Basis of Settlement as per Schedule	5,000		10,000

Property Supplemental Coverage (Included in the Total Sum Insured unless otherwise specified in the wording)		
Building By-laws	5,000	Included
Building Damage by theft	5,000	Included
Debris Removal	5,000	Included
Electronic Computer Systems		
Electronic Computer Hardware and Media	5,000	Included
Electronic Computer Systems Breakdown		Not Insured
Electronic Computer Systems – Extra Expense		Not Insured
Extra Expense Period of Restoration	5,000	90 Days
Expediting Expense	5,000	Included
Fire or Police Department Service Charges	5,000	Included
First Party Pollution Clean-up	5,000	Included
Fungi and Spores	5,000	10,000
Furs, Jewellery and Ceremonial Regalia		
Ceremonial Regalia	5,000	Included
Furs and Jewellery	5,000	25,000
Inflation Adjustment	5,000	Included
Live Animals Birds or Fish	5,000	25,000
Newly Acquired Property	5,000	Included
Professional Fees	5,000	Included
Property and Unnamed Locations	5,000	Included

Property Temporarily Removed Including while on Exhibition and during Transit	5,000	Included
Recharge of Fire Protection Equipment Expense	5,000	Included
Sewer Backup and Overflow	5,000	Included

Public Entity Extension Endorsement (In Addition to the Total Sum Insured unless specifically scheduled in the wording)		
Accounts Receivable	5,000	500,000
Bridges and Culverts	5,000	50,000
Buildings Owned due to Non Payment of Municipal Taxes	5,000	100,000
Buildings in the Course of Construction Reporting Extension	5,000	1,000,000
By Laws – Governing Acts	5,000	25,000
Consequential Loss Caused by Interruption of Services		
On Premises	5,000	Included
Off Premises	5,000	1,000,000
Cost to Attract Volunteers Following a Loss	5,000	10,000
Docks, Wharves and Piers	5,000	100,000
Errors and Omissions	5,000	Included
Exterior Paved Surfaces	5,000	50,000
Extra Expense	5,000	500,000
Fine Arts		
At Insured's Own Premises	5,000	100,000
On Exhibition	5,000	100,000
Fundraising Expenses	5,000	10,000
Green Extension	5,000	50,000
Growing Plants		
Any One Item	5,000	1,000
Per Occurrence	5,000	100,000
Ingress and Egress	5,000	Included
Leasehold Interest	5,000	25,000
Master Key	5,000	25,000
Peak Season Increase	5,000	25,000

Personal Effects	5,000	25,000
Property of Others	5,000	25,000
Rewards: Arson, Burglary Robbery and Vandalism	5,000	25,000
Signs	5,000	Included
Vacant Property	5,000	1,000,000
Valuable Papers	5,000	500,000
Business Interruption		
Rent or Rental Value	5,000	500,000
Additional Endorsements		
Virus and Bacteria Exclusion		
Earthquake – Other Property	5,000	Included
Earthquake – Buildings	Not Applicable	Excluded
Flood – Other Property	5,000	Included
Flood – Buildings	Not Applicable	Excluded
(\$) Total Amount of Insurance		30,085,555
RC = Replacement Cost ACV = Actual Cash Value VAL = Valued		

Schedule of Coverage

(Coverage is provided for those item(s) indicated below)

Equipment Breakdown (TechAdvantage)

Coverage Description	(\$) Deductibles / Waiting Period	(\$) Limit of Insurance
Direct Damage	5,000	50,000,000 Per Accident
Business Interruption – Actual Loss Sustained , Applicable to: - Arena/Community Hall, 3310 Walnut Street, Alvinston, ON only.	24 Hours	44,300
Extra Expense		500,000
Spoilage		50,000
Expediting Expense		Included
Hazardous Substances		500,000
Ammonia Contamination		500,000
Water Damage		500,000
Professional Fees		500,000
Civil Authority or Denial of Access		30 days
Errors and Omissions		250,000
Data Restoration		50,000
By-Law Cover		Included
Off Premises Transportable Object		10,000
Brands and Labels		100,000
Green Coverage		50,000
Environmental Efficiency *Will not show on Declarations Page		Up to 150% of Loss
Anchor Locations		Included
Service Interruption *Will not show on Declarations Page		Included Within 1000 metres
Contingent Business Interruption		25,000
Public Relations Coverage		5,000

Schedule of Coverage

(Coverage is provided for those item(s) indicated below)

Owned Automobile

Coverage Description	(\$) Deductibles	(\$) Limit of Insurance
Liability		
Bodily Injury		15,000,000
Property Damage		Included
Accident Benefits		As stated in Section 4 of the Policy
Uninsured Automobile		As stated in Section 5 of the Policy
Direct Compensation – Property Damage		
*This policy contains a partial payment of recovery clause for property damage if a deductible is specified for direct compensation-property damage.		
Loss or Damage**		
Specified Perils (excluding Collision or Upset)		
Comprehensive (excluding Collision or Upset)		
Collision or Upset		
All Perils	VRS	Included
Endorsements		
Fire Department Vehicles		Included
Replacement Cost		Included
#5 - Permission to Rent or Lease Automobiles and Extending Coverage to Specified Lessee(s)		Included
#21B - Blanket Fleet Coverage		Pro Rata
** This policy contains a partial payment of loss clause. A deductible applies for each claim except as stated in your policy.		

Please refer to the insurance contract for all limits, terms, conditions and exclusions that apply. The premium Quoted is subject to a 15% minimum retained (unless otherwise stated).

Cost Analysis

	Expiring Program Term	Renewal Program Term
Casualty		
General Liability	\$ 89,021	\$ 97,033
Errors and Omissions Liability	11,743	12,800
Non-Owned Automobile Liability	200	200
Environmental Liability	2,354	2,566
Crime	750	774
Board Members Accident	1,035	1,139
Volunteers' Accident	500	500
Conflict of Interest	300	300
Legal Expense	900	900
Property		
Property	27,890	31,276
Equipment Breakdown	3,869	3,962
Automobile		
Owned Automobile	18,661	22,766
Excess		
Follow Form	1,053	1,158
Total Annual Premium	\$ 158,276	\$ 175,374
(Excluding Taxes Payable)		

CHANGES TO YOUR INSURANCE PROGRAM

Please be advised of the following changes to your insurance program that now apply:

Intact Insurance Company is integrating The Guarantee Company of North America's business and policies and, as such, The Guarantee Company of North America will be replaced as a subscriber by Intact Insurance Company when your policy becomes effective.

Property Policy

- Building values have been increased in order to reflect inflationary trends.
- **Virus and Bacteria Exclusion**

Frank Cowan Company is adding a virus and bacterial exclusion to property policies effective August 1st, 2020 for new business and October 1st, 2020 for renewals.

Previously we've communicated that our property coverage requires there to be a direct physical loss or direct physical damage subject to the policy terms and conditions and that business interruption coverage will not be triggered for a loss caused by a virus or bacteria.

The endorsement now clarifies that we exclude any virus, bacterium or other micro-organism that induces or is capable of inducing physical distress, illness or disease. The exclusion also stipulates that this exclusion supersedes any exclusion or coverage granted relating to 'pollutants' or 'contagions'.

The exclusion applies to all locations and all property policies and coverage including business interruption coverage, builders risk coverage, miscellaneous or other property coverage "form(s)" and any extensions, clauses or additions of coverage attached to and forming part of this policy, including exceptions to exclusions attached to these policies.

Non-Owned Automobile Policy and Rented Vehicles

- Non-Owned Auto Coverage includes the SEF 94 endorsement – Legal Liability (Physical Damage) to a Hired/Rented Auto. Coverage is automatic for short term rentals (less than 30 days).
- If rentals are automatically renewed on a regular basis (for consecutive 30 day periods) coverage is required under the auto policy, #OPCF 27B endorsement and will be charged for accordingly. Please review this exposure and advise us of the details.

Automobile Policy

- The name of endorsements attached to your policy may have changed and reference to GCNA and associated numbers have been removed.
- Replacement Cost Endorsement applies to vehicles 20 years and newer. Refer to Highlights Page for more information on fire trucks and coverage conditions.
- Equipment Endorsement: This endorsement has been removed from your policy as coverage is provided by the Standard Auto Policy Wording.

AUTOMOBILE REPLACEMENT COST COVERAGE CHANGE HIGHLIGHTS

OVERVIEW

The Replacement Cost Endorsement is attached to your automobile policy and amends Section 7 'Loss or Damage Coverages' of the policy to remove our right to deduct depreciation in the event of a loss.

Coverage under this endorsement has been amended as follows:

We will pay:

- the cost to repair the automobile with material of like kind and quality
- In the event of constructive or total loss:
 - the cost of **replacing the automobile** with a new automobile of the same make and model, similarly, equipped **if you are the original purchaser** and the automobile was new at the time of delivery;
 - **the actual price paid by you** for the automobile and its equipment or actual cash value whichever is greater:
 - i) **if the automobile was not new** at the time of purchase, or
 - ii) **if you are not the original purchaser**, or
 - for **fire trucks over 20 years but not exceeding 25 years, the actual price paid by you** for the automobile and its equipment or actual cash value whichever is greater.

The following conditions apply:

- coverage only applies to owned light and heavy commercial automobiles, licensed contractor equipment and trailers that are **20 years old or newer** and **for fire trucks over 20 years but not exceeding 25 years as stipulated above**
- coverage does not apply to any automobiles branded rebuilt
- coverage does not apply to any automobiles insured on an agreed value basis

Important Information

- Replacement cost Coverage is no longer available for Private Passenger Vehicles and Miscellaneous Vehicles
- Please refer to the endorsement wording for complete details of coverage.
- When providing us with details of additional or substituted vehicles, please advise us of the purchase price and whether the vehicle was purchased new or used.

The information in this notice is intended for information purposes only. For full details with respect to coverage, exclusions, conditions and limitations refer to the policy wordings. While coverage may be quoted, once a policy is issued coverage is only applicable if shown on Declaration Page or Schedule of Coverage.

Frank Cowan Company offers a comprehensive insurance program. Outlined below are the program options, followed by your current coverage highlights.

1. Crime Coverage – Other Optional Coverages

Other Optional Coverages are also available. See attached Crime Cover Options page for further details. Quote is available on request (completed application is required).

2. Crime Coverage – Fraudulently Induced Transfer Coverage

Fraudulently Induced Transfer Coverage is now available. Covers a loss when an Insured under the policy has been intentionally misled by someone claiming to be a vendor, client or another employee of the company and the Insured has transferred, paid or delivered money or securities to this third party. For coverage information and available options refer to the Fraudulently Induced Transfer Endorsement Coverage Highlights Sheet.

3. Board Members' Accident

24 Hour coverage extension is available (subject to Board Member's occupations).

Critical Illness coverage is available. See attached Highlight Sheet for details.

A quote is available on request (subject to satisfactory review of completed application for each Insured).

4. Property Coverage – Income Replacement

Income can change from year to year so it is important to annually review your Business Interruption needs.

Higher limits or Optional Coverages to protect your income are available.

All income producing facilities need to be considered (e.g. arenas, pools, libraries, community halls etc.)

5. Property Coverage – Earthquake and Flood Extension to Buildings/Property Insurance

Earthquake coverage on other property (property other than buildings) is currently included subject to a deductible of \$ 5,000. Earthquake coverage is available on buildings for an additional annual premium.

Flood coverage on other property (property other than buildings) is currently included subject to a deductible of \$ 5,000. Flood coverage is available on buildings for an additional annual premium.

Quote is available upon request.

6. Remotely Piloted Aircraft Systems (UAV) Coverage

Property and/or Liability Cover may be available for Remotely Piloted Aircrafts (UAV).

Application required to quote.

For Coverage information refer to the Remotely Piloted Aircraft (UAV) Highlight Sheet.

7. Active Assailant and Associated Coverages

Frank Cowan Company has partnered with XLCatlin, a market leader in writing Terrorism Risk, to offer a suite of Terrorism and Associated Coverages.

You have the option to select one or any combination of the following (Separate Policies):

- Active Assailant Event Insurance
- Chemical, Biological, Radiological and Nuclear (CBRN) Insurance
- Terrorism Property Insurance
- Terrorism Liability Insurance

For coverage information, please refer to the Terrorism and Associated Coverage Options. An application is required to quote.

8. Cyber Liability

Organizations rely on technology and the safe processing and storage of data to conduct business on a daily basis. Ensuring the security of data information is becoming an increasingly difficult task, especially considering changing regulations. A failure in technology or data breach can have significant consequences not only on the balance sheet but also to your organization's reputation.

Cyber Risk Insurance is available. See the Cyber Insurance Brochure for full details. A completed application is required should a quote be requested.

Description of Coverage

Frank Cowan Company offers a Comprehensive Insurance Program to meet your needs.

"Your Insurance Coverage" provides a schedule of proposed coverages, limits and deductibles included in this proposal.

Highlights of coverage follow providing a summary of coverage. Highlight pages may include description of optional coverages.

The information in this notice is intended for informational purposes only. For full details with respect to coverage, exclusions, conditions and limitations refer to the policy wordings. While coverage may be quoted, once a policy is issued coverage is only applicable if shown on Declaration Page or Schedule of Coverage.

MUNICIPAL LIABILITY COVERAGE HIGHLIGHTS

OVERVIEW

The Frank Cowan Company are specialists at insuring Public Entities. Our liability wording has been specially designed to meet the unique needs of these types of risks.

COVERAGE

- Limits up to \$50,000,000 available.
- Occurrence coverage with no General Aggregate.
- Territory – World-wide for all coverage.
- Products and Completed Operations – liability arising out of the Insured's operations conducted away from the Insured's premises once those operations have been completed or abandoned. An Aggregate limit may apply for limits in excess of \$25,000,000.
- Bodily Injury including coverage for assault and battery.
- Personal Injury coverage - broad coverage (including advertising coverage) for acts that violate or infringe on the rights of others.
- Liquor Liability for bodily injury or property damage imposed upon an Insured by a Liquor Liability Act.
- Blanket Contractual for liability assumed by the Insured in contracts, whether reported to the insurer or not.
- Products Liability - legal liability incurred by an Insured because of injury or damage resulting from a product's exposure.
- Professional/Malpractice Liability including for bodily injury or property damage from professional exposures.
- Abuse Liability for the entity insured.
- Employers Liability providing coverage for liability to employees for work-related bodily injury or disease, other than liability imposed on the Insured by a workers compensation law.
- Sewer backup Liability
- Watercraft Liability - full coverage with no restrictions.
- Tenants legal liability
- Cross Liability
- Broad Definition of Insured.

COMMON ENDORSEMENTS

In addition to the base wording, we have many optional endorsements to tailor coverage for individual accounts including:

- Wrongful Dismissal (Legal Expense)
- Forest Fire Expense
- Marina Liability Extension
- Sexual Abuse Therapy and Counselling Extension for long term care homes.
- Other endorsements specifically crafted for a particular exposure.

COVERAGE IS PROVIDED FOR UNIQUE EXPOSURES

- Products and Completed Operations Aggregate Limit may come into play for exposures such as road maintenance, snow removal, garbage collection / waste disposal, street cleaning or other duties that the Insured Municipality has to perform on behalf of third parties.
- Assault and battery coverage is imperative when there are security exposures (e.g. police).
- Products exposures such as utilities (e.g. water) are covered.
- Full Malpractice including Medical Malpractice as well as professional exposures are covered.
- Professional exposures include those such as medical, engineering, design errors or building inspection operations.
- Abuse and Professional Liability – as we have no exclusions for abuse, professional liability, negligent hiring practices or failure to supervise we provide exceptionally broad coverage for health risks such as long term care homes.

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PUBLIC ENTITY ERRORS AND OMISSIONS LIABILITY COVERAGE HIGHLIGHTS

PUBLIC ENTITY ERRORS AND OMISSIONS INSURANCE

Public Entity Errors and Omissions Insurance (E&O) Coverage protects risks from civil litigation caused by allegations of professional negligence or failure to perform professional duties. Errors and Omissions focuses on providing coverage when there is financial loss to a third party (rather than bodily injury or property damage as general liability does).

FEATURES

Limits	Typically limits follow that of our Liability. We have the availability to offer up to \$50,000,000.
Defence Costs	Over and above the Limit of Insurance. Whether a potential claim is baseless, or not, mounting legal expense can have serious monetary consequences for an Insured.
No Annual Aggregate	With higher out of court settlements and increased damage awards, large or even a series of small claims can quickly erode an annual aggregate limit.
Claims Made Policy	Pays for claims occurring and reported during the policy period. Our policy provides retroactive coverage (no date need be specified) and stipulates that a claim is first known only when written notice is first received.
Claims Definition	The definition of claim also includes arbitration, mediation or alternative dispute resolution proceedings.
Insured Definition	Includes Councilors, Statutory Officers, Council Committees, Firefighters, Employees and Volunteers.

COVERAGE IS PROVIDED FOR UNIQUE EXPOSURES

Insurance	No exclusion for failure to procure or maintain adequate insurance bonds or coverage (e.g. construction projects).
Benefit Plans	Errors or Omissions in administering Employee Benefit Plans are covered.
Misrepresentations	Municipal governments are required to provide information with respect to local matters and must ensure the information which is provided is accurate, true and not misleading. Our definition of a Wrongful Act covers misstatements or misleading statements.
Other Specialists and Services	Covers errors or omissions when they are rendered in connection with operations that are typical of public sector such as those of building inspections, zoning, planning, developing or regulating by-laws. Officials and employees acting in good faith are often times the subject of lawsuits.

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NON-OWNED AUTOMOBILE COVERAGE HIGHLIGHTS

OVERVIEW

Non-Owned and hired automobile liability insurance covers bodily injury and property damage caused by a vehicle not owned by the Insured (including rented or borrowed vehicles). Coverage is provided for Third Party Liability arising from the use or operation of any automobile not owned or licensed in the name of the Insured if it results in bodily injury (including death), property damage (if the property was not in possession of the Insured) to a third party.

FEATURES

SEF No. 96 Contractual Liability:

- When renting a vehicle you engage in a contractual relationship with the rental company where you assume liability for the operation of the automobile. It is therefore important that contractual coverage is added to the policy by way of an endorsement known as SEF (Standard Endorsement Form) No. 96. Contractual Liability coverage is automatically provided for all written contractual agreements with our Non-Owned Automobile coverage.

SEF No. 99 Long Term Lease Exclusion:

- When Contractual Liability is provided under the policy there is also an exclusion for Long Term Leased vehicles SEF No. 99. This excludes coverage for vehicles hired or leased for longer than a certain period such as 30 days.

Territory:

- The Non-Owned Automobile policy provides coverage while in Canada and United States.

Termination Clause:

- The standard termination clause has been amended in that the Insured may still provide notice of cancellation at any time, however, the Insurer must provide ninety days' notice of cancellation to the Insured rather than the standard 15 or 30 days.

SEF No. 94 Legal Liability (Physical Damage) to a Hired/Rented Automobile:

- We automatically provide coverage for damage to a vehicle that you have hired or rented. Coverage is provided via endorsement SEF No. 94. We automatically provide 'All Perils' coverage. The limit of coverage will vary per client.

ADDITIONAL INFORMATION

Courts have repeatedly held that when an automobile is used on a person's behalf or under a person's direction, that person (or entity) has a responsibility for the operation of the automobile and may be held liable for damages in the event of an accident even though he or she is not the owner or driver of the vehicle. This common law principle has been supported by a number of court decisions making an employer responsible for the use and operation of an automobile when an employee is operating an automobile (not owned by the employer) while being used for the employer's business.

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ENVIRONMENTAL COVERAGE HIGHLIGHTS

OVERVIEW

Pollution incidents are a significant risk that can result in serious harm to public health and safety as well as to the environment.

We provide pollution liability insurance for claims for third party bodily injury and property damage. Coverage is provided on a blanket basis resulting from pollution conditions on or migrating from premises owned, occupied, rented or leased by the insured that are discovered and are reported during the policy period. The policy responds to events that are gradual in nature as well as those that are sudden and accidental, causing third party damage whether pollutants are released on land, into the atmosphere or in the water.

FEATURES

Defence Costs

- Our Defence costs are over and above the limit of insurance and will respond even if allegations are groundless or false.

Storage Tanks

- Seepage or leakage from both above and below ground storage tanks are covered without being specifically listed on the policy.

Territory

- Worldwide territory.

Limits of Insurance

- Both a 'per incident' and an 'aggregate' limit is applicable.

ADDITIONAL INFORMATION

Environmental exposures pose an imminent and substantial threat to public health, safety or welfare or to the environment. Exposures could stem from: wastewater treatment plants, electric utility plants, construction sites, flood and rainwater runoff or retention basins, underground fuel storage tanks, herbicides, pesticides, and fertilizers, road salts and chemicals used to de-ice roads and bridges, contaminated waste from medical facilities or health clinics, marina's, fire-fighting chemicals or even contaminated swimming pools.

An environmental exposure arising from sewers is covered under our liability.

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CRIME COVERAGE HIGHLIGHTS

OVERVIEW

Our crime coverage is one of the broadest and most flexible in the industry. An Insured may elect to purchase any or all of the Standard Crime Coverage we have available. In addition to the Standard crime coverage the Insured may elect to also purchase any of our Optional Coverages.

Optional Crime Coverage Includes:

- Extortion Coverage (Threats to persons and property).
- Pension or Employment Benefit Plan coverage.
- Residential Trust Fund Coverage.
- Credit Card Coverage.
- Client Coverage (Third Party Bond).
- Fraudulently Induced Transfer Coverage (otherwise known as Social Engineering). *Separate Coverage Highlights Sheet for Fraudulently Induced Transfer Coverage is available.*

For more information on our Optional Coverage refer to our Crime Coverage Options Highlight Sheet.

FEATURES OF OUR STANDARD CRIME COVERAGE

Below is a brief description of the Standard Crime Coverage an Insured may elect to purchase:

Employee Dishonesty – Form A Commercial Blanket Bond

- This protects the employer from financial loss due to the fraudulent activities of an employee or group of employees. The loss can be the result of theft of money, securities or other property belonging to the employer.

Loss Inside and Loss Outside the Premises (Broad Form Money and Securities)

- Covers loss by theft, disappearance, or destruction of the Insured's money and securities inside the Insured's premises (or Insured's bank's premises) as well as outside the Insured's premises while in the custody of a messenger.

Money Orders and Counterfeit Paper Currency

Covers Loss

- Due to acceptance of a money order that was issued (or is purported to have been issued) by a post office or express company; and
- From the acceptance of counterfeit paper currency of Canada or the United States.

Forgery and Alteration

- Covers loss due to dishonesty from a forgery or alteration to a financial instrument (cheque, draft or promissory note).

Audit Expense

- Coverage for the expenses that are incurred by the Insured for external auditors to review their books in order to establish the amount of a loss. This is a separate limit of insurance.

Computer and Transfer Fraud (Including Voice Computer Toll Fraud)

- Loss caused when money, securities, or other property is transferred because of a fraudulent computer entry or change. The entry or change must be within a computer system that the Insured owns (and on their premises).
- Loss caused when money or securities are transferred, paid, or delivered from the Insured's account at a financial institution based on fraudulent instructions (at the financial institutions premises).
- Voice computer toll fraud covers the cost of long distance calls if caused by the fraudulent use of an account code or a system password.

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BOARD MEMBERS' (INCLUDING COUNCILLORS') ACCIDENTAL DEATH AND DISMEMBERMENT COVERAGE HIGHLIGHTS

AD&D AND PARALYSIS LIMITS	OPTION 1	OPTION 2
Accidental Death or Dismemberment (including loss of life and heart attack coverage)	\$100,000	\$250,000
Paralysis Coverage – 200% of Accidental Death and Dismemberment Limit		
Permanent Total Disability - Accidental Death and Dismemberment Limit		

WEEKLY INDEMNITY	OPTION 1	OPTION 2
Total Loss of Time	\$300	\$500
Partial Loss of Time	\$150	\$300

ACCIDENT REIMBURSEMENT - \$15,000

Chiropractor	Crutches [†]
Podiatrist/Chiropodist	Splints [†]
Osteopath	Trusses [†]
Physiotherapist	Braces (excludes dental braces) [†]
Psychologist	Casts [†]
Registered or Practical Nurse	Oxygen Equipment – Iron Lung
Trained Attendant or Nursing Assistant [‡]	Rental of Wheelchair
Transportation to nearest hospital [†]	Rental of Hospital Bed
Prescription drugs or Pharmaceutical supplies [‡]	Blood or Blood Plasma [‡]
Services of Physician or Surgeon outside of the province	Semi Private or Private hospital room [‡]

[†]Maximum \$1,000 per accident. [‡]If prescribed by physician

DENTAL EXPENSES

Dental Expenses	\$5,000
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OCCUPATIONAL RETRAINING – REHABILITATION

Retraining – Rehabilitation for the Named Insured	\$15,000
Spousal Occupational Training	\$15,000

REPATRIATION

Repatriation Benefit (expenses to prepare and transport body home)	\$15,000
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DEPENDENT CHILDREN – PER CHILD

Dependent Children's Education (limit is per year- maximum 4 years)	\$10,000
Dependent Children's Daycare (limit is per year- maximum 4 years)	\$10,000

TRANSPORTATION/ACCOMMODATION (WHEN TREATMENT IS OVER 100KM FROM RESIDENCE)

Transportation costs for the Insured when treatment is over 100km from home.	\$1,500
Transportation and accommodation costs when Insured is being treated over 100km from home.	\$15,000

HOME ALTERNATION AND VEHICLE MODIFICATION

Expenses to modify the Insured's home and/or vehicle after an accident.	\$15,000
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SEATBELT DIVIDEND

10% of Principal Sum	\$25,000
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FUNERAL EXPENSE

Benefit for loss of life	\$10,000
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IDENTIFICATION BENEFIT

Benefit for loss of life	\$5,000
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EYEGLASSES, CONTACT LENSES AND HEARING AIDS

When Insured requires these items due to an accident.	\$3,000
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CONVALESCENCE BENEFIT – PER DAY

Insured Coverage	\$100
One Family Member Coverage	\$50

WORKPLACE MODIFICATION BENEFITS

Specialized equipment for the workplace.	\$5,000
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ELECTIVE BENEFITS**Complete Fractures**

Skull	\$ 5,200	Foot & Toes	\$ 2,200
Lower Jaw	\$ 2,800	Two or More Ribs	\$ 1,900
Collar Bone	\$ 2,800	Colles' fracture	\$ 2,800
Shoulder Blade	\$ 3,500	Potts' fracture	\$ 3,400
Shoulder Blade complications	\$ 3,700	Dislocation	
Thigh	\$ 4,600	Shoulder	\$ 2,200
Thigh/hip joints	\$ 4,600	Elbow	\$ 2,200
Leg	\$ 3,500	Wrist	\$ 2,500
Kneecap	\$ 3,500	Hip	\$ 4,600
Knee/joint complications	\$ 4,000	Knee	\$ 3,500
Hand/Fingers	\$ 2,200	Bones of Foot or Toe	\$ 2,500
Arm (between shoulder & elbow)	\$ 4,600	Ankle	\$ 2,800
Forearm (between wrist & elbow)	\$ 2,800		

AGGREGATE LIMIT

Aggregate Limit only applicable when 2 or more board members are injured in same accident.	\$ 2,500,000
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COVERAGE EXTENSIONS

- Standard coverage is applicable while the Insured is 'On Duty'. Coverage for Accidents that may occur 24/7 may be purchased.
- Accidental Death of a Spouse While Travelling on Business is automatically included when this coverage is purchased. This endorsement provides for Accidental Death of a spouse when the spouse is travelling with an Insured Person on business. Coverage applies while travelling to or from such an event and /or if the loss of life occurs within one year of the accident.
- When Board Members' Accidental Death and Dismemberment Coverage is purchased, the Insured also has the option to purchase Critical Illness Coverage.

ADDITIONAL INFORMATION

- Loss of life payments up to 365 days from date of Accident or if permanently disabled up to 5 years.
- Weekly Indemnity coverage pays in addition to Elective Benefits.
- Weekly Indemnity payments take other income sources into consideration (e.g. automobile, CPP, group plans).
- Coverage is applicable to Insured 80 years of age or under.

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VOLUNTEERS' ACCIDENTAL DEATH AND DISMEMBERMENT COVERAGE HIGHLIGHTS

AD&D AND PARALYSIS LIMITS

Accidental Death or Dismemberment	\$50,000
Paralysis Coverage – 200% of Accidental Death and Dismemberment Limit	\$100,000

WEEKLY INDEMNITY

Total Loss of Time	\$500
Partial Loss of Time	\$250

† Volunteer must be gainfully employed immediately prior to an accident for weekly indemnity benefits

ACCIDENT REIMBURSEMENT - \$15,000

Chiropractor	Crutches†
Podiatrist/Chiropodist	Splints†
Osteopath	Trusses†
Physiotherapist	Braces (excludes dental braces)†
Psychologist	Casts†
Registered or Practical Nurse	Oxygen Equipment – Iron Lung
Trained Attendant or Nursing Assistant‡	Rental of Wheelchair
Transportation to nearest hospital†	Rental of Hospital Bed
Prescription drugs or Pharmaceutical supplies†	Blood or Blood Plasma†
Services of Physician or Surgeon outside of the province	Semi Private or Private hospital room‡
†Maximum \$1,000 per accident. ‡If prescribed by physician.	

DENTAL EXPENSES

Dental Expenses	\$5,000
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OCCUPATIONAL RETRAINING – REHABILITATION

Retraining – Rehabilitation for the Volunteer	\$15,000
Spousal Occupational Training	\$15,000

REPATRIATION

Repatriation Benefit (expenses to prepare and transport body home)	\$15,000
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DEPENDENT CHILDREN – PER CHILD

Dependent Children's Education (limit per year- maximum 4 years)	\$10,000
Dependent Children's Daycare (limit per year- maximum 4 years)	\$10,000

TRANSPORTATION/ACCOMMODATION (WHEN TREATMENT IS OVER 100KM FROM RESIDENCE.)

Insured Coverage	\$1,500
Family Member	\$15,000

HOME ALTERATION AND VEHICLE MODIFICATION

Expenses to modify the Insured's home and/or vehicle after an accident.	\$15,000
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SEATBELT DIVIDEND

10% of Principal Sum when proof of wearing a seatbelt.	\$5,000
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FUNERAL EXPENSE

Benefit for loss of life.	\$10,000
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IDENTIFICATION BENEFIT

Transportation and accommodation costs for family member to identify Insured's remains.	\$5,000
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EYEGLASS, CONTACT LENSES AND HEARING AIDS

When Insured requires these items due to an accident.	\$3,000
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CONVALESCENCE BENEFIT – PER DAY

Confined to hospital.	\$100
Out patient.	\$ 50

WORKPLACE MODIFICATION BENEFITS

Specialized equipment for the workplace.	\$5,000
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AGGREGATE LIMIT

Aggregate Limit only applicable when 2 or more volunteers are injured in same accident.	\$ 1,000,000
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ADDITIONAL INFORMATION

- Loss of life payments up to 365 days from date of Accident Weekly Indemnity payments take other income sources into consideration (e.g. automobile, CPP, group plans).
- Coverage is applicable to Insured 80 years of age or under.
- Coverage is afforded to the Volunteer only when they are 'On Duty'.

The information in this notice is intended for informational purposes only. For full details with respect to coverage, exclusions, conditions and limitations refer to the policy wordings. While coverage may be quoted, once a policy is issued coverage is only applicable if shown on Declaration Page or Schedule of Coverage.

CONFLICT OF INTEREST COVERAGE HIGHLIGHTS

OVERVIEW

Conflict of Interest can be described as a situation in which public servants have an actual or potential interest that may influence or appear to influence the conduct of their official duties or rather divided loyalties between private interests and public duties.

Conflict of Interest coverage provides protection for the cost of legal fees and disbursements in defending a charge under the Municipal Conflict of Interest Act (or other similar Provincial Legislation in the respective province of the Insured).

FEATURES

Coverage is offered as a standalone coverage providing the client a separate limit of insurance that is not combined with any other coverage such as legal expense coverage.

- Per Claim Limit only – No Annual Aggregate.
- Coverage provided on a Reimbursement Basis.

COVERAGE DESCRIPTION

Coverage is provided for legal costs an Insured incurs in defending a charge under the Provincial Conflict of Interest Act if a court finds that:

- There was no breach by the Insured; or
- The contravention occurred because of true negligence or true error in judgment; or
- The interest was so remote or insignificant that it would not have had any influence in the matter.

ADDITIONAL INFORMATION

Coverage is provided for elected or appointed members of the Named Insured including any Member of its Boards, Commissions or Committees as defined in the 'Conflict of Interest Act' while performing duties related to the conduct of the Named Insured's business.

Conflict of Interest coverage is applicable to only those classes of businesses that are subject to the Municipal Conflict of Interest Act (or other similar Provincial legislation in the respective province of the Insured).

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LEGAL EXPENSE COVERAGE HIGHLIGHTS

COVERAGE FEATURES

We offer comprehensive Legal Expense Coverage to protect an Insured against the cost of potential legal disputes arising out of your operations.

- Coverage will pay as costs are incurred.
- Broad Core Coverage.
- Optional Coverage.
- Coverage for Appeals for Legal Defence Costs and any Optional Coverage purchased.
- Unlimited Telephone Legal Advice and access to Specialized Legal Representation in event of legal disputes.
- Additional Optional Coverage available.
- Broad Definition of Insured including managers, employees and volunteers.

BROAD CORE COVERAGE

The core coverage provides Legal Defence Costs for:

- Provincial statute or regulation (including human rights tribunals).
- Criminal Code Coverage when being investigated or prosecuted. Coverage is applicable whether pleading guilty or a verdict of guilt is declared.
- Civil action for failure to comply under privacy legislation.
- Civil action when an Insured is a trustee of a pension fund for the Named Insured's employees.

OPTIONAL COVERAGE

In addition to the Core Coverage an Insured can mix and match any of the following Optional Coverage:

- Contract Disputes and Debt Recovery
- Statutory License Protection
- Property Protection
- Tax Protection

LIMITS AND DEDUCTIBLES

- Coverage is subject to an Occurrence and an Aggregate Limit.
- The Core Coverage is typically written with no deductible however a deductible may be applied to Optional Coverage.

EXCLUSIONS

- Each Insuring Agreement is subject to Specific Exclusions and Policy Exclusions.
- Municipal Conflict of Interest Act (or other similar provisions of other Provincial legislation) is excluded.
* Conflict of Interest Coverage may be provided under a separate policy for eligible classes of business.

TELEPHONE LEGAL ADVICE AND SPECIALIZED LEGAL REPRESENTATION

- General Advice (available from 8 am until 12 am local time, 7 days a week).
- Emergency access to a Lawyer 24 hours a day, 7 days a week.
- Services now automatically include the option of using an appointed representative from a panel of Lawyers with expertise in a variety of areas.

CLIENT MATERIAL AND WALLET CARD

- The 'Legal Expense Important Information' wording attached to each policy explains the steps that are to be taken in event of a claim.
- A wallet card is now attached to the policy which the Named Insured can copy & distribute to each Insured (e.g. managers, employees, etc.).

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PROPERTY COVERAGE HIGHLIGHTS

OVERVIEW

Property insurance is about planning for the unexpected and protecting your physical assets in order to minimize your business disruption should a loss occur. It is important that your property insurance includes broad coverage to protect these assets (e.g. buildings and other property you own, lease or are legally liable for) from direct physical loss.

We will work closely with you to customize a property coverage solution. We cover a wide variety of property, including buildings, inventory and supplies, office furniture and fixtures, computers, electronics, equipment (including unlicensed mobile equipment, maintenance and emergency equipment) and other unique property.

The Frank Cowan Company property wording is flexible and adaptable. Your policy will be comprised of a Base Property Wording and a Public Entity Extension of Coverage Endorsement as well as any miscellaneous or specific endorsements to tailor coverage to meet your needs.

FEATURES AND BENEFITS

Features and Benefits include:

- Coverage is typically written on an all-risk basis including replacement cost.
- Our standard practice is to write property on a Property of Every Description (POED) or blanket basis, however, coverage can be scheduled separately if required.
- No margins clause and no statement of values required.
- We have two Deductible Clauses: A standard Deductible Clause and a Dual Policy Deductible Clause. The Dual Policy Deductible clause states how a deductible will be applied when there is both an automobile policy and a property policy involved in the same loss (when both policies are written with Frank Cowan Company).
- Worldwide Coverage
- Unlicensed Equipment (e.g. Contractors Equipment): Automatically includes Replacement Cost as the basis of settlement regardless of age. This can be amended to an Actual Cash Value (ACV) or Valued basis if required (applicable only if the Insured owns the unlicensed equipment).
- Flood and Earthquake coverage are available.

SUPPLEMENTAL COVERAGE UNDER THE BASE PROPERTY WORDING

The Base Property Wording automatically includes numerous Supplemental Coverages such as:

- | | |
|---|---|
| • Building Bylaws | • Furs, Jewellery and Ceremonial Regalia |
| • Building Damage by Theft | • Inflation Adjustment |
| • Debris Removal Expense | • Live Animals, Birds or Fish |
| • Electronic Computer Systems | • Newly Acquired Property |
| • Expediting Expense | • Professional Fees |
| • Fire or Police Department Service | • Property at Unnamed Locations |
| • First Party Pollution Clean-Up Coverage | • Property Temporarily Removed including while on Exhibition and during Transit |
| • Fungi (covers the expense for any testing, evaluating or monitoring for fungi or spores required due to loss) | • Recharge of Fire Protective Equipment |
| | • Sewer Back Up and Overflow |

Note: The Supplemental Coverage does not increase your Total Sum Insured in most cases.

PUBLIC ENTITY EXTENSIONS OF COVERAGE ENDORSEMENT

Each Extension of Coverage has an individual Limit of Insurance and will be shown on the Summary of Coverage/Declarations Page.

The Limit of Insurance for each Extension of Coverage is over and above the Total Sum Insured (unless shown as 'included' on the declarations or otherwise stipulated within the wording).

Limits of Insurance available for each Extension of Coverage will vary based on the individual risk.

- Accounts Receivable
- Bridges and Culverts
- Building Coverage Owned Due to the Non Payment of Municipal Taxes – *Named Perils Coverage applies.*
- Building(s) in the Course of Construction Reporting Extension
- By Laws – Governing Acts
- Consequential Loss caused by Interruption of Services
- Cost to Attract Volunteers Following a Loss
- Docks, Wharves and Piers
- Errors and Omissions
- Exterior Paved Surfaces
- Extra Expense
- Fine Arts at Own Premises and Exhibition Site
- Fundraising Expenses
- Green Extension
- Growing Plants
- Ingress and Egress
- Leasehold Interest
- Master Key
- Peak Season Increase
- Personal Effects
- Property of Others
- Rewards: Arson, Burglary, Robbery and Vandalism
- Signs
- Vacant Properties – *Named Perils Coverage applies on an Actual Cash Value basis.*
- Valuable Papers

The information in this notice is intended for informational purposes only. For full details with respect to coverage, exclusions, conditions and limitations refer to the policy wordings. While coverage may be quoted, once a policy is issued coverage is only applicable if shown on Declaration Page or Schedule of Coverage.

EQUIPMENT BREAKDOWN TECHADVANTAGE HIGHLIGHTS

OVERVIEW

Property policies typically exclude losses that Equipment Breakdown Insurance is designed to cover. Equipment Breakdown Coverage insures against losses (property damage and business interruption) resulting from 'accidents' (as defined in the wording) to various types of equipment such as pressure, mechanical, electrical and pressure equipment (called "objects" in the policy). Coverage also extends to electronic equipment for 'electronic circuitry impairment'. Coverage typically extends to production machinery unless specifically excluded.

FEATURES

Coverage is extended to pay for:

Property Damage: The cost to repair or replace damaged equipment or other covered property, including computers, due to a covered accident.

Business Income: The loss of business income due to an interruption caused by a covered accident from the date of loss until such equipment is repaired or replaced or could have been repaired or replaced plus additional time to allow your business to become fully operational.

Extra Expense: Additional costs (e.g., equipment rental) you incur after a covered loss to maintain normal operations.

Expediting Expenses: The cost of temporary repairs or to expedite permanent repairs to restore business operations.

Service Interruption: Business income and extra expense resulting from a breakdown of equipment owned by a supplier with whom the Insured has a contract to supply a service. If there is no contract, the equipment must be within 1000 metres of the location.

Data Restoration: The restoration of data that is lost or damaged due to a covered loss.

Demolition: Building demolition and rebuilding required by building laws.

Ordinance or law: The additional costs (other than demolition) to comply with building laws or codes.

Other Coverage: Spoilage, Hazardous Substances, Ammonia, Water damage, Professional Fees, Errors and Omissions, Newly Acquired Locations, Civil Authority or Denial of Access.

COVERAGE AUTOMATICALLY INCLUDES:

Microelectronics Coverage: Provides insurance when physical damage is not detectable or when firmware or software failure causes non-physical damage. Triggered when covered equipment suddenly stops functioning as it had been and that equipment or a part containing electronic circuitry must be replaced.

Cloud Computing – Service Interruption: Pays for business interruption and extra expense when your cloud computing service provider experiences an outage due to an equipment breakdown.

Cloud Computing – Data Restoration: Pays for data restoration for data lost when stored and managed by a cloud computing service provider that experiences an equipment breakdown.

Off Premises Transportable Objects: Extends coverage to transportable equipment anywhere in North America.

Anchor Location: (when business income coverage is purchased) expands Business Income coverage resulting from a covered accident at an anchor location that attracts customers to an insured location.

Environmental Efficiency and Green Coverage: Pays for upgrades to more energy efficient or environmentally friendly equipment.

Brands and Labels: Pays for the cost of removing labels or additional cost of stamping salvaged merchandise after a loss.

OTHER BENEFITS

Public Relations Coverage: (when business income coverage is purchased other than extra expense) pays for public relations assistance to help manage your reputation that may be damaged by business interruption or data loss.

Contingent Business Interruption: (when business income coverage is purchased other than extra expense) pays for Business Income resulting from a covered accident to property not owned, operated or controlled by the Insured.

OPTIONAL COVERAGE

The coverage is included only if specified limits of insurance are shown on the Schedule of Coverage. A quote may be available (a completed application may be required).

Data Compromise Coverage: Up to \$50,000 (Annual Aggregate) for an Insured affected by a data breach. When a data breach occurs involving personal identifying information (information not typically available to the public) coverage includes expenses you incur for:

- Legal Counsel: to determine how you should best respond to the breach.
- Forensic Services: to help assess the nature and extent of the compromise.
- Regulatory Notification: to provide notification to the Office of the Privacy Commissioner of Canada.
- Notification and Services to Affected Individuals: a packet of customer support information, access to a helpline, fraud alert for the affected individuals, identity restoration case management for victims of identity theft caused by the breach.
- Public Relations Services: to assist in restoring your reputation.

Identity Recovery Coverage: Up to \$15,000 (Annual Aggregate) for an Insured affected by identity theft. Coverage applies to an Insured that is a sole proprietor, a partner if the Insured is a partnership, a chief executive in a corporation or a senior ministerial employee for religious institutions. Coverage is provided for various additional and unexpected expenses an individual will sustain due to an identity theft such as: costs for credit reports, lost wages, costs for the supervision of children, elderly or infirm dependents.

ADDITIONAL INFORMATION

BI&I automatically provide inspection services for boilers and pressure vessels to satisfy the provincial inspection requirements on our behalf.

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OWNED AUTOMOBILE COVERAGE HIGHLIGHTS

OVERVIEW

We can provide mandatory automobile coverage for all licensed vehicles owned and/or leased by the Insured.

FEATURES

Third-Party Liability Coverage:

- Coverage is provided for Third Party Liability (bodily injury and property damage) protecting you if someone else is killed or injured, or their property is damaged. It will pay for claims as a result of lawsuits against you up to the limit of your coverage, and will pay the costs of settling the claims. Coverage is for licensed vehicles you own and/or leased vehicles.

Standard Statutory Accident Benefits Coverage:

- We automatically provide standard benefits if you are injured in an automobile accident, regardless of who caused the accident. Optional Increased Accident Benefits Coverage is available upon written request.

Optional Statutory Accident Benefits Coverage - Available upon request

- Including coverage for: Income Replacement; Caregiver, Housekeeping & Home Maintenance; Medical & Rehabilitation; Attendant Care; Enhanced Medical Rehabilitation & Attendant Care; Death & Funeral; Dependent Care; Indexation Benefit (Consumer Price Index) – Ontario

Direct Compensation Property Damage:

- Covers damage to your vehicle or its contents, and for loss of use of your vehicle or its contents, to the extent that another person was at fault for the accident as per statute.

Physical Damage Coverage:

- Various basis of settlement including: Replacement Cost, Valued Basis and Actual Cash Value. Refer to Automobile Replacement Cost Coverage Change Highlights page for details on Replacement Cost Coverage.

ADDITIONAL INFORMATION

Blanket Fleet Endorsement:

- Coverage is provided on a blanket basis under the 21B – Blanket Fleet Endorsement. Premium adjustment is done on renewal. Adjustment is made on a 50/50 or pro rata basis as specified in the endorsement. Mid-term endorsements are not processed on policies with this blanket cover.

Single Loss:

- If a single loss involves both the Automobile and Property Insurance policies, the Property policy deductible is waived only on any insured property attached to the automobile.

For a list of vehicles quoted, refer to Exhibit "B".

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Program Options Highlights of Coverage

Frank Cowan Company offers a Comprehensive Insurance Program to meet your needs.

In addition to "Your Insurance Coverage", enhancements to your coverage are available as outlined under the Program Options page.

Highlights of coverage follow providing a brief description of these options.

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CRIME COVERAGE OPTIONS

EXTORTION COVERAGE (THREATS TO PERSONS AND THREATS TO PROPERTY)

Coverage for both 'Threats to a Person' and 'Threats to Property' are sold together with a separate limit of insurance applying to each.

Threats to Person:

- Coverage responds when a threat is communicated to the Insured to do bodily harm to a director, officer or partner of the Insured (or a relative) when these persons are being held captive and the captivity has taken place within Canada or the U.S.A.

Threats to Property:

- Coverage responds when a threat is communicated to the Insured to do damage to the premises or to property of the Insured is located in Canada or the U.S.A.

PENSION OR EMPLOYEE BENEFIT PLAN COVERAGE

Coverage is for loss resulting directly from a dishonest or fraudulent act committed by a fiduciary (a person who holds a position of trust) in administering a pension or employee benefit plan. Coverage is provided whether the fiduciary is acting alone or in collusion with others. Fiduciary relationships may be created by statute however; individuals may also be deemed fiduciaries under common law.

RESIDENTIAL TRUST FUND COVERAGE (FOR SELECT CLASSES OF BUSINESS ONLY)

- Covers loss of property (money, securities or other property) belonging to a resident when it is held in trust by a residential facility. Coverage is for loss directly attributable to fraudulent act(s) committed by an employee of the facility whether the employee was acting alone or in collusion with others.
- A residential facility comprises a wide range of facilities and includes any residential facility operated for the purpose of supervisory, personal or nursing care for residents.
- Coverage stipulates that the 'resident' must be a person who is unable to care for themselves (this could be due to age, infirmity, mental or physical disability).
- When a resident is legally related to the operator of the residential facility, coverage is specifically excluded.

CREDIT CARD COVERAGE

Coverage is for loss from a third party altering or forging a written instruction in connection with a corporate credit card issued to an employee, officer or partner.

CLIENT COVERAGE (THIRD PARTY BOND)

Coverage is extended to provide for theft of a clients' property by an employee (or employees) of the Insured.

FRAUDULENTLY INDUCED TRANSFER COVERAGE

Coverage is provided when an Insured under the policy has been intentionally misled by someone claiming to be a vendor, client or another employee of the company and the Insured has transferred, paid or delivered money or securities to this third party.

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FRAUDULENTLY INDUCED TRANSFER ENDORSEMENT COVERAGE HIGHLIGHTS (SOCIAL ENGINEERING)

OVERVIEW

Fraud today has become much more sophisticated and complex with Fraudulently Induced Transfer Crimes (otherwise known as Social Engineering) trending in today's marketplace. In response to this trend we now offer a Fraudulently Induced Transfer Endorsement as part of our suite of Crime Coverage.

These types of crimes are usually a targeted approach where criminals are after something definite from the target, either money (usually in the form of a wire transfer) or information (such as a list of vendors, routing numbers, etc.). Often times communications are sent to an employee (most often via email, telephone or a combination of the two), which are doctored to appear as if they are sent by a senior officer of the company or by one of its customers or vendors. Essentially criminals prey on human and procedural vulnerabilities. The standard crime coverage does not respond to these types of losses as an employee of the organization has voluntarily parted with the money or securities and would be considered an active participant in the loss.

Example 1

Instructions to an employee supposedly coming from a vendor or customer are often accomplished by informing the employee that they have changed banks and require the company to use the new banking information for future payments.

Example 2

Instructions to an employee supposedly coming from an internal source (e.g. senior staff) to bypass in-house safeguards and redundancies, criminals apply pressure by imposing a time constraint, demanding secrecy or simply flattering the ego of the target by including him or her "in" on an important business transaction.

Fraudulently Induced Transfer coverage is an optional endorsement that may be purchased. Coverage is subject to a satisfactory supplementary application being completed.

FRAUDULENTLY INDUCED TRANSFER LOSSES, CYBER LOSSES AND CURRENT CRIME POLICIES

Even though this fraud often involves emails and wire transfers, cyber policies are not designed to cover them:

- Cyber policies cover losses that result from unauthorized data breaches or system failures. Fraudulently Induced Transfer actually depends on these systems working correctly in order to communicate with an organization's employees and transfer information or funds.
- Crime policies cover losses that result from theft, fraud or deception. As the underlying cause of a loss is 'fraud', a company would claim a loss under its crime policy rather than its cyber policy. Without this endorsement, coverage would be denied under a crime policy due to the Voluntary Parting Exclusion.

FRAUDULENTLY INDUCED TRANSFER ENDORSEMENT FEATURES

- Coverage is provided when an Insured under the policy has been intentionally misled by someone claiming to be a vendor, client or another employee of the company and the Insured (employee) has transferred, paid or delivered money or securities to this third party.
- Fraudulently Induced Transfer is defined as: The intentional misleading of an employee, through misrepresentation of a material fact which is relied upon by an employee, believing it to be genuine to voluntarily transfer funds or valuable information to an unintended third party.

LIMITS AND DEDUCTIBLE

The Fraudulently Induced Transfer Endorsement is subject to:

- Separate Limits of Insurance (both an Occurrence and Aggregate);
- A separate deductible;
- Limits ranging from \$10,000 - \$100,000.

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CRITICAL ILLNESS COVERAGE HIGHLIGHTS

FEATURES

- \$10,000 Coverage (each applicant).
- Coverage up to 75 years of age.
- No Deductible.
- No Medical Examination Required (one page application only).

CRITICAL ILLNESSES COVERED

- | | |
|--|---------------------------|
| • Heart Attack (Myocardial Infarction) | • Heart Valve Replacement |
| • Coronary Artery Bypass Surgery | • Benign Brain Tumor |
| • Stroke | • Alzheimer's disease |
| • Cancer | • Third Degree Burns |
| • Kidney Failure | • Coma |
| • Major Organ Transplant | • Blindness |
| • Multiple Sclerosis | • Deafness |
| • Paralysis | • Loss of Speech |
| • Aorta Graft Surgery | • Motor Neuron Disease |
| • Parkinson's disease | |

EXCLUSIONS TYPICAL TO CRITICAL ILLNESS POLICIES

- War or while in the armed forces.
- Suicide, attempted suicide or self-inflicted injuries.
- AIDS (Acquired Immune Deficiency Syndrome) and/or infection with HIV (Human immunodeficiency virus).
- Extreme Sports (e.g. scuba diving, parachuting, hang gliding, rodeo events).
- Negligence or non-compliance in seeking and/or following reasonable medical treatment.
- While under the influence of alcohol or drugs.
- Illnesses as a result of pregnancy.

POLICY LIMITATIONS

- Coverage for pre-existing conditions expressly excluded.
- Critical Illness benefit is only payable once, regardless of the number of critical illnesses and Insured claims.
- When a Critical Illness benefit is paid to an Insured Person, they are no longer insurable and coverage ceases.

*** Coverage is subject to a satisfactory application and underwriting approval for each Applicant.**

ADDITIONAL INFORMATION

- Coverage is only available when Board Members' Accidental Death and Dismemberment Coverage is purchased.

APPLICANT APPROVAL

- Coverage is subject to a satisfactory application and underwriting approval for each Applicant.

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REMOTELY PILOTED AIRCRAFT SYSTEMS (UAV) COVERAGE HIGHLIGHTS

OVERVIEW

Transport Canada is responsible for regulating UAV's. Their terminology for UAV's (Unmanned Aerial Vehicles) has changed and these are now considered to be Remotely Piloted Aircraft Systems (RPAS) rather than UAV's (Unmanned Aerial Vehicles). Regulations regarding operator licensing has also changed. Liability or property policies can be enhanced with endorsements to cover Remotely Piloted Aircraft Systems (RPAS) or UAV's. Coverage may be available when operators are in compliance with current regulations. Coverage offered is intended to close the gap in liability and property insurance because of aviation exclusions.

PROPERTY COVERAGE

Property: (Optional Coverage)

- All Risk Coverage for the Remotely Piloted Aircraft Systems (RPAS) including all permanently attached equipment and Ground or Operating Equipment (including any detachable equipment such as cameras etc).
- Coverage includes electrical and mechanical breakdown.
- Basis of settlement options include: Replacement Cost, Valued Amount or Actual Cash Value.

In addition to the standard exclusions within the Property All Risk Wording, the following exclusions also apply:

- Those used for military purposes, personal or recreational use.
- Those being rented to, leased to or lent to others.
- Mysterious disappearance after commencement of a flight unless Remotely Piloted Aircraft Systems - RPAS (UAV) remains unrecovered for 30 days.
- If they are not in compliance with the manufacturer's specifications (e.g. the weight payload) is exceeded, when operated in wind at a higher speed than recommended etc.).
- Remotely Piloted Aircraft Systems - RPAS (UAV's) must not exceed 500 meters in altitude or the range of 1km from the operator.
- Hijacking or unauthorized control of the Remotely Piloted Aircraft Systems -RPAS (UAV) or Equipment.
- Failure to comply with any statute, permit, rule, regulation or any requirement for qualification to operate the Remotely Piloted Aircraft Systems - RPAS (UAV) or the equipment.
- Criminal or dishonest acts, infidelity of employees, or theft from an unlocked vehicle.
- Coverage is limited to Canada only.

LIABILITY COVERAGE

- While Transport Canada mandates a minimum amount of insurance (\$100,000), coverage will follow the liability limit up to \$15,000,000. Higher limits may be available.
- We will extend liability to Remotely Piloted Aircraft Systems (RPAS).
- Having a range of up to a maximum of 1km from the operator.
- With an altitude of 500 metres or less.
- Operators meeting all Transport Canada regulations.
- Not being used for military purposes, personal or recreational use.
- Coverage is limited to Canada only.

IMPORTANT INFORMATION

While our endorsements are primarily designed to offer coverage for Remotely Piloted Aircraft Systems - RPAS (UAV's) 25kg or less, we may be able to offer coverage for those falling outside of these parameters through our general aviation market.

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ACTIVE ASSAILANT AND ASSOCIATED COVERAGE

Frank Cowan Company has partnered with XL Catlin, a market leader in writing Terrorism Risk, to offer a suite of Terrorism and Associated Coverages. **You have the option to select one or any combination of the following coverages:**

ACTIVE ASSAILANT EVENT INSURANCE	CHEMICAL, BIOLOGICAL, RADIOLOGICAL AND NUCLEAR (CBRN) INSURANCE
<p>An Active Assailant Event is a premeditated malicious physical attack, by an Active Assailant (who is physically present) armed with a hand-held weapon that causes direct physical loss and/or bodily injury or death. Coverage responds when three (3) or more persons that are physically present during the attack are affected.</p> <p>The solution is designed to help organizations with the financial impacts of Active Assailant Events. Coverage can be triggered by property damage or bodily injury. Additional special coverage for:</p> <ul style="list-style-type: none"> • Public Relations Expenses • Relocation Expenses (for the Insured or Employee of the Insured) • Counselling Expenses (for the Insured and Family Members) • Medical Expenses • Job Retraining Expenses (for Employees) • Employee Recruitment Expenses (for the Insured) • Security Expenses (expenses for a security consultant) <p>Maximum Limits: \$10,000,000 any one occurrence and in the aggregate</p>	<p>The use of Chemical, Biological, Radiological And Nuclear (CBRN) weapons is a growing concern worldwide. Deployment of these weapons would have a devastating impact, potentially causing damage and interruption to businesses located a significant distance away from the CBRN release. These exposures are excluded under the standard property policies.</p> <p>Our product is triggered by property damage or contamination resulting from the release of CBRN material with malicious intent This insurance covers Physical Loss or Damage (including Demolition, Decontamination and Prohibition of Access Orders, Blast Damage) and Business interruption</p> <p>Maximum Limits: \$25,000,000 any one occurrence and in the aggregate</p>
TERRORISM PROPERTY INSURANCE	TERRORISM LIABILITY INSURANCE
<p>Terrorism perils are dynamic in nature, the causes are sometimes unclear but the impact is significant. The risk is evolving, with a diverse range of groups; both foreign and home-grown, capable of launching terrorist attacks. The nature of such perils means they are board-level issues, and must be on any corporate risk register. Our policies cover physical damage to property, business interruption and extra expenses following property damage.</p> <p>This product offers protection from potentially devastating losses, both domestic and abroad that can result from either an act of Terrorism or an Act of Sabotage.</p> <p>Coverage is very broad and uniquely tailored. This policy provides Physical Loss or Damage and Business Interruption caused by Acts of Terrorism or Acts or Sabotage.</p> <p>Maximum Limits: \$50,000,000 any one occurrence and in the aggregate</p>	<p>Terrorism Liability Insurance provides coverage for financial costs against claims for damages by third parties who are injured in a terrorist attack. Coverage also extends to third party property damage. This is key because these exposures are usually excluded under liability policies.</p> <p>An Act of Terrorism is defined as an act committed for political, religious or ideological purposes including the intention to influence any government and/or to put the public in fear for such purposes.</p> <p>Maximum Limits: \$25,000,000 any one occurrence and in the aggregate</p>

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CYBER RISK INSURANCE COVERAGE HIGHLIGHTS

OVERVIEW

Cyber, network and data exposures impact all companies. We offer comprehensive Cyber Risk Insurance Coverage to protect an Insured against the cost of data breaches, fines, penalties and costs involved in restoring the organization's reputation.

Our product provides all-inclusive limits available up to \$1,000,000 for our standard coverages, with higher limits and optional coverage available.

COVERAGE

Security and Privacy Liability

- Provides Coverage for an Insured failure to protect private or confidential information and associated legal liability

Multimedia and Intellectual Property Liability

- Provides coverage for an insured's liability arising from and advertising and intellectual property risk

Technology Services

- Covers any actual or alleged breach of duty, error or omission in the rendering of technology services

Network Interruption and Recovery

- Provides coverage for a company's own losses and rectification costs from network interruption or following a security breach.

Event Support Expenses

- Provides coverage for the costs of averting or mitigating public relations damage following a network event, including notification and the offering of a credit monitoring service to individuals whose personal information may have been compromised

Privacy and Regulator Defense and Penalties

- Provides coverage for an organization defending itself in the event of a regulatory action following a privacy breach or breach of privacy regulations.

Network Extortion

- Provides coverage to pay for an extortion threat against the insureds network.

Electronic Theft, Computer Fraud & Telecommunications Fraud

- Provides coverage for loss of an insureds money or asset arising from network security breach following a security breach.

Social Engineering Fraud

- Provides coverage for loss of money or asset arising from phishing or other electronic scams

Reputational Damage

- Provides coverage for business income loss arising from loss of a services contract or reduction in brand value following a network event.

LIMITS AND DEDUCTIBLES

Limits

- The size and scope of your operation impacts the limit you select. Options range from \$100,000 to \$5,000,000
- Pays up to the Limit of Insurance for each coverage specified, subject to an Aggregate Limit.

Retention

- This policy uses a retention limit which may apply to each coverage.
- The default retention for Business Interruption is 8 hours.

CLAIMS SERVICE

We have partnered with a broad range of expert firms to provide our policyholders both proactive and post-breach services to help minimize the occurrence of a data breach and provide expert assistance if one occurs.

The moment you become aware of a cyber incident that may give rise to a claim or potential claim you have access to a Incident Hotline which is available 24/7.

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EXHIBIT "A"

Estimate of Values

The information contained herein is confidential, commercial, financial, scientific and/or technical information that is proprietary to Frank Cowan Company and cannot be disclosed to others. Any such disclosure could reasonably be expected to result in significant prejudice to the competitive position of Frank Cowan Company, significant interference with its competitive position and/or cause it undue loss.

Scheduled Items

Item Description	Coverage	Deductible	Basis of Settlement	(\$) Limit of Insurance
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3267 HIGHWAY 79

22	PARADE USE - ANTIQUE 1941 FORD FIRE TRUCK	All Risk	5,000	Actual Cash Value	10,000
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EXHIBIT "A"
BUILDINGS AND STRUCTURES
01/01/2021

ESTIMATE OF VALUESARENA

24	*	ARENA AND COMMUNITY HALL- INCLUDING OUTSIDE 30 KW GENERATOR, 3310 WALNUT STREET, ALVINSTON, N0N 1A0	7,138,000
25	*	POLE STORAGE BUILDING, 3310 WALNUT STREET, ALVINSTON, N0N 1A0	51,000
26	*	FUEL CENTRE, 3310 WALNUT STREET, ALVINSTON, N0N 1A0	10,000
29	*	WASHROOM AND SNACK BAR, 3310 WALNUT STREET, ALVINSTON, N0N 1A0	126,000
31	*	STORAGE , 3310 WALNUT STREET, ALVINSTON, N0N 1A0	9,000
32	*	DOG SHED, 3310 WALNUT STREET, ALVINSTON, N0N 1A0	4,500

CEMETERY

8		CEMETERY STORAGE #1, 2879 CAMERON ROAD, ALVINSTON, N0N 1A0	28,800
9		CEMETERY STORAGE #2, 2879 CAMERON ROAD, ALVINSTON, N0N 1A0	13,000

FIRE

18		FIRE HALL, 3267 HIGHWAY 79, ALVINSTON, N0N 1A0	457,400
19		STORAGE , 3267 HIGHWAY 79, ALVINSTON, N0N 1A0	21,700

GENERAL

1		MUNICIPAL OFFICE, POST OFFICE AND HALL, 3236 RIVER STREET, ALVINSTON, N0N 1A0	2,671,400
5		GAZEBO, 3236 RIVER STREET, ALVINSTON, N0N 1A0	11,000
6		PLAYGROUND EQUIPMENT, 3236 RIVER STREET, ALVINSTON, N0N 1A0	5,800
7		ILLUMINATED WELCOME SIGN (\$63,600), 3328 NAUVOO ROAD, ALVINSTON, N0N 1A0	0
15		CENOTAPH (\$73,100), 3251 RIVER STREET, ALVINSTON, N0N 1A0	0
17		GAZEBO, 6505 JAMES STREET, INWOOD, N0M 1T0	10,300

PROPRIETARY DATA : USE OR DISCLOSURE OF THE INFORMATION IN THIS DOCUMENT IS SUBJECT
TO THE RESTRICTIONS ON THE TITLE PAGE

EXHIBIT "A"
BUILDINGS AND STRUCTURES
01/01/2021

ESTIMATE OF VALUES

85	RENTAL INCOME - ALL PROPERTIES	500,000 LIM REP
<u>LIBRARY</u>		
14	LIBRARY, 3251 RIVER STREET, ALVINSTON, N0N 1A0	621,800
16	LIBRARY, 6504 JAMES STREET, INWOOD, N0N 1K0	108,400
<u>PARKS/REC</u>		
34 *	BASEBALL DUGOUTS, 3310 WALNUT STREET, ALVINSTON, N0N 1A0	26,500
35 *	SKATE PARK, 3310 WALNUT STREET, ALVINSTON, N0N 1A0	84,500
36 *	FLOODLIGHTING, 3310 WALNUT STREET, ALVINSTON, N0N 1A0	160,600
37 *	PLAYGROUND EQUIPMENT, 3310 WALNUT STREET, ALVINSTON, N0N 1A0	50,200
38 *	RECREATIONAL FENCING, 3310 WALNUT STREET, ALVINSTON, N0N 1A0	85,000
39 *	SPECTATOR BLEACHERS, 3310 WALNUT STREET, ALVINSTON, N0N 1A0	64,000
45	WASHROOMS AND SNACK BAR, 6482 WEIDMAN LINE, INWOOD, N0N 1K0	62,100
46	PICNIC SHELTER, 6482 WEIDMAN LINE, INWOOD, N0N 1K0	38,800
47	STORAGE , 6482 WEIDMAN LINE, INWOOD, N0N 1K0	6,200
48	SKATE PARK, 6482 WEIDMAN LINE, INWOOD, N0N 1K0	16,200
49	FLOODLIGHTING, 6482 WEIDMAN LINE, INWOOD, N0N 1K0	40,100
50	PLAYGROUND EQUIPMENT, 6482 WEIDMAN LINE, INWOOD, N0N 1K0	32,400
51	RECREATIONAL FENCING, 6482 WEIDMAN LINE, INWOOD, N0N 1K0	51,700
52	SPECTATOR BLEACHERS, 6482 WEIDMAN LINE, INWOOD, N0N 1K0	9,400

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EXHIBIT "A"
BUILDINGS AND STRUCTURES
01/01/2021

ESTIMATE OF VALUESROADS

53	ROADS OFFICE & GARAGE, 7954 BROOKE LINE, ALVINSTON, N0N 1A0	1,135,000
56	SAND & SALT SHED, 7954 BROOKE LINE, ALVINSTON, N0N 1A0	281,400
66	STORAGE, SOUTH MILL STREET, ALVINSTON, N0N 1A0	48,900
67	ROADS OFFICE AND GARAGE, 3123 NAUVOO ROAD, ALVINSTON, N0N 1A0	439,400
69	SAND SHED # 1, 3123 NAUVOO ROAD, ALVINSTON, N0N 1A0	88,000
70	SAND SHED # 2, 3123 NAUVOO ROAD, ALVINSTON, N0N 1A0	88,000

SEWAGE

78	SEWAGE TREATMENT PLANT, 3084 RIVER STREET, ALVINSTON, N0N 1A0	4,777,200
80	SEWAGE PUMP STATION #1, RAILROAD STREET, ALVINSTON, N0N 1A0	238,400
81	GENERATOR, 3332 RIVER STREET, ALVINSTON, N0N 1A0	25,000
82	SEWAGE PUMP STATION #2, 3332 RIVER STREET, ALVINSTON, N0N 1A0	382,700
83	INWOOD SEWAGE PUMP STATION (INCLUDING FENCING), 6479 HOLMES STREET, INWOOD, N0N 1K0	382,700
84	GENERATOR, 6479 HOLMES STREET, INWOOD, N0N 1K0	25,000

WATER

73 *	WATER TREATMENT PLANT INCLUDING 60 KW GENERATOR, 3188 CHURCH STREET, ALVINSTON, N0N 1A0	3,161,200
76	WATER METER CHAMBER, CHURCHILL LINE AND WALNUT ROAD, ALVINSTON, N0N 1A0	164,500
77	WATER TOWER, LORNE STREET AND HENRY STREET, ALVINSTON, N0N 1A0	1,480,100

TOTALS:

<u>BLANKET</u>	<u>SPECIFIED</u>
24,733,300	500,000

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EXHIBIT "A"
OTHER PROPERTY (Excluding Buildings)
01/01/2021

ESTIMATE OF VALUES

86	MEDIA	500,000
<u>ARENA</u>		
27	CONTENTS AND EQUIPMENT INCLUDING COMPUTER EQUIPMENT - ARENA, 3310 WALNUT STREET, ALVINSTON, N0N 1A0	211,400
28	2014 OLYMPIA RESURFACER RM140729060, 3310 WALNUT STREET, ALVINSTON, N0N 1A0	81,000
30	CONTENTS - WASHROOM AND SNACK BAR, 3310 WALNUT STREET, ALVINSTON, N0N 1A0	5,000
33	MASSEY FERGUSON UTILITY TRACTOR MF1635 JXE44304, 3310 WALNUT STREET, ALVINSTON, N0N 1A0	26,800
<u>CEMETERY</u>		
10	CEMETERY MISCELLANEOUS TOOLS/EQUIPMENT/MATERIAL/SUPPLIES, 2879 CAMERON ROAD, ALVINSTON, N0N 1A0	10,800
11	2016 KUBOTAF2690 MOWER INCLUDING RCK60 DISCHARGE 10102, 2879 CAMERON ROAD, ALVINSTON, N0N 1A0	26,400
12	TWO (2) PUSH MOWERS, 2879 CAMERON ROAD, ALVINSTON, N0N 1A0	6,600
13	2020 JOHN DEERE 2032 TRACTOR, LOADER AND MOWER, SERIAL NO. ILV2032RHLL19385, 2879 CAMERON ROAD, ALVINSTON, N0N 1A0	30,000
<u>FIRE</u>		
20	FIRE HALL CONTENTS AND EQUIPMENT, 3267 HIGHWAY 79, ALVINSTON, N0N 1A0	245,400
21	COMMUNICATION RECEIVING AND TRANSMITTING EQUIPMENT, 3267 HIGHWAY 79, ALVINSTON, N0N 1A0	46,200
22	PARADE USE - ANTIQUE 1941 FORD FIRE TRUCK , 3267 HIGHWAY 79, ALVINSTON, N0N 1A0	10,000 SPE ACV
23	WHEEL MOUNTED GENERATOR 25KVA INCL ATTACHMENTS, 3267 HIGHWAY 79, ALVINSTON, N0N 1A0	26,600

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EXHIBIT "A"

OTHER PROPERTY (Excluding Buildings)

01/01/2021

ESTIMATE OF VALUESGENERAL

2	CONTENTS - MUNICIPAL OFFICES AND HALL, 3236 RIVER STREET, ALVINSTON, N0N 1A0	100,000
3	OFFICE EQUIPMENT UNDER LEASE NO. 379187-235623 , 3236 RIVER STREET, ALVINSTON, N0N 1A0	13,300
4	LEASED POST OFFICE CONTENTS & EQUIPMENT, 3236 RIVER STREET, ALVINSTON, N0N 1A0	50,000

ROADS

40	1993 CATERPILLAR 14G GRADER, 96U09118, 3310 WALNUT STREET, ALVINSTON, N0N 1A0	290,200
41	MISCELLANEOUS TOOLS, EQUIPMENT, MATERIALS AND SUPPLIES, 3310 WALNUT STREET, ALVINSTON, N0N 1A0	17,300
42	2003 BUSH HOG 3710 MOWER, 12-00123, 3310 WALNUT STREET, ALVINSTON, N0N 1A0	16,700
43	PORTABLE KODIAK SGB 5500HX GENERATOR , 3310 WALNUT STREET, ALVINSTON, N0N 1A0	2,800
44	2016 JOHN DEERE 6430 TRACTOR IL06430GTCG727501, 3310 WALNUT STREET, ALVINSTON, N0N 1A0	110,000
54	CONTENTS - ROADS OFFICE & GARAGE, 7954 BROOKE LINE, ALVINSTON, N0N 1A0	30,500
55	COMPUTERS - ROADS OFFICE & GARAGE, 7954 BROOKE LINE, ALVINSTON, N0N 1A0	10,000
57	1978 MASSEY FERGUSON TRACTOR F-E 300A LOADER, 9A301575, 7954 BROOKE LINE, ALVINSTON, N0N 1A0	15,200
58	1998 CATERPILLAR 140H GRADER AND ATTACHMENT, K03309, 7954 BROOKE LINE, ALVINSTON, N0N 1A0	300,400
59	COMMUNICATION TOWER INCLUDING RECEIVING AND TRANSMITTING EQUIPMENT, 7954 BROOKE LINE, ALVINSTON, N0N 1A0	36,500
60	MISCELLANEOUS TOOLS, EQUIPMENT, MATERIALS AND SUPPLIES, 7954 BROOKE LINE, ALVINSTON, N0N 1A0	70,100
61	SANDING AND SNOW PLOWING EQUIPMENT, 7954 BROOKE LINE, ALVINSTON, N0N 1A0	25,000

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REF:08845

18/11/2020

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QUOTE ID: 399416
Page 214 of 248

EXHIBIT "A"
OTHER PROPERTY (Excluding Buildings)
01/01/2021

ESTIMATE OF VALUES

62	SWEeper BROOM, 7954 BROOKE LINE, ALVINSTON, N0N 1A0	2,700
63	2015 BUSH HOG 13810 12-00017, 7954 BROOKE LINE, ALVINSTON, N0N 1A0	15,255
64	PACKER , 7954 BROOKE LINE, ALVINSTON, N0N 1A0	5,000
65	JOHN DEERE / PORTABLE STAMFORD DIESEL GENERATOR, 003-166, 7954 BROOKE LINE, ALVINSTON, N0N 1A0	21,400
68	2015 CASE SSGN58WREFC723547, 3123 NAUVOO ROAD, ALVINSTON, N0N 1A0	121,100
71	2019 KUBOTA ZD1211, 3123 NAUVOO ROAD, ALVINSTON, N0N 1A0	16,200
72	PORTABLE SALT SHED	1,400

SEWAGE

79	CONTENTS AND EQUIPMENT - SEWAGE TREATMENT PLANT, 3084 RIVER STREET, ALVINSTON, N0N 1A0	50,000
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WATER

74	CONTENTS AND EQUIPMENT - WATER TREATMENT PLANT, 3188 CHURCH STREET, ALVINSTON, N0N 1A0	50,000
75	COMMUNICATIONS EQUIPMENT, 3188 CHURCH STREET, ALVINSTON, N0N 1A0	10,000

TOTALS:	<u>BLANKET</u>	<u>SPECIFIED</u>
	2,597,255	10,000

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TO THE RESTRICTIONS ON THE TITLE PAGE

Property Additional Interest(s)

LOSS PAYEE(S):

CANADA POST

With respect to Equipment and Lease Agreement at 3236 River St. Alvinston, ON.

Certificate

ADMINISTRATION SHOULD CAREFULLY EXAMINE THIS SCHEDULE TO DETERMINE ACCURATE INFORMATION. ANY CHANGES OR DISCREPANCIES SHOULD BE REPORTED TO US.

POLICY EFF: 01/01/2021

MODIFIED: 18/11/2020

RISK NO: 08845

QUOTE: 399416

Liability Additional Insured(s)

1. LAMBTON KENT DISTRICT SCHOOL BOARD AND ST. CLAIR CATHOLIC DISTRICT SCHOOL BOARD, but only with respect to Facility Use by the Named Insured for Activities/Events held throughout the Policy Term.
2. CORPORATION OF THE TOWNSHIP OF DAWN-EUPHEMIA AND CORPORATION OF THE MUNICIPALITY OF SOUTHWEST MIDDLESEX, but only with respect to the operations of the Brooke-Alvinston Fire Department
3. HYDRO ONE NETWORKS INC., but only with respect to their Agreement with the Named Insured
4. THE ASSOCIATION OF MUNICIPALITIES OF ONTARIO & HER MAJESTY THE QUEEN IN RIGHT OF CANADA AS REPRESENTED BY THE MINISTER OF STATE (INFRASTRUCTURE & COMMUNITIES), but only with respect to their municipal funding agreement with the Named Insured through the transfer of Federal Gas Tax Revenues
5. HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO AS REPRESENTED BY THE MINISTER OF AGRICULTURE, FOOD AND RURAL AFFAIRS, but only with respect to liability arising out of the risk of the Named Insured and in respect of "Letter of Agreement" OSTAR Infrastructure Initiative
6. HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO AS REPRESENTED BY THE DEPUTY PREMIER AND MINISTER OF ENERGY AND INFRASTRUCTURE, AND THE MINISTER OF AGRICULTURE, FOOD AND RURAL AFFAIRS (OMAFRA), but only with respect to their Funding Agreement under the Building Canada Fund - Communities Component
7. HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO AS REPRESENTED BY THE MINISTER OF ENERGY AND INFRASTRUCTURE AND THE MINISTER OF HEALTH PROMOTION, but only with respect to their Contribution Agreement with the Named Insured under the Recreational Infrastructure Canada Program in Ontario - Project Nos. R1539 and R1540
8. THE CORPORATION OF THE TOWNSHIP OF DAWN-EUPHEMIA, THE CORPORATION OF THE MUNICIPALITY OF SOUTHWEST MIDDLESEX AND THE CORPORATION OF THE TOWNSHIP OF ENNISKILLEN, but only with respect to their agreement with the Named Insured for Joint Fire Assistance Program
9. HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO, AS REPRESENTED BY THE MINISTER OF INFRASTRUCTURE, AND ONTARIO INFRASTRUCTURE AND LANDS CORPORATION AND HYDRO ONE NETWORKS INC.,
but only with respect to their Land Use Licence Agreement with the Named Insured for Public Recreational Purposes for:
-Part of Lot 19 Concession 5, in the former Township of Brooke, Municipality of Brooke-Alvinston, County of Lambton, ON
10. HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO AND HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO AS REPRESENTED BY THE MINISTRY OF AGRICULTURE, FOOD AND RURAL AFFAIRS
But only with respect to their Ontario's Main Street Revitalization Initiative Funding Agreement with the Named Insured
11. WANSTEAD FARMERS CO-OP, but only with respect to their Lease Agreement with the Named Insured for the lease of a portion of the premises at 6505 James Street, Inwood, ON
12. HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO AND HER MAJESTY THE QUEEN IN RIGHT OF CANADA, THEIR RESPECTIVE MINISTERS, OFFICERS, SERVANTS, AGENTS, APPOINTEES AND EMPLOYEES, with respect to the Transfer Payment Agreement with the Named Insured for the Investing in Canada Infrastructure Program (ICIP) Rural and Northern Stream. Case No. 2019-03-1-1296905087

EXHIBIT 'B'

AUTOMOBILE FLEET SCHEDULE

FIRE DEPT

1	99	FREIGHTLINER FIRE PUMPER	927406	
2	41	FORD FIRE TRUCK	21801	NO PHYSICAL DAMAGE
3	99	LISTER GENERATOR/ TRAILER	V8A079	
4	00	GMC PUMPER	511581	
5	03	FREIGHTLINER RESCUE VAN	L84651	
6	03	GM TANKER PUMP TRUCK	512139	
7	11	FREIGHTLINER PUMPER	AY5923	
8	12	INT. FIRE TRUCK	608334	
9	16	INTERNATIONAL 4400 FIRE TRUCK	068640	
10	15	FREIGHTLINER	GS7681	

WORKS DEPT

11	12	INTERNATIONAL PLOW	588839
12	07	STERLING PLOW	V87462
13	11	CHEV SILVERADO	225103
14	18	WESTERN STAR PLOW	JL9926
15	17	FORD F250	E39535
16	16	CAR HAULER- LOAD- TRAIL TRAILER	095551
17	19	FORD F150	E71952

ADMINISTRATION SHOULD CAREFULLY EXAMINE THIS SCHEDULE TO DETERMINE ACCURATE INFORMATION. ANY CHANGES OR DISCREPANCIES SHOULD BE REPORTED TO US.



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Year-to-Date (to December 31) Budget to Actual Comparisons
Meeting: Council - 14 Jan 2021
Department: Treasury
Staff Contact: Stephen Ikert, Treasurer

Recommendation:

That Council receive and file Year-to-date (to December 31) Budget to Actual Comparisons and authorize that Reserve withdrawals that were budgeted and approved but not needed for 2020 be returned to Reserves for use in 2021 budgeting.

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.

Comments:

The year-to-date budget to actual results to December 31, 2020 are attached. Council is encouraged to review the year-to-date results. The Year-to-date actual/projections are preliminary as there are still 2020 expenditures to be booked. Some highlights of the variance analysis are:

- Revenues:
 - Room and Ice rental revenue is lower than budgeted due to ongoing and tightened Covid-19 restrictions.
 - General Government expenditures are lower than budgeted due to:
 - lower than anticipated Council wages.
 - lower conference, education/training, travel, etc. expenditures and deferral of some potential capital expenditures.
 - Protection Services expenditures are generally lower than budgeted due to:
 - reduced overall fire costs due to fewer calls, etc. because of the pandemic.
 - the faze out of the Inwood station.
 - the Efficiency Study cost being lower than quoted.
 - however, legal costs for NFP proceedings and property standards charges were higher than budgeted.
 - Transportation Services operating expenditures are underbudget due to general savings and lower than expected winter maintenance costs.
 - Transportation Services Capital Expenditures are under budget because the new grader did not get delivered in 2020 and a couple of capital projects (new overhead doors and

salt shed rehabilitation were not completed as budgeted). These capital items will be moved to 2021.

- Recreation and Cultural expenditures are underbudget due to:
 - no Canada Day
 - BAICCC cost savings due to low/no operations for part to year, due to pandemic.
 - some capital work that was budgeted for not being completed.
- Reserves for approved 2020 capital and operating expenditures that are delayed will be left in reserves for use in 2021.

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 the appropriate department head.

Financial Considerations:

The reintroduced and ongoing Covid-19 restrictions will likely continue to negatively affect revenues throughout 2021

ATTACHMENTS:

[2020-Brooke-Alvinston-Budget -To Actual Reporting - to Dec 31](#)

MUNICIPALITY OF BROOKE-ALVINSTON

2020 Budget to Actual Comparison

To December 31, 2020

ALL DEPARTMENTS

EXPENDITURES

GENERAL GOVERNMENT

	2020 Total Budget	2020 YTD Projected	YTD Under / (Over)	!	2020 Total Budget	2020 YTD Projected	YTD Under / (Over)	!	2020 Total Budget	2020 YTD Projected	YTD Under / (Over)	!	% of Total budget Used
	(1)	(3)	(4)		(5)	(7)	(8)		(9)	(11)	(12)		(13)
1 COUNCIL	55,160	39,567	15,593				-		55,160	39,567	15,593		71.7%
2 COUNCIL SUPPORT	170,250	163,646	6,604				-		170,250	163,646	6,604		96.1%
3 ADMINISTRATION	325,123	311,264	13,859		38,000	28,660	9,340		363,123	339,924	23,199		93.6%
	550,533	514,477	36,056		38,000	28,660	9,340		588,533	543,137	45,396		92.3%

PROTECTION SERVICES

4 FIRE - ALVINSTON	210,124	196,464	13,660		32,000	20,104	11,896		242,124	216,568	25,556		89.4%
5 FIRE - INWOOD	103,575	82,282	21,293		15,500	8,672	6,829		119,075	90,953	28,122		76.4%
6 FIRE - WATFORD	4,627	3,946	681				-		4,627	3,946	681		85.3%
7 FIRE CHIEF & INSPECTOR	82,549	57,171	25,378				-		82,549	57,171	25,378		69.3%
8 POLICE	408,226	408,226	(0)				-		408,226	408,226	(0)		100.0%
9 CONSERVATION AUTHORITY	23,191	18,662	4,529				-		23,191	18,662	4,529		80.5%
10 INSPECTIONS & CONTROL	47,825	85,776	(37,951)				-		47,825	85,776	(37,951)		179.4%
11 EMERGENCY MEASURES	4,100	6,006	(1,906)				-		4,100	6,006	(1,906)		146.5%
	884,217	858,532	25,685		47,500	28,776	18,725		931,717	887,308	44,409		95.2%

TRANSPORTATION SERVICES

12 ROADS - MATERIALS & SERVICES	634,250	645,186	(10,936)		1,126,000	1,008,698	117,302		1,760,250	1,653,884	106,366		94.0%
13 PUBLIC WORKS OVERHEAD	581,009	551,693	29,316				-		581,009	551,693	29,316		95.0%
14 VEHICLES & EQUIP	154,100	135,146	18,954		375,000	-	375,000		529,100	135,146	393,954		25.5%
15 SNOW REMOVAL	35,000	25,904	9,096				-		35,000	25,904	9,096		74.0%
16 STREET LIGHTS - ALVINSTON	14,500	10,610	3,890				-		14,500	10,610	3,890		73.2%
17 STREET LIGHTS - INWOOD	6,750	5,794	956				-		6,750	5,794	956		85.8%
	1,425,609	1,374,333	51,276		1,501,000	1,008,698	492,302		2,926,609	2,383,031	543,578		81.4%

ENVIRONMENTAL

18 STORM SEWER	68,252	68,252	-				-		68,252	68,252	-		100.0%
19 WASTE COLLECTION/DISPOSAL	81,537	82,801	(1,264)				-		81,537	82,801	(1,264)		101.6%
20 RECYCLING	77,999	77,999	0				-		77,999	77,999	0		100.0%
	227,788	229,053	(1,264)		-	-	-		227,788	229,053	(1,264)		100.6%

HEALTH

21 HOSPITAL/CEMETERIES - DONATIONS	850	750	100				-		850	750	100		88.2%
22 CEMETERY OPERATIONS	85,393	-	85,393		-	-	-		85,393	-	85,393		0.0%
	86,243	750	85,493		-	-	-		86,243	750	85,493		0.9%

MUNICIPALITY OF BROOKE-ALVINSTON

2020 Budget to Actual Comparison

To December 31, 2020

RECREATION AND CULTURAL

		2020 Total Budget	2020 YTD Projected	YTD Under / (Over)	!	2020 Total Budget	2020 YTD Projected	YTD Under / (Over)	!	2020 Total Budget	2020 YTD Projected	YTD Under / (Over)	!	% of Toal budget Used
		(1)	(3)	(4)		(5)	(7)	(8)		(9)	(11)	(12)		(13)
23	REC & CANADA DAY	18,250	5,509	12,741		110,000	16,741	93,259		128,250	22,250	106,000		17.3%
24	COMMUNITY CENTER - ARENA	435,133	373,650	61,483		145,000	130,309	14,691		580,133	503,959	76,174		86.9%
25	COMMUNITY CENTER - CONCESSION	2,000	962	1,038				-		2,000	962	1,038		48.1%
26	INWOOD REC	6,106	4,286	1,820		-	-	-		6,106	4,286	1,820		70.2%
27	LIBRARY - ALVINSTON	7,315	5,900	1,415		-	-	-		7,315	5,900	1,415		80.7%
28	LIBRARY - INWOOD	5,273	3,844	1,429		-	-	-		5,273	3,844	1,429		72.9%
		474,077	394,151	79,926		255,000	147,050	107,950		729,077	541,201	187,876		74.2%

PLANNING AND DEVELOPMENT

29	PLANNING & ZONING	5,750	4,376	1,374				-		5,750	4,376	1,374		76.1%
30	COMMERCIAL INDUSTRIAL	12,500	11,785	715		-	3,213	(3,213)		12,500	14,999	(2,499)		120.0%
31	POST OFFICE	46,200	50,402	(4,202)				-		46,200	50,402	(4,202)		109.1%
32	AGRICULTURE & REFORESTATION	21,300	28,508	(7,208)				-		21,300	28,508	(7,208)		133.8%
33	MUNICIPAL DRAIN LOANS	1,250	1,183	67				-		1,250	1,183	67		94.6%
34	MUNICIPAL DRAIN WORK	640,000	530,000	110,000				-		640,000	530,000	110,000		82.8%
35	TILE DRAIN LOANS	12,000	12,000	-				-		12,000	12,000	-		100.0%
		739,000	638,255	100,745		-	3,213	(3,213)		739,000	641,468	97,532		86.8%

OTHER/RESERVES

36	RESERVES	203,000	203,000	-				-		203,000	203,000	-		100.0%
37	RESERVE FUNDS	-		-				-		-	-	-		
		203,000	203,000	-		-	-	-		203,000	203,000	-		100.0%

TOTAL EXPENDITURES

38	TOTAL EXPENDITURES	4,590,467	4,212,551	377,917		1,841,500	1,216,397	625,103		6,431,967	5,428,947	1,003,020		84.4%
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MUNICIPALITY OF BROOKE-ALVINSTON

2020 Budget to Actual Comparison

To December 31, 2020

REVENUES

FEES AND CHARGES

Page 5 of 7

OPERATING				CAPITAL				TOTAL				% of Total budget Used
2020 Total Budget	2020 YTD Projected	YTD Under / (Over)	!	2020 Total Budget	2020 YTD Projected	YTD Under / (Over)	!	2020 Total Budget	2020 YTD Projected	YTD Under / (Over)	!	
(1)	(3)	(4)		(5)	(7)	(8)		(9)	(11)	(12)		(13)
GENERAL GOVERNMENT												
(14,050)	(12,769)	1,281		-	-	-		(14,050)	(12,769)	1,281		90.9%
FIRE & EMERGENCY												
-	-	-				-		-	-	-		0.0%
PROPERTY INSPECTION & CONTROL												
(43,000)	(69,283)	(26,283)				-		(43,000)	(69,283)	(26,283)		161.1%
TRANSPORTATION												
(2,500)	(1,878)	623						(2,500)	(1,878)	623		75.1%
WASTE COLLECTION & RECYCLING												
-	(782)	(782)				-		-	(782)	(782)		0.0%
CEMETERY												
(85,393)	-	85,393				-		(85,393)	-	85,393		0.0%
COMMUNITY CENTER - ALVINSTON												
(155,500)	(134,916)	20,584				-		(155,500)	(134,916)	20,584		86.8%
COMMUNITY CENTER - CONCESSION												
(2,600)	(1,211)	1,389				-		(2,600)	(1,211)	1,389		46.6%
COMMUNITY CENTER - INWOOD												
(500)	-	500				-		(500)	-	500		0.0%
CANADA DAY												
(13,250)	(509)	12,741				-		(13,250)	(509)	12,741		3.8%
PLANNING FEES												
(7,250)	(8,790)	(1,540)				-		(7,250)	(8,790)	(1,540)		121.2%
HANGING BASKETS/COMMUNITY GROUP												
(2,520)	(8,873)	(6,353)				-		(2,520)	(8,873)	(6,353)		352.1%
POST OFFICE												
(60,000)	(65,209)	(5,209)				-		(60,000)	(65,209)	(5,209)		108.7%
AGRICULTURE & REFORESTATION												
(3,500)	(2,054)	1,447				-		(3,500)	(2,054)	1,447		58.7%
MUNICIPAL DRAIN BILLINGS												
(450,000)	(395,000)	55,000				-		(450,000)	(395,000)	55,000		87.8%
TILE DRAIN LOANS												
(12,000)	(12,000)	-				-		(12,000)	(12,000)	-		100.0%
(852,063)	(713,273)	138,790		-	-	-		(852,063)	(713,273)	138,790		83.7%
MUNICIPAL												
ALVINSTON FIRE												
(45,016)	(64,187)	(19,171)		(5,920)	(5,674)	246		(50,936)	(69,861)	(18,925)		137.2%
INWOOD FIRE												
(12,322)	(15,264)	(2,942)		(1,860)	(1,976)	(116)		(14,182)	(17,240)	(3,058)		121.6%
COUNTY POLICING & OTHER GRANTS												
(11,910)	(13,542)	(1,632)		-	-	-		(11,910)	(13,542)	(1,632)		113.7%
DONATIONS												
-	(4,100)	(4,100)		(15,000)	(5,500)	9,500		(15,000)	(9,600)	5,400		0.0%
(69,248)	(97,093)	(27,845)		(22,780)	(13,150)	9,630		(92,028)	(110,243)	(18,215)		119.8%
ONTARIO												
OCIF												
		-		(273,968)	(273,968)	-		(273,968)	(273,968)	-		100.0%
EFFICIENCY FUNDING												
		-		(122,299)	(112,089)	10,210		(122,299)	(112,089)	10,210		91.7%
OMRFA DRAIN SUPERINTENDENT												
(7,500)	(12,000)	(4,500)				-		(7,500)	(12,000)	(4,500)		160.0%
OMAFRA - DRAIN SUBSIDIES												
(190,000)	(135,000)	55,000				-		(190,000)	(135,000)	55,000		71.1%
OMPF												
(678,100)	(678,100)	-				-		(678,100)	(678,100)	-		100.0%
(875,600)	(825,100)	50,500		(396,267)	(386,057)	10,210		(1,271,867)	(1,211,157)	60,710		95.2%

MUNICIPALITY OF BROOKE-ALVINSTON

2020 Budget to Actual Comparison

To December 31, 2020

CANADA

Page 6 of 7

OPERATING				CAPITAL				TOTAL				% of Total budget Used
2020 Total Budget	2020 YTD Projected	YTD Under / (Over)	!	2020 Total Budget	2020 YTD Projected	YTD Under / (Over)	!	2020 Total Budget	2020 YTD Projected	YTD Under / (Over)	!	
(1)	(3)	(4)		(5)	(7)	(8)		(9)	(11)	(12)		(13)
CANADA												
64 CANADA - ACCESSIBILITY		-		(9,392)	(9,392)	-		(9,392)	(9,392)	-		100.0%
65 FEDERAL GAS TAX		-		(228,949)	(228,949)	0		(228,949)	(228,949)	0		100.0%
66 FEDERAL CANADA DAY	(5,000)	(5,000)	-			-		(5,000)	(5,000)	-		100.0%
	(5,000)	(5,000)	-	(238,341)	(238,341)	(0)		(243,341)	(243,341)	0		100.0%
67 LICENCES, PERMITS, RENTS	(16,083)	(15,484)	599			-		(16,083)	(15,484)	599		96.3%
68 FINES AND PENALTIES	(45,000)	(48,717)	(3,717)			-		(45,000)	(48,717)	(3,717)		108.3%
69 OTHER REVENUES	(45,500)	(58,878)	(13,378)			-		(45,500)	(58,878)	(13,378)		129.4%
AREA RATINGS												
70 ALVINSTON AREA RATING	(44,202)	(44,229)	(27)			-		(44,202)	(44,229)	(27)		100.1%
71 INWOOD AREA RATING	(14,474)	(14,444)	30			-		(14,474)	(14,444)	30		99.8%
	(58,676)	(58,673)	(3)	-	-	-		(58,676)	(58,673)	3		100.0%
RESERVES/RESERVE FUNDS/FINANCING												
72 RESERVES	-	-	-	(887,000)	-	887,000		(887,000)	-	887,000		0.0%
73 FINANCING -OTHER			-			-		-	-	-		
	-	-	-	(887,000)	-	887,000		(887,000)	-	887,000		0.0%
TAXATION												
74 GENERAL TAXATION	(2,951,195)	(2,951,302)	(107)			-		(2,951,195)	(2,951,302)	(107)		100.0%
75 ADJUSTMENTS/WRITE-OFFS	50,500	42,344	(8,156)			-		50,500	42,344	(8,156)		83.8%
76 SUPPLEMENTAL	(5,000)	(3,995)	1,005			-		(5,000)	(3,995)	1,005		79.9%
77 UTILITY TRANSMISSION	(14,500)	(15,399)	(899)			-		(14,500)	(15,399)	(899)		106.2%
	(2,920,195)	(2,928,353)	(8,158)	-	-	-		(2,920,195)	(2,928,353)	(8,158)		100.3%
78 TOTAL REVENUES	(4,887,365)	(4,750,571)	136,788	(1,544,388)	(637,549)	906,839		(6,431,754)	(5,388,119)	1,043,634		83.8%
79 NET EXPENDITURES OVER REVENUE	(296,898)	(538,020)	241,129	297,112	578,848	(281,736)		214	40,828	(40,614)		

MUNICIPALITY OF BROOKE-ALVINSTON

2020 Budget to Actual Comparison

To December 31, 2020

WATER & SEWER

REVENUE

		OPERATING				CAPITAL				TOTAL			
		2020 Total Budget	2020 YTD Projected	YTD Under / (Over)	!	2020 Total Budget	2020 YTD Projected	YTD Under / (Over)	!	2020 Total Budget	2020 YTD Projected	YTD Under / (Over)	% of Total budget Used
		(1)	(3)	(4)		(5)	(7)	(8)		(9)	(11)	(12)	(13)
1	ONTARIO - GRANTS			-		(75,116)	-	75,116		(75,116)	-	75,116	0.0%
2	FEDERAL - GRANTS			-		-	-	-		-	-	-	0.0%
3	RESERVES			-		-	-	-		-	-	-	0.0%
4	RESERVE FUNDS			-		(72,577)	(75,000)	(2,423)		(72,577)	(75,000)	(2,423)	103.3%
5	WASTE WATER - ALVINSTON	(202,500)	(203,762)	(1,262)				-		(202,500)	(203,762)	(1,262)	100.6%
6	ALVINSTON OTHER SEWER CHGS	(5,933)	(5,840)	93				-		(5,933)	(5,840)	93	98.4%
7	WASTE WATER - INWOOD	(58,950)	(58,590)	360				-		(58,950)	(58,590)	360	99.4%
8	INWOOD SEWER CAPITAL & CONNECTION	(62,974)	(62,974)	-				-		(62,974)	(62,974)	-	100.0%
9	WATER - ALVINSTON	(332,380)	(350,090)	(17,710)				-		(332,380)	(350,090)	(17,710)	105.3%
10	WATER - ALVINSTON - OTHER CHGS	-	-	-				-		-	-	-	0.0%
	TOTAL WATER & SEWER REVENUES	(662,737)	(681,255)	(18,518)		(147,693)	(75,000)	72,693		(810,430)	(756,255)	54,175	93.32%

EXPENDITURES

11	WASTE WATER - ALVINSTON	170,832	182,570	(11,739)		110,000	235,471	(125,471)		280,832	418,042	(137,210)	148.9%
12	WASTE WATER - INWOOD	119,386	120,391	(1,005)		-	-	-		119,386	120,391	(1,005)	100.8%
13	WATER - ALVINSTON	305,949	281,836	24,113		75,116	7,715	67,401		381,065	289,550	91,514	76.0%
14	RESERVE FUND	29,147	-	29,147				-		29,147	-	29,147	0.0%
	TOTAL WATER & SEWER EXPENDITURES	625,314	584,796	40,517		185,116	243,186	(58,070)		810,429	827,982	(17,553)	102.17%
	NET WATER & SEWER EXPENDITURES	(37,424)	(96,459)	59,035		37,423	168,186	(130,764)		(1)	71,727	(71,728)	



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Brooke-Alvinston Community Fund - Agreement with Sarnia Community Fund
Meeting: Council - 14 Jan 2021
Department: Treasury
Staff Contact: Stephen Ikert, Treasurer

Recommendation:

Further to Council Resolution 2020-237, that Council authorize the attached Draft Agreement with the Sarnia Community Foundation to be signed to establish the Brooke-Alvinston Community Fund; and that staff be directed to advertise for nominations to serve on the Fund's Committee and establish a process on how grants from the endowed funds will be made.

Background:

Purpose of Fund:

- To establish a means for community members to donate to aspects of the community that are not traditionally covered within the municipal budget process.
- To provide a means for members of the community to leave gifts via a will.
- To be able to support charitable initiatives in the community thus allowing municipal staff to concentrate on the delivery of core services.
- To give residents and donors a greater degree of surety about the disposition of donated dollars.
- To give access to a stable investment pool that is professionally managed and monitored.

Financial Considerations:

No cost to the Municipality.

Relationship to Strategic Plan:

Strengthens connections among residents; boost ability to plan for future community needs; educates the public on philanthropy; and facilitates funding from other sources.

ATTACHMENTS:

[Brooke-Alvinston Community Fund - Draft Agreement](#)

**AGREEMENT TO ESTABLISH THE
BROOKE-ALVINSTON COMMUNITY FUND**

This agreement is made between The Municipality of Brooke-Alvinston as a municipal corporation within the County of Lambton in the province of Ontario

and

The Sarnia Community Foundation a registered charity operating under number 119227452RR0001 whose head office is located within the city of Sarnia.

Whereas, it is the intent of the Municipality of Brooke-Alvinston to have an endowed fund that will support local community charitable endeavours and initiatives and;

Whereas, it is deemed advisable to solicit funds from members of the community for the purpose of creating a permanent endowment that will meet those aims and,

Whereas, It is intended that the funds solicited be held at arm's length from the yearly operations of the Municipality of Brooke-Alvinston and,

Whereas, the Sarnia Community Foundation is a charitable organization dedicated to building endowed funds that will support local charitable causes in perpetuity returning income generated by those funds to charitable causes on behalf of donors and fund holders and;

Whereas, The Sarnia Community Foundation is by legislation able to “receive, maintain, manage, control and use donations for charitable purposes in Ontario” and;

Whereas, The Sarnia Community Foundation has the systems and facility to deal with donors, a wide variety of charitable donations and the granting of the income earned on endowed funds and;

Whereas, The Sarnia Community Foundation has systems and facility to deal with short term projects and programmes through flow through arrangements;

The Sarnia Community Foundation (SCF) hereby enters into an agreement with the Municipality of Brooke-Alvinston in order to receive, receipt and hold funds collected from donors for the purpose of creating an endowed fund that will generate annual grantable income for community charitable endeavours and initiatives within the Municipality of Brooke-Alvinston and to, on a periodic basis, receive, receipt and disburse funds for special projects through a flow through arrangement.

The agreement is subject to the following conditions and provisos,

1. The donations received and any additions thereto shall be accounted for and designated by SCF as **The Brooke-Alvinston Community Fund**.
2. The SCF will issue receipts valid for income tax purposes for all charitable donations to the Fund received by it. The Foundation reserves the right to accept only those gifts that are consistent with the Foundation's gift acceptance policies. Donors to the fund will have the opportunity to establish a named, designated fund or donor advised fund within the Community Fund subject to the terms and conditions SCF may impose for the establishment of any endowed funds held by SCF.
3. The intent of the fund is to generate a permanent source of income for community charitable endeavours and initiatives within the Municipality of Brooke-Alvinston.
4. It is intended that SCF will retain all capital contributions in the endowment of the Fund in perpetuity and invest them in accordance with the SCF investment policy.
5. The Sarnia Community Foundation will issue receipts for donations to the fund. The Sarnia Community Foundation will issue the appropriate letters of thanks on behalf of the fund. The SCF Donor Recognition policy will apply.

6. The Sarnia Community Foundation and the Municipality of Brooke-Alvinston will appropriately memorialize the Fund in their respective annual reports and other publications and will identify Fund distributions as coming from the Fund and SCF.
7. The Sarnia Community Foundation will be compensated for its expenses in administering the Fund by taking a portion of the earnings generated by the investment of the funds. The standard compensation will be as per SCF policy 2.03- Administrative Fees.
8. Income from the Fund shall be distributed from time to time, at least annually for purposes related to and as determined by a Grants committee established by the Municipality of Brooke-Alvinston. The amount of income to be distributed will be determined annually in accordance with the SCF policy relating to the long-term preservation of capital within all Funds under its management. The term “income” in this agreement is neither restrictive nor limitative and includes the capital gains, dividends and interest. A portion of the income, if available, will be re-invested in the fund to compensate for inflation.
9. In making disbursements, SCF will take the advice and recommendations from the Municipality of Brooke-Alvinston Grants Committee. However, as required by charitable regulations, which govern SCF, it is hereby agreed that the final authority on any distribution rests with SCF. It is understood that any committee members will be identified to the SCF and that such committee members should not be associated with any charity to which funds will be disbursed in that fiscal year unless a conflict of interest is declared and acted upon.
10. Although we understand that under law the Board of the SCF has and must retain final authority regarding all disbursements of income, we request that in determining the distribution of the income of the Fund, as provided for in Clause 10 above, the Directors of the SCF seek advice from the Municipality of Brooke-Alvinston and the advice of any appropriate committee we may form, providing we and/or our committee is able, available, and willing to advise.

11. The Sarnia Community Foundation will provide a fund report to the CAO and Municipal Council on an annual basis.
12. This Agreement may be amended in the future in such respects as the Foundation and the Municipality of Brooke-Alvinston may mutually agree by written amending agreement; or where the Board of the Sarnia Community Foundation deems it necessary to amend any of the terms governing the Fund in order to carry out the purpose(s) of the Fund, but is unable to obtain written agreement from the Donor consenting to such amendments, provided that in no event shall any such amendment derogate from the following:
 - a. The capital of the Fund and any additions to the fund shall be held in perpetuity by the Foundation and managed in accordance with the Financial Management Policies of the Foundation in force from time to time;
 - b. The capital and investment earnings of the Fund shall only be used to support charitable activities or qualified donees (as defined by the Income Tax Act (Canada) whose activities are within the objects of the Foundation.
13. Until the capital (total of gifts contributed) of the Endowed Fund shall reach \$10,000, there will be no disbursements.
14. The Brooke-Alvinston Community Fund may from time to time receive granted funds for specific projects and programmes within the community that are intended for immediate use by a community agency or agencies. These will be held by SCF as non-permanent pass through dollars and disbursed to the agency or agencies that made application for the grant. The Sarnia Community Foundation shall distribute the principal, less the administrative charges defined in SCF policy 2.03 accumulated for the charitable purposes outlined in the grant applications.
15. The Sarnia Community Foundation may charge for its expenses in administering these funds and the grant process that results. The fee will be charged against income.

16. In keeping with Foundation policy, a direct relationship between the Municipality of Brooke-Alvinston and the Sarnia Community Foundation must exist. A representative of the Foundation will work with the Municipality in the execution of this agreement as related to the acquisition and distribution of both the endowed and flow through funds. The SCF Logo and contact information should appear on all material associated with the fund.

The ***BROOKE-ALVINSTON COMMUNITY FUND*** shall be considered created on the date this agreement is accepted by the Sarnia Community Foundation and the Municipality of Brooke-Alvinston.

Dated this ---- day of _____, 2020

Chair Sarnia Community Foundation

*David Ferguson
Mayor
Municipality of Brooke-Alvinston*

Signature

Signature

*Jane Anema
Executive Director
Sarnia Community Foundation*

*Janet Denkers
Clerk-Administrator
Municipality of Brooke-Alvinston*

Signature

Signature

Witnessed by

_____ for the Municipality of Brooke-Alvinston

_____ for the Sarnia Community Foundation



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Tree Program - 2021
Meeting: Council - 14 Jan 2021
Department: Public Works
Staff Contact: Randy Hills, Public Works Manager

Recommendation:

That the Municipality participate in the 2021 large stock tree program offered through SCRCA and subsidize the costs of the trees ordered by \$2 each.

Background:

The Municipality of Brooke-Alvinston has encouraged their local rural residents to plant more trees on their properties to increase tree cover and improve future roadside aesthetics by providing a subsidy towards the cost of trees for its residents. Over 1000 large stock trees have been purchased and planted throughout Brooke-Alvinston since 2013 when the program started by numerous property owners.

Comments:

Residents continue to use the program although the numbers are decreasing each year.

2020	160 trees ordered
2019	229 trees ordered
2018	352 trees ordered
2017	488 trees ordered

Financial Considerations:

The Municipality has subsidized the cost of every tree ordered by \$2 throughout the duration of this program.

ATTACHMENTS:

[2021 Large Stock Program](#)



ST. CLAIR REGION CONSERVATION AUTHORITY

205 Mill Pond Crescent, Strathroy, Ontario, N7G 3P9

Tel.: 519-245-3710

Fax: 519-245-3348

LARGE STOCK TREES - Application Form for Spring 2021

- You will need a tarp and rope to cover the tree's roots during transportation. We recommend that you plant your trees as soon as possible after pickup.
- There are no warranties after delivery is finalized due to circumstances beyond our control.

LARGE STOCK TREE ORDER FORM

(Application deadline is **March 26, 2021**)

Applicant: _____ Tel: _____

Mailing Address: _____ (bus.) _____

Email Address _____ Postal Code: _____

Deciduous Tree Species	Description	Price	Total Amount
Silver Maple <i>Acer saccharinum</i>	175 cm whip – bareroot 175 cm tree – 5 gallon pot	___ X \$ 24 ___ X \$ 22	
Sugar Maple <i>Acer saccharum</i>	175 cm branched whip - bareroot 175 cm tree – 5 gallon pot	___ X \$ 26 ___ X \$ 22	
Tulip <i>Liriodendron tulipifera</i>	175 cm tree – 5 gallon pot	___ X \$ 22	
Sycamore <i>Platanus occidentalis</i>	175 cm tree – 5 gallon pot	___ X \$ 22	
Bur Oak <i>Quercus macrocarpa</i>	175 cm tree - bareroot 175 cm tree – 5 gallon pot	___ X \$ 39 ___ X \$ 29	
Red Oak <i>Quercus rubra</i>	175 cm tree - bareroot 175 cm tree – 5 gallon pot	___ X \$ 39 ___ X \$ 29	
Evergreen Tree Species	Description	Price	
White Cedar <i>Thuja occidentalis</i>	90 cm (3 ft) Balled & Burlap	___ X \$ 20	
Colorado Blue/Green Spruce <i>Picea pungens</i>	60 cm (2ft) Balled & Burlap	___ X \$ 20	
White Spruce <i>Picea glauca</i>	90 cm (3 ft) Balled & Burlap	___ X \$ 29	
TOTAL NUMBER OF TREES ORDERED	_____	Cost of Trees	
		H.S.T. (13%)	
		TOTAL COST	

Tree Species Site and Soil Characteristics

Deciduous

Silver Maple (<i>Acer saccharinum</i>)	Large and branchy (15 to 25m). Very fast growing. Adapts well to a wide range of soils but prefers moist fertile sites. Will tolerant some shading.
Sugar Maple (<i>Acer saccharum</i>)	Large and slender tree (35m). Slow growing and long lived (200 yrs). Grows best on deep, rich bottom-land but will grow on clay and shallow sites. Root system deep and wide-spreading.
Tulip <i>Liriodendron tulipifera</i>	Large (30m) and branchy tree in the open, deep and wide-spreading root system. A fast growing tree that does best on rich, moist soils along streams and around swampy areas. One of only a few native trees with a showy flower occurring in late spring to early summer.
Sycamore <i>Platanus occidentalis</i>	Very Large (35m) fast growing and branchy tree in the open, with a shallow but wide spreading root system. A fast growing tree found on rich bottomlands and on poorly drained soils.
Bur Oak (<i>Quercus macrocarpa</i>)	Medium to large tree (20 to 30 m) with corky twigs and branches that make a unique gnarly form in the winter landscape. Grows best on deep, rich bottom-land but will grow on clay and shallow sites.
Red Oak (<i>Quercus rubra</i>)	Medium to large tree (20-30 m) of medium growth rates. Prefers well drained sandy soils but will grow slow on well drained slopes on clay soils. Does not tolerate shade or competition from other trees.

Evergreens

White Cedar (<i>Thuja occidentalis</i>)	Small tree (15m). Very tolerant of alkaline soils. Prefers moist soils but not excessively wet. Foliage turns to a bronze/green colour in winter. Plant in full sun.
Colorado Blue/Green Spruce (<i>Picea pungens</i>)	Medium tree (25m). Relatively slow growing tree with distinctive green to silver blue needles. The tree should be grown in full sunlight away from power lines. Has no soil limitations but does not tolerate standing water, will tolerate environmental salt.
White Spruce (<i>Picea glauca</i>)	Large tree (35m). A fast growing spruce. Prefers acidic soils for best growth but may do well on slightly alkaline soils (no more than 7.5 pH). Prefers cool climates but does very well in the hot summers in S.W. Ontario. Plant in full sun.

Stock Characteristics

Potted trees - are grown in pots from seedlings, are more forgiving during handling

Bareroot trees – are grown in the field and dug in the spring. Proper handling is very important

Balled & Burlap – trees grown in the field and dug with dirt in the spring and wrapped in burlap

Whip – stem without branches **Branched Whip** – stem with few branched **Tree** – evenly branched stem

Send the tree order form to St. Clair Conservation Authority at the above address

DO NOT SEND PAYMENT

We will invoice all orders after we receive confirmation from our supplier.



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Inwood Sidewalks - snow removal
Meeting: Council - 14 Jan 2021
Department: Public Works
Staff Contact: Randy Hills, Public Works Manager

Recommendation:

That the report pertaining to the sidewalks in Inwood be received and filed; and that the Public Works Manager be authorized to spend up to \$500 / month for rental equipment to clean the sidewalks in Inwood.

Background:

The Municipality was given notice by the former contractor that provided sidewalk clearing in Inwood that he no longer was available to clear sidewalks in Inwood. Public Works staff have been clearing the opened sidewalks as necessary in the meantime with delays.

Comments:

Due to COVID-19 and the temporary arena closure, Parks & Recreation staff are available to clean the sidewalks as needed. The necessary equipment is able to be temporarily stored at Brooke Telecom until March 1st.

Financial Considerations:

2019 records indicate approximately \$1000 was spent monthly on snow removal in Inwood in previous years; rental of equipment would provide some cost savings.



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Fire Report: September-December 2020
Meeting: Council - 14 Jan 2021
Department: Fire Department
Staff Contact: Steve Knight, Fire Chief

Recommendation:

That the September - December 2020 fire report be received and filed.

Background:

A summary of repairs / maintenance, training topics and responses since September 24, 2020 are noted below. Details of 2020 Responses for BFR from January 1 to December 31, 2020 included.

Comments:

Repairs/Maintenance:

- Tools and equipment were removed from surplus apparatus and re-purposed on BFR apparatus. Two of three surplus apparatus are now out of service.
- Breathing Air Compressor maintenance and calibration.
- Bunker gear continues to be cleaned/inspected NFPA 1851.
- Repairs to apparatus
- Radio in T2 repaired; Taillight on P6

BFR training – September - December

- All training and responses adhere to required Covid-19 restrictions
- Regular Training - Focused on Firefighting fundamentals and Pumper Operations based on the skills and knowledge in NFPA 1001 + 1002 primarily at the acquired structure (Sawyer property) on Forest Road through September and October
- Specialized training – annual Rapid Intervention Team training for current and new members in October at the Sawyer property; Live fire training at the Lambton College Fire School in November.
- Long Service Awards - presented in December with 5 year service pins to 3 members, 15 years for 1 member and 20 years to 2 members. Six Nations Fire presented BFR with the ceremonial recruit class axe in memory of Tanner Redick.
- Lambton Fire Academy resumed in September with 2 members attending.

Responses - September 24, 2020 to December 31, 2020

- 7 responses
 - Alarm – 1
 - Medical – 2
 - MVC – 2

- Fire - 2
- Equipment (baler) – 1
- Chimney – 1

COVID-19

- OFMEM weekly PPE inventory report and weekly staffing reports filed.
- Operational precautions remain in place, particularly for medical calls.
- Fully staffed, all firefighters are asked to continually self-monitor.

Inspections

- Wanstead Farmers' Co-operative – Nauvoo Road
- Nainstay Non-Profit Buildings – Lovell Street

Financial Considerations:

All purchasing through budgeted funds.



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Purchase from proceeds of sale of surplus apparatus
Meeting: Council - 14 Jan 2021
Department: Fire Department
Staff Contact: Steve Knight, Fire Chief

Recommendation:

That Council receives the report from the Fire Chief dated January 14, 2021, regarding the purchase of a 2020 RAM 1500 Tradesman Crew Cab 4x4 Utility Response vehicle and that Council waives the requirements for a competitive process in favour of a negotiated process with Dependable for the provision of the purchase of fire apparatus, for the reason that the Fire Chief has worked with this supplier in the disposal of the 2015 International fire apparatus and has been presented an opportunity for cost savings for the sale of the 2015 International fire apparatus in return for the purchase of a 2020 RAM 1500 Tradesman Crew Cab 4x4 Utility Response vehicle that is suitable for the Municipalities immediate needs, and as the supplier has the capability to deliver the apparatus in an expedient and cost effective manner.

Background:

Council approved the surplus of all Inwood Fire Station apparatus at the November 12, 2020 council meeting. Contact was made with Metalfab Fire Trucks and Dependable Fire Apparatus regarding the sale of surplus fire apparatus from the Inwood Fire Station consisting of a Heavy Rescue, a Pumper and a Tanker. Initial conversations with each supplier focused on the sale of the apparatus and it was determined the value of the 2015 International Heavy Rescue apparatus (R5) was the greatest value and had the most potential for resale. The other apparatus had little value due to their age and were not included in the discussions moving forward. Dependable Fire Apparatus in Brampton were interested in marketing the apparatus and it was delivered to Dependable on January 5, 2021.

An apparatus replacement schedule was created and presented to Council in early 2020 during budget discussions by Chief McArthur, which identified the replacement of R5 with a need for a pickup as a response unit. The second recommendation of the Firehouse 33 report included 'a light rescue apparatus equipped primarily with medical and auto extrication equipment and capable of transporting a minimum of four firefighters. Off road/4x4 capability would be an asset, given the rural response area.

Comments:

During discussions with Dependable, the availability of a fully equipped in-stock pickup was revealed with possibility of the cost of the truck included in the sale of R5. Discussions with Brooke Fire Senior Officers were held and they were in full agreement on the acquisition of the truck for the following reasons:

- This type of vehicle substantially increases in response capabilities of the fire department. Historically, getting firefighters to the incident scene has been a major issue. Responding firefighters arrive at the Alvinston Station to board apparatus to respond, they do not routinely

respond directly in their personal vehicle. There is a limited number of firefighters that may respond in our current apparatus. With the closure of the Inwood Station, Firefighters who previously responded to that station are now responding to the Alvinston Hall. Acquiring this type of vehicle permits up to 5 more firefighters to respond to every scene. There is also a Health and Safety concern in transporting soiled fire gear in a personal vehicle when responding to the incident and in returning to the station.

- It was identified in the Firehouse 33 report that a 'Rapid Response' unit would benefit the community by being equipped with medical and vehicle extrication equipment. Use of this vehicle for that purpose would provide a faster response for those types of specific responses.
- This vehicle has the capability to go to the more difficult scenes where other responding apparatus will not. Specifically, with its off road capabilities it can gain access to off-road, farm fields, woodlots, wet locations where a fire truck cannot for medical assistance, rescue, vehicle extrication, fires and other seasonal applications.
- The vehicle will provide utility to the fire department for a number of purposes:
 1. Fire Prevention and Public education events and inspections
 2. Training event transportation for firefighters and their equipment participating in the Lambton Fire Academy and other Lambton County training that requires transporting SCBA cylinders.
 3. Transporting equipment, cylinders, hose and other equipment pre- and post-incident
 4. Deployment of the Rapid Intervention Team and storage of the specialized equipment for that purpose.

Specifications of 2020 RAM 1500 Tradesman Crew Cab 4x4

- SXT Appearance Package
- 5.7L Hemi, V8 w/fuel saver
- Cloth 20/40/20 bench seat
- Paint: Flame Red
- 8-speed automatic Transmission
- 124L Fuel Tank
- Fog Lamps
- 115-Volt aux power outlet
- Allegiant 53" Light Bar (red/white)
- Federal Signal PA300 with 100-watt DynaMax speaker
- Six (6) Micro Pulse Ultra 6 (red/white) Emergency Lights
- Line-x truck bed
- Bush Bar

Financial Considerations:

The purchase of this apparatus is dependent on the sale of surplus apparatus. The sale of R5 will generate approximately \$150,000 in Revenue, which will fulfill the municipalities financial obligations with Dawn-Euphemia, purchase this vehicle and add to the fire truck reserve account or other fire department projects and upgrades.

Using the proceeds from the sale of R5 to purchase this vehicle, Dependable has waived their usual 10% commission on the sale of R5.

Revenue from R5	\$150,000
Dawn – Euphemia	(\$30,000)
Response Vehicle	(\$60,000)
Reserves	\$60,000

Relationship to Strategic Plan:

Fiscal responsibility



4218 Oil Heritage Road
 Petrolia, Ontario, N0N 1R0
 Phone: (519) 882-0032 Fax: (519) 882-2233
 www.dobbineng.com

December 18, 2020

The Mayor and Council
 Municipality of Brooke-Alvinston
 3236 River Street
 Alvinston, ON
 N0N 1A0

Re: Kelly Drains and Branches Maintenance

Four (5) sealed tenders for the Kelly Drain, Kelly Drain Extension, and Kelly Drain Branch No.1 and 2 were received and opened on December 17, 2020 at the Municipality of Brooke-Alvinston Municipal Office.

Following the tender opening, the schedule of tender prices from each bid was reviewed by David Moores, Drainage Superintendent to ensure correct unit price extensions and total tender prices. Following are the confirmed, corrected, tender prices submitted (Before HST):

- | | |
|-------------------------|------------------------|
| • GM Construction | \$25436.00 (corrected) |
| • Bruce Poland and Sons | \$37376.11 |
| • J&L Henderson | \$38844.88 |
| • McNally Excavating | \$42625.21 |
| • HE Construction | \$52824.62 |

Based on this review, the bid from GM Construction in the amount of \$25436.00 before HST is the lowest price tendered, and meets all of the requirements stipulated in tender documents. Therefore, I recommend that the tender be awarded to GM Construction for work on the Kelly Drain, Kelly Drain Extension, and Kelly Drain Branch No.1 and 2.

Regards,

A handwritten signature in black ink, appearing to read 'D. Moores'.

David Moores
 Drainage Superintendent



The Corporation of the Municipality of Brooke-Alvinston
REQUEST FOR MAINTENANCE / REPAIR / IMPROVEMENT
(Drainage Act, R.S.O. 1990, Chapter D.17)



I hereby give notice that the 4-5 Concession Road ? Drain is out of repair and request that:

☒ Maintenance (preservation of a drainage works) or repair (restoration of a drainage works to its original condition) be performed under the provisions of Section 74 of the Drainage Act, R.S.O 1990, Chapter D.17.

☐ The drain be improved (modification of or an addition to a drainage works intended to increase the effectiveness of the system) under the provisions of:

___ Section 77, (without an Engineer's Report and total cost not exceeding \$4,500.00)

___ Section 78, (with an Engineer's Report)

(of the Drainage Act, R.S.O. 1990, Chapter D.17)

The following work is required:

cleaning

Property Description: Lot 8 Concession 5 Roll Number 38 15 120 020 02701 0000

911 address 6956 Courtright Line

Dated at the Municipality of Brooke-Alvinston this 22 day of December, 2020

Doug MacDougall
Name-please print

Name-please print

Doug MacDougall
Signature

Signature

Telephone# 519-844-2147
Home

519-466-3463
Cell

Email address: macdougall.macedoug@brktel.on.ca

Additional Comments if any:

E-MAILED
12/22/2020
to David Moore



The Corporation of the Municipality of Brooke-Alvinston
REQUEST FOR MAINTENANCE / REPAIR / IMPROVEMENT
(Drainage Act, R.S.O. 1990, Chapter D.17)



I hereby give notice that the Mac Dougall Drain is out of repair and request that:

☒ Maintenance (preservation of a drainage works) or repair (restoration of a drainage works to its original condition) be performed under the provisions of Section 74 of the Drainage Act, R.S.O 1990, Chapter D.17.

☐ The drain be improved (modification of or an addition to a drainage works intended to increase the effectiveness of the system) under the provisions of:

___ Section 77, (without an Engineer's Report and total cost not exceeding \$4,500.00)

___ Section 78, (with an Engineer's Report)

(of the Drainage Act, R.S.O. 1990, Chapter D.17)

The following work is required:

cleaning

Property Description: Lot 8+9 Concession 5 Roll Number 38 15 120 020 02701 0000

911 address 6956 Courtright Line

Dated at the Municipality of Brooke-Alvinston this 22 day of December, 2020

Doug Mac Dougall
Name-please print

Name-please print

Doug Mac Dougall
Signature

Signature

Telephone# 519-844-2147
Home

Cell

Email address: macdoug@brktel.on.ca

Additional Comments if any:

E-MAILED
12/22/2020

to David Moore

THE CORPORATION OF THE MUNICIPALITY OF BROOKE-ALVINSTON

BY-LAW NUMBER 1 OF 2021

**BEING A BY-LAW TO PROVIDE FOR INTERIM TAX LEVIES FOR THE
YEAR 2020 FOR THE MUNICIPALITY OF BROOKE-ALVINSTON**

WHEREAS Section 317 (1) of the *Municipal Act, 2001* provides that the Council of a local municipality, before the adoption of estimates for the year under Section 290, may pass a by-law levying amounts on the assessment of property in the local municipality rateable for local municipality purposes;

AND WHEREAS, Section 317 (2) of the *Municipal Act, 2001* provides that a by-law under Section 317 (1) may be passed in November or December of the previous year if it provides that it does not come into force until a specified day in the following year;

AND WHEREAS, the Council of the Municipality of Brooke-Alvinston deems it appropriate to provide for such interim levy on the assessment property of this municipality;

THEREFORE, the Council of the Municipality of Brooke-Alvinston enacts as follows:

In this By-law, the following words shall be defined as:

“Treasurer” shall mean the Treasurer for the Municipality of Brooke-Alvinston;

“Minister” shall mean the Minister of Finance;

“MPAC” shall mean the Municipal Property Assessment Corporation;

1. The amounts levied shall be as follows:
 - 1.1 For the Residential, Pipeline, Farmland and Managed Forest property classes, there shall be imposed and collected, an interim levy of:
 - (a) the percentage prescribed by the Minister under the *Municipal Act*; or
 - (b) 50%, if no percentage is prescribed, of the total taxes for municipal and school purposes levied in the year 2020 (including local improvement charges).
 - 1.2 For the Multi-Residential, Commercial and Industrial property classes, there shall be imposed and collected, an interim levy of:
 - (a) the percentage prescribed by the Minister under the *Municipal Act*; or
 - (b) 50%, if no percentage is prescribed, of the total taxes for municipal and school purposes levied in the year 2020 (including local improvement charges).
2. For the purpose of calculating the total amount of taxes for the year 2021, under paragraph 1, if any taxes for municipal and school purposes were levied on a property for only part of 2020 because assessment was added to the collectors roll during 2020, an amount shall be added equal to the additional taxes that would have been levied on the property if taxes for municipal and school purposes had been levied for the entire year.
3. The provisions of this By-law apply in the event that assessment is added for the year 2021 to the collectors roll after the date this By-law is passed and an interim levy shall be imposed and collected.

4. All taxes levied under this By-law shall be payable to the Corporation in accordance with the provisions of this By-law.
5. There shall be imposed on all taxes a penalty for non-payment or late payment of taxes in default of the instalment due dates set out below. The penalty shall be one and one-quarter percent (1.25%) of the amount in default on the first day and on the first day of each calendar month during which the default continues, but not after the end of 2021.
6. The interim tax levy imposed by this By-law shall be paid in two instalments due on the following dates:
 - (1) One half (50%) thereof on the 26th day of February, 2021.
 - (2) One half (50%) thereof on the 30th day of April, 2021.
7. The Treasurer may mail or cause to be mailed to the address of the residence or place of business of each person taxes under this By-law, a notice specifying the amount of taxes payable.
8. The notice to be mailed under this By-law shall contain the particulars provided in this By-law and the information required to be entered in the collectors roll under Section 343 of the *Municipal Act*.
9. The subsequent levy for the year 2021 to be made under the *Municipal Act* shall be reduced by the amount to be raised by the levy imposed by this By-law.
10. The provisions of Section 317 of the *Municipal Act* as amended apply to this By-law with necessary modifications.
11. The Treasurer shall be authorized to accept part payment from time to time on account of any taxes due, and to give a receipt of such part payment, provided that acceptance of any such part payment shall not affect the collection of any percentage charge imposed and collectable under Section 7 of this By-law in respect of non-payment or late payment of any taxes or any instalment of taxes.
12. Nothing in this By-law shall prevent the Treasurer from proceeding at any time with the collection of any tax, or any part thereof, in accordance with the provisions of the statutes and by-laws governing the collection of taxes.
13. In the event of any conflict between the provisions of this By-law and other by-laws, the provisions of this By-law shall prevail.
14. This By-law shall come into force and take effect on the day of final passing thereof.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 14th DAY OF JANUARY, 2021.

David Ferguson, Mayor

Janet Denkers, Clerk Administrator

THE CORPORATION OF THE MUNICIPALITY OF BROOKE-ALVINSTON

BY-LAW NUMBER 2 OF 2021

A BY-LAW TO ESTABLISH A PENALTY CHARGE FOR NON-PAYMENT OF CURRENT TAXES AND TO PROVIDE FOR INTEREST TO BE ADDED TO TAX ARREARS IN 2021

WHEREAS Section 345(1-9) c458 of the Municipal Act, 2001, provides that a local Municipality may, in accordance with this section, pass by-laws to impose late payment charges for the non-payment of taxes or any instalment by the due date;

AND WHEREAS the Council of the Corporation of the Municipality of Brooke-Alvinston hereby enacts as follows:

1. Overdue taxes are those that are levied in 2021 and are not paid on or before the day payment is due.
2. Tax arrears are taxes that are due and unpaid after December 31st of the year in which they are levied.
3. The penalty charge to be added to overdue taxes and the interest charge to be added to tax arrears shall be 15% per annum added at the rate of 1.25% per month calculated on the outstanding balance.
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.
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 month for each month or fraction thereof from the day the By-Law takes effect.
6. This By-Law shall be deemed to have come into force and effect on the 1st day of January 2021.
7. All By-Laws and motions of Council found to be inconsistent with the provisions found in this By-Law shall be and are hereby repealed.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 14th DAY OF JANUARY, 2021.

David Ferguson, Mayor

Janet Denkers, Clerk Administrator

THE CORPORATION OF THE MUNICIPALITY OF BROOKE-ALVINSTON

BY-LAW NUMBER 3 OF 2021

**BEING A BY-LAW TO PROVIDE FOR MUNICIPAL BORROWING FOR
CURRENT OPERATIONS**

WHEREAS the Council of the Corporation of the Municipality of Brooke-Alvinston deems it necessary to borrow for current purposes the sum of two million dollars (\$2,000,000) to meet, until the taxes are collected, the current expenditures of the Corporation for the year;

AND WHEREAS the total of amounts previously borrowed under Section 407 of the *Municipal Act*, as amended from time to time, (the "Act"), that have not been repaid are \$ 0.00 dollars.

AND WHEREAS, the amount of the estimated revenues (as defined and interpreted in the Act) of the Corporation as set out in the estimates adopted for the current year and not yet collected (or, is the same have not yet been adopted, the amount of the estimated revenues of the Corporation as set forth in the estimates adopted for the next preceding year) is more than five million dollars (\$5,000,000.00);

AND WHEREAS the amount to be borrowed under this by-law and the amounts of borrowings that have not been repaid does not in the aggregate exceed from January 1st to September 30th of the year, 50% of the total, and from October 1st to December 31st, 25% of the total of the estimated revenues of the Corporation as set out above.

BE IT THEREFORE ENACTED by the said Council as follows:

- (1) The Head and the Treasurer of the Corporation are hereby authorized on behalf of the Corporation to borrow from time to time, by way of promissory note or bankers' acceptance, from Bank of Montreal, a sum or sums not exceeding in the aggregate two million dollars (\$2,000,000) to meet, until taxes are collected, the current expenditures of the Corporation for the year, including the amounts required for the purposes mentioned in subsection (1) of the said Section 407, as amended from time to time, and to give, on behalf of the Corporation, to the Bank a promissory note or notes, sealed with the corporate seal and signed by them for the moneys so borrowed, and such other documentation as may be requested by the Bank therefore, with interest at a rate not exceeding prime per centum per annum, which may be paid in advance or otherwise.
- (2) All sums borrowed from the said Bank, for any or all of the purposes mentioned in the said Section 187 as amended from time to time, shall, with interest thereon, be a charge upon the whole of the revenues of the Corporation for the current year and for all preceding years, as and when such revenues are received.
- (3) The Treasurer is hereby authorized and directed to apply in payment all sums borrowed pursuant to the authority of this By-law, as well as all the other sums borrowed in this year and any previous years, from the said Bank for any or all of the purposes mentioned in the said Section 407, as amended from time to time, together with interest thereon, all of the moneys hereafter collected or received on account or realized in respect of the taxes levied for the current year and preceding years and all of the moneys collected or received from any other source, which may lawfully be applied for such purpose.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 14th DAY OF JANUARY, 2021.

David Ferguson, Mayor

Janet Denkers, Clerk Administrator